



GivitBack Foundation (GBF)

“Unlocking Potential, Transforming Lives”

Website: givitbackfoundation.org

Address: 259-90119, Matuu, Machakos, Kenya

Email: info@givitbackfoundation.org / givitbackfoundation@gmail.com

Mobile: +254790279747 / +254723635885 / +254723928976

SAFEGUARDING RISK MANAGEMENT STRATEGY

DOCUMENT CONTROL

Document Information	Details
<i>Document Title</i>	Safeguarding Risk Management Strategy
<i>Organization</i>	GivitBack Foundation (GBF)
<i>Version</i>	1.0
<i>Effective Date</i>	August 2026
<i>Review Date</i>	August 2028
<i>Review Frequency</i>	Every Two (2) Years or earlier where necessary
<i>Policy Owner</i>	Governing Body (Board of Trustees)
<i>Policy Custodian</i>	Executive Director
<i>Applies To</i>	Trustees, Employees, Volunteers, Consultants, Interns, Contractors, Partners and any person representing GBF

POLICY APPROVAL

The Governing Body of GivitBack Foundation (GBF) adopts this Safeguarding Risk Management Strategy to ensure that safeguarding risks are systematically identified, assessed, mitigated, monitored and reviewed across all Foundation programmes and operations.

This Strategy complements the GBF Child Protection Policy and the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and provides the operational framework for managing safeguarding risks.

1. INTRODUCTION

GivitBack Foundation (GBF) is committed to creating safe environments for children, young people, staff, volunteers and communities participating in its programmes. Safeguarding risks may arise whenever people interact through sports, education, mentorship, health promotion, nutrition services, community outreach, digital engagement or partnerships. Failure to manage these risks can result in harm to individuals, loss of public trust, legal consequences and reputational damage. This Strategy establishes a structured approach to identifying safeguarding risks, implementing preventive measures, responding to incidents and continuously improving safeguarding systems throughout the Foundation.

2. ABOUT GIVITBACK FOUNDATION

GivitBack Foundation (GBF) is a non-membership Public Benefit Organization established under the Public Benefit Organizations Act, Cap. 134 of the Laws of Kenya. Its primary purpose is to identify, nurture and develop talent among children and youth through sports, mentorship, education support and strategic partnerships that create opportunities for personal growth, leadership and socio-economic empowerment. GBF implements programmes in:

- Sports and talent development.
 - Education support.
 - Mentorship.
 - Nutrition.
 - Health promotion.
 - Psychosocial wellbeing.
 - Community empowerment.
 - School programmes.
 - Community outreach.
 - Partnerships.
-

3. PURPOSE

This Strategy provides a systematic process for identifying, assessing, managing and monitoring safeguarding risks before, during and after programme implementation. It aims to ensure that:

- Children and vulnerable persons are protected from harm.
 - Safeguarding is integrated into programme planning and decision-making.
 - Risks are reduced to acceptable levels.
 - GBF complies with legal, ethical and donor safeguarding requirements.
-

4. OBJECTIVES

The objectives of this Strategy are to:

- Identify safeguarding risks associated with GBF programmes.
 - Assess the likelihood and impact of identified risks.
 - Implement appropriate control measures.
 - Reduce the likelihood of abuse, exploitation and neglect.
 - Promote continuous improvement.
 - Strengthen organizational accountability.
 - Protect the reputation and integrity of GBF.
-

5. SCOPE

This Strategy applies to all GBF activities including:

- Sports coaching.
- Training camps.
- Talent identification.
- Mentorship.
- School programmes.
- Nutrition services.
- Health outreach.
- Community events.
- Volunteer programmes.
- Digital communication.
- Partnerships.
- Travel arranged by GBF.
- Any activity involving beneficiaries.

It applies to:

- Trustees.
 - Executive Director.
 - Employees.
 - Volunteers.
 - Consultants.
 - Contractors.
 - Interns.
 - Partners.
 - Visitors.
-

6. GUIDING PRINCIPLES

Risk management shall be guided by the following principles:

- Best interests of the child.
- Prevention before response.
- Shared responsibility.
- Accountability.

- Participation.
- Inclusion.
- Confidentiality.
- Continuous learning.
- Compliance with Kenyan law.
- Zero tolerance for abuse and exploitation.

7. SAFEGUARDING RISK MANAGEMENT FRAMEWORK

GBF shall manage safeguarding risks using the following five-step process:

Step 1: Identify Risks

Identify actual and potential safeguarding risks during programme planning and implementation.

Step 2: Assess Risks

Assess each risk according to:

- Likelihood.
- Potential impact.
- Existing controls.

Step 3: Treat Risks

Implement practical measures to eliminate or reduce identified risks.

Step 4: Monitor Risks

Monitor safeguarding controls continuously throughout programme implementation.

Step 5: Review and Improve

Review safeguarding performance regularly and strengthen systems based on lessons learned.

8. SAFEGUARDING RISK ASSESSMENT

Risk Rating Matrix

Likelihood	Description
<i>Rare</i>	Highly unlikely
<i>Unlikely</i>	Could occur occasionally
<i>Possible</i>	May occur under certain circumstances
<i>Likely</i>	Expected to occur periodically
<i>Almost Certain</i>	Expected to occur frequently
Impact	Description
<i>Insignificant</i>	Minimal effect

<i>Minor</i>	Limited harm
<i>Moderate</i>	Significant impact requiring intervention
<i>Major</i>	Serious injury or organizational impact
<i>Severe</i>	Life-threatening harm or catastrophic organizational consequences

Overall risk ratings shall be categorized as:

- Low
- Moderate
- High
- Extreme

These ratings shall guide prioritization of mitigation measures and management attention.

9. SAFEGUARDING RISK REGISTER (SUMMARY)

Activity	Potential Risk	Existing Controls	Residual Risk
<i>Sports coaching</i>	Inappropriate one-to-one interaction	Two-adult supervision, Code of Conduct, open training areas	Low
<i>Talent identification events</i>	Child separated from guardian	Registration procedures, attendance records, designated child-safe points	Low
<i>Mentorship sessions</i>	Grooming or inappropriate relationships	Professional boundaries, approved meeting venues, supervision	Moderate
<i>School programmes</i>	Unauthorized access to children	Coordination with school management, visitor identification	Low
<i>Nutrition assessments</i>	Breach of privacy	Confidential assessments, trained personnel	Low
<i>Health outreach</i>	Inappropriate physical contact	Professional health protocols, informed consent	Low
<i>Community outreach</i>	Children becoming lost	Registration, supervision, emergency procedures	Moderate

<i>Transport</i>	Child travelling alone with one adult	Authorized transport, two-adult rule where practicable, parental consent	Moderate
<i>Residential camps</i>	Overnight safeguarding concerns	Separate accommodation, gender-appropriate supervision, night monitoring	Moderate
<i>Photography</i>	Misuse of children's images	Written consent, image approval procedures	Low
<i>Social media</i>	Online grooming or inappropriate communication	Official communication channels, digital safeguarding procedures	Moderate
<i>Volunteers</i>	Unsuitable persons working with children	Screening, induction, supervision	Moderate
<i>Partners</i>	Inconsistent safeguarding practices	Partner due diligence, safeguarding clauses in agreements	Moderate
<i>Complaints handling</i>	Failure to report safeguarding concerns	Reporting procedures, staff awareness, whistleblower protection	Low

10. RISK TREATMENT MEASURES

To reduce safeguarding risks, GBF shall:

- Conduct safeguarding risk assessments before all major activities.
- Integrate safeguarding into project planning and budgets.
- Recruit and screen personnel appropriately.
- Require all representatives to sign safeguarding declarations.
- Provide safeguarding induction and refresher training.
- Ensure adequate supervision during child-related activities.
- Maintain accessible reporting mechanisms.
- Investigate concerns promptly.
- Review incidents and implement corrective actions.
- Monitor compliance through supervision and internal reviews.

Safeguarding measures shall be proportionate to the level of identified risk.

11. ROLES AND RESPONSIBILITIES

Safeguarding risk management is a shared responsibility across GivitBack Foundation.

Every person acting on behalf of the Foundation has a duty to identify, prevent and respond to safeguarding risks.

11.1 Governing Body (Board of Trustees)

The Governing Body shall:

- Approve the Safeguarding Risk Management Strategy and related safeguarding policies.
- Provide strategic oversight of safeguarding.
- Ensure sufficient financial and human resources are allocated for safeguarding.
- Review safeguarding risks as a standing agenda item during Governing Body meetings.
- Review reports of serious safeguarding incidents.
- Ensure compliance with Kenyan law and donor safeguarding requirements.
- Promote a culture of accountability and continuous improvement.

11.2 Executive Director

The Executive Director shall:

- Lead implementation of this Strategy.
- Integrate safeguarding risk management into organizational planning and operations.
- Ensure safeguarding risk assessments are conducted before programmes commence.
- Appoint a Safeguarding Focal Person.
- Ensure appropriate response to safeguarding incidents.
- Report significant safeguarding risks and incidents to the Governing Body.
- Promote continuous learning and improvement.

11.3 Safeguarding Focal Person

The Safeguarding Focal Person shall:

- Coordinate implementation of safeguarding policies.
- Receive and manage safeguarding reports.
- Maintain safeguarding records.
- Provide advice to staff and volunteers.
- Monitor implementation of safeguarding action plans.
- Coordinate safeguarding awareness and training.
- Prepare safeguarding reports for management.

11.4 Programme Managers and Coordinators

Programme leaders shall:

- Conduct safeguarding risk assessments before activities begin.
- Ensure mitigation measures are implemented.
- Supervise staff and volunteers.
- Monitor safeguarding compliance during programme implementation.
- Report safeguarding concerns promptly.

11.5 Employees, Volunteers and Consultants

All representatives shall:

- Understand and comply with safeguarding policies.

- Identify and report safeguarding risks.
- Follow approved procedures.
- Participate in safeguarding training.
- Promote safe environments for beneficiaries.
- Cooperate during safeguarding investigations.

11.6 Partners and Contractors

Partner organizations and contractors shall:

- Demonstrate appropriate safeguarding standards.
- Comply with GBF safeguarding requirements where applicable.
- Report safeguarding concerns affecting GBF programmes.
- Cooperate with safeguarding reviews and investigations.

12. MONITORING, EVALUATION AND REVIEW

Safeguarding risk management is a continuous process that requires regular monitoring and improvement.

GBF shall monitor implementation through:

- Programme supervision.
- Routine safeguarding inspections.
- Internal audits.
- Incident trend analysis.
- Risk register reviews.
- Staff supervision meetings.
- Community feedback mechanisms.
- Partner monitoring visits.
- Annual safeguarding reviews.

Monitoring findings shall be documented and used to strengthen policies, procedures and programme implementation.

Key Performance Indicators (KPIs)

The Foundation may monitor performance using indicators such as:

- Percentage of personnel completing safeguarding induction.
- Percentage of programmes with documented safeguarding risk assessments.
- Number of safeguarding incidents reported and addressed.
- Time taken to respond to safeguarding reports.
- Percentage of partners complying with safeguarding requirements.
- Percentage of safeguarding actions implemented following incident reviews.

These indicators support continuous improvement rather than measuring programme success solely by incident numbers.

13. EMERGENCY RESPONSE PROCEDURES

Where a safeguarding incident presents an immediate risk to a child or another person, GBF shall act without delay.

Priority actions include:

Immediate Safety

- Remove the individual from immediate danger where it is safe to do so.
- Ensure the safety of other participants.
- Contact emergency services where necessary.

Medical Support

Where required, facilitate access to emergency medical care.

Child Protection Response

Where children are involved:

- Notify the appropriate child protection authorities in accordance with Kenyan law.
- Engage parents or guardians where appropriate and where doing so does not increase the child's risk.
- Follow the GBF Child Protection Policy.

Documentation

Record:

- Date and time.
- Persons involved.
- Immediate actions taken.
- Persons notified.
- Decisions made.

Records shall be factual, accurate and confidential.

14. CONTINUOUS IMPROVEMENT

GBF recognizes that safeguarding risks evolve over time.

The Foundation shall continuously strengthen safeguarding through:

- Learning from safeguarding incidents.
- Reviewing emerging risks.
- Updating policies.
- Improving training.
- Strengthening partnerships.
- Consulting beneficiaries and communities.
- Monitoring international safeguarding best practices.

Lessons learned shall be incorporated into future planning and programme design.

15. STRATEGY REVIEW

This Strategy shall be reviewed:

- Every two (2) years.

- Following significant safeguarding incidents.
- Following major legislative or regulatory changes.
- Following significant organizational changes.
- At the direction of the Governing Body.
- Where donor requirements change.

Any amendments shall be approved by the Governing Body.

16. STRATEGY APPROVAL

This Safeguarding Risk Management Strategy was approved by the Governing Body of GivitBack Foundation (GBF) and takes effect from the date of approval.

Item	Details
<i>Organization</i>	GivitBack Foundation (GBF)
<i>Strategy</i>	Safeguarding Risk Management Strategy
<i>Version</i>	1.0
<i>Effective Date</i>	August 2026
<i>Review Date</i>	August 2028
<i>Approved By</i>	Governing Body (Board of Trustees)

APPENDIX A: SAFEGUARDING RISK ASSESSMENT TEMPLATE

<i>Programme/Activity</i>						
<i>Location</i>						
<i>Date</i>						
<i>Assessor</i>						
<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Existing Controls</i>	<i>Additional Mitigation</i>	<i>Responsible Person</i>	<i>Review Date</i>

APPENDIX B: SAFEGUARDING RISK REGISTER TEMPLATE

<i>Risk ID</i>	<i>Programme</i>	<i>Risk Description</i>	<i>Existing Controls</i>	<i>Risk Rating</i>	<i>Action Required</i>	<i>Responsible Officer</i>	<i>Status</i>

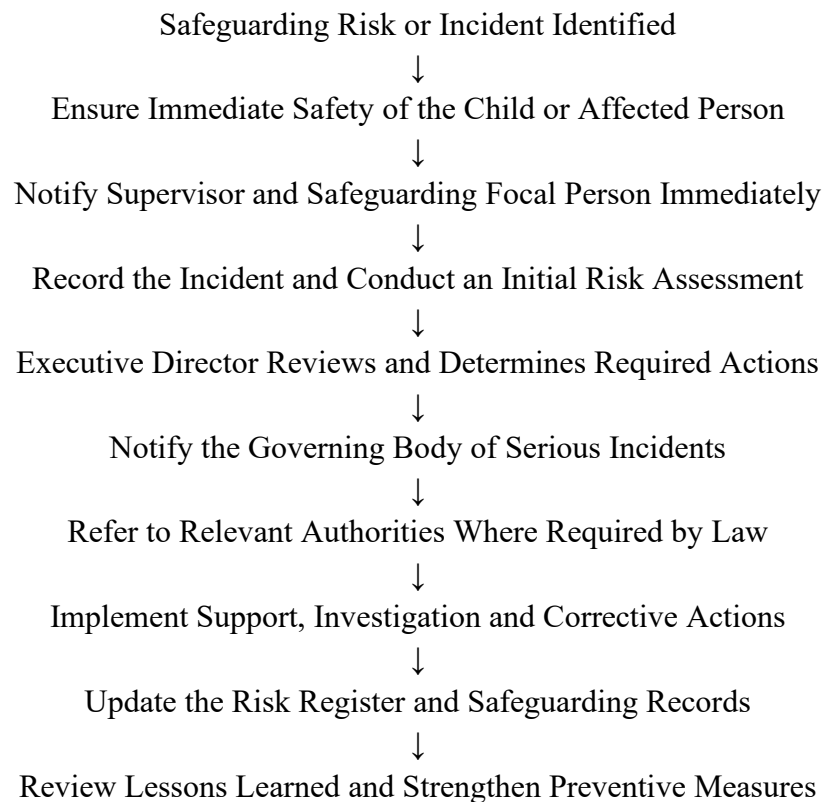
The Risk Register shall be reviewed regularly and updated whenever new risks are identified or circumstances change.

APPENDIX C: SAFEGUARDING MONITORING CHECKLIST

Programme managers should confirm that:

- ☐ A safeguarding risk assessment has been completed.
- ☐ All staff and volunteers have completed safeguarding induction.
- ☐ Codes of Conduct have been signed.
- ☐ Required parental or guardian consents have been obtained.
- ☐ Safe supervision arrangements are in place.
- ☐ Emergency contacts are available.
- ☐ Reporting procedures are displayed and understood.
- ☐ First aid and emergency arrangements are available where appropriate.
- ☐ Digital safeguarding measures are implemented where online engagement occurs.
- ☐ Safeguarding concerns have been documented and addressed.

APPENDIX D: INCIDENT ESCALATION FLOWCHART



APPENDIX E: RESPONSIBILITY MATRIX

Responsibility	Governing Body	Executive Director	Safeguarding Focal Person	Programme Managers	Staff & Volunteers
-----------------------	-----------------------	---------------------------	----------------------------------	---------------------------	-------------------------------

<i>Approve safeguarding policies</i>	✓				
<i>Allocate safeguarding resources</i>	✓	✓			
<i>Conduct safeguarding risk assessments</i>		✓	✓	✓	
<i>Deliver safeguarding training</i>		✓	✓		
<i>Monitor programme compliance</i>		✓	✓	✓	
<i>Report safeguarding concerns</i>				✓	✓
<i>Maintain safeguarding records</i>			✓		
<i>Review safeguarding incidents</i>	✓	✓	✓	✓	
<i>Update risk register</i>		✓	✓	✓	

CONCLUSION

GivitBack Foundation recognizes that effective safeguarding extends beyond compliance with legal and donor requirements. It is a core organizational value and a shared responsibility that protects children, beneficiaries, staff, volunteers, partners and communities while strengthening trust in the Foundation's mission.

Through this Strategy, together with the GBF Child Protection Policy and the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy, the Foundation commits to proactively identifying safeguarding risks, implementing effective controls, responding appropriately to concerns and fostering a culture of safety, dignity, accountability and continuous improvement in all its programmes and operations.
