



GivitBack Foundation (GBF)

“Unlocking Potential, Transforming Lives”

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SAFEGUARDING TRAINING AND AWARENESS PLAN

DOCUMENT CONTROL

Document Information	Details
<i>Document Title</i>	Safeguarding Training and Awareness Plan
<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>	Chairperson
<i>Applies To</i>	Trustees, Employees, Volunteers, Consultants, Interns, Contractors, Coaches, Mentors and Partner Representatives

1. PURPOSE

GivitBack Foundation (GBF) recognizes that effective safeguarding depends on knowledgeable, confident and accountable people.

This Safeguarding Training and Awareness Plan establishes a structured approach to ensuring that all persons representing GBF understand their safeguarding responsibilities and are equipped with the knowledge and skills required to protect children, young people and vulnerable persons.

The Plan promotes continuous learning and reinforces GBF's commitment to creating safe, respectful and inclusive environments across all programmes.

2. OBJECTIVES

The objectives of this Plan are to:

- Build a strong safeguarding culture throughout GBF.
- Ensure all personnel understand safeguarding policies and procedures.
- Strengthen prevention of child abuse, exploitation, neglect and harassment.
- Improve confidence in identifying and reporting safeguarding concerns.
- Promote compliance with Kenyan legislation and donor safeguarding requirements.
- Strengthen accountability across all levels of the Foundation.
- Support continuous improvement in safeguarding practice.

3. SCOPE

This Plan applies to:

- Board of Trustees.
- Executive Director.
- Employees.
- Volunteers.
- Interns.
- Consultants.
- Contractors.
- Coaches.
- Mentors.
- Nutritionists.
- Community Mobilizers.
- Partner representatives working with GBF.
- Any other individual acting on behalf of the Foundation.

Training requirements shall be proportionate to each person's role and safeguarding responsibilities.

4. TRAINING PRINCIPLES

GBF safeguarding training shall be:

- Mandatory for all personnel.
- Practical and role-specific.
- Inclusive and accessible.
- Respectful of diversity.
- Regularly updated.
- Based on current safeguarding risks.
- Supported by practical exercises and case discussions where appropriate.

Training shall encourage participation and continuous learning rather than simple compliance.

5. LEARNING OUTCOMES

After completing safeguarding training, participants should be able to:

- Explain GBF's safeguarding commitments.
 - Understand the Child Protection Policy.
 - Understand the PSEAH Policy.
 - Apply the GBF Code of Conduct.
 - Identify safeguarding risks.
 - Maintain professional boundaries.
 - Recognize signs of abuse and exploitation.
 - Respond appropriately to disclosures.
 - Report safeguarding concerns correctly.
 - Protect confidential information.
 - Promote safe programme environments.
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6. CORE TRAINING MODULES

The GBF safeguarding curriculum shall include the following modules.

Module 1: Introduction to Safeguarding

Topics include:

- What safeguarding means.
- Why safeguarding matters.
- GBF safeguarding framework.
- Individual responsibilities.

Module 2: Child Protection

Topics include:

- Children's rights.
- Types of abuse.
- Indicators of abuse.
- Professional boundaries.
- Safe participation of children.

Module 3: Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

Topics include:

- Definitions.
- Abuse of power.
- Consent.
- Sexual harassment.
- Survivor-centred approaches.
- Reporting obligations.

Module 4: Code of Conduct

Topics include:

- Expected behaviour.
- Prohibited behaviour.
- Gifts and hospitality.
- Conflicts of interest.
- Digital conduct.

Module 5: Incident Reporting

Topics include:

- Reporting procedures.
- Receiving disclosures.
- Documentation.
- Confidentiality.
- Immediate response.

Module 6: Safeguarding Risk Management

Topics include:

- Risk identification.
- Risk assessment.
- Risk mitigation.
- Safe programme planning.
- Monitoring safeguarding risks.

Module 7: Digital Safeguarding

Topics include:

- Safe online communication.
- Responsible use of social media.
- Image protection.
- Cyber safety.
- Data privacy.

7. TRAINING DELIVERY

Training may be delivered through:

- Face-to-face workshops.
- Staff induction sessions.
- Volunteer orientation.
- Online learning.
- Refresher seminars.
- Case study discussions.
- Practical exercises.
- Programme meetings.
- Annual safeguarding forums.

Delivery methods should reflect available resources while ensuring all participants achieve the required learning outcomes.

8. TRAINING SCHEDULE

A. Induction Training

Every new representative shall complete safeguarding induction before beginning duties.

B. Annual Refresher Training

All personnel shall participate in refresher safeguarding training at least once every twelve (12) months.

C. Role-Specific Training

Additional training shall be provided for personnel with enhanced safeguarding responsibilities, including:

- Coaches.
- Mentors.
- Programme Managers.
- Nutrition and Health Personnel.
- Safeguarding Focal Person.
- Executive Director.
- Trustees.

D. Additional Training

Additional training may be conducted:

- Following significant safeguarding incidents.
 - Following updates to safeguarding policies.
 - Before major community events or residential activities.
 - Where monitoring identifies gaps in knowledge or practice.
 - To address emerging safeguarding risks.
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9. AWARENESS ACTIVITIES

GBF shall promote safeguarding awareness through:

- Orientation sessions.
- Posters and notice boards.
- Safeguarding messages during meetings.
- Community sensitization activities.
- Child-friendly awareness sessions.
- Parent and guardian engagement.
- Digital awareness campaigns.
- Annual safeguarding events.

Safeguarding information shall be presented in language and formats appropriate to the intended audience.

10. ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body shall:

- Approve this Plan.
- Promote safeguarding leadership.
- Monitor implementation.
- Allocate appropriate resources.

Executive Director

The Executive Director shall:

- Ensure implementation of this Plan.
- Allocate training resources.
- Monitor participation.
- Report safeguarding training performance to the Governing Body.

Safeguarding Focal Person

The Safeguarding Focal Person shall:

- Coordinate safeguarding training.
- Maintain training records.
- Support facilitators.
- Evaluate training effectiveness.
- Recommend improvements.

Programme Managers

Programme Managers shall:

- Ensure staff attend required training.
- Reinforce safeguarding practices during programme implementation.
- Identify additional learning needs.

Staff and Volunteers

Every representative shall:

- Attend required training.
- Participate actively.
- Apply learning in practice.
- Report safeguarding concerns.
- Promote a culture of safeguarding.

11. MONITORING AND EVALUATION

Implementation of this Plan shall be monitored through:

- Attendance registers.
- Training completion records.
- Knowledge assessments where appropriate.
- Programme supervision.
- Safeguarding audits.

- Incident trend analysis.
- Participant feedback.
- Annual safeguarding reviews.

Findings shall inform improvements to future training.

12. KEY PERFORMANCE INDICATORS

GBF may monitor the following indicators:

- Percentage of new personnel completing induction before deployment.
- Percentage of personnel completing annual refresher training.
- Number of safeguarding awareness activities conducted.
- Percentage of programmes incorporating safeguarding briefings.
- Number of safeguarding trainers or facilitators available.
- Improvement in safeguarding knowledge demonstrated through evaluations.
- Timely completion of corrective actions following training reviews.

13. RECORDS MANAGEMENT

GBF shall maintain records of:

- Training attendance.
- Course materials.
- Evaluation results.
- Certificates of completion where issued.
- Annual training reports.
- Refresher training schedules.

Training records shall be retained securely and made available for authorized internal or donor review where appropriate.

14. REVIEW OF THE PLAN

This Plan shall be reviewed:

- Every two (2) years.
- Following significant safeguarding incidents.
- Following legislative or regulatory changes.
- Following major organizational changes.
- Where donor safeguarding requirements change.
- At the direction of the Governing Body.

All revisions shall be approved by the Governing Body.

APPENDIX A: ANNUAL TRAINING CALENDAR (SAMPLE)

Period	Training Activity	Participants
<i>January</i>	Annual Safeguarding Refresher	All Personnel

March	Child Protection Workshop	Programme Staff & Volunteers
June	PSEAH Training	All Personnel
August	Community Safeguarding Awareness Session	Community Leaders, Parents & Beneficiaries
October	Digital Safeguarding Training	Staff, Volunteers & Partners
December	Annual Safeguarding Review and Lessons Learned	Governing Body & Management

APPENDIX B: TRAINING MATRIX

Participant Group	Induction	Annual Refresher	Role-Specific Training
Trustees	✓	✓	As Required
Executive Director	✓	✓	✓
Employees	✓	✓	As Required
Volunteers	✓	✓	As Required
Coaches & Mentors	✓	✓	✓
Nutrition & Health Personnel	✓	✓	✓
Consultants & Contractors	✓	As Appropriate	As Required
Partner Representatives	Orientation	As Appropriate	As Required

APPENDIX C: TRAINING EVALUATION CHECKLIST

Following each safeguarding training session, GBF should evaluate:

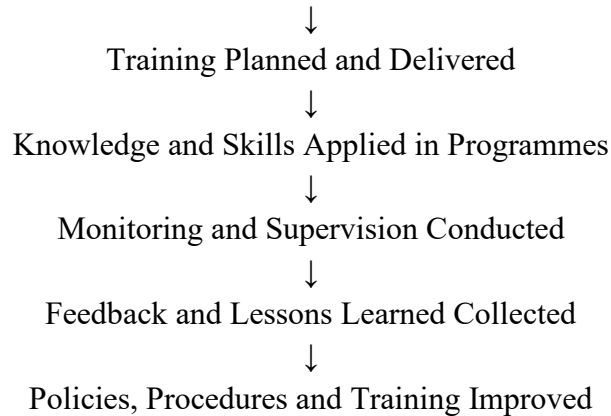
- ☐ Attendance achieved the intended target.
- ☐ Learning objectives were met.
- ☐ Participants demonstrated understanding of safeguarding responsibilities.
- ☐ Training materials were clear and relevant.
- ☐ Participants understood reporting procedures.
- ☐ Feedback was collected and reviewed.
- ☐ Improvement actions were identified.
- ☐ Training records were updated.

APPENDIX D: SAFEGUARDING LEARNING CYCLE

Policy and Procedures Updated



Training Needs Identified



POLICY APPROVAL

This Safeguarding Training and Awareness Plan was approved by the Governing Body of GivitBack Foundation (GBF) and takes effect from the date of approval.

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<i>Approved By</i>	Governing Body (Board of Trustees)

CONCLUSION

GivitBack Foundation(GBF) recognizes that safeguarding is strengthened through informed leadership, continuous learning and shared responsibility. By implementing this Training and Awareness Plan, the Foundation commits to equipping all representatives with the knowledge, skills and confidence needed to prevent harm, respond appropriately to concerns and uphold the rights, dignity and wellbeing of children, young people and vulnerable persons.
