



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

STAFF & VOLUNTEER SAFEGUARDING SCREENING PROCEDURES

DOCUMENT CONTROL

Document Information	Details
<i>Document Title</i>	Staff & Volunteer Safeguarding Screening Procedures
<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 working with GBF

1. PURPOSE

GivitBack Foundation (GBF) is committed to recruiting and engaging individuals who uphold the highest standards of integrity, professionalism and safeguarding.

These Procedures establish a consistent and risk-based approach to screening all individuals who may work with or have access to children, young people and vulnerable persons through GBF programmes.

The objective is to reduce safeguarding risks by ensuring that unsuitable individuals are not placed in positions where they could cause harm.

2. OBJECTIVES

These Procedures aim to:

- Promote safe recruitment and engagement practices.
- Protect children and vulnerable persons from abuse and exploitation.
- Verify the suitability of personnel before engagement.
- Ensure compliance with GBF safeguarding policies and applicable Kenyan laws.
- Strengthen public confidence in GBF's safeguarding systems.
- Meet donor safeguarding requirements.

3. SCOPE

These Procedures apply to:

- Trustees.
- Executive Director.
- Employees.
- Volunteers.
- Interns.
- Consultants.
- Coaches.
- Mentors.
- Nutritionists.
- Community Mobilizers.
- Contractors.
- Temporary Staff.
- Partner Representatives who will interact directly with GBF beneficiaries.

The level of screening shall be proportionate to the safeguarding risks associated with each role.

4. GUIDING PRINCIPLES

GBF's screening process shall be guided by the following principles:

- Best interests of the child.
- Fairness.
- Transparency.
- Non-discrimination.
- Confidentiality.
- Proportionality.
- Accountability.
- Respect for privacy.
- Compliance with Kenyan law.

Screening decisions shall be based on objective evidence and relevant safeguarding considerations.

5. SAFE RECRUITMENT PRINCIPLES

GBF shall ensure that recruitment processes:

- Clearly communicate safeguarding expectations.
 - Include safeguarding responsibilities in role descriptions where appropriate.
 - Inform applicants that safeguarding screening forms part of the recruitment process.
 - Promote equal opportunity while prioritizing beneficiary safety.
 - Apply safeguarding standards consistently.
-

6. SCREENING PROCESS

The safeguarding screening process shall normally include the following stages:

Step 1: Application Review

Applicants shall provide:

- Completed application form or curriculum vitae.
- Relevant qualifications where applicable.
- Identification documents.
- Contact information.

Applications shall be reviewed for completeness and suitability.

Step 2: Interview

Where appropriate, interviews shall assess:

- Professional experience.
- Motivation for working with children or vulnerable persons.
- Understanding of safeguarding responsibilities.
- Ability to maintain professional boundaries.
- Behaviour consistent with GBF values.

Safeguarding-related questions should form part of the interview process for roles involving direct contact with beneficiaries.

Step 3: Identity Verification

GBF shall verify the identity of successful candidates using appropriate government-issued identification or other legally accepted documentation.

Step 4: Reference Checks

Where appropriate, GBF shall seek references from previous employers, supervisors or other suitable referees.

Reference checks may include questions relating to:

- Professional conduct.
- Integrity.
- Suitability to work with children or vulnerable persons.

- Safeguarding concerns known to the referee.

Reference information shall be treated confidentially.

Step 5: Qualification Verification

Where qualifications are relevant to the role, GBF may verify academic or professional credentials before engagement.

Step 6: Safeguarding Declaration

Before commencing duties, every successful applicant shall complete and sign the GBF Safeguarding Declaration and Commitment Form.

Step 7: Code of Conduct

All personnel shall read, understand and sign the GBF Code of Conduct before beginning work.

Step 8: Safeguarding Induction

All personnel shall complete safeguarding induction before engaging with beneficiaries.

Induction shall include:

- Child Protection Policy.
- PSEAH Policy.
- Code of Conduct.
- Incident Reporting Procedures.
- Professional boundaries.
- Reporting obligations.
- Digital safeguarding.

7. ROLE-BASED SCREENING

Screening requirements shall be proportionate to the nature of the role.

Role Category	Typical Screening Measures
<i>Trustees</i>	Identity verification, references, safeguarding declaration, Code of Conduct, induction
<i>Employees</i>	Identity verification, references, qualifications (where applicable), safeguarding declaration, Code of Conduct, induction
<i>Volunteers</i>	Identity verification appropriate to the role, safeguarding declaration, Code of Conduct, induction
<i>Consultants</i>	Identity verification, relevant qualifications, safeguarding declaration, Code of Conduct
<i>Coaches and Mentors</i>	Enhanced safeguarding interview, references, safeguarding declaration, Code of Conduct, induction
<i>Partner Representatives</i>	Confirmation of organizational safeguarding standards, safeguarding declaration where applicable

GBF may apply additional screening where programme risks justify enhanced due diligence.

8. UNSUITABLE APPLICANTS

GBF may decide not to engage an applicant where there are reasonable safeguarding concerns or where the applicant:

- Provides false or misleading information.
- Refuses required safeguarding screening.
- Declines to sign the Code of Conduct or Safeguarding Declaration.
- Demonstrates behaviour inconsistent with safeguarding values.
- Presents other credible safeguarding risks identified during the recruitment process.

Such decisions shall be made fairly, documented appropriately and in accordance with applicable employment and non-discrimination laws.

9. PROBATION AND SUPERVISION

New personnel shall receive appropriate supervision during their initial period of engagement.

Programme managers shall:

- Observe professional conduct.
- Provide guidance on safeguarding responsibilities.
- Address concerns promptly.
- Confirm that personnel understand safeguarding procedures.

Where performance or safeguarding concerns arise, additional supervision or corrective action may be implemented.

10. ONGOING SUITABILITY

Safeguarding is an ongoing responsibility rather than a one-time recruitment activity.

GBF shall promote continued suitability through:

- Regular supervision.
- Refresher safeguarding training.
- Performance reviews.
- Monitoring compliance with safeguarding policies.
- Prompt reporting of safeguarding concerns.
- Periodic renewal of safeguarding declarations where appropriate.

Personnel are expected to disclose any circumstance that may affect their ability to perform their safeguarding responsibilities.

11. RECORDS MANAGEMENT

Screening documentation shall be maintained securely and confidentially.

Personnel files may include:

- Application documents.

- Identity verification records.
- Reference check records.
- Qualification verification (where applicable).
- Signed Code of Conduct.
- Signed Safeguarding Declaration.
- Safeguarding training records.
- Screening decisions.

Access to personnel records shall be restricted to authorized personnel.

12. MONITORING AND COMPLIANCE

The Executive Director shall ensure that these Procedures are implemented consistently across GBF.

Compliance may be monitored through:

- Recruitment file reviews.
- Internal audits.
- Programme supervision.
- Safeguarding audits.
- Donor compliance reviews.

Corrective action shall be taken where weaknesses are identified.

13. REVIEW OF THESE PROCEDURES

These Procedures shall be reviewed:

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

APPENDIX A: SAFE RECRUITMENT CHECKLIST

Before engagement, confirm that:

- ☐ Application reviewed.
- ☐ Identity verified.
- ☐ Interview completed (where applicable).
- ☐ References obtained where appropriate.
- ☐ Qualifications verified where applicable.
- ☐ Safeguarding Declaration signed.
- ☐ Code of Conduct signed.
- ☐ Safeguarding induction completed.
- ☐ Personnel file created.

☐ Supervisor assigned.

APPENDIX B: SAMPLE SAFEGUARDING INTERVIEW QUESTIONS

Examples of questions that may be used during recruitment include:

1. Why do you want to work with children or vulnerable persons?
2. What does safeguarding mean to you?
3. How would you respond if a child disclosed abuse?
4. How would you maintain professional boundaries with beneficiaries?
5. What would you do if you witnessed inappropriate behaviour by a colleague?
6. Why is confidentiality important in safeguarding?
7. Describe a situation where you had to make an ethical decision.

These questions should be adapted to the specific role and used alongside broader competency-based interviews.

APPENDIX C: SCREENING RESPONSIBILITY MATRIX

Activity	Human Resources/Administration	Programme Manager	Executive Director	Governing Body
<i>Review applications</i>	✓			
<i>Conduct interviews</i>	✓	✓		
<i>Verify identity</i>	✓			
<i>Obtain references</i>	✓			
<i>Verify qualifications</i>	✓			
<i>Issue Safeguarding Declaration</i>	✓			
<i>Conduct safeguarding induction</i>		✓	✓	
<i>Approve senior appointments</i>			✓	✓
<i>Monitor compliance</i>	✓	✓	✓	✓

APPENDIX D: SCREENING FLOW

