AGAMA CHARITY

SAFEGUARDING CODE OF CONDUCT

Protecting children, beneficiaries and communities from abuse, exploitation and harm

Document control	Details
Policy owner	AGAMA Charity Board of Directors
Safeguarding Focal Person	Zawadi Zomboko
Safeguarding contact number	**+255 716 563 186**
Original approval / effective date	12 September 2011 (as supplied)
Latest recorded re-approval date	11 September 2025
Board meeting / minutes reference	11 September 2025 / AGC/BOARD/2025/01
Agenda item / resolution reference	Item 5 — Safeguarding Policy Approval / RE/05/25
Review cycle / next review	Every two years / 11 September 2027

Board approval record

The Board approval record supplied by AGAMA Charity states that the Board approved the Safeguarding Code of Conduct at its meeting on 11 September 2025, under resolution RE/05/25.

Document-control note: Confirm these details against the official Board minutes and resolution before publication. Ensure this telephone number is monitored and provide an alternative safe reporting route to an independent Board representative if a concern involves the focal person or a senior leader.

1. Purpose and commitment

AGAMA Charity is committed to protecting children and adult beneficiaries from abuse, exploitation, neglect, harassment and other forms of harm. This Code sets minimum behaviour standards for Board members, employees, volunteers, interns, consultants, contractors, visitors, partners and anyone acting on behalf of the organisation. Sexual exploitation and abuse (SEA), sexual harassment, child abuse, bullying, discrimination, intimidation, retaliation and misuse of authority are prohibited.

2. Expected conduct

All representatives must treat beneficiaries with dignity and respect; maintain professional boundaries; use authority and resources only for legitimate purposes; protect personal information; follow safeguarding procedures; report concerns promptly; and use images, stories and case information only with appropriate permission and safeguards.

3. Prohibited conduct

Prohibited conduct includes sexual activity with anyone under 18; exchanging money, goods, assistance, services or programme benefits for sex or sexual acts; exploitative relationships involving power imbalance; physical punishment, assault, grooming, coercion, harassment or neglect; unauthorised private contact with children; retaliation; concealing concerns; and interfering with a safeguarding response.

4. Safe interaction with children and beneficiaries

Use age-appropriate communication and required consent or assent; interact in appropriate observable settings; follow supervision and transport procedures; do not promise secrecy when a child discloses harm; do not investigate allegations yourself; and protect children’s identities and personal information in photographs, stories and public communications.

5. Reporting concerns

Anyone who witnesses, suspects or receives a disclosure of abuse, exploitation, SEA or a breach of this Code must report it promptly through AGAMA Charity’s designated safeguarding channel. Reports should be handled sensitively, confidentially and on a need-to-know basis. Immediate danger must be referred urgently to appropriate local emergency or protection services.

6. Safeguarding contact and escalation

Safeguarding Focal Person: Zawadi Zomboko. Telephone: **+255 716 563 186**. If a concern involves the focal person or a senior leader, report through an alternative safe channel to an independent Board representative. Protect the confidentiality of anyone raising a concern.

7. Survivor-centred principles

Prioritise safety and wellbeing; treat affected people with dignity; explain available options; avoid blame and repeated retelling; protect confidentiality without promising absolute secrecy; and refer to qualified support services or competent authorities where appropriate and lawful.

8. Recruitment, training and supervision

Use lawful, role-appropriate screening and references; provide safeguarding induction before relevant duties begin; require personnel to acknowledge this Code; and provide supervision and refresher training. Public claims about checks or training must reflect measures actually in place.

9. Responsibilities and consequences

The Board oversees policy approval and safe reporting routes. Managers communicate standards and supervise activities. The focal person receives and escalates concerns under approved procedures. All representatives must follow the Code and report concerns. Breaches may lead to disciplinary action, suspension, termination of engagement or referral to relevant authorities, consistent with due process and applicable law. Retaliation against good-faith reporters is prohibited.

10. Review and implementation

The Board should ensure this Code aligns with AGAMA Charity’s detailed safeguarding policy, applicable Tanzanian requirements and partner obligations; verify reporting contacts and referral procedures; and ensure personnel understand the procedures. Review this Code at least every two years from the latest recorded approval date and after significant incidents or material changes.

Acknowledgement and controlled records

Maintain the signed Board minutes, resolution, approval date and review record in AGAMA Charity’s controlled files. Personnel should acknowledge that they have read, understood and agree to follow this Code.