



Cotech

P.O BOX 2118-2030

KITALE KENYA

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COTECH SAFEGUARDING POLICY

(Child & Vulnerable Adult Protection Policy)

Document Control

Field	Details
Organization	Cotech
Policy Title	Safeguarding Policy
Effective Date	25 November 2025
Last Reviewed	2 nd May 2026
Next Review	May 2027
Approved By	Josphat Munyasia [Founder]

1. Policy Statement

Cotech is committed to ensuring the safety, dignity and well-being of all children, young people, and vulnerable adults engaged in our programs.

We recognize safeguarding as a **fundamental responsibility** and operate a **zero-tolerance policy** toward abuse, exploitation, neglect, and harm.

All individuals associated with Cotech—including staff, volunteers, partners, and contractors—are required to uphold this policy at all times.

2. Purpose of the Policy

This policy aims to:

- Protect children and vulnerable adults from harm
- Establish clear safeguarding standards



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- Ensure safe program delivery
- Provide reporting and response procedures
- Promote a culture of accountability and respect

3. Scope

This policy applies to:

- Staff and leadership
- Volunteers and interns
- Partner organizations
- Contractors and consultants
- Visitors interacting with beneficiaries

It covers all Cotech activities including:

- Digital skills training
- Hardware repair and maintenance training
- School-based programs
- Community outreach
- Online and digital engagement

4. Definitions

Child: Any person under 18 years

Vulnerable Adult: Any person aged 18+ at risk due to social, economic, or physical conditions

Safeguarding: Actions taken to protect individuals from abuse, neglect, and exploitation

Forms of Abuse include:



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- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Neglect
- Financial exploitation
- Digital/online abuse

5. Guiding Principles

Cotech adheres to the following principles:

- **Do No Harm**
- **Best Interest of the Child**
- **Non-Discrimination**
- **Accountability**
- **Confidentiality**
- **Participation and Respect**

6. Code of Conduct

All personnel must comply with the following:

Acceptable Behavior

- Treat all individuals with dignity and respect
- Maintain professional boundaries
- Ensure safe and supervised interactions
- Obtain consent before taking photos or sharing stories
- Report concerns immediately



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Prohibited Behavior

- Any form of abuse or exploitation
- Sexual relationships with minors
- Inappropriate physical contact
- Private, unsupervised meetings with children
- Sharing personal contact details with beneficiaries
- Unauthorized photography or data sharing

7. Safer Recruitment

Cotech commits to safe recruitment practices:

- Background and reference checks
- Identity verification
- Safeguarding commitment before engagement
- Mandatory safeguarding orientation

No individual will work with beneficiaries without clearance.

8. Safeguarding in Programs

All programs must:

- Conduct risk assessments
- Ensure safe environments
- Maintain proper supervision
- Apply gender-sensitive approaches
- Ensure safe use of tools and equipment



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9. Digital Safeguarding

Given Cotech's digital work:

- No private communication with minors
- Supervised online sessions
- Secure data handling
- Consent required for media use

10. Reporting Mechanism

Safeguarding concerns can be reported through:

Email: thecotechcbo90@gmail.com

Safeguarding Officer: [Insert Name]

Reporting Principles

- Confidentiality ensured
- Anonymous reporting allowed
- No retaliation

11. Response Procedure

When a concern is reported:

1. Ensure immediate safety
2. Document the incident
3. Conduct risk assessment
4. Engage relevant authorities if necessary
5. Provide support to affected individuals
6. Take internal disciplinary action if required



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12. Confidentiality & Data Protection

- Information shared on a need-to-know basis
- Secure storage of records
- Protection of personal data

13. Partnerships

Cotech will only work with partners who:

- Commit to safeguarding
- Follow similar standards
- Agree to this policy

14. Training & Awareness

- Mandatory safeguarding training
- Regular refreshers
- Integration into all programs

15. Monitoring & Compliance

- Regular reviews of safeguarding practices
- Incident tracking and reporting
- Leadership oversight

16. Policy Review

This policy will be reviewed:



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- Annually
- When risks change
- When programs expand

17. Declaration

All staff, volunteers, and partners must sign to confirm:

- Understanding of this policy
- Commitment to uphold safeguarding standards
- Agreement to report concerns


18. Contact Information

Organization: Cotech

Email: thecotechcbo90@gmail.com

Location: Kitale-Kenya

19. Approval & Signatures

Name	Position	Signature	Date
JOSPHAT	Founder and		02/
MUKHWANA	Executive lead		May/
MUNYASIA			2026