

## **Msafiri Tours safeguarding policy:**

At Msafiri Tours, women and children are at the forefront of our values. That's why we have a comprehensive Msafiri Tours safeguarding policy in place to protect them from any form of abuse, neglect, or exploitation, whether they come into direct or indirect contact with us.

We are committed to the prevention of abuse and the promotion of safety, protection, well-being, and development, particularly for women, children, and young people involved in our tourism programs and projects.

As an ethical company, we hold ourselves accountable for ensuring that we do not harm anyone who comes into contact with Msafiri Tours, including our staff, consultants, interns, volunteers, external partners, and visitors. We expect all of them to demonstrate a strong commitment to safeguarding practices and comply with our safeguarding policy. As part of the policy, we have established a mechanism to report any concerns related to abuses or exploitation.

At our organization, we understand that certain children, specifically those who are disabled or come from ethnic minority communities, may be particularly susceptible to abuse. As such, we are committed to taking all reasonable and appropriate steps to ensure their safety and well-being. As part of this commitment, we have implemented a safeguarding policy which includes the following measures:

- Prioritizing the safety and well-being of all children and young people;
- Ensuring that all individuals involved in safeguarding understand their roles and responsibilities and receive appropriate training to identify and respond to abuse, neglect and other safeguarding concerns;
- Ensuring that appropriate action is taken in the event of any incidents or concerns of abuse, and providing support to those individuals who raise or disclose such concerns;
- Keeping confidential and accurate records of all safeguarding concerns, which are securely stored;
- Preventing the employment or deployment of unsuitable individuals;
- Establishing strong and reliable safeguarding arrangements and procedures.

At Msafiri Tours and Msafiri Travel Limited, we want everyone to understand the importance of our policy and procedures. It's mandatory for all team members to follow them. If you have any difficulty, let us know so we can help. Noncompliance will be dealt with firmly, but we hope everyone will work together to make sure that doesn't happen.

If you see, hear, or suspect that a child or beneficiary is at risk of abuse, neglect, or exploitation by a Msafiri Tours representative or member of staff, please report your concern within 24 hours to the Director via phone or email.

You have the option to remain anonymous if you prefer.

Denis Victor

Director Email: [contact@msafiritoursandtravel.com](mailto:contact@msafiritoursandtravel.com)

## Helpful Advice for Adults Assisting with School Trips, Including Representatives, Guides, and Contractors

It's really important for those representing Msafiri Tours to maintain a high level of professionalism when working with our groups, in order to ensure the safety and wellbeing of all involved. To do this, we have set out some expectations for anyone who is travelling or working with our groups. These are designed to help everyone involved feel secure and respected at all times, and to avoid any misunderstandings or difficulties. Some of the key things to remember are:

1. Always treat the Group Leader, other staff members, and the children/students with respect and professionalism.
2. Remember that the Group Leader and other leaders on the visiting team are responsible for the children/students, and it's not your job to discipline them - refer any concerns to the relevant staff members.
3. Keep your behaviour, appearance, and language appropriate at all times, and avoid anything that could be seen as threatening, offensive, discriminatory, suggestive, or sexual.
4. Be careful not to make physical contact with children/students unless it's absolutely necessary for their safety or wellbeing.
5. Avoid being alone with a child/student, and never enter their bedroom.
6. If you're asked to participate in photographs, try to do so with the Group Leader or other leaders present.
7. Don't exchange personal contact or social networking details with children/students, or give them any gifts or presents.
8. Report any inappropriate behaviour from children/students to the Group Leader and/or Denis Victor, Director of Msafiri Tours Limited.
9. If you ever feel uncomfortable in any situation, remove yourself from it and report the issue to the Group Leader and Denis Victor as soon as possible.

By following these guidelines, you can help to ensure that everyone has a safe and positive experience on their school trip with Msafiri Tours!

Signed: .....

Position: .....