TWO BOOKS ONE PEN
ENHANCEMENT INITIATIVE (TBOP)

Safeguarding and Child Protection Policy

Redefining ideas for systems change in learning

Document	Details
Version	1.0
Approved by	Board of Trustees, TBOP
Date approved	21st Oct 2026
Effective date	20th Oct 2026
Next review	October 2027, or earlier if required (see Section 17)
Applies to	Everyone who works, volunteers with or on behalf of TBOP

> **Our commitment in one sentence:** every child and young person who takes part in a TBOP activity has the right to be safe, to be heard and to be treated with dignity, and every adult connected to TBOP shares the duty to make that happen.

Contents

1. Introduction 1
2. Purpose 2
3. Scope 2
4. Definitions 3
5. Guiding Principles 3
6. Prohibited Conduct 4
7. Child Protection Commitments 4
8. Safeguarding of Vulnerable Pupils 5
9. Digital Safeguarding 6
10. Recruitment and Screening 6
11. Reporting Safeguarding Concerns 7
12. Response and Investigation Procedures 8
13. Confidentiality 8
14. Roles and Responsibilities 9
15. Training and Awareness 9
16. Policy Violations 9
17. Policy Review 10
18. Contact Information 10

1. Introduction

Two Books One Pen Enhancement Initiative (TBOP) is a registered Nigerian non-profit (CAC registration, 23 May 2024) working on youth literacy, media and information literacy, and civic resilience. TBOP began in 2018 as a community service initiative in Giza, Nasarawa State, and now runs outreaches and programmes in public schools across the Federal Capital Territory (FCT) and beyond.

Our work brings us into direct contact with children and young people through school clubs, mentoring, book drives, career events, media literacy sessions, book launches and online content. This trust comes with a serious

responsibility. This policy sets out how TBOP keeps children and vulnerable young people safe, and what we expect of everyone who represents us.

This policy is aligned with:

- the UN Convention on the Rights of the Child (1989) and the African Charter on the Rights and Welfare of the Child (1990);
- Nigeria's Child's Rights Act 2003 (and state Child's Rights Laws, including Nasarawa State), the Violence Against Persons (Prohibition) Act 2015, the Trafficking in Persons (Prohibition) Enforcement and Administration Act 2015, the Cybercrimes Act 2015 (as amended in 2024) and the Nigeria Data Protection Act 2023;
- the National Policy on Safety, Security and Violence-Free Schools; and
- international good practice, including the Keeping Children Safe Child Safeguarding Standards, the Core Humanitarian Standard, and the IASC Six Core Principles on Protection from Sexual Exploitation and Abuse (PSEA).

Where Nigerian law and this policy differ, **we follow whichever gives the child greater protection.**

2. Purpose

This policy exists to:

- protect children and vulnerable young people from abuse, exploitation, neglect and harm that could arise from contact with TBOP, its people or its programmes;
- set clear standards of behaviour for everyone who represents TBOP;
- make sure concerns are recognised, reported and acted on quickly, fairly and safely;
- protect staff and volunteers from false accusations by setting clear, safe working practices; and
- give schools, parents, partners and donors confidence that TBOP is a safe organisation to work with.

3. Scope

3.1 Who this policy applies to

This policy applies to all "TBOP representatives", whether paid or unpaid, full-time or occasional:

- members of the Board of Trustees and the Advisory Board;
- the Executive Director, staff, interns, consultants and contractors;
- volunteers (including hybrid and remote volunteers), mentors and facilitators;
- guest speakers, career-day professionals, photographers, journalists and visitors at TBOP activities; and
- partner organisations, sponsors and fiscal sponsors when they deliver or co-deliver activities with TBOP. Partners must have equivalent safeguarding standards or agree to follow this policy.

3.2 Where and when it applies

It applies at all times when a person is acting for TBOP, in person or online, during or outside working hours, and to all TBOP programmes, including:

Programme or activity	Typical contact with children
Karanta (Book, Press & Debate Clubs)	Group sessions with students in schools
Mentorship Pairings	Ongoing one-to-one or small-group mentoring
Skills for All	Workshops, breakout sessions, games and guest speakers
Bridge Builders	Storytelling and leadership activities, often collecting children's stories and images
She Leads	Girls-focused sessions, which may involve sensitive personal topics
Media & information literacy	Classroom and digital learning, use of devices and online platforms

Programme or activity	Typical contact with children
Book drives, launches and outreaches	Large events, younger children (e.g. ages 6–10), donations and media coverage
Digital channels and website	Photos, videos, stories and messaging involving children

It also applies to adults at risk, such as young people over 18 with a disability, or anyone whose circumstances make them less able to protect themselves.

4. Definitions

Term	Meaning in this policy
Child	Anyone under 18 years of age, regardless of the age of majority in their community, marriage status or school class.
Vulnerable pupil / adult at risk	A child or young adult who faces extra risk of harm because of disability, displacement, poverty, being out of school, gender, illness, conflict, family circumstances or similar factors.
Safeguarding	Everything TBOP does to prevent harm to children and others from our people, programmes and operations, and to respond well when harm happens.
Child protection	The specific actions taken to protect a particular child who is being harmed or is at risk of harm, inside or outside TBOP.
Abuse	Physical, emotional or sexual abuse, or neglect, of a child by any person. It can happen in person or online.
Physical abuse	Hitting, flogging, slapping, shaking, burning or any act that causes physical harm, including corporal punishment.
Emotional abuse	Humiliating, threatening, shouting at, mocking, isolating or repeatedly criticising a child.
Sexual abuse and exploitation	Involving a child in any sexual activity or sexual content, in person or online, including grooming and exchanging money, gifts, grades, opportunities or help for sex or sexual favours.
Neglect	Failing to meet a child's basic needs for safety, food, care, supervision or medical attention while in TBOP's care.
Grooming	Building a relationship, trust or emotional connection with a child (or their family) in order to abuse or exploit them.
Online harm	Abuse, bullying, harassment, exploitation, exposure to harmful content or misuse of a child's image or data through digital technology.
Safeguarding concern	Any worry, suspicion, disclosure or allegation that a child has been, is being or could be harmed.
Disclosure	When a child tells someone that they have been, or are being, harmed.
Designated Safeguarding Lead (DSL)	The person appointed by TBOP to receive, record and manage safeguarding concerns.
Survivor	A person who has experienced abuse or harm.

5. Guiding Principles

- **The child's best interests come first.** In every decision, the safety and wellbeing of the child is the deciding factor.

- **Zero tolerance.** TBOP will not tolerate abuse or exploitation of any kind, and will act on every concern.
- **Every child is equal.** All children have the same right to protection regardless of sex, ethnicity, religion, disability, language, background or any other status.
- **Children are listened to.** Children's views are taken seriously, and they are involved in decisions that affect them in an age-appropriate way.
- **Do no harm.** We design programmes, stories and events so that they do not put children at greater risk.
- **Survivor-centred.** Responses respect the wishes, safety, dignity and privacy of the person harmed.
- **Shared responsibility.** Safeguarding is everyone's job, not only the DSL's.
- **Accountability and transparency.** We record concerns, act on them, learn from them and report honestly to our Board, partners and the authorities.
- **Working together.** We cooperate with families, schools, communities, partners and government agencies to protect children.

6. Prohibited Conduct

TBOP representatives must never:

- hit, flog, slap, physically punish or physically threaten a child;
- engage in any sexual activity or sexual relationship with a child, or behave in a sexually suggestive way with a child. Mistaken belief about a child's age is not a defence;
- exchange money, gifts, food, grades, scholarships, mentoring, donations or any other help for sex, sexual favours or any other humiliating or exploitative behaviour (this also applies to adults);
- use language, jokes or gestures that are sexual, abusive, humiliating, threatening or discriminatory;
- spend time alone with a child in a private or hidden place, or arrange to meet a child outside an agreed TBOP activity;
- invite a child to their home, stay overnight with a child, or transport a child in a private vehicle without written parental consent and DSL approval;
- contact a child privately through personal phone, WhatsApp, social media, email or gaming platforms (see Section 9);
- take, share or keep photos or videos of children without consent, or any image that is indecent, degrading or reveals a child's location;
- show children pornographic, violent or otherwise inappropriate material, in person or online;
- give alcohol, tobacco, drugs or medicine to a child, or be under the influence of alcohol or drugs at TBOP activities;
- give personal gifts or money to individual children, or make promises of favours, outside TBOP's approved programme benefits;
- favour, single out or show special attention to particular children in a way that could be seen as grooming;
- employ children as domestic or other workers;
- ignore, cover up or fail to report a safeguarding concern; or
- retaliate against, threaten or discourage anyone who raises a concern.

> Any breach of this section is **serious misconduct** and may lead to dismissal, removal from TBOP and referral to the police (see Section 16).

7. Child Protection Commitments

TBOP commits to the following safe practices in all activities with children:

7.1 Safe programme design

- Carry out a simple safeguarding risk assessment before every outreach, event or new programme, recorded in the activity risk register.

- Obtain written approval from the school, relevant education authority (for example UBEB or SSEB in the FCT) or community leader before working with children.
- Get informed consent from parents or guardians, and the child's own agreement, for activities beyond normal school sessions (for example mentoring, trips, filming or online programmes).

7.2 Supervision

- **Two-adult rule:** at least two vetted adults are present for any activity with children. Where possible, a teacher or school staff member is also present.
- **Recommended ratios:** one vetted adult to 8 children aged 6–10; one to 15 children aged 11–17. Increase supervision for large events, outdoor games or children with additional needs.
- Keep attendance and head counts at the start, during breaks and at the end of every activity. Children leave only with their school or an authorised guardian.
- Mixed-gender groups should, where possible, be supported by facilitators of more than one gender. Girls-only sessions such as She Leads are led by female facilitators.

7.3 Mentoring

- Mentoring meetings take place in open, visible places (for example a school library or a classroom with the door open) or on approved online platforms.
- Parents or guardians, and the school, are informed of mentoring arrangements and the mentor's name.
- Mentors keep a short log of each meeting and share it with the programme lead.

7.4 Physical contact, health and venues

- Physical contact is limited to what is appropriate, brief and in public view (for example a handshake or high-five), and never against a child's wishes.
- A first-aid kit and a named first-aider are available at every event. Emergency contacts for the school are on hand.
- Venues are checked for physical hazards, safe toilets for boys and girls, and clear exits before the activity.

7.5 Donations and benefits

- Books, stationery and other donations are distributed fairly, through the school or as a group, and never as a personal favour from an individual.
- Children are never required to pose for photos, give testimonials or perform in order to receive support.

8. Safeguarding of Vulnerable Pupils

Some children face higher risks and may find it harder to speak up. These include children with disabilities or special educational needs, girls (particularly adolescent girls), children who are displaced or affected by conflict, children living in poverty, out-of-school children, orphans and children living away from parents, and children who have already experienced abuse.

For these children, TBOP will:

- make reasonable adjustments so they can take part safely, such as accessible venues, extra support staff or adapted materials;
- use simple, child-friendly ways to share information and raise concerns, including local languages and pictures for younger children;
- avoid activities, questions or storytelling exercises that could re-traumatise a child, particularly around conflict, violence, family life or gender-based violence;
- never collect or publish identifying details of a child's trauma, health, disability or family circumstances;
- watch for signs of abuse, neglect, child marriage, trafficking, child labour or exploitation, and report them in line with Section 11; and
- keep a list of local referral services (health, psychosocial support, legal aid, shelters) so that children can be connected to specialist help.

> **Signs of possible harm to watch for:**
> unexplained injuries; sudden changes in behaviour, mood or school attendance; fear of a particular person; sexual knowledge or behaviour unusual for their age; signs of hunger or poor hygiene; unexplained gifts, money or phones; or a child telling you something worrying.

9. Digital Safeguarding

TBOP teaches media and information literacy and is active on social media, so digital safety is central to our work.

9.1 Images, stories and media

- Get written consent from a parent or guardian, and the child's own agreement, before taking or using any photo, video, audio or story. Consent forms explain where and how the content will be used. Consent can be withdrawn at any time.
- Do not publish a child's full name together with their image, school or location. Use first names or no names.
- Show children fully and appropriately dressed, in group or activity shots where possible, and in a dignified, positive way, never as helpless victims.
- Turn off location tags and remove metadata before posting.
- Only take images on TBOP-approved devices. Transfer them to TBOP's secure storage within 7 days and delete them from personal devices.
- Do not use AI tools to create, edit or generate images that depict real, identifiable children.
- Brief photographers, journalists and partners on these rules before the event; they must sign the consent and conduct statement.

9.2 Communication with children

- Use only official TBOP channels for contact about programmes, and include a parent, guardian, teacher or second TBOP adult in any group or message.
- Do not send private messages, follow, "friend" or chat with children on personal accounts. If a child contacts you privately, reply politely through an official channel or not at all, and inform the programme lead.
- Online sessions use approved platforms with waiting rooms, at least two adults present, and recordings only with consent.

9.3 Data protection

- Collect only the personal data we need, store it securely (password-protected and with limited access), and keep it only as long as necessary, in line with the Nigeria Data Protection Act 2023.
- Never share children's personal data with third parties, including donors, without consent and a clear purpose.

9.4 Online harm

- Any concern about online bullying, sextortion, grooming, sharing of intimate images or harmful content involving a child is a safeguarding concern and must be reported under Section 11. Do not forward, copy or save abusive images, even as evidence; report where they are and let the authorities handle them.

10. Recruitment and Screening

TBOP follows safer recruitment for all roles involving contact with children or access to their data, including volunteers.

1. Job and volunteer adverts include a statement of TBOP's commitment to safeguarding.
2. Every applicant completes an application form and a self-declaration about any criminal record, investigation or dismissal related to harm.
3. Interviews include at least one safeguarding question, with a panel of at least two people.
4. Identity is confirmed with a valid government-issued ID.

5. At least two references are taken, including one from a recent employer or organisation that has seen the person work with children. Referees are asked directly about safeguarding concerns.
6. A Police Character Certificate (Nigeria Police Force), or the equivalent in the person's country of residence, is required for roles with regular or unsupervised contact with children.
7. The person signs the TBOP Code of Conduct and this policy's declaration (Annex B).
8. Safeguarding induction is completed before any contact with children. New people work under supervision during a probation period.

Partners and visitors: partner organisations are asked about their safeguarding policy as part of due diligence, and safeguarding clauses are written into MoUs and agreements. One-off visitors and guest speakers who have not been vetted are never left alone with children.

Records: HR & Admin keeps recruitment and vetting records confidentially and securely.

11. Reporting Safeguarding Concerns

> **If a child is in immediate danger, act to keep them safe and call the national emergency number 112 or the nearest police station. Then inform the DSL.**

Every TBOP representative must report any concern, suspicion, disclosure or allegation, whether it involves a TBOP representative, a partner, a teacher, a family member or anyone else. You do not need proof; it is not your job to decide whether abuse happened.

11.1 If a child tells you something (the 4 Rs)

Step	What to do
Receive	Stay calm. Listen. Let the child speak in their own words. Do not show shock or disbelief.
Reassure	Tell the child they were right to tell you and that it is not their fault. Do not promise to keep it secret; explain that you need to tell someone who can help.
Record	As soon as possible (within 24 hours), write down what was said in the child's words, what you saw, the date, time and place. Sign it. Do not ask leading questions or investigate.
Report	Inform the DSL immediately, and no later than 24 hours. Use the Safeguarding Concern Form (Annex A).

11.2 How to report

- In person or by phone to the DSL or Deputy DSL, followed by the written form.
- By email to the dedicated safeguarding or organisation address (see Section 18).
- If the concern is about the DSL or the Executive Director, report directly to the Safeguarding Trustee or the Chair of the Board of Trustees.
- Children, parents, teachers and community members can report through any TBOP staff member, the safeguarding email or phone number, or the school.
- Concerns can also be raised anonymously. They will still be taken seriously.

11.3 Protection from retaliation

Anyone who raises a concern in good faith will be protected. Retaliation, threats or pressure against a person who reports, or against a survivor or witness, is serious misconduct.

12. Response and Investigation Procedures

Stage	Action	Timeframe
1. Immediate safety	Make sure the child is safe and gets any urgent medical or psychosocial care needed. If a TBOP representative is involved, remove them from contact with children.	Immediately
2. Log and assess	The DSL records the concern in the confidential safeguarding log and assesses risk and next steps.	Within 24 hours
3. Refer	Where a crime may have occurred or a child is at risk, the DSL refers to the appropriate authority, such as the Police, NAPTIP, the State Social Welfare / Social Development department, or school authorities, and informs the parent or guardian unless this would put the child at greater risk.	Within 48 hours
4. Inform leadership	The DSL informs the Executive Director and the Safeguarding Trustee (or the Board Chair if either is implicated).	Within 48 hours
5. Investigate (internal)	For concerns about TBOP representatives, the Board appoints a trained, independent investigator who was not involved in the case. The internal process must never interfere with a police investigation.	Begins within 7 days; normally concluded within 30 days
6. Decide and act	The Board or a delegated panel decides the outcome, applies sanctions under Section 16, and informs the people involved.	On completion
7. Support	Offer the survivor and their family ongoing support and referrals, and support staff involved.	Throughout
8. Report and learn	Report to donors and partners as required by agreements, without names. Review what happened and update practice.	Within 30 days of closure

12.1 Fairness to the person accused

- A person under investigation may be suspended or stood down from duties as a protective step. This is not a punishment or a finding of guilt.
- They will be told of the concern (unless this would put a child at risk or interfere with a police investigation), given a fair chance to respond, and may be accompanied by a colleague at meetings.
- Decisions are based on the balance of probabilities and documented.

13. Confidentiality

- Safeguarding information is shared strictly on a "need-to-know" basis, only with people who must act to protect the child or manage the case.
- Confidentiality never overrides a child's safety. Information will be shared with the authorities when a child is at risk or the law requires it.
- Safeguarding records are kept separately from other files, password-protected or locked, and accessible only to the DSL, Deputy DSL and, where needed, the Safeguarding Trustee.
- Records are kept until the child reaches 25 years of age, or for at least 10 years for allegations against staff or volunteers, then securely destroyed.
- Names or identifying details of children, survivors or accused persons are never discussed in WhatsApp groups, on social media or in public.

14. Roles and Responsibilities

Who	Responsibilities
Board of Trustees	Holds final responsibility for safeguarding. Approves this policy, appoints a Safeguarding Trustee, receives anonymised safeguarding reports at least twice a year, and oversees serious cases and investigations.
Safeguarding Trustee	Board-level champion. Receives reports about the DSL or Executive Director and checks that the policy is followed.
Executive Director / Founder	Makes sure the policy is put into practice, resourced and understood; models safe behaviour; supports the DSL.
Designated Safeguarding Lead (DSL) and Deputy	Receives, records and manages concerns; makes referrals; keeps the safeguarding log and referral directory; leads training; advises on risk assessments; reports to the Board.
HR & Admin	Runs safer recruitment and vetting, keeps signed declarations and training records, and handles disciplinary processes.
Programme and event leads	Completes risk assessments, ensures supervision ratios and consent, briefs everyone before activities, and acts as the on-site safeguarding focal point.
Director of Communications, Digital Media	Ensures all photos, videos, stories and posts follow Section 9; manages consent records for media; moderates TBOP online platforms.
All staff, volunteers and mentors	Follow this policy and the Code of Conduct, complete training, and report every concern.
Partners and contractors	Meet equivalent standards, follow this policy during joint activities, and report concerns to TBOP.

15. Training and Awareness

- All representatives complete safeguarding induction before working with children, covering this policy, the Code of Conduct, recognising signs of harm, digital safety and how to report.
- Refresher training every year for everyone; more advanced, certified training for the DSL, Deputy DSL and Safeguarding Trustee.
- A short safeguarding briefing at the start of every outreach or event, including the name of the on-site focal point.
- Children are told, in age-appropriate language, about their right to be safe and how to tell someone if something is wrong. Posters or cards with reporting contacts are shared with schools.
- Parents, schools and partners receive a summary of this policy. The policy is published on TBOP's website.
- Training attendance is recorded by HR & Admin.

16. Policy Violations

Breaching this policy, or failing to report a concern, will be treated seriously. Depending on the facts, TBOP may:

- give a written warning and require further training;
- suspend or end employment, a volunteer role, a mentoring role or Board membership;
- end a contract, MoU or partnership;
- refer the matter to the police or other authorities; and
- where lawful, share relevant information with future employers or organisations that ask for references.

Making a deliberately false or malicious report is also a disciplinary matter. A concern raised honestly that turns out to be unfounded is not.

17. Policy Review

This policy will be reviewed every year by the DSL and approved by the Board of Trustees. It will also be reviewed earlier after a serious incident, a change in Nigerian law or donor requirements, or a major change in TBOP's programmes (for example new age groups, new states or residential activities). Children, parents, schools and staff will be consulted where possible.

18. Contact Information

Contact	Details
Designated Safeguarding Lead	Name: Pauline Olorunyomi
Safeguarding Trustee	Name: Stephanie O. Adams-Douglas
TBOP general contact	2books1peninitiative@gmail.com | www.twobooksonepen.org
Office address	32B Citec Estate Life Camp Abuja