



ZAMBIA ROAD SAFETY TRUST

Safeguarding and Child Protection Policy

Responsible engagement with children, schools, communities and vulnerable road users.

Organisation	Zambia Road Safety Trust (ZRST)
Document type	Public policy download
Version	Version 1.0 - July 2026
Policy owner	Executive Director, with Board oversight
Review cycle	Annual review, or earlier if required by law, donor requirements, Board decision or operational risk.

Relevant Zambian legal and governance framework

This policy is intended to support ZRST compliance and good practice in line with: Non-Governmental Organisations Act, 2009; Children's Code Act, 2022; Data Protection Act, 2021; Employment Code Act, 2019. Where a law, donor agreement or regulator requirement imposes a higher standard, that higher standard applies.

1. Purpose

This policy sets out how ZRST protects children, young people and vulnerable persons during road safety education, school-zone work, field visits, public events, media activities, training and community engagement.

ZRST works with children and schools because children are among the most vulnerable road users. Safeguarding is therefore not an administrative formality; it is central to how ZRST designs, delivers and communicates its work.

2. Scope

- Board members, staff, volunteers, interns, consultants and contractors acting for or representing ZRST.
- Activities involving schools, children, community members, photos, interviews, training, field visits or events.
- Work delivered directly by ZRST or with government, donors, companies, councils, schools and technical partners.

3. Safeguarding principles

- The best interests, dignity, safety and welfare of the child are the first consideration in ZRST activities involving children.
- Children must be treated respectfully and must not be exposed to abuse, exploitation, humiliation, discrimination or avoidable roadside danger.

- School engagement should be coordinated with responsible school authorities and, where appropriate, parents, guardians or public institutions.
- No road safety message, photograph, video, interview or event should compromise a child's safety, privacy or dignity.

4. Expected conduct around children

- Use respectful language and age-appropriate road safety messages.
- Avoid being alone with a child in a private or isolated setting during ZRST activities.
- Obtain school or guardian permission where required before photographing, interviewing or identifying children.
- Do not publish sensitive personal information about children, including addresses, school routes or information that could expose them to harm.
- Report any safeguarding concern immediately through the ZRST reporting channel.

5. Prohibited conduct

- Physical, sexual, emotional or verbal abuse of a child or vulnerable person.
- Offering gifts, money, transport, favours or special treatment in a way that creates dependency, pressure or exploitation.
- Sharing child images or personal information for personal use or outside authorised ZRST communication.
- Using children in staged or misleading road safety images that exaggerate risk or misrepresent an intervention.
- Ignoring known safeguarding risks during school visits, roadside activities or community engagement.

6. Photography, filming and consent

ZRST may document project activities for accountability, donor reporting, training and public communication. Images and videos must be taken responsibly, used only for legitimate ZRST purposes, and stored securely.

- Images of children should show dignity, safety and context.
- Consent and school approval must be recorded where practicable.
- Names of children should not be published unless there is a clear, approved and safe reason.

7. Reporting and response

Any concern about abuse, exploitation, unsafe conduct, inappropriate photography, harassment or neglect must be reported to the Executive Director, Deputy Director or a designated safeguarding focal person. Serious concerns involving criminal conduct, immediate danger or child protection risk may be escalated to the relevant competent authority, school authority or social welfare structure as appropriate.

8. Roles and responsibility

- The Board oversees safeguarding risk and institutional accountability.
- Management ensures safeguarding is included in planning, staff instructions, partner communication and reporting.
- All representatives of ZRST are responsible for safe conduct and prompt reporting of concerns.

Document control

This public policy download is issued for transparency and due-diligence purposes. ZRST may maintain more detailed internal procedures, registers, forms and approval records to operationalise this policy. This document does not replace applicable Zambian law, donor agreements or instructions issued by competent authorities.