

SECURITY AND SPECIAL PROGRAMMES POLICY

THE KENYA SCOUTS ASSOCIATION

2019


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VALIDATION OF POLICY

Validation signed on..... 29th sept 2019

Signed by..... 

Mr. Moses O Danda
National Executive Commissioner, KSA

Signed by..... 

Ms. Lydia Kiburu
Chairperson, Executive Committee

Signed by..... 



Mr. Victor Radido
Chief Commissioner, KSA

KSA VISION

Creating a better world.

KSA MISSION

Educating young people to play a constructive role in the society.

This is achieved by: -

Involving the youth throughout their formative years in a non-formal educational process.

Using a specific method that makes each individual the principle agent in one's development as a self-reliant, supportive, responsible and committed person.

Assisting them to establish value system based upon spiritual, social, and personal principles as expressed in the scout's law and promise.

KSA CORE VALUES

1. Professionalism
2. Transparency and Accountability
3. Integrity
4. Selflessness
5. God-Fearing

PREFACE

The Kenya Scouts Association is the national Scouting association of Kenya. Scouting was founded in British East Africa in 1910, and became a member of the World Organization of the Scout Movement in 1964. The Kenya Scouts Association (KSA) is the leading Scouting presence in Africa and the largest youth movement in Kenya where it was established in 1910. As part of the World Organization of the Scout Movement, KSA aspires to create a better World through provision of a value-based and skills-oriented education for young people. Scouting contributes to young people's education and development by providing a safe environment where young people can learn and grow by making decisions, doing and discovering for themselves, while experiencing fun, adventure and challenge. The Scouts' value system is based on three principles: Duty to God, Duty to others and Duty to self. Scouts values are expressed in the promise and law, a voluntary personal commitment to do one's best to adhere to an ethical code of behavior.

Scouting is an outdoor activity that requires most of its activities done in nature. To achieve this, The Kenya Scouts Association through its existing structures has been given land, Grounds, Centres and Sites to carry out its activities. This has been made possible by well-wishers and the government of Kenya. For these activities to succeed it is important to ensure security in all the camps and sites. This Security Policy provides a guide to secure KSA events, camps and sites and even the other properties of KSA. As Scouts, we have a motto "Be Prepared" which is also a pointer to why Scouts should take security seriously in case of any eventuality. By being prepared we as Scouts also acknowledge that security begins with oneself, hence it our duty also to ensure personal and collective responsibility in ensuring security. We should make all our activities, events, camps, and sites 'Safe homes, Away from Home.

It is expected that full commitment and compliance in the implementation of this Security Policy will prevail. I therefore assure you of my unreserved support in its implementation. Thank you to all who worked hard to realize the development of this policy.

Victor Radido
CHIEF COMMISSIONER, KENYA SCOUTS ASSOCIATION

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DEFINITION OF TERMS

Information Security Program: A management system that represents the policies and controls implemented within an organization

Statement of Applicability: The Statement of Applicability is a document that lists the Association's information security control objectives, controls and adopted policies that are relevant and applicable to the organization's information security management program

Information Security Incident Management: The is the management controls that result in a consistent and effective approach for addressing incidents that is aligned with organization Policies and Standards

PART ONE: BACKGROUND AND INTRODUCTION

1.0 INTRODUCTION

A strong security position is maintained through the application of security controls, data ownership responsibilities, and maintenance of the security infrastructure. This policy articulates requirements that assist management in defining a framework that establishes a secure environment. This framework provides the overarching structure for safeguarding assets, achieving confidentiality, integrity and availability of the data and Resources used to manage the services provided by Kenya Scouts Association. This policy of The Kenya Scout Association is to provide scouting in a safe manner without risk to health, so far as is reasonably practicable.

It is the responsibility of Kenya Scouts Association to have controls in place and in effect that provide reasonable assurance that security objectives are addressed. The Kenya Scouts Association has the responsibility to exercise due diligence in the adoption of this framework.

BACKGROUND:

1.1 THE KENYA SCOUTS ASSOCIATION EDUCATIONAL PROPOSAL

Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scouts Movement (WOSM). It is a voluntary, non-political and educational Movement for young people open to all without distinction of origin, race, gender, creed or ethnic/tribal background in accordance with the purpose, principles and method as conceived by the founders as stated below;

a) Purpose

To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals, as responsible citizens and as members of their local, national, regional and international communities.

b) Principles

Duty to God

Adherence to spiritual principles. Loyalty to the religion that expresses them and acceptance of duties resulting there from.

1.2 POLICY JUSTIFICATION

KSA from its inception in 19010 has enjoyed good will from both the public and the government through being given pieces of land where Scouts do undertake scouting activities and enjoy the game of scouting. During scouting activities (both local grassroots, national and international), scouts need to be assured of their security. KSA properties also need to be secured. This Security Policy provides a guide to secure KSA events, camps and sites and even the other properties of KSA.

2.0 POLICY STATEMENT

The Kenya Scouts Association is required to implement policies, associated procedures and controls that protect the organization's information assets, including but not limited to personal information and IT Resources from all threats, whether internal or external, deliberate or accidental. In addition to the three guiding principles of information security (confidentiality, integrity and availability), Kenya Scouts Association must review the overall implementation of security controls against all applicable laws, regulations, policies, standards and associated risks from time to time

3.0 AUTHORITY OR LEGAL FRAMEWORK

This Policy Framework is subject to The Kenya Scouts Association Revised Constitution of December 2016 and POR and the KSA Act cap 219.

4.0 OBJECTIVES

1. To ensure adequate security personnel and secure environment in all KSA facilities – camps, sites, centres
2. To ensure proper security in all our events and activities both local and international.
3. To network with other relevant authorities/stakeholders to ensure scouting events are secure and safe
4. To secure KSA assets through proper documentation

5.0 SCOPE

This policy applies to all KSA events, activities and Infrastructure/properties. Security to all these is of key importance which contributes to the ultimate realization of the vision and mission of KSA.

6.0 GENERAL/GUIDING PRINCIPLES

1. Professionalism
2. Integrity
3. Shared Goals
4. Accountability
5. Equity and Fairness
6. Commitment
7. Consistency

7.0 PART TWO: POLICY GUIDELINES/PROCEDURES

7.1 Information Security Management Program:

The Kenya Scouts Association is required to implement an Information Security Program (ISP). An ISP is a management system that represents the policies and controls implemented within an organization. An effective management system provides both management and users with a detailed understanding of the goals, approach and implemented controls for securing the organization's information assets, including but not limited to sensitive information.

7.2 Risk Assessment

The Kenya Scouts Association is required to identify, quantify and prioritize risks against operational and control objectives and to design, implement, and exercise controls that provide reasonable assurance that objectives will be met and that risk will be managed to an acceptable level.

Identification of risk factors:

Evaluation of risk by considering the potential threats to the information, Scouts events, activities, burglary, vandalism, theft, impersonation and counterfeit.

Risk Treatment: The Kenya Scouts Association is required to monitor and evaluate the specific controls that must be implemented to meet the stated security objectives. This process must identify which security controls will be or are implemented and identify and justify which security controls are not deemed necessary or applicable both at County level and National level.

Statement of Applicability: The Statement of Applicability is a document that lists the Association's information security control objectives, controls and adopted policies that are relevant and applicable to the organization's information security management program. Organization is required to maintain a statement of applicability for all its Resources and information assets, including but not limited to personal information.

7.3 Organization of Information Security

The Kenya Scouts Association is required to maintain the security of the organization's information and information processing facilities that are accessed, processed, communicated to, or managed by employees and contractors (staff), and third parties by:

- Documenting the specific responsibilities of staff and third parties and
- Ensuring that all applicable contractual agreements incorporate and support the security-based requirements/practices.

7.4 Asset Management

The Kenya Scouts Association is required to archive and maintain appropriate protection of assets (movable assets and stationery assets), including but not limited to personal information and Resources by assigning the responsibility to implement controls for achieving:

- 1) Inventory of assets,
- 2) Signage
- 3) Data classification,
- 4) Appropriate tagging and data handling per classification

7.5 Human Resources Security

The Kenya Scouts Association is required to ensure that employees, volunteers, contractors and third-party users understand their security responsibilities and have the requisite skills and knowledge to ensure the effective execution of the roles they are assigned to reduce the risk of unauthorized access, use or modification of IT Resources (theft, fraud or misuse of facilities), including:

- 1) Risk assessment to determine applicable level of employee screening prior to and upon change in responsibility during employment.
- 2) Security awareness and training during employment.
- 3) Disablement of access rights to data systems after an extended period of inactivity.
- 4) Return of agency issued equipment and/or devices upon termination or change of employment.
- 5) Removal of access rights upon termination of employment.

7.6 Physical and Environmental Security

The Kenya Scouts Association is required to secure against unauthorized physical access, damage and interference to the organization's premises and information assets including but not limited to personal information and IT Resources by implementing:

- 1) Workforce security,
- 2) Facility access controls of IT Resources,
- 3) Equipment security,

- 4) Visitor control and
- 5) Secure disposal or reuse of equipment.

7.7. The Safety Policy

It is the policy of The Kenya Scouts Association to provide scouting in a safe environment without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- 1) All activities are conducted in a safe manner without risk to the health of participants;
- 2) The provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare;
- 3) Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- 4) Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.
- 5) All people dealing with scouts should undergo through the safe from harm trainings

7.8 Information Security Incident Management

The Kenya Scouts Association is required to implement management controls that result in a consistent and effective approach for addressing incidents that is aligned with organization Policies and Standards including:

- 1) Collection of evidence related to the incident as appropriate,
- 2) Reporting procedures including any and all statutory reporting requirements,
- 3) Incident remediation and
- 4) Keep the guest records

7.9 Organizational Continuity Management

The Kenya Scouts Association is required to document, implement and annually test plans including the testing of all appropriate security provisions to minimize impact to systems or processes from the effects of major failures of IT Resources or disasters via adoption of: Continuity of operations plan and a disaster recovery plan.

7.10 Compliance

The Kenya Scouts Association is required to implement the security requirements of this policy in addition to any state or law of Kenya, regulatory, and/or contractual obligations to which their information assets and Resources are subject, including but not limited to:

- 1) Security and privacy of personal information.
- 2) Patent, Copyright and trade secret protection.
- 3) Documented plans for all audit requirements and activities for information systems and assets, as appropriate.
- 4) Results of self-audits at a minimum annually.
- 5) Compliance with security policies and standards.

7.11 Maintenance

The Kenya Scouts Association must implement a regular or event driven schedule by which the Security Information Program is reviewed for ongoing effectiveness. The organization's Security Information Program, including security policies, procedures, and other controls, should be subject to an appropriate level of monitoring and evaluation by the stake holders

7.12 The Child Protection Policy

It is the policy of The Kenya Scouts Association to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm.

Accordingly, The Kenya Scout Association is committed to:

- 1) Taking into account in all its considerations and activities the interests and wellbeing of young people;
- 2) Respecting the rights, wishes and feelings of the young people with whom it is working;
- 3) Taking all reasonably practicable steps to protect them from neglect, physical, sexual and emotional harm;

the 3rd Party but must be in accordance with the license and consistent with law. Consumption of alcohol must not be allowed in the case where only a part of the property is rented and there are scouting youth present on the other part of the property. Any scout leader who comes or brings scouts to an activity/camp and then goes out to drink and comes back drunk to the camp shall be subjected to disciplinary action.

7.16 The Religious Policy

The Scout Movement includes Members of many different faiths and religions as well as those with no formal religion. All Members of the Movement are encouraged to:

- 1) Make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold Scouting's values as appropriate;
- 2) Explore their faith, beliefs and attitudes
- 3) Consider belonging to some faith or religious body;
- 4) Carry into daily practice what they profess.
- 5) Fundamentalism and radicalization(s) will not be allowed or encouraged at all levels. The law of the land may be sought in this case.

7.19 Camp and Sites

- 1) Security of campers on our grounds will be the responsibility of Scout leaders and Kenya Scouts Association. In case of non-Scouts, it shall be the responsibility of the client. This security policy shall apply to all campers.
- 2) All Camp Sites and Centers shall have security plans. This will entail the following: -
 - i. Guards or watchmen guarding the facilities or area
 - ii. Fencing of accounting facilities will be put in place; these may include life fence, wire fence, wall fence and track fencing.
 - iii. All the team and staff working in our camps facility shall be required to have national identification card, passport, certificate of good conduct and for those working within guest services shall obtain certificate of good conduct and public health.
 - iv. Guests visiting Camps/ Centers and grounds shall be required to have identification cards, membership cards if Scouts, girl guides, president's awards, St. Johns and Red Cross or letters of introduction from institutions or

parents. In exchange, they will obtain visitors cards that will allow them in and out of the facility.

- v. Foreign groups visiting our campsites and centers will be required to have official letters from their National HQs.
- vi. Groups visiting sites will be required to sign the rules and regulations of camps and sites. (See rules of camps and sites).
- vii. Children's Act will be applied in all Scouting Activities and events; thus, government policy on child protection shall be key in all our undertakings.
- viii. Damages of Scouts property and assets will be dealt with and thus the laws of the land will apply to those who do not adhere to the rules.
- ix. Groups wanting to visit major events e.g. Jamboree, moots, exchange programs and work camps shall be subjected to vetting to ascertain their scouting background. The vetting team shall be composed of administration, ethics, programs, training, security, camps and partnerships

8.0 POLICY IMPLEMENTATION

- 1) For effective implementation of this policy the Security and Special Programmes team has the responsibility of guiding the implementation of this policy.
- 2) The Executive Committee shall be charged with responsibility of the administration and management of finances and other resources allocated to the department.
- 3) The Executive Committee shall update the Board on the progress of the implementation of this policy.

9.0 MONITORING AND EVALUATION

Monitoring, Evaluation and Learning (MEAL) will be done through:

1. Regular field visits by the "Security and Special Programmes team
2. Regular security audit visits to camps and sites and reports done
3. Participation in various scouting events and activities and reports done
4. Internal Periodic reporting and security review meetings within KSA.

10.0 POLICY REVIEW

- 1) This Security Policy shall be reviewed regularly (after every 3 years) by the Executive Committee for Approval by the National Scouts Board.
- 2) The existence of the Security Policy of Kenya Scouts Association as legal document may be terminated in the event that:
 - i. It is repealed by the National Scouts Board;
 - ii. KSA is dissolved

11.0 PROPOSED PUNITIVE MEASURES

KSA affirms that any person who violates the guiding principles of this policy will be liable to a disciplinary action by the Association as deemed fit by the National Scouts Board. The Kenya law shall also apply as per case basis.

12.0 ANNEXES

ANNEX 1: EVENTS SAFETY GUIDELINES

Providing a Safe environment for Scouts during Scout activities and events

Introduction

Scouting is *learning by doing* and most Scouting activities take place in the outdoors. Scouts activities and events are a main way of delivering the Youth Programme and contributing to the educational objective and mission of Scouting.

It is imperative upon the concerned stakeholders to make efforts to provide a safe environment for conducting Scout activities and events whether these events are at the patrol, troop, county, cluster or at the national level. This should also apply to international events where Scouts from Kenya are participants or in which Kenya is a host.

The events include and are not limited to: camps (troop, district, county, cluster, founderee, jamboree, pack holidays, leisure), hikes, adventure journeys, community services, work camps, competitions, open days, badge camps, youth forum, picnics etc.

What is Risk?

The potential to lose something of value and the public perception or outrage as a result of that loss.

Dangers

Dangers manifest themselves either as environmental or human

Environmental: Unsafe conditions may include: Inadequate Area Security, Loose/ Falling Rock/ Objects, Weather, Improper Clothing/ Equipment, Swift water and Animals/ Plants

Human: These can come either as a result of unsafe acts or error in judgment.

Key Risk Management Concepts

Risk Analysis:

Analysed process used to estimate the extent of possible loss. This helps to translate risk data into decision-making information.

Risk Assessment:

Process of estimating the probability of occurrence of an undesirable event and the magnitude of its consequences over a specific time period. Through this, we can evaluate the impact, probability, timeframe, then we classify & prioritise the risks.

Risk Treatment Options

- ✓ Avoid the Risk
- ✓ Reduce the Likelihood
- ✓ Reduce the Consequences
- ✓ Transfer the Risk
- ✓ Retain the Risk

Risk Management in Scouting

Risk Management in World Scouting is the systematic application of comprehensive tools for an assessment and treatment process which consists of:

- the identification of risks
- the analysis of their potential effects
- the evaluation of options for treatment
- the implementation of preventive and/or reactive measures
- the effective supervision and repetitive revision of the process

aiming at the elimination and/or reduction of risks to an acceptable calculated level in order to maximize the experiences of Scouting in accordance with our mission.

Risk Management should be applied during planning stages, on-site or during the activity, evaluation or post mortem and should be repeated at various stages as often as possible.

This is to help in planning of Scout activities in a systematic manner and provide a safe environment for Scouts

Risk Management Provides

- o Effective & safe delivery of programs and activities
- o Effective and appropriate allocation of human and physical resources
- o High standard of instruction and supervision
- o Clear definition of responsibilities
- o Systematic approach for decision making

Risk management for events by Kenya Scouts Association should entail: Hazard Identification, Risk Assessment, Risk Control options and Decisions, Implementation of Control measures and effective supervision. A risk management system that analyses every individual event should be in place with a comprehensive analysis of Why (concise learning objectives, alternative activities), what (activities achieve learning objectives, equipment, food, transport), who (competent facilitators, adult youth ratio, participants involved, medical conditions), where (venue), when (start and end times, changes in timing) and weather (wet weather preparations, weather based considerations)

Role Definitions

This section defines roles of key actors in organizing Scout events

Organizer

This refers to any person or group that plans for and executes any Scout event

Responsibilities

- ✓ Develops risk management plan
- ✓ Assumes overall responsibility for the safety of Scouts in the event they organize
- ✓ Informs the immediate supervisor on the event
- ✓ Captures data of all the participants of the event
- ✓ Confirms with the event venue that safety and security elements are in place
- ✓ Compiles an event report detailing any risks
- ✓ Ensures that event participants have permission from their parents, guardians or schools to participate in the planned event
- ✓ Captures personal data of all event participants including emergency contacts

- ✓ Obtains permission from Scouting authority to hold the planned event (*In cases of a Scout Unit, they should inform and get permission of the County Scouts Commissioner or Sub County Scouts Commissioner*)

The organizer reports to immediate Supervisor/ Immediate Reporting line

National Youth Programme Committee

Where the committee does not exist, these functions will be performed by the Assistant Chief Commissioner Programme.

Responsibilities

- 1) Develops a standard activity authorization form for dissemination to all Counties
- 2) Takes overall responsibility for risk management in National Level activities
- 3) Authorizes participation of Scouts to international events
- 4) Develops and administers Risk Management Training to Scout Leaders and other adult volunteers
- 5) Conducts an audit of risk management strategy at the national level and recommends necessary amendments
- 6) Establishes and maintains strategic partnerships which support making Scout events safe to all participants

The National Programme Committee reports to Executive Committee

County Youth Programme Committee

Where the committee does not exist, these functions will be performed by the County Youth Programme Commissioner

Responsibilities

- 1) Disseminate activity authorization form to all Scout Units within the county
- 2) Take overall responsibility of Risk management in County Level activities and cluster level activities carried out in their counties
- 3) Support the national office in disseminating Risk Management Policies
- 4) Authorize county level activities
- 5) Work with relevant risk and disaster teams in the county to promote safe environment for Scout events

The County Youth Programme Committee reports to National Youth Programme Committee/ National Youth Programme Commissioner

Sub County Youth Programme Committee

Where the committee does not exist, these functions will be performed by the Sub County Youth Programme Commissioner

Responsibilities

- 1) Process applications and issue authorization for hosting Scout events within the county
- 2) Take overall responsibility of Risk management in Sub County Level activities and County level activities carried out within the Sub county
- 3) Support the County in disseminating Risk Management Policies
- 4) Authorize district level activities
- 5) Work with relevant risk and disaster teams in the district to promote safe environment for Scout events

The Sub County Youth Programme Committee reports to County Youth Programme Commissioner/ County Scouts Commissioner

Sponsoring Authority

This refers to institutions or individuals who are the main sponsors of Scout Units

Responsibilities

- 1) Authorize the carrying out of Scout events involving their Scouts or taking place within their institutions
- 2) Maintain a contact list of all Scouts from their institutions taking part in a Scout event including emergency contacts
- 3) Assign a responsible adult leader/teacher to accompany the Scouts in the Scout event
- 4) Act as a liaison between the Scout Leader and the Parents/guardians in cases of emergency

The sponsoring authority reports to Sub County Youth Programme Commissioner/
County Scouts Commissioner

Scout Camps and Centre Managers

These are the staff charged with the responsibility of taking care of Scout Camps and Centres in Kenya

Responsibilities

- 1) Develop Risk Management plans for Scout Camps and centres
- 2) Assess risk preparedness of campers before clearing them
- 3) Check that Scout Campers are duly authorized to take part in the Scout events at their centres and campsites
- 4) Occasionally conduct safety drills at their campsites/Centres
- 5) Clearly designate their campsites/Centres spelling out vital areas like fire assembly points
- 6) Develop and disseminate camp rules to all campers and picnickers
- 7) Seek for and maintain a list of all campers with contacts of all those responsible for activities taking place at the camp
- 8) Conduct safety briefs and orientation for all campers and picnickers on arrival or at the earliest possible opportunity

The camps and centres managers report to the Camps and Sites Executive

ANNEX 2: CHILD PROTECTION POLICY

The Child Protection Policy shall be an annex to this policy

13.0 POLICY VERSION HISTORY

Version	Date	Description	Approved By
1.0	2/09/2016	Security Framework	National Executive Committee
2.0	29/09/2019	Security and Special Programmes Policy	National Scout Board