CHILD PROTECTION POLICY

“Imparting resilience and hope for better lives”

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# **1.0 INTRODUCTION**

THEIR HOPE FOUNDATION(THF) is a non- profit Organization registered in 2025 under section 11(1) and 17(2) of Act No.24 of 2002. Its registration number is 00NGO/R/8246 operating in Tanzania mainland. It is committed to empower Children, Youths and Women through Quality Education, WASH services, SRHR Advocacy, Climate Action and Economic opportunities, thus achieving Safe, Equitable, poverty free and resilient lives in the community.

# 2.0 THE PURPOSE OF CHILD PROTECTION POLICY

Their hope foundation Child protection policy has been be formulated for the following purposes;

1)To provide frame work for child protection in Their hope foundation program design and implementation

2)To provide mechanism for addressing instances of child’s rights violations.

3)To provide configuration for safe recruitment and employment development with Their hope foundation human resources establishment.

4)To provide clear monitoring and implementation plans for child protection provision.

# 3.0 SCOPE AND APPLICABILITY

It’s a responsibility of every individual to protect the safety rights of a children no matter how a child might come into contact with us. Child protection policy aims at protecting children within areas of interaction from any form of abuse, where adherence to this policy applies to volunteers, contractors, staffs, board of directors and any other individual who will work on behalf of Their hope foundation.

Their hope foundation Child protection policy shall apply to the following;

1)program Implementation including approaches and methods of project implementation.

2)Organizational leadership including expectation and policy formulation related to children protection.

3)program design parameters in relation to problem areas in the strategic plan.

4)Human resources recruitment and management including declaration and commitment to children protection by employees, partners and contractors.

5)Programme partner management; types of partners, restrictions and engagement requirements

6)Engagement with Donors to preference donors that make commitments towards Child protection and prohibit the receipt of resources from donors with contravention of this child policy.

## 3.1PRINCIPLES, VALUES AND BELIEFS

THEIR HOPE FOUNDATION has the following principles, values and beliefs on Child protection;

* Their hope foundation focus into seeking to do no harm to children through organization programs.
* (THF) is committed to adherence Children’s rights including right to be protected
* (THF) does not agree with any form of child abuse done by THF staffs or volunteers during interactions with children.
* Their hope foundation emphasizes on feedback from children who are beneficiaries of the programs concerning any allegations on Child rights violation.

## 3.2 TERMS OF CHILD ABUSE

**Emotional abuse;** involves continuous behaviors by adults towards children, which includes threats, isolation, rejection, Name calling and other physical forms of rejecting treatment which erodes self-esteem or social competence.

***Exploitation***: The use of child in work or other activities for the benefit of others that is is unacceptable because it deprives them with childhood dignity. This includes but not limited to Child labor and child prostitution.

**Neglect or negligent treatment:** Is the failure to provide a child with the context of resources reasonably available to the family or caregivers.

**Physical abuse;** Is an intentional causing of physical harm to a child. This may take the form of slapping, punching, kicking, shoving, burning, beating, poisoning or otherwise physical hurting of a child.

**Sexual abuse**: Occurs when someone uses their powers or authorities to involve a child in sexual activity. Sexually abusive behaviors can involve fondling genitals, masturbation, oral sex, vaginal or anal penetration by penis, finger or other objects, fondling breasts, exhibition or exposing a child to or in pornography. Both boys and girls can be victims of sexual abuse.

* A child of any sex, race or religion and socioeconomic background can suffer from Child abuse or neglect
* Abused children can be helped to lead fulfilling lives, but we must never expect them to forget about it.
* A child who is abused may experience more than one type of abuse. For example physical and sexual. *(sourced from Australian Volunteers international Definition of Abuse)*

## 3.3 CODE OF CONDUCT

All members of staffs and volunteers who are serving at THEIR HOPE FOUNDATION (THF) will be introduced to and sign a code of conduct before they have access to children in the course of interaction during programs delivery.

(see Appendix 1)

**3.4 TRAINING**

All new staffs and volunteers at THEIR HOPE FOUNDATION will have an induction session about children protection policy to ensure awareness on the responsibilities and adhering to the code of conduct and impact on children in our care. This will involve orientation on file containing materials pertaining to Child protection policy and informed on reporting procedures.

Furthermore, the staffs and volunteers will attend training session each year to ensure adherence and more understanding of Child protection policy.

## 3.5 RECRUITMENT

THEIR HOPE FOUNDATION(THF) is committed to the following recruitment practices aiming at mitigating unacceptable risks to children that are providing training for all staffs and employees who work at THEIR HOPE FOUNDATION. Their application and recruitment processes will include;

1. At least two referees who can attest to their behaviors and past interaction with children that will be checked by the interviewer
2. All applicants who progress to interview stages of recruitment will be asked at least one question relating to child protection.
3. All staffs and volunteers at Their hope foundation will sign an acknowledgment that They will follow child protection policy.
4. Their hope foundation will not engage anyone for work if they are deemed to pose an unacceptable risk to children.
5. Verbal reference will be conducted for positions that involve contact with children from former or current employees, places where someone has volunteered, community or church leaders.
6. Tanzanian applicants for positions will presents their letters from local government offices will be provided attesting to their history that there is no history of crime involving children. For foreign staffs or volunteers serving at THF irrespective of numbers of hours or days will provide current police check or sexual offenders check as part of application process.

All staffs and volunteers will sign the contract as well as code of contact (Appendix 1) included in each contract there is a section regarding the code of conduct that clearly states that THEIR HOPE FOUNDATION doesn’t support children abuse and that there are serious consequences if the code of conduct is violated or not adhered to.

## 3.6 REPORTING AND RESPONDING

* **Child Allegation of Abuse**

In the event that a child reports abuse, THEIR HOPE FOUNDATION (THF) personnel must do the following:

* Any concerns or allegations or child abuse, and any breaches of THF Child Protection

Policy, must be reported.

* Remain calm and in control of feelings;
* Tell them that you believe them;
* Listen carefully to what they are saying;
* Don’t ask lots of questions - listen to what they want to tell you;
* Tell them it is not their fault and you are pleased that they told you as you can now do something about it;
* Take steps to distance the alleged perpetrator from the child.
* Write down everything the child said, bearing in mind that the matter is confidential. Use the Incident Reporting Sheet (Appendix 2). The staff member/volunteer should further discuss the matter only with the Executive Director of Their hope foundation or their appointed alternative.

## Handling Information

All information regarding individual cases and reports of a child protection matter will be kept in a confidential file. Only authorized staff members of THEIR HOPE FOUNDATION (THF) will be allowed to access

This information.

## THEIR HOPE FOUNDATION

The Senior Management Team of THEIR HOPE FOUNDATION (THF) carry the responsibility for handling information about allegations of abuse by staff or volunteers of THEIR HOPE FOUNDATION (THF) with the support of THEIR HOPE FOUNDATION

(THF) Board of Directors. If the allegation of abuse is leveled against a member of the Senior Management Team, then the Board of Directors will handle the allegations.

THEIR HOPE FOUNDATION(THF) is committed to its workers as well as to the child, therefore only the personnel dealing with the allegation will have access to information about allegations, and will continue to treat the person under investigation with dignity throughout.

The person handling the allegations will agree on an appropriate course of action with whoever is helping them to handle the case. This may mean seeking further guidance from alternate childcare programs, or, for serious cases, referring the case to the police or Social Services, if this has not already been done.

The person handling the allegations will document the allegations and date and sign them as soon as possible after hearing about them, and will also document the consequent action that they have taken. This documentation is to be kept safely on file indefinitely.

Advice will be sought from board members and alternate childcare programs in the area before speaking to the person alleged to have committed an offence. All conversations with

the alleged offender will be carried out in the presence of two people, namely the Director of THEIR HOPE FOUNDATION (THF) and an alternate

member of the Senior Management Team or the board.

All conversations will be documented and the documentation kept confidentially on file indefinitely. The member of staff, whether volunteer or not, alleged to have committed an offence will be automatically suspended from his/her duties on full pay, whilst the case is being investigated, and until it has been resolved.

# 4.0 CHILD PROTECTION RESPONSIBILITIES

For effective implementation of the Their hope foundation Child Protection Policies , Their hope foundation shall ensure that it shall feature in Child Protect Policies in all its work and relevant processes including recruitment. Child Protection and Safeguarding is a shared responsibility among the following organs of Their hope foundation:

## Board of Directors

The responsibilities of the Board of the Directors in the Child Protection Policy provisions include:

* Regularly approve the reviewed Child Protection policies and provisions to align with the legal and implementation reality
* From time to time, interrogate Their hope foundation staff, plans and reports to understand if programs and projects do not violate child protection provisions
* Hold senior management to account on the implementation of the Child Protection provisions

## Executive Director

The responsibilities of the Executive Director in the Child Protection Policy provisions include:

1. Ensure full compliance of the implementation of the Child Protection Policy in line with the Their hope foundation Programs and Human Resource Policies
2. Approve programs and projects on condition that the design and implementation approaches do not offend child protection provisions
3. Identify gaps in the Child Protection Policy implementation and provide provisional measures to ensure high standards are maintained in Child Protection
4. Recommend to the Board necessary changes to the Child Protection Policy in line with the Their hope foundation Governance and Management Policies
5. Ensure that partner engagement frameworks including MoUs and contracts include provisions on Child Protection and Safeguarding.
6. Appoint and designate safeguarding officers to oversee child protection and safeguarding in any field or partner engagement activity.
7. Ensure that only donors that subscribe to child protect standards are engaged

## Their Hope Foundation staff

1. Commit to implement the provisions of the Their hope foundation Child Protection Policy including by signing the relevant declaration in Annex 1.
2. Ensure that all relevant partner engagement frameworks developed commit partners to protect and safeguard children
3. As Designated Safety Officers (DSOs), supervise full policy compliance of enumerators, data collectors and any other engaged persons that they are in charge of
4. As DSOs, take immediate response action in the event of child protection and violation
5. As DSOs, cooperate fully with the child protection violation resolution process

## Their Hope Foundation Partners and Suppliers

1. Commit to fully comply with the Their hope foundation Child Protection Policy including by signing the relevant declaration in Annex 1.
2. Where ever possible, propelled by encouragement from Their hope foundation, develop and implement their own internal Child Protection and Safeguarding Policy that specify sanctions for employees violating child protection and safeguarding provisions. Once in place, these policies should be regularly reviewed and update

Take necessary administrative and where appropriate legal action against organization’s employees who violate child protection and safeguarding provisions

## Volunteers and Data Collection Enumerators

The responsibilities of the data collectors and enumerators in the Child Protection and Safeguarding Policy provisions include:

1. Get oriented on the Their hope foundation Child Protection and Safeguarding Policy provisions
2. Commit to protect and safeguard children during any time of data collection by signing the Child Protection and Safeguarding Commitment statement on the standard form
3. Adhere fully to the Child Protection and Safeguarding provisions
4. Promptly report to the Their hope foundation and or partner Designated Safeguarding Officer any direct or suspicious act(s) that appear to violate child protection and safeguarding provisions.

## 5.0 General Provisions in implementing the Child Protection Policy

1. A written Child Protection and Safeguarding Policy statement shall be displayed in an area accessible by anyone in the organization
2. Management shall implement the whistleblower’s policy on those reporting child protection violations
3. Child protection is a core principle in Their hope foundation planning, strategizing and implementation. The Board of Directors and Senior Management Team shall ensure that these principles are infused in all of Their hope foundation work.
4. Their hope foundation Management shall take full responsibility in ensuring that publications do not in any way violate the provisions for child protection including rights of children, photography and editorials that may be offensive to child protection

## 5.1 Specific Provisions for Children being assessed

The volunteers and data collection enumerators shall ensure that:

* + - 1. There is no inappropriate physical contact between the enumerators and the children.
      2. Preference in surveying children is given to the enumerators of the same gender as the child
      3. Children are surveyed either (a) at school, in or just outside of the classroom, in the proximity of the classroom teacher/guardian and with written permission by the head teacher; or (b) at the household in the presence of the parent/guardian/caregiver.
      4. Children’s photos are taken either (a) at school, with permission granted in writing by the head teacher; or (b) at the household with written permission of the parent/guardian/caregiver.
* Children are spoken to politely and made comfortable in the course of interaction

## Specific Provisions for Children under Their hope foundation Stewardship

These are children travelling or specifically having travelled for participating in Their hope foundation activities such as attending public launches and other events. The following provisions shall be put in place for children travelling for any Their hope foundation related activity

* Any child travelling for a Their hope foundation activity shall be accompanied by a designated adult(child minder)

Consent must be given by parent/guardian and proof availed for each child travelling for a Their hope foundation activity. Consent must be given by signing the consent forms that include the following:

1. Physical wellbeing of the child travelling
2. Health of the child travelling including any allergies?
3. Contact details for the parent(s)/guardian(s)/caregiver(s)
4. Alternative contact details for the parent(s)/guardian(s)/caregiver(s)

* All children travelling under Their hope foundation care shall only travel in legally recognized means, with drivers licensed to transport, in vehicles with updated insurance status and fitted with basic first aid kits
* Children travelling for Their hope foundation activities must be indemnified against risks such as accidents and premature death
* Any child who suffers any physical injury while participating in a Their hope foundation activity leading to requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be consulted/summoned in addition to the Their hope foundation employee’s/Their hope foundation Partner employee’s supervisor. If warranted by circumstances, an ambulance will be called. In all circumstances, effort should be made to ensure that the child urgently gets medical attention.
  + - Once the child has received appropriate medical attention, a medical professional will complete an incident report in the case of injuries requiring treatment beyond First Aid.

# 6.0 ACTION TOWARDS CHILD PROTECTION VIOLATION

* + - Upon a matter of child protection and violation being brought to the attention of Their hope foundation, the following steps shall be taken
    - The Operations Manager shall determine the jurisdiction of the matter that can fall in either
      1. Violations concerning a Their hope foundation employee
      2. Violations concerning a Their hope foundation partner or supplier
    - The Operations Manager shall take the following actions
      1. Institute proceedings on violations concerning the Their hope foundation employee
      2. File the matter to the Country Lead and/or Executive Director on violations concerning a Their hope foundation employee (including long-term consultant), intern, volunteer, partner or supplier

## 6.1 Violations Concerning a Their hope foundation Employee

* + - The focus is always placed on protecting the child; Their hope foundation employees and partners must treat any suspected abuse seriously.
    - The seven steps below shall guide the administrative action on allegations of violations against a Their hope foundation employee

|  |  |
| --- | --- |
| **PROCEDURE** | **STEP ONE** |
| Allegations Reported | An allegation of child protection violation is reported against a Employee (including long-term consultant), intern or volunteer |
|  | **STEP TWO** |
| Their hope foundation is Contacted | In the case of emergencies, their hope foundation employees (including long-term consultants) are free to reach out using the fastest means possible and request the immediate presence of an organizational leader (generally either Manager, Director, Country Lead or Executive Director). The leader selected can send a representative to visit the site where relevant and practical but the emphasis is on ensuring immediate and high-level response. The leader must also notify the Operations Manager to activate emergency response mechanisms.   1. The Employee receiving the allegation or their representative reports the allegations of abuse to the Country Lead or Relevant Manager within 24hours. 2. The Country Lead or relevant manager reports the allegations of abuse to the ED and the Operations Manager within 24hours. In case the person to report to is the accused, the responsible person shall report to the higher level of authority for action. 3. The Operations Manager studies the matter and advises the ED on the next steps as per relevant policy. |
|  | **STEP THREE** |

|  |  |  |
| --- | --- | --- |
| Response Determined | 1. An Action Plan to respond to the allegations is agreed by the relevant Program Officer, Manager/Country Lead and the Operations Manager 2. An independent committee of at least 3 and not more than 5 members is set up by the   Executive Director to investigate the allegations. The Operations Manager assumes the roles of the Secretary to the Committee | |
|  | STEP FOUR | |
| Immediate Action | 1. The accused employee is suspended from duty until the investigation is complete. 2. If it’s a criminal case, their hope foundation facilitates the Employee’s surrender to authorities for legal action to start. (This is only if Their hope foundation has the ability to implement the facilitation) 3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension | |
|  | **STEP FIVE** | |
| Investigation Undertaken | 1. The Committee undertakes a full investigation with appropriate evidence / documentation gathered. 2. If a conviction is secured before the Their hope foundation investigations are complete, Their hope foundation   severs relationship with the employee in line with the Human Resources Policy Manual. | |
|  | **STEP SIX** | |
| Decision Taken | 1. The investigation is completed. 2. Investigation file with recommended decision is forwarded to the Executive Director for final decision. 3. Executive Director makes the decision within 7 working days and sends the file to the Operations Manager for communication with the employee. 4. Operations Manager communicates with the employee within 72 hours while allowing the employee to appeal the decision within working 7 days 5. If the Employee appeals, the Executive Director sets up an independent committee of 3 members that he/she chairs 6. The Appeals Committee hears the appeal and makes a final recommendation to the ED within 14 days 7. The ED shall make decision within 7 working days 8. An employee has the right to appeal, and shall communicate the matter to the Board of Directors within seven (7) working days, stating his/her case in writing. 9. The Board of Directors shall respond to such appeals as soon as possible and no later than thirty (30) days of receiving the appeal. The disciplinary action already taken by the ED shall remain in effect during the course of appeal, unless the ED or the Board   as the case may be chooses to postpone action pending ruling of the appeal. | |
| 10. | Necessary legal obligations are fulfilled (e.g. informing police, Children’s Department, Gender desk, etc.). |
|  | **STEP SEVEN** | |

|  |  |
| --- | --- |
| Follow Up | 1. The abused child is provided with ongoing counseling as appropriate. 2. Executive Director provides written report to the Board as appropriate. 3. Program Officer communicates with affected community, including child's relatives if appropriate. |

* 1. **Violations Concerning a Their hope foundation supplier or partner**
     + The seven steps below shall guide the administrative action on allegations of violations against a Their hope foundation East Africa partner or supplier.

|  |  |
| --- | --- |
| **PROCEDURE** | **STEP ONE** |
| Allegations Reported | An allegation of child protection violation is reported against a Their hope foundation partner/supplier/short term consultant |
|  | **STEP TWO** |

|  |  |  |
| --- | --- | --- |
| Their hope foundation is Contacted | 1. | The Program Employee reports the allegations of abuse to the relevant THEIR HOPE FOUNDATION  Country Lead/Manager within 24hours. |
| 6. | The relevant Country Lead/Manager contacts the ED and Operations Manager within 24 hours. In case the person to report to is the one in allegations, the responsible  person shall report to the higher level of authority for action. |
| 2. | If an emergency occurs, the child or the Employees can call and ask the relevant Manager or Country Lead to be present in the project site immediately. The Operations Manager or the relevant Country Lead may be at liberty to deploy the  representative appropriate to visit the site |
| 3. | Their hope foundation ensures that the partner/supplier institutes emergency response  mechanisms for the abused child |
|  | **STEP THREE** | |
| Response Determined | 1. An independent committee of at least 3 and not more than 5 members is set up by the Executive Director to investigate the allegations. The Operations Manager assumes the roles of the Secretary to the Committee. Other members of the committee may include the Country Lead, a Program Officer from the relevant program and an officer from the operations 2. A communiqué is developed and dispatched to the relevant partner within 72 hours citing the partner/supplier obligations in dealing with child protection violations. The communiqué requests partner/supplier to respond on specific actions taken in   regard to the violations within 72 hours upon receipt of the communiqué. | |
|  | **STEP FOUR** | |

|  |  |
| --- | --- |
| Immediate Action | Their hope foundation acknowledges its own limitations in controlling the internal processes of those we engage. The below steps represent the ideal response from the partner/supplier which Their hope foundation will actively encourage and support.   1. Partner/supplier organization is expected to institute disciplinary action as per their policies on child protection and safeguarding. Some of these would include: The accused partner/supplier employee is suspended from duty until the investigation is complete. 2. If it’s a criminal case, their hope foundation requires partner/supplier to facilitate surrender to authorities for legal action to start 3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension |
|  | **STEP FIVE** |
| Investigation Undertaken | 1. The Their hope foundation independent committee through the Secretary keeps abreast with developments at the partner/supplier and reports progress after every 3 days until the final report from the partner/supplier is received not later than a month since the incident occurred. |
|  | **STEP SIX** |
| Decision Taken | 1. Their hope foundation reviews the decision of the partner/supplier whether it complies with the Child Protection and Safeguarding provisions and files the analysis to the Executive Director with a recommendation to adopt, reject or ask for a review of the decision made by the partner/supplier. 2. If need for review or rejection, a decision is communicated within 7 days of receiving the decision of the partner/supplier organization 3. Partner/supplier has 10 days to review if any appeal has been lodged and to make the final decision and to communicate the decision to the Executive Director through the relevant Their hope foundation Manager 4. Necessary legal obligations are fulfilled (e.g. informing police, Children’s Department, Gender desk, etc.). 5. Partner/supplier communicates final administrative actions taken for Their hope foundation consideration. 6. The independent committee reviews the decision and recommends to the Executive Director a decision on engagement within 3 days. The decision may include, satisfied with the partner’s/supplier’s action, dissatisfied and recommendation for termination of partnership. 7. In the case of investigations substantiating the allegations, their hope foundation will terminate the relationship with the partner/supplier and write a formal letter outlining the reasons for this termination. Any further action – including publicizing the issue or others – will be discussed and decided by the independent committee in conjunction with the   Operations Manager and the Executive Director on a case-by-case basis. |
|  | **STEP SEVEN** |

|  |  |
| --- | --- |
| Follow Up | 1. If the engagement proceeds, the partner and/or THEIR HOPE FOUNDATION shall first establish if the abused child is willing to proceed and if yes, new consent shall be sought also from the parents/guardian. If in agreement, the partner/supplier ensures that the abused child is provided with ongoing counselling as appropriate and reports to Their hope foundation regularly through the relevant Manager. This shall however be based on the mutual understanding between the parents/guardians of the child, the partner/supplier and Their hope foundation. 2. In the event that the partnership is severed, their hope foundation takes over ensuring that the abused child is provided with ongoing counselling. The Their hope foundation Program Officer communicates with affected community, including child's relatives if appropriate. 3. If need be, the Executive Director provides written report to the Board/Donors as appropriate. |

# 7.0 CHILD PROTECTION RISKS ASSESSMENT

THEIR HOPE FOUNDATION(THF) will undertake risk assessments for all activities involving children in their care. These will be kept in a Risk Log (Appendix 3) and added to as the THEIR HOPE FOUNDATION (THF) personnel will NOT be allowed to work with children it any risks or concerns are identified.

# 8.0 REVIEW OF CHILD PROTECTION POLICY

This document will be reviewed every two years, or after any allegation of child abuse from THEIR HOPE FOUNDATION(THF) employees, volunteers

or board members.

# Appendix 1 Code of Conduct

THEIR HOPE FOUNDATION(THF) Personnel will:

* Advocate for the rights and wellbeing of children in our care
* treat all children with respect
* not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
* not engage children in any form of sexual intercourse or sexual activity, including paying for sexual services
* wherever possible, ensure that another adult is present when working near children
* not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
* not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible
* (noting that this does not apply to an individual’s own children)
* never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
* Be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse
* Not take photos or share images of children in our care
* not use physical punishment on children
* not hire children for domestic or other labor: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational
* activities; or which places them at significant risk of injury
* Not hire children for domestic or other labor
* comply with all relevant local legislation, including labor laws in relation to child labor
* immediately report concerns or allegations of child exploitation and abuse and policy non-
* compliance in accordance with appropriate procedures
* immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with the child
* When photographing or filming a child or using children’s images for work-related purposes:
* Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
* Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
* Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
* Ensure images are honest representations of the context and the facts
* Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

## Appendix 2: Incident Reporting Sheet

All personnel/volunteers are required to complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred or that a child’s safety is in danger. All child protection concerns should be reported immediately (and within 24 hours) to………………. The report must be treated in strict confidence.

Date: Time:

Name of Child: Age of child:

Name of parents or guardian: Details of Concern / Suspicion / Incident:

Please fill out as many sections as possible with as much detail as you can.

1. Describe what happened: time / dates / names of persons) involved/ behavior or signs observed / any other

details.

1. Details of any conversation with the child:
2. Immediate safety concerns and long-term safety concerns for the child:
3. Other Safety Concerns:
4. Have you contacted anyone about this concern? Yes No (Please circle one)
5. If so, who have you contacted?

Please sign this report and print your name and your position in the organization Signed: Date: Name: Position:

Their hope foundation.

**Appendix 3**

**Risk Log Potential Risk #1:**

A child needs an emergency evacuation or a medical transfer where a parent or legal guardian is unable to accompany them.

Steps to mitigate the risk:

* + THEIR HOPE FOUNDATION (THF) will not transfer a child where there is not a parent of legal guardian present

committed to ensure that we identify any potential and real needs for Child Protection for the children that we interact with. Through safe recruitment, continuous employee training and ethical program implementation practice, partner recruitment and management, and constant review of our work, we are committed towards upholding the highest standards of child protection. At Their hope foundation, we do not condone any form of physical, sexual or emotional abuse of children.

# APPENDIX 4. RISKS ANALYSIS FRAMEWORK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Risk** | **Chance of Occurring** | **Likely Impact** | **Mitigation Measures** |
| 1 | Projects that do not comply with Child Protection and safeguarding | Low | Medium | Their hope foundation uses clear cut standards and processes in approval of projects. The management has the overall responsibility of designing the programs and Project while the Board approves those projects. The Board approves bearing in mind its fiduciary responsibility in strict conformity to  broad policy provisions |
| 2 | Partners who are contracted fail to comply with Child protection and safeguarding provisions | Medium | Medium | Partners shall be recruited after due diligence that includes checking if partners have child protection policies. Partner engagement instruments particularly contracts and MoUs shall include Child Protection as a compliance requirement for all partners. A statement of commitment that partner employees commit to protect children  shall be part of the engagement framework |
| 3 | Staff Violate the Child Protection and Safeguarding Policy | Low | High | Employees are hired after due diligence including background checks are conducted. Upon being hired, employees shall be required to sign commitment to protecting children. Annual appraisals shall also include compliance with Child protection policy as part of policy compliance.  Their hope foundation shall regularly train staff on emerging child protection needs. The Child Protection Policy Statement shall be placed in a place accessible by  all the staffs |
| 4 | Children getting hurt while attending Their hope foundation events | Low | Medium | Their hope foundation shall indemnify and insure all children travelling for Their hope foundation events. Children shall not travel unaccompanied. First Aid services shall always be available where children are involved. There shall always be a child minder taking care of  children when attending Their hope foundation events. |