



**CHILDREN IN FREEDOM**

*Education For The Citizenry We Want*



**CHILDREN IN FREEDOM**

**(CIFS)**

# Child Protection Policy

**Aug 2, 2021**

**CHILDREN IN FREEDOM (CIF)**

**&**

**CIF Schools**

CIF P.O. Box 25286-00100, Kenya, Africa,

NY, USA (c) 2016

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We take this opportunity to thank all children, who volunteered to validate the draft Child Protection Policy. We were overwhelmed by their openness. Their contributions will go a long way in helping CIF effectively implement this Child Protection Policy.

We thank you all for your contributions.

Executive Director

Children In Freedom

Nairobi

## ACRONYMS

ACRWC	African Charter on Rights and Welfare of the Child
CIF	Children In Freedom
NGO	Non-Governmental Organization
UNCRC	United Nation Convention on the Right of the Child

## GLOSSARY OF TERMS USED

1. CHILD PROTECTION is a broad term used to describe measures to protect children from both intentional and unintentional harm.
2. CHILD PROTECTION POLICY is a statement of intent by an organization to demonstrate its commitment to create a safe environment for children free from all forms of physical and psychological abuse including institutional negligence.
3. CHILD PROTECTION PROCEDURE is how an organisation puts its policy into action.
4. DIRECT CONTACT WITH CHILDREN as used here refers to being in the physical presence of a child or children while at work in an organization
5. INDIRECT CONTACT WITH CHILDREN as used here refers to having access to information on children in relation to the work of an organization.
6. INFORMED CONSENT is a term used to signify that a child or guardian/ parent was given all the necessary information relating to an activity a child is expected to participate in before permission was granted.
7. RISK means the potential of an incident occurring and distracting planned activities.
8. RISK MANAGEMENT as used here means identifying the potential for an incident to transpire and taking steps to reduce the impact of the incident.
9. 'MYTHS' are beliefs which are commonly held, but which are not true. Every culture has its own forms of myths about sex, disability, illness including mental illness, food and many others.

NB: The above are standard terms used by several organizations working with children globally and adopted by UNICEF in their training manuals on child protection.

## 1.0 INTRODUCTION

Children in Freedom dreams of a Kenya and Africa that is so empowered and one of the leaders of the globe. We vision a country with a thriving economy that makes it conducive for any kind of investment and business. We want a society that is free from hopelessness, despair, radicalization, corruption, violence and crime; a society that is productive and has the competence and bespoke skills needed for sustainable development. We dream of a country that has leaders who are visionary, brave hearted, for the good of the people, with accountability and integrity. We want a thriving society where people are living to their full potential, making full use of their country's natural resources, and are at peace. For this dream to actualize, we need the right human capital because it is people who bring change. Forthwith, we have been empowering and nurturing children [and their stakeholders] to be the citizenry that will lead us to achieve this dream.

Children in Freedom is an international educational organization registered in Kenya (OP218/051/14-0133/9543) and in the USA (501(c)(3) EIN 47-369747). We aim to enhance Identity, Equity, Inclusion, Innovation, diversity, peace, Self-worth and Citizenship through:

Contributing to Access to Education by giving of scholarships to children from low income families. We are nonpartisan and support girls and boys, children with disability, Muslims and Christians, refugee children, and internally displaced children. We aim to enhance access, participation, attendance and transition in education. We also work towards ending the harmful practices that prevent access to education like Female Genital Cutting (FGC), violence against women and children, HIV/AIDS, early pregnancy, diseases, and threats to peace such as tribalism, radicalization and terrorism.

Adding value and contribute to quality of education by driving a holistic Mentorship for Freedom (MFF) programme that is grounded in Ubuntu (communality). We mentor children, their parents and teachers, school stakeholders and local government. We facilitate them to know who they are, be confident in themselves, explore what they are good at, take responsibility over their destiny, have values, and become the creators, innovators, problem solvers and entrepreneurs that Kenya and Africa needs. We mentor all these groups to ensure that the people who have power over the child are also empowered to sustain the outcome of the mentorship. The MFF programme shapes a total person. Every year, the Children in Freedom beneficiaries attend a weeklong residential mentorship

workshop, and they are given the opportunity to design solutions for the problems in their society. We call this the 'innovation challenge'. This challenge follows a human centered design where the children aim to solve needs and problems that the people around them face. Our philosophy for quality of education also supports (1) The holistic curriculum reform currently ongoing in Kenya, (2) Holistic teacher training that facilitates teachers to see their role beyond 'just a job' but as critical foundation builders and the nurturers of future able citizenry and leadership in Kenya and Africa. So far we have mentored directly 2075 people, and impacted the lives of many other thousands. We aim for this mentorship programme to reach more vulnerable populations, especially the out of school children.

Thirdly, our ultimate goal is to establish The Ubuntu Centre for Innovation (UCI). This is a campus that will allow us to implement fully our vision and experiences. It will offer a holistic curriculum that will provide the powerful combination of mentorship and technical education. This campus will facilitate our learners to know who they are, identify their talent and what they are good at, and teach them how to turn this talent into creations and innovations. We believe that knowing what you are good at is not enough, you must be able to turn that into something entrepreneurial and earn a healthy income from it. UCI's approach will help cushion the 77% dropouts in our society and give them hope, dignity, strength, knowledge, and skills needed to problem solve, innovate and become entrepreneurs that will in turn help to not only sustain them and their families, but also grow the Kenyan economy.

CIF believes in "Zero tolerance to any act of child abuse." She is committed to creating a safe working environment to protect girls and boys from psychological or physical harm.

CIF has developed this Child Protection Policy to provide a framework for protecting girls and boys from abuse by people who are directly or indirectly associated with her, as well as providing a mechanism for protecting adults associated or working with CIF from allegations of abuse. The Child Protection Policy therefore, apply to all staff, members, partners, interns, volunteers, researchers, consultants, donors advisers and any other person or institution associated or working with CIF.



## 2.0 GENERAL PRINCIPLES

This Child Protection Policy is guided by General Principles drawn from the United Nations Convention on the Right of the Child (UNCRC), The African Charter on Rights and Welfare of the Child (ACRWC), and the United Nations Universal Declaration on Human Rights as follow:

- Definition of a child: – For the purpose of this Child Protection Policy, CIF has adopted Article 1 of the UNCRC and ACRWC article 2 which defines a child as a person below the age of 18 years.
- Non-Discrimination (Article 2 of the UNCRC ) which states that no child shall be subjected to any form of discrimination on account of his/her age, sex, disability, religion, custom, color, birth, race, language, political or nationality, ethnicity, social origin or other status.
- Best Interests of the Child (Article 3 of the UNCRC) which state that in all actions concerning children, “their best interest” is paramount.
- Right to Life, Survival and Development (Article 6 of UNCRC) which states that children have a right to survival; should be protected from any form of violence, abuse or neglect and that they may grow up in an environment that ensures their physical, mental, spiritual, moral, psychological and social development; and prepares them to live as individuals in a free Society.
- Right to participation as provided under the UNCRC :
  - Article 12 – Respect for the views of the child
  - Article 13 – Child’s Right to freedom of expression
  - Article 14 – Child’s Right to freedom of thought, conscience and religion
  - Article 15 – Child’s Right to freedom of association and peaceful assembly
- Rights as Individual’s Entitlements as enshrined in the United Nations Declaration on Human Rights.

## 3.0 WHAT IS CHILD ABUSE?

For the purpose of this Child Protection Policy, child abuse is defined as physical and/or emotional ill-treatment, resulting into actual or potential harm to the child’s emotional and physical health, while under or in association with persons in institutions entrusted with responsibility over a child.

Child abuse includes:

- 3.1 Physical abuse –This could be inform of a deliberate infliction of injury or pain to a child.
- 3.2 Sexual Abuse: This could be forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening or gives consent. The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts; non-contact activities such as involving children in the production of pornographic materials or watching sexual activities, or encouraging children to behave in a sexually inappropriate manner.
- 3.3 Emotional Abuse: This is emotive ill-treatment of a child so as to cause severe and long lasting effects on the child’s emotional development. It may placing unsuitable expectations on a child, or causing a child to feel frightened or in danger at all times, using a language that disgrace a child’s dignity as a human being.
- 3.4 Psychological Abuse<sup>1</sup> also referred to as emotional abuse or mental abuse, is a form of mistreatment in which there is intent to cause mental or emotional pain or injury. It includes verbal aggression statements intended to humiliate, insults, cause emotional threats such as abandonment or send to reformatory institutions or children’s homes including calling the police to arrest the child. Psychological abuse may results in stress, social withdrawal, disobedience, depression or anxiety.
- 3.5 Neglect: This could be a failure to meet the child’s basic physical and / or psychological needs, resulting in serious impairment of the child’s physical or cognitive development.
- 3.6 Bullying is an act of aggressive and abusive behaviour asserted to purposefully hurt another person emotionally, mentally, physically and/or sexually. Bullying could happen among/ between children themselves or adults. Boys are known to bully girls, or older children bully younger children regardless of their sex.

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<sup>1</sup> McGraw –Hill Concise Dictionary of Modern Medicine, 2002 by the McGraw-Hill Companies Inc.

#### 4.0 WHERE DOES ABUSE HAPPEN?

Abuse can happen anywhere. This could be at school, home, project site, staff house, during an educational tour, in the community or through internet and other digital and augmented technologies such as smart phones. Appendix 6 provides further information on signs of child abuse.

#### 5.0 FACTS AND MYTHS RELATING TO CHILD ABUSE

'Myths' are beliefs which are commonly held, but which are not true. Every culture has its own forms of myths about sex, disability, illness, mental illness, food, and many others. Some of these myth lead to various forms of denial of rights to children. A few examples of the myth are:

- Children with red eyes will inflict bad luck on other children.
- A child with behavioural or mental challenges is 'possessed' by devils.
- The girls are raped because they sexually entice men by the way they walk.
- Having sex with a very young child / baby can cure HIV and AIDS
- Street children are children of prostitutes.
- Children learn best not repeat the same mistake when they are beaten.

CIF and everybody associated with her will undertake to raise awareness on negative social myth which could obstruct the enjoyment of rights by children while under her care. The examples below are taken from UNICEF Child Protection Training Manual "A Handbook to Build Safer Organizations for Children, Bernadette McMenamin, and Paula Fitzgerald" are not conclusive but an illustration of what are facts and myth.

MYTH	FACT
Child sex offenders are creepy or weird looking	Child sex offenders usually present themselves as normal people. Most will go to work and participate in community life without drawing attention to themselves.
Child sex offenders are 'dirty old men'	Most child sex offenders commit their first offence during their teen years and continue until they are caught. While it is true that most sex offenders are men it is inaccurate to characterize them as 'old'.
Strangers are the biggest threat to children	The traditional image of the 'stranger' as the child molester is mistaken.

He was sexually abused as a child, so he could not help it.	Some people who were sexually abused as children can also sexually abuse children. However most people who have been sexually abused do NOT become sex offenders. Recent research has found that sex offenders are more likely to have experienced physical and emotional abuse, including bullying, in their childhood and this appears to be a factor in sexually abusive behaviours.
Women never sexually abuse children	Although the majority of child sex offenders are men, women are also known to sexually abuse children.
It only happened once, and he promised it would never happen again	It is rare for a sexual offence to be a one-off occurrence, and generally sex offenders are prosecuted for fewer abuses than they have committed. Sex offenders have limited commitment to change as they have already crossed substantial legal, social, and ethical boundaries to commit the offence. Treatment for adult sex offenders, while important, has proven so far to have limited success in preventing re-offending. Treatment for adolescent sex offenders, however, is reaping more positive results.
The incidence of child sexual abuse is grossly exaggerated and is more a sensationalized media story	Most stories of child sexual abuse never become public. As many as 95% of child sex offenders do not have criminal convictions for these crimes. On best estimates only about 10% of offenders are prosecuted and only half of these are convicted.

## 6.0 WHO ARE THE PERPETUATORS OF CHILD ABUSE?

It is difficult to look at a person and decide whether he or she is a child abuser. It is however, commonly urged that people who abuse children are those who are associated with them and have power to cause harm. These could be care givers at home, at school /project site, consultants, donors, volunteers, interns or staff ,family members-both nuclear, extended, foster and biological parents; boys and girls in school, security officers, strangers; neighbours; teachers (support staff and officers); social workers; managers; Facebook friends; police officers; cinema owners; religious leaders including members / officials in an organization.

Child abusers are men, women, girls and boys irrespective of their social status in the community. They can be rich, poor, educated, illiterate, respectable persons such as religious leaders, directors of organizations, donors and project officers.

The Child Protection Policy takes cognizant of this complex mix of potential perpetrators of child abuse and puts into place a framework for protecting children.

## 7.0 THE CHILD PROTECTION POLICY FRAMEWORK

7.1 CIF believes that:

- a) All children regardless of their sex, skin color, disability/ability, religion, race, ethnicity or social economic status have equal rights and must be protected from all forms of abuse.
- b) The situation of all children must be improved through preventative measures as defined in the United Nation Convention on the Rights of the Child and the African Charter on the Rights and Welfare of the Child
- c) Children opinion must be respected.
- d) Best interest of a child is paramount.
- e) Partners, volunteers, members, staff, interns and consultants working with or for CIF must meet maximum standards of protecting children they come in contact with.
- f) CIF and Partners have a moral duty to protect children from all forms of abuse. This duty is imperative and non-negotiable.
- g) That silence breeds physical and psychological abuse of children.
- h) Without proper policies and explicit procedures in place, everybody associated with CIF is extremely vulnerable to false allegations of child abuse.
- i) Children are the best defenders of their rights, however they must be empowered to act.

7.2 CIF is committed to creating a safe and child friendly environment where;

- a) Issues of child protection are discussed openly and are understood by children and adults.
- b) There is an open line of communication to promote good practices on child protection among Executive board members, Donors, Partners, Members, National Offices and the Regional Secretariat.

- c) There is a will to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse of a child.
- d) Girls and boys receive information, ask questions, make choices, and decisions that affect their lives subject to the progression of the age a child.
- e) Girls and boys are empowered to become defender of their rights.

### 7.3 Good Governance and Practices:

CIF will ensure good governance and practices are instituted to reduce circumstances that may expose girls and boys to abuse while under her direct or indirect care as follows:

#### 7.3.1 Awareness rising:

CIF will ensure that all staff and others are aware of the long lasting negative impact of an abuse to a child's mental and physical health.

#### 7.3.2 Empowering children to know their rights:

CIF will ensure all children are aware of what constitutes child abuse, how to protect themselves, and how to act in the event of an abuse. She will ensure that, there are regular sessions on child rights at the community level including schools. The sessions will include:

- How to say 'No' to abuse.
- Whom and where to report, in case of personal abuse or abuse of another child.

In addition CIF will provide appropriate age progression sex education to all children under her direct care.

#### 7.3.3 Prevention:

CIF will deliberately train her staff and others associated with her on good behavioral practices to minimize risks that may expose children to many forms of abuse.

#### 7.3.4 Reporting:

CIF will ensure that all staff and others know the procedures to follow when concerns arise regarding the safety and protection of girls and boys in all her Offices.

### 7.3.5 Recruitment of Staff, Members, Interns, Volunteers, Consultants and Partners

All potential members, partners, officers, staff, interns, volunteers, researchers, consultants, and advisers working or intending to work with CIF will be evaluated for their suitability to work with girls and boys below the age of 18 years before agreements are entered into as follows:

- i. Satisfactory background check for certification of good conduct.
- ii. Acceptance of and commitment to the Code of Conduct for working with girls and boys. (See Appendix 1)
- iii. Signing a personal declaration stating any criminal convictions, including spent convictions. (See appendix 5)
- iv. Providing the names and contact information of two character references who have known them for not less than two years, excluding family members. (See appendix 4)

### 7.3.6 Induction and Training of New staff:

The Human Resource Officers will ensure that during orientation and induction of new staff, information on the Child Protection Policy and the Code of Conduct are provided and signed by the new staff member. This will include training on acceptable behaviour for working with girls and boys.

### 7.3.7 Communications about Children:

All partners' organizations working with CIF including donors will ensure that publication and their websites that includes images and text related to girls and boys do not contain the following:

- i. Manipulated or sensationalised text and/or images,
- ii. Discriminatory and derogatory language,
- iii. Images in which girls and boys are inappropriately dressed,
- iv. Information that could be used to identify the location of a child and cause him/her to be at risk,
- v. Photos of girls and boys posted on the website or included in any publications must be taken with the child or guardian informed consent,
- vi. All information relating to girls and boys must be treated as confidential,

- vii. The disclosure of personal information about a child, including legal cases, will be limited to those persons who must know.

## 8.0 MINIMUM EXPECTATIONS OF PERSONS WORKING WITH CHILDREN

Person working with girls and boys directly or indirectly will be required to:

- a) Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- b) Encourage and respect a child's views.
- c) Be inclusive and involve all children without selection or exclusion on the basis of gender, colour, race, disability/ability, ethnicity, religion or any other status.
- d) Be aware of the potential for peer abuse such as bullying and ensure it does not thrive.
- e) Develop special measures to protect girls and younger children from peer and adult abuse.
- f) Be aware of high-risk peer situations such as unsupervised mixing of girls and boys, older and younger children and possibilities of discrimination against minority groups or children with disability.
- g) Develop clear rules to address specific physical safety nets relative to the local physical environment of a project.
- h) Avoid being in a compromising or vulnerable position which might potentially be questioned by others.
- i) Immediately report the circumstances of any situation which occurs and maybe subject to misinterpretation to the designated officer in-charge of child protection.
- j) Report any suspected or alleged abuse to the designated officer in-charge of child protection immediately and without favour.

## 9.0 RESPONDING TO ALLEGATION OF ABUSE

- a) CIF will establish procedures to investigate possible abuse once reported and to deal with it instantaneously.
- b) All witnessed, suspected or alleged violations of the Child Protection Policy will be immediately reported to the designated officer at the secretariat of National office or to the Executive Director of CIF or to the Chairperson of the board of CIF



- c) The officer must take appropriate action to protect the child/children from further harm during the investigation of an incident or allegation of abuse.

## 10.0 THE CODE OF CONDUCT

The Code of Conduct in appendix 1 of this policy document will form part of the Human Resource Policy signed by:

- ✓ All current, prospective members and partners of CIF.
- ✓ All current and future staff of CIF .
- ✓ All current and future interns, volunteers and consultants associated with CIF.

## 11.0 RAMIFICATIONS OF MISCONDUCT

- a) Any employee, adviser, consultant, member, intern or volunteer who is alleged to have violated the Child Protection Policy will be immediately suspended pending the outcome of an investigation which shall be instituted immediately the allegation is reported.
- b) CIF reserves the right to take any disciplinary action against anyone who has been proven guilty in an investigation. This may include reporting the incident to the police, filing the case in a court of law or termination of service.

## 12.0 RISK MANAGEMENT PROCEDURES

- a) Risk management procedures will be integrated into a comprehensive set of compliance and control systems embedded in all CIF governance structures.
- b) Risks to children will be identified during initial risk assessments and managed for the duration of an activity/ programme.
- c) CIF offices will display:
  - The relevant contact details for local social services, police and hospitals/ health facilities or emergency medical rescue services.
  - Contact details for reporting cases of abuse of a child/children.
  - How to report alleged cases of child abuse.

### 13.0 MONITORING AND EVALUATION PROCESSES

CIF takes its responsibility to protect girls and boys as paramount and hence the need to put in place mechanisms for continuous monitoring and evaluation of the Child Protection Policy and procedures.

She will:

- Undertake informal observations of compliance with the Child Protection Policy and the Code of Conduct at the Regional Secretariat, and in all CIF offices.
- Collect quantitative data regarding the number of child abuse occurrences and prepare qualitative reports on how she is implementing this child protection policy.
- Collect annual data outlining the performance in adhering to the Child Protection Policy and the Code of Conduct. This data will include the number of staff who have received child protection training and who have signed the Code of Conduct, and the number of Partners who have a functional Child Protection Policy and a Code of Conduct.
- Conduct routine Child Protection Audits (see Appendix 7 on Monitoring and Evaluation Check List) at the CIF offices including partners to assess their compliance with the Child Protection Policy and the Code of Conduct.
- Include child protection as a regular agenda item in all its staff and executive board meetings to provide an opportunity to share achievements and challenges of combating child abuse in the organization.
- Receive child protection update reports from officers assigned to lead the Child Protection Policy every six months or as maybe determined by the Executive Board of CIF
- Require that all partners and CIF offices include a section on child protection matters in their annual reports.

As a matter of organizational commitment to child protection, CIF will utilize the information collected during the monitoring and evaluation processes to continuously improve the good child protection practices in the organization.

### 14.0 CUSTODIANSHIP OF THE CHILD PROTECTION POLICY

The Executive Board of CIF has the overall responsibility to oversee and ensure the Child Protection Policy is incorporated in all its governance structures in our Offices.

## APPENDICES

### APPENDIX 1: THE CODE OF CONDUCT

CIF believes in and advocates for children's rights to survival, protection, development and participation. This Code of Conduct includes guidelines on appropriate and expected standards of behaviour of adults towards children.

I, \_\_\_\_\_ (insert name) having accepted to work with CIF in the capacity of \_\_\_\_\_ (insert whichever is applicable e.g. volunteer, intern, consultant, staff, member of executive board or member of CIF etc.) accept to abide by this Code of Conduct as follow:

A. I commit myself to take all measure necessary to ;

1. Learn and recognize situations which may present risks to girls and boys and ensure that I take all the necessary steps to reduce their impact.
2. Plan and organise my work and the workplace so as to minimise physical and psychological harm to girls and boys.
3. Ensure that a culture of openness exists to enable any issues or concerns raised by children discussed and solutions pursued.
4. Ensure that a sense of accountability exists among all persons connected to my work with CIF, so that poor practice or potentially abusive behaviour does not go unchallenged.
5. Talk to children about their contact with staff or others and encourage them to raise any issues of abuse of their rights.
6. Empower children to talk to me about their rights and problems they might be having as far protection is concerned.

B. Incompliance with CIF Child Protection Policy, I shall not:

1. Indulge in any form of physical or physiological abuse of a child.
2. Develop physical and sexual relationship with boys and girls below the age of 18 years including exploiting their ignorance/ innocence on matters relating to sex.
3. Develop relationship with girls and boys which could in anyway be deemed as exploitative or abusive or may place a girl/ boy at risk of abuse.

4. Use a language which is offensive or abusive to a girl or boy based on their gender, disability, ethnicity, race, colour, or religion.
5. Behave in a manner, which is culturally inappropriate or sexually provocative including allowing children to engage in sexually provocative games with each other.
6. Do things for boys or girls of a personal nature that they can do for themselves or participate in the children's illegal or abusive behavior.
7. Act in ways intended to humiliate or degrade a child or perpetrate any form of emotional abuse.
8. Discriminate, show differential treatment or favor to a child, particularly based on ethnic background, tribe, disability/ability, sex, religion, social economic class or race.
9. Enter a bedroom of a child who is of the opposite sex without prior warning or invite a child for counselling or discipline in place that is likely to cause suspicion from other children and adults.
10. Allow or invite a child into my private room/ house and especially when she/he is likely to be alone with me.
11. Give a lift to a single child unless under very special and explainable circumstances.
12. Allow more than one child in the same toilet cubicle or more than one child to sleep or lie on the same bed while under institutional care.
13. Demand hugs, kisses or touch the chest, genital area, upper legs, buttocks, waist and stomach of a child; or allow a child to sit between my legs or touch a child in culturally insensitive way.
14. Take a picture of a child without first seeking for the guardian or his/ her informed consent.

C. Declaration

I \_\_\_\_\_(Name) \_\_\_\_\_(Position/title/role) acknowledge that I have read and understood CIF Code of Conduct and accept to abide by it.

Signature \_\_\_\_\_Date\_\_\_\_\_

## APPENDIX 2: CHILD PROTECTION REPORTING PROCEDURES

Child protection is an integral part of CIF's mandate in working with girls and boys whether directly or indirectly. The following guidelines are meant to help persons to whom a child confides in on an incident of violation of his/her rights. This procedure has three parts to guide the person on how to listen, respond and write a report regarding allegations on child abuse as follows;

### 1. LISTENING TO A CHILD'S DISCLOSURE OF ABUSE OR ALLEGATIONS

The person listening to a child report an alleged abuse is advised to act as follow:

- Accept what the child says,
- Keep calm,
- Not to panic,
- Not seek help while the child is talking,
- Be honest,
- Look at the child directly,
- Not to appear shocked,
- Let the child know that there maybe need to share this information with someone else for further help,
- Assure the child that she/he is not to blame for the abuse,
- Never ask leading questions,
- Try not to repeat the same questions to the child,
- Never push for information,
- Not fill in words, finish their sentences, or make assumptions,
- Be aware that the child may have been threatened,
- Take proper steps to ensure physical safety and psychological wellbeing of the child. This may include referring them for medical treatment or to a psychologist,
- Make certain there is a distinction between what the child has actually said and the inferences the listener may have made. Accuracy is paramount at this stage of the procedure.
- Not to permit personal doubt to stop the process of reporting the allegation to the designated officer who must take appropriate action,
- Let the child know the next step to be undertaken.

## 2. RESPONDING AND GIVING ASSURANCE TO A CHILD REPORT OF ABUSE.

The person listening to the child is advised to respond in the following manner to assure the child he/she understands and is willing to help as follows:

Give the child the following assurance

- 'I believe you'
- 'I will do my best to help you'
- 'I am glad that you told me'
- 'You are not to blame'

The person is also advised never to tell the child:

- ⋄ 'You should have told someone before'
- ⋄ 'I can't believe it!'
- ⋄ 'I'm shocked!'
- ⋄ 'Oh that explains a lot'
- ⋄ 'No not...he's a friend of mine'
- ⋄ 'I won't tell anyone else'
- ⋄ 'Why? How? When? Where? Who?'

At the end of the disclosure the person listening is advised to:

- ⋄ Reassure the child that it was right to speak about the incident.
- ⋄ Let the child know what will happen next.
- ⋄ Assure the child there may be need to seek help from others and she/he should not be surprised as it will be done with care and in their best interest.
- ⋄ Write down accurately what the child has said.
- ⋄ Sign and date your notes.

- Keep all notes in a secure place for an indefinite period. These are essential in helping you, Social Services/ children Department or the Police decide on the next steps which are in the best interest of the child.
- Seek help, if it seems unsafe.

APPENDIX 3: COMPILING A REPORT ON AN INCIDENCES OF CHILD ABUSE WITHIN CIF

Date:		
Time:		
Part 1: (To be filled by the person receiving the complaint)		
Name:		
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Title:		
Part 2: Details concerning the child		
Name:		
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Age:		
Place of residence		
Part 3: Details concerning the parent /guardian		
Name:		
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Physical address:		
Mobile number:		
Email address:		
Part 4: Details of persons being accused		
Name:		
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Title:		



Part 5: About the concern		
<p>Outline of incident: Capture details on;</p> <ul style="list-style-type: none"> <li>· Whether the abuse was observed or suspected,</li> <li>· Whether the child disclosed the abuser,</li> <li>· Your personal observations made on the child (child's emotional state, physical evidence etc.)</li> <li>· What the child exactly said.</li> </ul>		
Immediate response:		
Further Action to be taken		
In the event of a referral please indicate	Name:	
	Title:	
	Organization:	
	Physical address:	
	Telephone number	

APPENDIX 4: CHARACTER REFERENCES

Please provide the name, address and contact number of two character references who have known you for not less than 2 years, excluding family members.

	Referee 1	Referee 2
Referee Name:		
Address:		
Contact Number:		

APPENDIX 5: DECLARATION OF CRIMINAL CONVICTIONS

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_

If yes, please provide details of all criminal convictions, including those considered 'spent', and declare any previous investigations or allegations made against you. These will be kept confidential by the designated officer in-charge of child protection at CIF, who will assess whether he/she pose any risk to a child or no risk as it relate to child protection.

	Details
1.	
2.	
3.	
4.	
5.	

## APPENDIX 6: SIGNS OF CHILD ABUSE

All persons working with CIF must be aware of signs of abuse and take appropriate steps to prevent and stop it.

The list of indicators below form a base for suspecting a child's safety is at risk. The situation should however be assessed further to determine the causes of these symptoms and provide necessary assistance to reduce the risk to the child.

1. PHYSICAL ABUSE is intentional injury inflicted upon a child. It may include severe shaking, beating, kicking, punching, or burning that result in slight marks, bruising, to the far extreme end suffocation which end up in death.

Possible symptoms:

- ✓ Unexplained bruises on the face, throat, upper arms, buttocks, thighs or lower back in unusual patterns or shapes which suggests the use of an instrument (belt buckle, electric cord etc).
- ✓ Unexplained burns, cigarette burns, especially burns found on the palms, soles of feet, abdomen, buttocks; immersion burns producing "stocking" or "glove" marks on hands, feet, buttocks or genital area.
- ✓ Rope burns.
- ✓ Infected burns indicating delay in treatment; burns in the shape of common household utensils or appliances.

Behavioural Indicators:

- ✓ Extremes withdrawal, aggression, regression or depression.
  - ✓ Inappropriate or excessive fear of adults for example caretakers, teachers, parents or programme staff.
  - ✓ Antisocial behaviour such as substance abuse, truancy, running away, fear of going home or school.
  - ✓ Unbelievable or inconsistent explanation for injuries.
  - ✓ Unusual shyness, wariness of physical contact.
2. SEXUAL ABUSE refers to any sexual act with a child by an adult or an older child. It includes fondling or rubbing the child's genitals, penetration, rape, sodomy, indecent exposure, and using the child for prostitution or the production of pornographic materials.

Possible symptoms:

- Torn, stained or bloody underclothes.
- Frequent, unexplained sore throats, yeast or urinary infections.
- Abdominal pains, including irritation of the genitals.
- Sexually transmitted diseases.
- Bruises or bleeding from external genitalia, vagina or anal region.
- Pregnancy.

Behavioural Indicators

- Regressive behaviours such as thumb-sucking, bedwetting, or fear of the dark or presence of adult's men or women.
- Promiscuity or seductive behaviours.
- Disturbed sleep patterns such as recurrent nightmares.
- Unusual and age-inappropriate interest in sexual matters.
- Fear of undressing
- Wearing extra layers of underwear, trousers and any forms of clothe for protection.
- Sudden decline in school performance and truancy.
- Difficulty in walking or sitting.

3. EMOTIONAL ABUSE may occur when one fails to provide the understanding, warmth, attention, and supervision the child needs for healthy psychological growth. Example of emotional abuse include but limited to using derogatory language to humiliate a child, never acknowledging a child point of view, continuously ignoring the steps the child is making to improve in his /her performance in class etc.

Possible symptoms:

- Eating disorders, including obesity or anorexia.
- Speech disorders such as mumbling and stammering.
- Developmental delays in the acquisition of speech or motor skills.
- Weight or height level substantially below the norm.
- Flat or bald spots on head for infants.
- Nervous disorders such as rashes, hives, facial tics or stomach aches.
- Fear of people with authority over him/her.

Behavioural Indicators:

- Habit disorders such as biting, rocking, or head-banging.
- Cruel behaviour, seeming to get pleasure from hurting other children or animals.

- ✓ Seeming to get pleasure from being mistreated.
  - ✓ Age-inappropriate behaviours such as bedwetting or soiling.
  - ✓ Behavioural extremes, such as overly obedient, demanding, withdrawn, aggressive or restless.
4. NEGLECT is failure to provide for a child's basic needs such as food, clothing, shelter, medical care, education, or proper supervision.

Possible symptoms:

- ✓ Poor hygiene, including lice, scabies, bedsores or smelly body odor.
- ✓ Squinting.
- ✓ Untreated injury or illness.
- ✓ Indicators of prolonged exposure to elements such as excessive sunburn, insect bites, or colds.
- ✓ Height and weight significantly below age level.

Behavioural Indicators:

- ✓ Chronic absenteeism from school.
- ✓ Chronic hunger, tiredness, or fatigue.
- ✓ Begging for or collecting leftovers.

NB: This list is not comprehensive. Please use your best judgment.

APPENDIX 7: CHILD PROTECTION POLICY MONITORING AND EVALUATION  
CHECK LIST

This check list can be used by our offices to monitor progress and challenges experienced in the implementation of the Child Protection Policy (CPP)	
CIF offices:	
Partner/ Project:	
Country:	
Date:	
Assessors Name:	

Indicators of Performance	Indicators met		Comments
	Yes	No	
1. General Questions on the Child Protection Policy			
CIF offices have a written Child Protection Policy and Code of Conduct.			
The Child Protection Policy and Code of Conduct is clear and easily understood by all stakeholders.			
The Child Protection Policy cover all staff, volunteers, interns, trustees, members, executive board members, consultants and children.			
The Child Protection Policy and Code of Conduct has been publicized, promoted and circulated widely.			
The Child Protection Policy describes the organization understanding and definitions of abuse.			
The Child Protection Policy and Code of Conduct has been rolled out to partner organizations and with children whom you are in direct contact with?			

The Child Protection Policy has been translated into the local languages understood by children and the community.			
2. RECRUITMENT			
Job advertisements make reference to the Child Protection Policy and conditions.			
All candidates provide 2 character references who have known them for over 2 years (not family).			
Efforts are made to check references and question candidates about suspicious gaps in their employment history.			
Successful candidates after an interview are checked for suitability of working with girls and boys.			
Successful candidates sign a personal declaration of spent criminal convictions.			
Commitment to the Child Protection Policy and Code of Conduct is a condition of employment/ work with CIF.			
All persons responsible for recruiting members of CIF are familiar with child protection issues?			
There are policies and procedures for assessing suitability of persons likely to work directly with children.			
New trustees, executive board members, members and volunteers sign the Child Protection Policy and the Code of Conduct.			



3. EDUCATION AND TRAINING			
There is an induction process for all staff, interns, volunteers, trustees, consultants, members, Institution/schools, donors etc. which includes familiarization with The Child Protection Policy and the Code of Conduct.			
New persons joining CIF receive child protection training within 3 months after accepting the appointment.			
There is continuous training on child protection issues including information sharing on matters relating to children.			
The Child Protection training programme is regularly re-evaluate and update.			
4. MANAGEMENT			
We have a designated person who is responsible for ensuring the Child Protection Policy is adhered to.			
There is a continuous monitoring and evaluation of staff performance as regards to the Child Protection Policy.			
The disclosure of personal information about children is restricted to only those staff who need to know.			
There is a policy in place for appropriate use of information technology (i.e. email, websites, internet) to make sure that children are not made vulnerable to abuse and exploitation.			
The board of trustees or executive board assumes overall responsibility for ensuring the implementation of CIF's Child Protection Policy and the Code of Conduct.			

Managers and senior staff promote a culture that ensures children’s best interests are paramount?			
Hold regular internal and external project site inspections to ensure child protection issues are addressed?			
Have regular and formal evaluations of the Child Protection Policy?			
Is there evidence that the Code of Conduct is being implemented?			
5. COMMUNICATION GUIDELINES			
Have you developed communication guidelines to ensure accurate and balanced information on girls and boys, children with disability, children from minority groups with an emphasis on their best interest?			
CIF has guidelines for project visits by donors and other interested persons?			
Images and messages about children are conveyed appropriately on the websites, publications, and in advocacy materials?			
Annual reports include a section on child protection achievements and challenges?			
Information is provided in a format and language that can be easily understood by all partners, members, beneficiaries, including children?			
Children are aware of their rights to be safe from all forms of abuse?			
Everyone in the organization knows who is the designated child protection officer and how to contact him/her?			

Children and parents/guardians are provided with information on where to seek advice and assistance in relation to abuse, harassment or bullying.			
The Child Protection Policy appears on the website.			
The Child Protection Policy and Code of Conduct are included in the Human Resource manual.			
CIF's Constitution includes a section on the Child Protection Policy and Code of Conduct for all its members			
6. CODE OF CONDUCT (COC)			
Have a Code of Conduct on acceptable behaviour by staff and other persons working with CIF towards children			
All staff and others persons associated with CIF signed the Code of Conduct.			
There is a secure process for filing the signed copies of the Code of Conduct.			
Staffs demonstrate good knowledge of the Code of Conduct.			
There has been no breach of the Code of Conduct.			
The consequences of breaching the Code of Conduct are clear and linked to organizational disciplinary procedures.			
The Code of Conduct provides guidance on how to avoid placing oneself in a compromising situation when working with children.			
The Code of Conduct is displayed in all CIF's offices prominently.			

A child friendly version of the Code of Conduct is available to children.			
Children have access to a child friendly version of the Code of Conduct.			
Children are adequately supervised and protected at all times when they are under the care of CIF or her partners.			
All disciplinary measures/sanctions are non-violent and non-humiliating to children			
7. RESPONDING TO CHILD ABUSE			
All staff, volunteers, and interns have received training on Child Protection and the Code of Conduct.			
All staff, volunteers, and interns know who to contact in case of an allegation or abuse of a child.			
Reporting procedures and contact numbers are displayed in all CIF's offices.			
Have staff, volunteers, and interns reported incidents of child abuse over the last one year?			
Have children reported incidents of abuse on their rights to you in the last one year?			
Were the children's concerns of abuse on their rights addressed immediately and in their best interest?			
Did an officer witnessing an abuse report it in a timely manner without reservation?			
Were there any threats or challenges to an officer reporting an allegations or abuse?			
Were there any challenges in accessing the designated child protection officer?			

8. PARTNER PROJECTS			
A risk assessment was conducted before signing a contract with a partner organization			
All Partners have a Child Protection Policy			
All partners have a Code of Conduct			
All partners have signed the Code of Conduct			
There is evidence that the Code of Conduct is implemented by the partner organizations.			
Are there reported allegations of child abuse in the partner organization? If yes,			
Were the allegations addressed and corrective measures taken by the partner organization?			
9. OTHER OBSERVATIONS:			
Have staffs become aware of child abuse symptoms?			
Are they able to efficiently manage the reporting process on child abuse?			
Are staff, volunteers and interns experiencing any difficulties in implementing the Code of Conduct?			
Do the staff, volunteers and interns need further training to enhance their awareness on child protection?			
What else could be done to reduce the risk of child abuse at the project site or in the partner organization?			
Recommendations			

## APPENDIX 8: CHILD PROTECTION POLICY STATEMENT OF COMMITMENT SIGNED BY ALL MEMBERS, STAFF & PARTNERS OF CIF

We, representing the Children In Freedom (CIF) believe in “Zero tolerance to any act of child abuse.”

We recognize that:

1. All children regardless of their sex, skin colour, disability, religion, race, ethnicity or social economic status have equal rights and must be protected from all forms of abuse.
2. The situation of all children must be improved through preventative measures as defined in the United Nation Convention on the Rights of the Child (UNCRC) and the African Charter on the Rights and Welfare of the Child (ACRWC).
3. Children’s opinion must be respected.
4. Best interest of a child is paramount.
5. Partners, volunteers, members, staff, interns and consultants working with or for children must meet the maximum standards of protecting children.
6. We, and all Partners have a moral duty to protect children from all forms of abuse. This duty is imperative and non-negotiable.
7. That silence breeds physical and psychological abuse of children.
8. Without proper policies and explicit procedures in place, everybody associated with CIF as a whole are extremely vulnerable to false allegations of child abuse.
9. Children are the best defenders of their rights, however they must be given an opportunity and empowered to act.



We will seek to safeguard the rights of girls and boys by:

1. Cherishing, listening and respecting them.
2. Adopting a Child Protection Policy and a Code of Conduct for staff, interns, consultants, members and volunteers.
3. Recruiting staff and volunteers safely by ensuring all necessary checks are made.
4. Sharing information about child protection and good practice with children, parents, staff, volunteers, consultants, interns, advisors, board members and all other institutions and schools.

5. Providing effective management for staff and volunteers through supervision, support and training on child protection.
6. Committing ourselves to continuously review the Child Protection Policy every three years or as maybe determined by the executive board and sharing this reports with CIF's Offices.

We append our signature here below as a sign of our commitment to ensure the Child Protection Policy in CIF is instituted and adhered to.

Officials

1. Name Susan Kiragu Kanayo Title (Chairperson) signature  Date 16 Sept 2014
2. Name Victor Kanayo Title (Executive Director) signature  Date 16 Sept 2014

**APPENDIX 9: INDIVIDUAL STATEMENT OF COMMITMENT**

“I \_\_\_\_\_ (name), have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing the Child Protection policy and practices while working with or associated with CIF

Name \_\_\_\_\_

Job title/position/role \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Sign Executive Director

