

GIRL CONCERN ORG CHILD PROTECTION POLICY FRAMEWORK 2020

Contents

1. ABBREVIATIONS/ ACRONYMS
2. FOREWORD
3. BACKGROUND GCO
4. INTRODUCTION
5. DEFINITION POLICY STATEMENT
6. ACTION STATEMENT
7. POLICY IMPLEMENTATION
8. GOOD PRACTICES
9. REPORTING
10. DOCUMENTATION
11. CONFIDENTIALITY
12. INVESTIGATION
13. VETTING & SCREENING IN RECRUITMENT/SELECTION
14. RAISING AWARENESS
15. PROGRAM PLANNING
16. MANAGEMENT OF ALLEGATIONS & INCIDENTS
17. POLICY APPROVAL & AMMENDMENT

APPENDIX 1: Child Protection

Policy Code of Conduct

ABBREVIATIONS/ACRONYMS

ACRWC- Africa Convention on the Rights and Welfare of the Child.

GCO- Girl concern org.

UNCRC- United National Convention on the Rights and Welfare of the Child

FORWARD

The Girl Concern Org draws its beneficiaries from the young people from 9 years up to 25 years. As such, the organization takes the children at their formative age and empower them on various capacity them to enable them defend and uplift themselves within the society. This gives the organization an opportunity to uplift their lives before they grow older. It is therefore mandatory to protect the young ones from any harm and danger. The constitution of Kenya (2010) gives the children a wide range of rights which should be protected.

In the current situation and age, children are vulnerable to many dangers ranging from drug abuse, radicalization, drug and substance abuse, child trafficking, early pregnancies, slavery, early marriage, women circumcision among many other problems associated with technology advancement.

It is arising from these challenges that the girl concern org has come up with a policy which will guide us on how the children are protected as they do advocacy activities.

This policy has taken into account all legislatures that protects children and will use such legislatures to enforce the policy.

It is my sincere hope that all the concerned persons will take part in protecting our children. Girl Concern Org has a bigger responsibility to ensure the policy is effective and in force.

Let us all strive to protect our children as we leave this world a little better place than we found it, and once we do this , we shall have created a better world with honorable leaders.

1.0 BACKGROUND: Girl Concern Org

Girl Concern Org is a registered community based organization that operates in Garissa which is in the northern part of Kenya. It is a girl led organization that was formed by young women who are survivors of Female genital mutilation. It is non-political and educational organization 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.

- Duty to others

Loyalty to our country in harmony with the promotion of local, national, regional and international peace, understanding and co-operation/integration.

Participation in the development of society with recognition and respect for the dignity of ones fellow man and for the integrity of nature.

- Duty to self

Responsibility of the one's self; realization of ones right to develop, learn and grow, learning to assert oneself, make ones decision, set aims and identify the necessary steps to achieve ones full potentiality.

c) Method

Is a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment of the young people.

Vision

A world where adolescent girls and young women of pastoralist decent are fully empowered and where gender disparity is fully erased.

Mission

Building the next generation of adolescent girls and young women leaders to end gender based violence against Somali pastoralist women.

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 ones 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 scouts law and promise.

1.1 Introduction

Girl Concern Org is committed to the development of adolescent girls and young women in Garissa in pursuit of its vision, mission. In doing this, Girl Concern Org will be guided by a commitment to the principles of the child protection founded in the United National Convention on the Rights and welfare of the Child (UNCRC), the African Charter on the Rights and Welfare of the Child (ACRWC) and the Children Act 2001.

The UNCRC and the ACRWC are founded on similar principles of guaranteeing child protection based on non-discrimination of any child or group of children irrespective of theirs or the parent's race, color, sex, language, religion political or other opinion national, ethnic or social origin, property, birth or any other status; the right of all children to survival and development in the physical, emotional, psychological, cognitive, social and cultural aspects of their lives; the best interests of the child as the basic consideration in all decisions that affect children by all actors and Child participation as part of all decisions that affect them thus taking into account their opinions.

The Children's Act 2001 re-affirms the above principles and in addition outlines the duties and responsibilities of the different categories of care givers to children, clearly delineates the responsibilities of children, define categories of children in need of care protection and impose heavy penalties on those who cause children to be in need of care and protection. In addition the Sexual offences Act 2006 is comprehensive in defining the various forms of sexual abuse and indecent sexual act against children and together affirming the basic provisions of the Children's act 2001, the Act impose even heavier penalties on perpetrators of sexual abuse to children and youth. Other laws including the Employment Act 2007, Education Act the Penal Code have different provisions that protect children from abuse and neglect and which impose different penalties on offenders.

Girl Concern Org will respect and follow these principles and provisions in its pursuit to promote child welfare and child protection within its operations and among partners.

1.2 Principles

Girl Concern Org undertakes as its policy by the above mentioned legal and policy guidelines to promote, protect and safeguard the rights and welfare of all children including its members by ensuring that all children are protected from any harm or potential harm that would result from physical, emotional sexual, economic and cultural abuse, exploitation or neglect. In this regard Girl Concern Org undertakes as part of its policy to:

- i. Ensure that in its entire activities and those of its partners the welfare and safety of children is paramount.
- ii. Guarantee that all children in the organization and those in contact with its staff, leaders, members of the board and ordinary members and partners are protected from all forms of abuse and neglect to the best of the organization capabilities regardless of theirs or their parents race, ethnicity, creed or religion, social or economic origin, language, gender, color, culture and disability.
- iii. Take seriously, investigate and swiftly act on all allegations and suspicions of abuse and neglect by any of the organizations or partners staff, members leaders, volunteer, visitors or board member.
- iv. Undertake to train, sensitize and educate all Girl Concern Org staff members, and partners volunteers, visitors, board members on child protection at the appropriate times before they engage with children.
- v. Ensure adequate vetting and screening of all staff, volunteers, leaders and board members before recruitment or engagement to eliminate risks of hiring or engaging a person who has a record or motivations of child abuse or one who is likely to abuse children.
- vi. Make sure that all Girl Concern Org and partners' staff, volunteers leaders, board members have a serious responsibilities of reporting concerns of abuse and neglect to the designated child protection officer in Girl Concern Org and of assisting in recording allegations of abuse and neglect.
- vii. Ensure that all conditions that expose children to risks of abuse and neglect either in school or out of school and during advocacy events and activities are minimized and addressed.
- viii. Consider the best interest of the child in any matter relating to the welfare and rights of children, guarantee freedom of expression and ensure view of children are taken into account while promoting child participation.
- ix. Work closely with the relevant Government departments including the Children's Department the Police, the Ministry of Education Science and Technology, Teachers Service Commission and the courts to address cases of abuse particularly those which cause harm to children are taken into account while promoting child participation.

- x. Ensure that protecting children from harm is the responsibility of all those who participate in the work of Girl Concern Org including all employees, all board members, all volunteers, all consultants, partner and associates. All those will be referred to as Girl Concern Org staff throughout the policy.

1.4. Key Definitions

- A Child: In line with the UNCRC, the ACRWC and the Children`s Act 2001, a child is defined as person under the age of 18years. For purposes of this policy document the term `child` will be used to describe all children and young people under the age of 18 years participating in the activities of Girl Concern Org.
- Child Abuse: It is defined as `all forms of physical and /or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in actual or potential harm to the child`s health, survival development or dignity in the context of a relationship, trust or power` It includes anything done by individuals, institutions, or processes or which they fail to do which in one way or the other actually or potentially harms children or damages their prospects of safe and healthy development into adulthood. For purpose of this policy abuse includes:
 - i. Physical Abuse: This may involve causing pain, injury or physical harm on a child. Physical abuse may include beatings, battering, canning, scalding, hitting, biting, cutting slashing shooting and burning or violently shaking a child. Acts of poisoning, drowning, something can also comprise physical abuse.
 - ii. Sexual Abuse: Involves forcing or enticing a child to take part in sexual activities with or without the child`s consent or awareness. This form of abuse may involve touch penetrative or non-penetrative activities, involving children in the production of and/or use or watching of pornographic materials or encouraging children to behave in sexually inappropriate ways. It includes use of a child for sexual pleasure and gratification of an adult or another child and may involve penetration of the vagina or anus by the males penis willingly or unwillingly, inserting a finger or an object in an child vagina or anus, indecent assault, exposing a child to pornographic literature, oral sex and use of children in bestiality activities.
 - iii. Emotional Abuse: Emotional abuse comprises the failure to provide a conducive environment and support for a child`s emotion and psychological growth and development including enabling the child acquire emotional competencies as are appropriate to enable him or her survive to self-potential in the society to which they belong. It may include the inability to provide a proper attachment figure, or acts that cause harm to the health, physical development or morals of a child. Acts of humiliation, verbal abuse, derogatory language, making unattainable demands to children, confinement, displacement abduction, abandonment and bullying may all constitute examples of emotional abuse to children.

- iv. Neglect: It is the failure to act by a care giver that result in impaired physical and psychological functioning and /or development of and/or injury of a child as a result of lack of basic necessities of life such as food, shelter, clothing, medical care and education. Neglect may manifested itself in persistence hunger, thirst, malnutrition prolonged infections and disease inadequate clothing, inadequate hygiene and failure to provide education when capable.
- v. Child Labor: Child labor occurs when children under the age of 18 years are made to work at an early age on full time basis and excessively for long periods of more than 8 hours a day or undertake tasks that exert undue physical or psychological stress and are abusive. Work that involves too many responsibilities, inadequate pay, pay which makes children stay out of school and that which undermines the dignity self-esteem, morals and health of a child, is considered child labor.

• Staff : The term `staff` will be used to describe those employed on a contract of employment at Girl Concern Org or partner organizations, members of the board, members of the Girl Concern Org, leaders, contractors, volunteers, visitors and all who come into contact with children in the context of a relationship with Girl Concern Org.

1.5 Policy Statement

Girl Concern Org undertakes to provide care and protection to all children involved in its activities and events and safeguards them from any form of discrimination. Girl Concern Org recognizes that all children have a right to protection from harm and the needs of special categories of children including those with disabilities will be taken into account while implementing this policy. Girl Concern Org Child Protection Policy aims at providing children and youth with appropriate safety and protection while under the care of the organization and enable staff to make informed and confident responses to specific child protection issues while dealing with children.

Girl Concern Org will adhere to the guidelines established in this policy in protecting all children who participate in the Organization activities and those who are in contact with the staff of the organization. Breach of this policy or code of conduct by staff constitutes gross misconduct and are sufficient grounds for disciplinary action including termination of employment or engagement with Girl Concern org.

1.6 Action Statement

Girl Concern Org will undertake to protect and safeguard the safety and welfare of all children under its care thorough the following actions;

- Awareness Raising: Ensure that all staff and others who come into contact with children who are under the care of Girl Concern Org are aware of child abuse its risks to children as well as consequences of abusing children.
- Prevention: Ensuring that thorough awareness of child abuse and its risks and consequences as well as the provisions of this policy and code of conduct staff engage in the right professional conduct to minimize risks of exposing children to abuse.
- Reporting: Provide clear steps and procedures to be followed in reporting incidents of/or suspected abuse by staff and nay other concerns arising regarding the safety of children.
- Response: Take swift and immediate measures where concerns arise regarding the safety or welfare of children or where incidents of abuse are reported.
- Collaboration: Ensure that collaboration with relevant government departments including the Children’s Department is undertaken particularly when concern arise that could make children by in need of care and protection and in matters that require statutory intervention.

To ensure effective reporting and responding to concerns of child protection and abuse, Girl Concern Org undertakes to:

- Treat all child abuse concerns with utmost seriousness.
- Take positive and swift steps to protect children who are affected or at risk.
- Protect or support children, staff or other adults who report abuse or who raise related concerns.
- Actively support nay process of investigation and safeguarding safety of concerned parties while the process of investigation is on.
- Remain sensitive to needs of children to safeguard confidentiality of concerned parties while promoting sensitive communication to children.
- Ensure stringent recruitment and volunteer vetting and screening processes to safeguard against recruitment of person who may pose risks of abuse to children.
- Ensure that for all activities and events involving children within Girl Concern Org or immediate partners, and at all levels of management at least one member of the staff is assigned the role of leading in child protection, raising awareness on this policy and its

guidelines among staff, members, partners and children while safeguarding the rights and welfare of children.

- Ensure that all members of staff or volunteers who are likely to engage with children on a one to one basis are a matter of policy trained in child protection.
- Ensure that no staff, volunteers or partners are left alone with children without another accompaniment.

1.7 Policy Implementation

Girl Concern Org will ensure that all staff, members, volunteers and partners have read and understood this Child Protection Policy and code of conduct. This policy will apply to all Girl Concern staff, volunteers and partners who come into contact with children under the care of the Association. Girl Concern Org will ensure that:

- Where any work, event or activities involve children, risk assessments will be undertaken and risks concerning children safety and welfare identified and addressed.
- Put in place appropriate and sufficient measures and mechanism to ensure safety and protection of children from abuse by other children during scouting activities and events.
- The member of staff or partner in charge of implementing the activities holds the primary responsibility for ensuring that risks to children are managed effectively.
- Girl Concern Org partners are required to have their own child protection

policies if implementing activities that involve children under the mandate of the

Organization or to abide by Girl Concern Org child protection policy.

- A strategy of education, awareness and sensitization on Girl Concern Org Child Protection Policy and abuse and child protection generally is developed targeting all staff, volunteers and members as well as representatives of GCO partners.
- Girl Concern Org shall designate person to be in charge of child protection

at different levels of the organization management and such persons shall have the responsibility of dealing with abuse or allegations of the same according to policy and procedures laid out in this policy and code of conduct.

- All witnessed, suspected or alleged violations of the principles of the child protection policy and code of conduct are immediately reported to the designated child protection officer who will record and act on these in a confidential manner in accordance to the procedures developed by Girl Concern Org and to the best interests of the child.
- Take immediate action to immediately suspend any member of staff, volunteer or partner representative or consultant who is alleged to have violated the principles of the child protection policy and the code of conduct by attempting or actually abusing a child/children who is/are under their care of/or have a relationship with Girl Concern Org pending full investigation outcome.
- Reserve all rights to take any disciplinary measures or action against any staff, member or partner who may be proven to have caused abuse to a child including terminating their engagement with Girl Concern Org and reporting to the relevant statutory authorities for action.
- Consider the best interests of the child in all cases or allegations of abuse and provide the strategic and emergency support as shall be necessary to ensure safety well-being and health of a child where abuse has occurred.

1.8 Good Practices

Child abuse, particularly sexual abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take. Abuse can occur within many situations including the home, school and during advocacy activities. Some individuals will actively seek employment or voluntary work with children in order to harm them. A volunteer will have regular contact with young people and be an important link identifying cases where they need protection. All suspicions cases of poor practice shall be reported following the guideline of this policy and code of conduct.

When a child has been subjected to abuse elsewhere outside the context of advocacy activities the designated staff or personnel has a responsibility of working with other agencies including statutory departments to ensure that the child receives appropriate help and support.

In addition all staff, members and partners of the Girl Concern Org are required to demonstrate exemplary behavior to promote enjoyment of children's right and avoid allegations being made against them. Members of staff, volunteers and representatives of partners need to observe all of the following practices as good practices when dealing or working with children:

- Treat all children in the working context with respect regardless of race, color, religion, sex, language, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Always behave in ways that is appropriate, use behavior and language that is respectful to children and avoid all actions and communication that are/is harassing, abusing, sexually provocative, demanding or culturally inappropriate.
- Avoid acting in ways that shame, humiliate, belittle or degrade a child or those which subject child/children to emotional abuse.
- At all-time avoid putting children in situations where they are not properly supervised by an adult or entrusting your responsibility as care giver to another person without the permission of the designated officer or the parents.
- Always maintain appropriate behavior even where children behave in inappropriate and provocative ways and ensure that a healthy adult-child relationship is maintained.
- Avoid engaging children in any form of sexual acts or playing sexual related activity including in appropriate touching, conversations, and actual sexual acts or paying for sexual favors.
- Always avoid doing things of a personal nature for children that they can do for themselves.
- Whenever possible and to the best of circumstance avoid being alone in enclosed places or spaces with a child and ensure that another adult or other children is/are present when such circumstances are presenting.
- Avoid inviting unaccompanied children into one's home, in one room for any activity except where such an invitation is aimed at protecting a child from danger and to the best interest of the child.
- Protect children from exposure to pornographic features, scenes or materials and behave appropriately and in child friendly ways at all times and in all places where children are present to avoid exposing children to sexual behavior. Always ensure videos mobile phones, digital cameras computers are secured of access to pornographic materials when they are being used near children.

- At all times avoid physically or emotional punishment or disciplining children in the context of work.
- Ensure at all times that one does not accompany children of opposite sex to events, process or activities unless with the presence of another adult member of the same sex with the children.
- Facilitate adequate security, safety and emergency arrangements whenever one is leading children activities or events and take measures to minimize risks of children being abused by care givers, adults as well as other children.
- Ensure compliance with local cultural standards and respect for the dignity of child/children and attain the consent of children, designated protection officer or responsible care giver before photographing, recording or filming children.
- Ensure images of children including pictures, photographs, and videos or filming present children in dignified manner, present a true reflection of real life situations and context, do not constitute or communicate sexually provocative poses or messages and do not carry information on the physical or other address or contact of the concerned children.
- Immediately report concerns of child abuse and child protection to designated officers in accordance with procedure.
- Maintain utmost confidentiality in all cases and allegations of child abuse except where one has to share the information with the designated officer, responsible care giver or statutory child protection officer for investigation and action.
- Always liaise with appropriate statutory representatives and departments when children are identified to be in need of care and protection.
- Obey all national laws relating to the welfare, rights and protection of children.
- Ensure that children are protected from under age employment.
- Ban any indecently dressed teacher or leader from the learning activity.
- Ensure that any indecent behavior as a result of drug and substance influence will not be allowed in the learning activities.

1.9 Reporting

Girl Concern Org and partner staff, volunteers and members have a responsibility of immediately reporting all acts, allegations and suspicions of child abuse as well as violations of this policy to the designated officer or responsible care giver in his/her absence. No case, allegation or incident should go unreported. It is a violation of the principles of this policy and code of conduct to fail to report any form of abuse or neglect to children who are under the care of Girl Concern Org. All cases, allegations or suspicions of abuse must be taken seriously by care givers and designated officers.

When abuse is reported:

- Take care of immediate needs of the abused child including emotional, medical and safety and ensure that a child's privacy is guaranteed.
A written record of the incident is made verbatim with all the details of the type of abuse, time it occurred, place it occurred, manifestations of the abuse symptoms, reactions of the child, name of the affected child, name of parents, his/her physical and other address, name of witness if any, name and employment or engagement details of the alleged perpetrators of abuse and any other relevant detail. Bring the matter to the knowledge of the designated child protection officer before acting or taking any other action for direction and in his/her absence the responsible official with authority
- Inform the parent or the guardian immediately the abuse is reported and seek their opinion on the next step to take particularly where the abuse requires reporting to statutory authorities like the police and the children department. It is the responsibilities of the designated officer to ensure that cases which required statutory intervention are reported and follow up made.
- Provide guidance and direction on possible referral where the child and the parent can receive appropriate and professional support including follow up medical and psychosocial support
- Once the child health and safety is guaranteed and a report has been made to the parent and any other relevant authority then the designated officer commences internal investigation as per the laid down procedure of the Girl Concern Org. The designated officer has the responsibilities of informing and consulting with the Executive director as the investigation begins
- The best interest of the child may warrant distancing the alleged perpetrator while the investigations are going on to guarantee the child and the other children safety as well as the independence of investigations. Distancing may involve temporary suspension from the activities of the Girl Concern Org while the investigations are going on.
- The accused person is however entitled to a fair hearing and should not be construed to be guilty until the investigation proves him so.

(include in the section of terms on abuse- cases of scout leaders behavior and/or actions leading

2.0 Documentation

All investigations, proceeding of committee deliberation, accounts of witness and of victim as well as the accused should be well documented and to detail for use in future actions including in court if need be. Such reports should be made available to disciplinary committees, the chief executive officer and if need be statutory investigators but otherwise should be maintained as confidential as possible by the designated child protection officer.

2.1 Confidentiality

Total confidentiality is crucial to a fair and effective reporting procedure, it is potentially defamatory and demeaning and stigmatizing to the affected child and the alleged abuser to be publicized throughout the organization instead of been subjected to a due process of investigation, help and discipline. Confidentiality of the incident and case of abuse must be guaranteed at all times because it protects the abused child, the abuser, the witnesses and the organization and ensure a fair and just process.

2.2 Investigation

Internal investigation will be done confidentially through an impartial and prompt process. Girl Concern Org will define the proper mechanism and procedures for investigations of allegations and cases of child abuse and neglect following the organization policy, operations and rules. Investigation may consist of listening to victim of abuse, interviewing the alleged perpetrator gathering evidence from experts including medical personnel, collecting information about the perpetrator past conduct and any other form of new perpetrator past and conduct and any form of enquiry that would be appropriate.

The person alleged to have committed abuse will be given fair hearing during the investigation and to defend him/herself. Determination of final action will be held until the full investigation is completed physical and sexual abuse may require immediate reporting to the relevant authorities including the police and the children department. The Girl Concern Org will not tolerate any attempts at intimidating victims, witnesses and those who report incidents of abuse.

2.3 Vetting and screening in recruitment and selection.

Vigilance in selection and recruitment processes will be guaranteed so that the Girl Concern Org minimizes risks of recruiting personnel, volunteers or members with predispositions of abusing of children. Visitors to Girl Concern Org shall as a matter of policy be guided by authorized staff, volunteers or members when interacting with children who have a relationship with the Organization. The Girl Concern Org will develop the relevant vetting and screening procedures in line with its personnel recruitment policy and practices. However all

new staff members and volunteers will be required to provide three referees who will vouch their past record in relating with children.

In addition, where suspicious abound, Girl Concern Org shall in consultation with the person being recruited conduct records and history checks. All staff, members, volunteers and partners covered by this policy will be required to sign a child protection code of conduct provided as **Annex 1 to this policy**. Girl Concern Org will not accept to work with a person if they pose unacceptable risk to children's safety or wellbeing. Girl Concern Org will not hire, recruit or engage staff, volunteers, member or consultants with a past history or record of abusing a child or children in its operation in Kenya or elsewhere.

2.4 Awareness Raising

This policy code of conduct will be made available to all staff, members and volunteer of Girl Concern Org and immediate partners. The organization will designate a child protection officer who will be required to have undergone sufficient training and certification in child rights, child abuse and child protection. The designated officer will lead in training and educating GCO staff and the members of the policy and on general matters of child protection.

Child participation in safeguarding the ideals and principal of this policy will be ensured through training and sensitizing child on their rights and welfare, matters of abuse and general issues of children protection. Efforts will also be made to reach to parent and guardians of children within the mandate of Girl Concern Org with education and training in matter of child rights, child abuse and child protection.

2.5 Program Planning

Girl Concern Org will incorporate children rights and child protection within its program design and implementation framework in line with the spirit of the UNCRC, the ACRWC, constitution of Kenya and the Children's Act 2001. In addition, the organization will undertake to design specific programs to address issues of abuse, child right and child protection with a focus to its members, marginalized and disadvantage child in society. In doing this the organization will be guided by the principals of child protection and consideration for the best interest of the child.

2.6 Management of Allegations and Incidents

Girl Concern Org will designate trained officer to be in charge of child protection at the organization. The designated officer will be in charge of dealing with issue of child abuse and child protection on a daily basis and will report directly to the Executive director of Girl Concern Org. The designated officer will receive reports on cases of abuses develop protection

and prevention strategies, popularize the GCO child protection policy and safeguard the observation of the child protection code of conduct within the GCO.

In addition the officer will be in charge of working with other government department and civil society organization on issues of child protection and of developing a child protection program portfolio within the Girl Concern Org. The designated officer will work with two other person who shall be designated by the Executive Director and/or the board of directors to form a child rights and child protection sub-committee that will have the responsibility of overseeing the implementation of the child protection policy, developing a child rights and child protection program portfolio within GCO and investigation hearing and determine cases and allegation of abuse based on laid down procedure.

Time is of essence in dealing with the cases of child abuse and child protection. Appropriate time line as shall be set by national committee on child right and child protection and approved by the executive director for acting and reporting, commencing in investigation, securing evidence, distancing the abuser, notify parents, making referrals, reporting the relevant statutory authorities include the police, recommending to the county and national designated officer and committees and eventually to the board of directors. Timelines set by the national committees should put the best interests of the child in to consideration including preserving evidence and accessing support services but also considers the need for alleged perpetrator to be treated justly. The time set for processing cases from reporting to dispensing with investigation and subsequent action should not exceed three weeks for internal processes.

Policy approval and Amendment

- Final approval shall be sought from the Board of directors for any amendments made on this policy.
- The board of directors shall be kept updated on the progress of the implementation of this policy.
- This Policy Framework is subject to the Girl Concern Org constitution.
- As need arises, this policy can be amended subject to approval of such a move by the board of directors after receiving the suggestions and justification of such a move by the girl advisory committee.
- The existence of the Child Protection Policy Framework of Girl Concern Org as legal document may be cease in the event that it is repealed by the board of directors.

Annex 1: Child Protection Code of Conduct

For Purposes of this policy, a child will be considered to be any human being aged below 18 years unless under the law applicable to the child, majority is obtained earlier.

I COMMIT MYSELF TO:

- Treat all children in the working context with respect regardless of race, color, religion, sex, language, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Always behave in ways that are appropriate, use behavior and language that is respectful to children and avoid all actions and communication that are/is harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Avoid acting in ways that shame, humiliate, belittle or degrade a child or those which subject child/children to emotional abuse.
- At all times avoid putting children in situation where they are not properly supervised by an adult or entrusting your responsibility as care giver to another person without the permission of the designated officer or the parents.
- Always maintain appropriate behavior even where children behave in appropriately and provocative ways and ensure that healthy adult-child relationships are maintained.
- Avoid engaging children in any form of sexual activity or sexual related activity including inappropriate touching, conversation, actual sexual acts or paying for sexual activities or favors.
- Always avoid doing things of a personal nature for children that they can do for themselves.
- Whenever possible and to the best of circumstances avoid being alone in enclosed places or spaces with a child and ensure that another adult or other children is / are present when such circumstances are presenting.
- Avoid inviting unaccompanied children into one's home, in ones room for any activity except where such an invitation is aimed at protecting a child from danger and to the best interest of the child.

- At all times not to engage in inappropriate contact with children during activities and ensure permission of parent of the designated officer is granted when circumstances demand that a child is given assistance that may lead to intimate touch or contact or that may expose the body of the child in undignified manner.
- Avoid sharing a bed or sleeping alone in the same room with a child unless permission has been obtained from the parent of the designated officer and in such circumstances it is advisable to invite the presence of another adult.
- Protect children from exposure to pornographic features, scenes or materials and behave appropriately and in child friendly ways at all times and in all places where children are present to avoid exposing children to sexual behavior. Always ensure videos, mobile phones, digital cameras computers are secured of access to pornographic materials when they are being used near children.
- At all times avoid physically or emotionally punishing or disciplining children in the context of work or scouting.
- Ensure at all times that one does not accompany children of the opposite sex to events, processes or activities unless with the presence of another adult member of the same sex with the children.
- Facilitate adequate security, safety and emergency arrangement whenever one is leading children activities or event and take measures to minimize risks of children being abused by care givers adults as well as other children.
- Ensure compliance with local cultural standards and respect for the dignity of children/child and attain the consent of children, designated protection officer or responsible care giver before photographing, recording or filming children.
- Ensure images of children including pictures, photographs, videos or films present children in dignified manner, present a true reflection of real life situation and contexts, do not constitute or communicate sexually provocative poses or messages and do not carry information on the physical or other address or contact of the concerned children.
- Immediately report concerns of child abuse and child's protection to designated officers in accordance with procedure.
- Maintain utmost confidentiality in all cases and allegations of child abuse except where one has to share the information with designated officer, responsible care giver or a statutory child protection officer for investigation and action.



Girl concern org

Empower a girl for success of our world

- Always liaise with appropriate statutory representatives and departments when children are identified to be in need of care and protection.
- Obey all national laws relating to the welfare, rights and protection of children.



Girl concern org

Empower a girl for success



Girl concern org

Empower a girl for success of our world

DECLARATION

I..... of NATIONAL ID/PASSPORT
NO.....POSTALADDRESS.....PHONE
NUMBER.....EMAIL ADDRESS.....HAVE READ AND
UNDERSTOOD AND AGREE THAT WHILE IN A RELATIONSHIP WITH GIRL
CONCERN ORG AND WHILE IMPLEMENTING WITH GIRL CONCERN ORG
ACTIVITIES AND WHILE IN CONTACT WITH CHILDREN WHO ARE MEMBERS OF
GIRL CONCERN ORG, WILL ABIDE TO THIS POLICY AND THAT IN VIOLATION TO
THIS, BY COMMISSION OR OMISSION, THE GIRL CONCERN ORG TOGETHER WITH
OTHER LEGAL ENTITIES SHALL INSTITUTE A LEGAL PROCESS.

SIGNATURE ----- DATE-----

OFFICER IN CHARGE:

NAME----- SIGNATURE-----

Girl Concern Org
P.O. BOX 377-70100, TEL: 0722826198/ 0723277514 GARISSA

EMAIL: girlconcernorg@gmail.com



Girl concern org

Empower a girl for success



CHILD ABUSE REPORT FORM

CHILD'S PARTICULARS

Name of child.....Age..... Gender.....

Child's parents: Name.....Tel. No.....

Child's School teacher: Name.....Tel. No.....

Principal/Head teacher: Name.....Tel. No.....

THE ABUSER'S PARTICULARS:

Name.....Age.....Gender..... Tel. No.....ID No..... Place of work..... Immediate supervisor..... Relationship with the child..... ABUSE

Nature.....

Date.....Time.....Place.....

Narration from the child

.....

Signature..... Evidence produced

.....

Narration from the accused

.....

Signature.....

OFFICIAL

OFFICER REPORTED TO:

NAME.....TEL.....

DATE.....TIME..... ACTION

TAKEN..... SIGNATURE.....





Girl concern org

Empower a girl for success of our world



Girl concern org

Empower a girl for success