



Saint John of God Hospitaller Services

Child Protection Policy

2020

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SECTION 1.0 INTRODUCTION

1.1.1 Preamble

Saint John of God Hospitaller Services Malawi is part of a worldwide Catholic health and social care entity with over 500 years' experience in the area of adult mental health and intellectual disability. It was established in 1994 by the Irish Brothers of the Order of St John of God to facilitate the Mission of the Order and the Church in the assistance of the weak, the sick and those in need, with a preference for the poorest and without any type of discrimination, in the alleviation of their suffering and to work for the personal development, education and advancement of such people through the provision of a range of community-based health related services. Some of the beneficiaries of the services that are provided by Saint John of God are the most vulnerable in the communities here in Malawi. These include: people with mental illness, women living in poverty, disadvantaged youth, the elderly and as well as children from the streets and those with intellectual and physical disabilities.

1.1.2 Vision

The vision of Saint John of God Hospitaller Services Malawi is 'to be a society inspired by hospitality, where the potential of each individual is achieved'.

1.1.3 Mission

The mission of Saint John of God Hospitaller Services Malawi is 'to identify, respond and support the needs of individuals in the manner of Saint John of God'.

1.1.4 Aim and Rationale for the policy

Saint John of God Hospitaller Services has a moral and legal obligation to protect children and ensure that, when entrusted with the responsibility to working with this population, its staff and volunteers provide them with the highest possible standard of care. St John of God will ensure that staff, Brothers, volunteers, visitors, consultants, partners, and guardians working in the organization and in the outreach centers, adhere to the policy and provide children with the highest possible standard of care.

The aim of this policy is to promote good practice and to provide children with appropriate safety and protection whilst in the care of the service. This will ensure that not only children are protected, but also that staff and the image of the organization is maintained. It will hence serve the following purposes:

- Provide the highest possible standards and guidelines for protection of children from all forms of violence, abuse and exploitation including abuse by staff or other representatives.
- Promote good practice, challenge practice that is abusive to children and ensure that everyone who comes into contact with children and other children while working with or for Saint John of God Hospitaller Services Malawi create a safe and equal environment for them.

This policy is consistent with the values of the organization which are:

- **Hospitality** – is a welcoming openness to all, to the familiar and the mystery of self, people, ideas, experiences, nature and to God.
- **Compassion** – is a feeling with another in their discomfort or suffering, striving to understand the others experience, with a willingness to reach out in solidarity.
- **Respect** – is the attitude which treasures the unique dignity of every person and recognizes the sacredness of all creation.

- **Justice** – is a balanced and fair relationship with self, our neighbor all of creation and with God
- **Excellence**- is giving optimum standard of care and service within the scope of available resources.

1.2 Policy Statement

Saint John of God Hospitaller Services is committed to promoting safety, welfare and rights of the children it provides services to. This is in consonance with the United Nations Convention on the Children's rights (UNCRC), as well as the Episcopal Conference of Malawi (ECM) Child Protection Policy of 2014, the UN Convention on the Rights of People with Disabilities (UNCRPD), The UN Principles for Older Persons (UNPOPs), and consistent to the Catholic Christian values that the services promote. Protection of the society's children against abuse is also in line with the prescriptions in the Bill of Rights. Apart from stemming from compliance to the UNCRC principles, the protection of children is in line with Chapter IV of the Constitution of Malawi especially sections 13 (H); 23 (4); 20; 21; 22; the enacted Child Care, Protection and Justice Act of 2010; and the Republic of Malawi National Policy on Orphans and Other Vulnerable Children, 2003, ,and the Disability Act of 2012.

1.3 Christian Principles

In line with the Episcopal Conference of Malawi (ECM), Saint John of God's Children Protection Policy draws inspiration from the Gospel, which demonstrates and manifests love and protection for children: "Let the children come to me; do not stop them; for it is to such as these that the Kingdom of God belongs" (Mark 10:13-15) and the weak in society, to care for the weak and suffering is to care for Jesus Christ". This policy is further inspired by the Episcopal Conference of Malawi's mission statement of *creating a family of God filled with the Holy Spirit that is committed to holistic evangelization and integral development*. It is also the view of this policy that the weak persons in society (the children, the homeless, the sick and the elderly) be cherished and affirmed as a gift from God with inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all".

1.4 Human Rights and Legal Framework

Protection of Children, people with disabilities, including those suffering from mental illness and intellectual disabilities and the elderly, is central to the spirit of this Policy.

Child Protection, complements other rights that, inter alia, ensure that children receive that which they need in order to survive, develop and thrive. **The family** is single most important factor in determining Child Protection. The United Nation Convention on the Rights of the Child (UNCRC) places the primary responsibility for raising children with parents. Unfortunately, it can also be a frequent source of violence, abuse, discrimination and exploitation. Protection of children is therefore a proper concern of service providers that engage with children and everyone in a caring organization.

Children's rights have to be upheld at all times. Staff and volunteers are required to facilitate the promotion of children's rights to all children that the organization works with. Children share protected Universal Human Rights with all other persons which are enshrined in the International Bill of Human Rights (UDHR, ICCPR, ICESCR). In addition, because of their dependence, vulnerability and developmental needs, they also have certain additional rights which are provided in the UN Convention on the Rights of the Child (UNCRC 1989). The UNCRC provides a comprehensive code of rights which offers the highest standards of protection and assistance for children. The UNCRC defines a **"child" as everyone under 18** years of age "unless, under the law applicable to the child, majority is attained earlier" (Article 1). It is

legally binding on every government which is a party to it and applies to all children within the jurisdiction of each state. Some articles in the UNCRC deal directly with the abuse of children. **Article 19 calls.....**for legislative, administrative, social and educational actions to protect children from all forms of violence, including abuse and neglect. Further key child protection articles include: **Article 34...** to protect the child from all forms of sexual exploitation and sexual abuse... **Article 39...** to promote physical and psychological recovery and social reintegration of a child victim

The Malawi legal framework for the protection of children's rights is relatively strong. The comprehensive bill of rights enshrined in the Malawi Constitution (Malawi's supreme law) guarantees children a number of civil, political and economic, social and cultural rights. The Constitution provides for the equal treatment of children under the law as well as for the protection and promotion of children's rights.

Chapter IV of the Constitution of Malawi is devoted to Human Rights. Largely, it upholds the human rights of all persons in Malawi. Rights of children are specifically mentioned in Section 23 which specifically guarantees children's rights. Specifically, Child Protection is mentioned in article 23 (4) which states that "children are entitled to be protected from economic exploitation or any treatment, work or punishment that is or is likely to:

- 1) be hazardous"
- 2) interfere with their education
- 3) be harmful to their health or their physical, mental, spiritual or social development

Section 23 (1) states that "all children, regardless of the circumstances of their birth, are entitled to equal treatment before the law"

Section 23 (3) states that "children have the right to know, and to be raised, by their parents"

Section 22 (3) states that "no person shall be forced to enter into marriage"

Section 22 (7) states that "for persons between the age of 15 and 18 years, a marriage shall only be entered into with the consent of their parents or guardians"

Section 20 of the Constitution prohibits discrimination on various grounds including age.

Recently Malawi went through a law reform process that reviewed and consolidated most of the key legislations relating to children. The process culminated in the enactment of the Child Care, Protection and Justice Act in the year 2010. The Act is a very progressive legislation in so far as the protection of children's rights is concerned. Both the Constitution and the Act entrench the basic general principles for the protection of children's rights namely: survival; protection and best interest of the child; development and participation of children in matters affecting them.

Apart from the Malawi Constitution and the Child Care, Protection and Justice Act, there are a number of statutes that also contribute to strengthening the legal framework on children's rights. These include:

- the Prevention of Domestic Violence Act (2006),
- the Employment Act (2006),
- The Children and Young Persons Act

- the Penal Code,
- and the National Registration Act

Further, there are Articles on the Convention of the Rights of People with Disabilities (CRPD), which specifically advocates and promotes for the protection of people with disabilities (namely persons with physical and psychosocial disabilities)¹; the most relevant articles being:

- Article 9 - Accessibility
- Article 10 - Right to life
- Article 12 - Equal recognition before the law
- Article 13 - Access to justice
- Article 14 - Liberty and security of the person
- Article 15 - Freedom from torture or cruel, inhuman or degrading treatment or punishment
- Article 16 - Freedom from exploitation, violence and abuse
- Article 17 - Protecting the integrity of the person
- Article 24 - Education
- Article 25 - Health
- Article 26 - Habilitation and rehabilitation
- Article 27 - Work and employment
- Article 28 - Adequate standard of living and social protection
- Article 30 - Participation in cultural life, recreation, leisure and sport

It is against this background that Saint John of God Hospitaller Services has a moral and legal obligation to ensure that, when entrusted with the responsibility to working with children, its staff, Brothers and volunteers provide them with the highest possible standard of protection, care and support. This policy will therefore promote good practice, provide children with appropriate safety and protection whilst in the care of the organization and allow staff and volunteers to make informed and confident responses to specific child protection issues

1.5 Scope and Outreach of the Policy

This policy is applicable to all children that access services from various departments in Saint John of God, board members, priests, Brothers of Saint John of God, staff, volunteers, contractors, consultants, donors/funders, teachers and community members who access Saint John of God premises. The policy is also primarily applicable to stakeholders and other implementing partners who become directly involved with Saint John of God as an organization implementing programmes and activities involving children. The policy shall be a key guiding document in the provision of care and delivery of services in all the departments and programs facilitated by Saint John of God Hospitaller Services in Malawi.

¹ <https://www.ohchr.org/EN/HRBodies/CRPD/Pages/ConventionRightsPersonsWithDisabilities.aspx>

1.6 Definitions

1.6.1 Child

According to this policy, *a child* shall be defined as any individual below the age of 18 regardless of their race, religion, culture or physical status. This is in line with UNCRC 1989's definition.

1.6.2 Abuse

The Child Protection Policy spells out safeguarding rules concerning the conduct of service providers towards service users. The Child Protection Policy sensitizes the staff and children about child' rights and responsibilities, behavior that is considered abusive and violates the dignity of service users, as well as how to respond to issues of abuse allegations and suspicions. Abuse is any form of physical, emotional, sexual mistreatment or lack of care that leads to injury or harm. In this regard, abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which puts at risk the lives of children or damages their prospect of safe and healthy development into adulthood. Much as abuse can happen to anybody, children are particularly vulnerable; it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse takes different forms including: **physical abuse, sexual abuse, emotional abuse, economic exploitation, bullying and neglect.**

1.6.3 Child abuse

According to the World Health Organization, "Child abuse" or "maltreatment" constitutes '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 of responsibility, trust or power.

1.6.4 Physical Abuse

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise any acts causing physical harm to a Child.

1.6.5 Sexual abuse

This involves 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 as well as use of offensive comments. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways.

Other types of abuse commonly recognized such as commercial sexual exploitation, child labor and trafficking, are complex manifestations of a combination of the above four categories. It is important to highlight that bullying is also a form of abuse as it is an act of aggressive behavior in order to intentionally hurt another person or persons, mentally, physically and/or sexually.

1.6.6 Emotional Abuse

This is the persistent emotional ill-treatment of a child such as to cause severe and long-lasting effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It can also involve age or developmentally inappropriate expectations being imposed on children, or causing children frequently to feel frightened or in danger.

1.6.7 Neglect

This is the persistent failure to meet the child's physical, spiritual and / or psychological needs, likely to result in the serious impairment of the child's physical, spiritual or cognitive development. For example, inadequate care and supervision which leaves a child in a dangerous situation where they could be harmed amounts to neglect.

1.6.8 Direct contact with children

Being in the physical presence of a child or children in the context of Child-to-Child's work, whether contact is occasional or regular, short or long term. Overseas this could involve project/site visits and attending conferences at which children are also present. [N.B. this list of examples is not exhaustive].

1.6.9 Indirect contact with children

- 1) Having access to information on children in the context of Child-to-Child's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.
- 2) Providing funding for organisations that work 'directly' with children.

1.6.10 Children Protection

Child Protection, within the scope of this policy, is defined as the responsibilities, measures and activities that Saint John of God Hospitaller Services undertakes to safeguard children from both intentional and unintentional harm.

It is in view of this that Saint John of God Hospitaller Services aims to create safe environments within and outside its organization, where children are respected, protected, empowered and active in their own protection irrespective of their status. Saint John of God Hospitaller Services will ensure that its staff is skilled, confident, competent and well supported in meeting their safeguarding responsibilities towards these populations.

1.7 Principles of Best Practice that governs this policy are as follows:

Saint John of God Hospitaller Services:

- a. Acknowledges the rights of children who attend its Services to be protected, treated with dignity and respect, listened to in their context, and have their own views taken into consideration.
- b. Acknowledges that each child should be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all;
- c. Recognizes that the need and welfare of children are of paramount importance;
- d. Takes all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;

- e. Will operate safe activities for children – helping to ensure they can live, play and learn in a safe environment;
- f. Will have comprehensive recruitment, vetting and selection procedures that reflect best practice and ensure that staff who are being recruited have the required skills and attributes to satisfactorily discharge the responsibilities when working with children.
- g. Will provide an Induction Programme for all new staff, to ensure that they are fully aware of the standards of care expected of them. This includes ensuring that appropriate references from previous employment are received before offering any employment to staff working with children.
- h. Will provide staff with effective supervision, support and training so that they are aware of the required standards of care for children and that shortfalls in such standards will be dealt with promptly
- i. Will have a Code of Conduct for all categories of staff
- j. Will make links with other relevant organizations in order to promote child protection and welfare policies and practices.
- k. Will put in place the office of The Child Protection Officer, the deputy, the focal persons, the resource team and an ombudsperson to assist whenever staff, Children has a concern of abuse to be investigated.
- l. Will create a safe environment for children in which the rights of children and all human beings are upheld.
- m. Will involve children in the measures affecting them and to take into consideration their interests in planning and implementing project activities.
- n. Will raise awareness within Saint John of God and amongst partners about the issue.
- o. Will develop, implement and comply with suitable instruments including clearly defined responsibilities and approaches in the areas of prevention, crisis management and monitoring.
- p. Will ensure that children's dignity is always maintained in press, educational and public relations work.
- q. Will raise awareness amongst political and economic decision makers as well as those in networks in this regard.

1.8 Declaration

On behalf of Saint John of God Hospitaller Services, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is implemented and adhered to across the service.

Signed:

Chief Executive Officer..... Date:

Board Approval..... Date:

Provincial Council Approval..... Date:

SECTION 2.0 Preventive Strategies within Saint John of God Hospitaller Services

2.1. Code of Conduct for Brothers, Staff and Volunteers

The policy statements presented below embody the expected level of performance that Brothers, staff and volunteers working with children should attain. Adherence to this performance level will protect:

- Children – by ensuring they are in a good safe environment and minimizing risk of abuse to them if allegations and suspicions of further abuse do arise.
- Members of staff – by clarifying how they are expected to behave with children and what to do if there are allegations and suspicions about safety violations of a child.
- The integrity of the Saint John of God Hospitaller Services and its mission – by making clear its commitment to keeping children safe and by modeling best practice.

Saint John of God Hospitaller Services is committed to the safety and wellbeing of all children involved in different programs and all Brothers, staff and volunteers including board members must read, agree to and abide by the following code of conduct while engaged in Saint John of God's work:

DOs

- Conduct themselves in a manner consistent with Saint John of God's values, their position as a positive role models for children and as a representative of Saint John of God.
- Follow organizational policy and guidelines regarding the safety of children as outlined in Saint John of God's policy framework and in this child protection policy
- Treat all children with respect, patience, integrity, courtesy, dignity, and consideration and take notice of their reaction to their tone of voice and manner.
- Treat with the utmost importance the confidentiality of children in Saint John of God's programs.
- Make sure all allegations and suspicions of abuse are recorded and acted upon.
- Avoid being alone with a child/children. Where possible, be visible in working with children i.e. have at least two adults present when interacting with children
- Act professionally in their relationships with minors and children, at the same time demonstrating Christian love, compassion, and caring in both word and in deed
- Be aware of situations which may present risks and manage these.
- Plan and organize the work and the workplace so as to minimize risks.
- Always act within professional boundaries i.e ensure contact with children is essential to the programme / event / activity / project you are working on.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children
- Maintain appropriate physical boundaries at all times and touch children when necessary only in ways that are appropriate, public, and non-sexual.
- Cooperate fully in any investigation of abuse of children

Do not

- Hit or otherwise physically assault or physically abuse children.
- Develop physical or sexual relationships with children.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Inflict any physical or emotional harm such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children

- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time or give children alcohol, cigarettes or illegal drug

while working with children

- Give a child who is not their own a ride home alone.
- Accept gifts from or give gifts to children without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business.
- Copy or take child photographs from the workplace to home.
- Be alone with a child. All staff follow the 'two adult' rule, wherein two or more adults are present at all times (i.e. during activities or interactions) with children.
- Make sexually suggestive comments to a child, even as joke.
- Take a child to your home or encourage meetings outside the program activity.
- Hire children as house help.

2.1.1 Working with children and keeping them safe

- Members of staff who work with children shall always comply with the Child Protection Policy for Saint John of God Hospitaller Services;
- Unless otherwise specified, members of staff should not spend time alone with a child. Staff members are not permitted to work or remain with children in their offices, unless several children are there or another adult is present or with the knowledge of another responsible person;
- Staff should always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). If a situation arises that necessitates an adult working with the child alone, another responsible adult should be informed immediately. A documentation of such a meeting should be made immediately in a client's file and reported to a senior officer;
- Children should always be accorded respect and treated equally;
- Where it is necessary to carry out tasks of a personal nature for a child/adult with special needs, this should be done with full understanding and consent of parents or legal guardians. However, any care tasks of a personal nature that the child can manage to undertake should not be undertaken by the worker.
- Service providers need to be acquainted with the signs of abuse² and respond proactively to safeguarding issues, without having to wait that someone shall report it; any violation of the policy shall attract disciplinary procedures as laid down in case management procedures;
- All children should be aware of their rights and have information on issues of abuse. In case a child has been abused, he/she should be counselled and supported.
- Staff are to treat all children with fairness, any biasness shall be deemed a form of misconduct;
- All staff should behave according to appropriate and expected standards towards children;

² See in the appendix

2.1.2 Sporting activities

- During sporting and recreation activities, staff should be mindful of the nature and intensity of the game in line with the capacity of the child's immature and growing body.
 - The types of games played should not disregard the condition of the child (in case of children with disabilities). Games should be child friendly, not strenuous and harmful to the child.
 - Children should be supervised by staff at all times during play to ensure that they engage in safe play
 - When working with children with disability, do not work with more than 15 children at a time. And ensure that where justifiable the children are separated in terms of sex and age, during play.
-

2.1.3 Travel/excursions

- All trips including day trips, retreats and overnight stays need careful advance planning, including adequate provision of safety and notification to parents and/or legal guardians.
 - Staff should seek written consent from a parent or legal guardian specifically for each trip and related activities in advance. A copy of the itinerary and contact phone numbers should be made available to parents and legal guardians
 - Staff should adhere to using appropriate transport which should be road worthy.
 - At all times, children be driven by a cautious and qualified driver at a speed appropriate for their condition.
 - In case of overnight stays, a provision of good and adequate sleeping arrangements should be ensured in advance with adequate and appropriate supervision
 - There must be gender appropriate supervision for boys and girls. Sleeping areas for boys and girls should be separated and supervised by adults of the same sex as the supervised group.
 - At least two adults should be present in the rooms where the children are sleeping. Under no circumstances should an adult share a bedroom with a child. If there is dire need for this, another adult who is in a position of responsibility should be informed
 - When travelling alone with children, male staff will accompany boys/men while girls/women will be accompanied by female staff.
 - Staff will always liaise with parents, CPO and Program Manager on possible risks when working with children – especially in activities that involve time spent away from home.
 - Staff will complete risk assessment checklists before such departures.
-

2.1.4 Street outreach and repatriations

- Male staff should be accompanied by a female staff when conducting night patrols and street outreach.
 - Always ensure that safe and appropriate accommodation is provided for all children pending repatriation.
-

2.1.5 Saint John of God Hospitaller Services School environment and prevention of harm

- School's environment should be user friendly to all children. The type of infrastructure should be accessible to all children including those with disabilities, and free of health/ safety hazards.
- Teachers should always use positive reinforcement to discipline children. Harsh treatment by teachers will not be condoned.
- Teachers and care takers shall be sensitive and ensure clear communication in taking care of children with special needs such as those with disabilities or those living on the streets who depend on adults more than other children, for care and safety.
- Parents should prepare their children for school on time and play a leading role in monitoring the children's learning.
- Period of learning should not be too long to accommodate the child's capacity

The following roles of Teachers, parents and care givers/ assistants are important in implementation of this policy.

- Parents play an important role in protecting their children from abuse. The Service is required to consider the safety of the child. Should a concern arise within the service, professional advice will be sought from the Child Protection Officer prior to contacting parents.
- To ensure that the public is aware of the Child Protection Policy and has ready access to the relevant authorities to report child abuse incidences, the institution will work with parents/caregivers to support the needs of their child
- St John of God Hospitaller Services regard all personal information about all children and their families confidential. All staff shall maintain this confidentiality; all records relating to child protection incidents will be maintained by the designated staff member and only shared as is consistent with the protection of children.

- All parties; staff, parents and caregivers will be involved in monitoring implementation of the Child Protection Policy at all times.
-

2.1.6 Psychosocial welfare of the children

- Staff members and caregivers should be aware that Children (e.g. those living on the streets and those with disabilities) may be more likely than others to be bullied or subjected to other forms of abuse. It is therefore necessary to listen to these children.
- Each child should have a chance to access counselling services from a resident counselor. This will provide an opportunity for the child to be listened to. Encourage recreation and leisure to reduce stress and other problems that may negatively affect the child.
- Incidences of bullying children shall be managed according to Saint John of God Hospitaller Services Disciplinary procedures.
- To ensure safety, all children attending vocational or pre-vocational skills training at Institute of Vocational Training and Centre for Living shall be accompanied by an adult, a parents/legal guardian to and from these centres.
- Incidences of abuse happening within the services shall be managed according to the SJOG case management process in line with the legal instruments of the country.

2.1.7 Children Sponsorship in the Organization

- Saint John of God Hospitaller Services, Malawi, does not provide scholarships to children in general; however, those that are under sponsorship by the organization, meet specific project sponsored-criteria of admission;
- Staff may not give gifts, support or any forms of help to children directly, which compromises professional boundaries, without notifying the team leader or focal person;
- Any child who receives any support from the member of staff shall inform the immediate team leader or the focal person about it;
- In the case where staff intends to solicit the skilled services of the child, they should seek consent from the legal guardian, team leader and/or CPO to negotiate on their behalf;
- Sponsorship of child by special organizational fund should be made directly to the concerned organization, and or the legal guardian in the presence of or with the explicit knowledge of the beneficiary;

2.2 Code of Conduct for children under this policy

Children commit themselves to take these measures to protect each other:

- to develop problem solving skills, e.g. patience, tolerance, reconciliation; have self-respect and respect others;
- not to comment negatively about others;
- to behave well towards fellow children and all staff members;
- to avoid segregation,
- to avoid the use of obscene language and insults;
- to report to a responsible adult if they cannot solve problems by themselves;
- to be assertive and avoid companions who have a bad influence;
- to speak out when a fellow child is being abused;
- to guide and advise each other in good ways;
- Self-acceptance and the acceptance of others;
- To avoid the use of any substances of abuse, and
- To report if a staff member asks for sexual favor from them or has any intention to abuse them.

2.2.1 Family and community child's protection systems strengthening

Family Safeguarding Issues

- The organization shall advocate that children with disabilities are cared for, protected and supported in their homes;
- The organization shall ensure that all forms of stigma and discrimination against children are avoided at all times.
- The organization shall promote positive parenting programs amongst all beneficiary parents and guardians.
- The organization shall ensure that all children are treated equally, and accorded the same dignity irrespective of their status in their families.

2.2.2 Community Safeguarding Issues

- The organization, in partnership with other stakeholders in the impact areas, shall endeavor to promote community awareness on abuse and related issues;
- The organization, in partnership with other stakeholders in the impact areas, shall endeavor to involve the children to participate in child protection initiatives including child protection systems strengthening processes and activities;
- The organization shall promote and enhance caregivers, parents, and community leaders responsibility to be aware of any environmental risks for the children in the community;
- The child protection systems shall promote an environment that is conducive to the socio-economic empowerment of households in our impact areas;

2.2.3 Guidelines for working with children in this policy

General Guidelines

- Every employee/volunteer shall:
- Report any concerns, allegations and incidents to the focal persons without delay;
- Create a safe, nurturing and empowering environment for children;
- Take children's beliefs and concerns seriously and foster their personal growth.
- Treat all children with respect;
- Ensure that another adult is present or nearby whenever individual training, education or medical treatment is taking place or whenever a child involved;
- Obtained consent from the child's legal guardian whenever individual consultation or treatment is necessary;
- Respect at all times children's human dignity and their need to be protected when taking photographs, filming or writing reports for public relations work;
- Use disciplinary measures that are free of violence and humiliation.

Guidelines for Repatriation,

- All repatriations shall happen in adherence to the proclamations in this child protection policy;
- Accompaniment to destinations shall be done with the best interest of the child;
- Linking repatriation process to government structures shall be considered of first priority;
- Preferably, male staff to accompany male children and vice versa;
- The organization shall ensure that the repatriated child is linked to local organizations at destination;

Guidelines for Street Night Patrols,

- All patrols shall happen in adherence to the proclamations in this child protection policy;
- Patrols shall not take place without the sanctioning of The Programmes Coordinator in liaison with the Programme manager/CPO;
- Patrols shall be strictly done conjointly with the necessary government departments (i.e. the police/social welfare);

Guidelines for Working with children in Outreach Centers

- All patrols shall happen in adherence to the proclamations in this child protection policy;
- Fully involve local child protection structures in both strengthening activities and conflict resolution;

2.3 Guidelines for other stakeholders

2.3.1 Guidelines for persons visiting projects

The organization may from time to time receive stakeholders/ partners interested to visit the project, however, the following guidelines shall apply:

- Stakeholders/ partners will express interest to visit project to the senior management who will in turn make necessary assessment of the request.
- If accepted, the visitors shall be accompanied a member of senior management or a designated person to the project.
- The visitors shall sign the child protection declaration form before being allowed to visit the projects.
- Visitors shall not be left alone with the children.
- Visitors shall not be allowed to request for personal information of children.
- Visitors shall not be allowed to take pictures or videos of children without the consent of the parents/guardians of the children.
- Any forms of donation by the visitors to the projects shall be made to the organization through senior management.

2.3.2 Guidelines for persons' participation in activities with children

Saint John of God Hospitaller Services projects carry out a number of activities that children participate in; all the activities are planned with specific purpose of contributing towards holistic development of the children. Visitors and other partners or stakeholders shall be allowed to participate in the activities with the children, if they have been able to adhere to guidelines in 2.5.1 above. However, the following shall also be adhered to:

- Participation in these activities shall only be to enhance the holistic development of children.
- Saint John of God staff shall provide supervision and support to ensure that there are no risks to children.
- They shall not be allowed to engage in one to one interaction with the children without the presence of Saint John of God staff.
- Risks to children shall be actively assessed and mitigation measures shall be put into place.

2.3.3 Guidelines for direct communication with children within the sponsorship system.

Saint John of God Hospitaller Services Malawi provides sponsorship through the Umoza Children Project to enhance children access to right to education by enabling them attend primary and secondary education. The organization is open to partner with individuals and institutions willing to sponsor the children. These individuals and institutions willing to support children shall not directly access the children. All forms of support/sponsorship shall be channelled through Saint John of God. The organization shall provide progress reports as well as financial reports.

2.4. Standards for Human Resources

Saint John of God Hospitaller Services shall always adhere to HR procedures contained in the Human Resources policies as outlined in the Staff Handbook, for selecting and recruiting staff and volunteers that are either in direct or indirect contact with these children to maximise their protection as well as that of staff and volunteers. During interviews, questions will be focusing on prospective employees' attributes and attitudes in child protection. All personnel working with the organization, service users and caregivers, shall be oriented on child protection bi-annually, to ensure their practice is acceptable and to facilitate the development of positive culture towards good practice and child protection. They shall also receive advisory information on child protection practices and inform them what to do if they have concerns about the behavior of an adult towards children. Job designing and advertisements for staff positions working with children will emphasize on those that have passion for protecting children who are likely to be exploited by adults and others because of their vulnerability.

2.4.1 Designing the Job

When designing the job, analysis of the role and the issues of child protection and risk in that job shall be done. These shall include understanding of:

- What contact with children persons will the job involve?
- Will the employee have unsupervised access to children/Child s, or hold a position of trust?
- What other sort of contact may the person have with children (eg, via email, telephone, letter, internet)?

2.4.2 Recruitment and Selection

- Clear job descriptions, terms of reference/role briefs for all posts shall be developed, including where short-term contracts, consultants are being recruited.
- The selection-criteria shall outline the relevant experience needed if the post involves direct work children.
- The commitment to keeping children safe shall be included in details of any post sent to prospective job candidates.
- Application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings shall be developed.
- Documentation to confirm identity and proof of relevant qualifications shall be asked from every prospective candidate.
- a well-planned interview process shall be designed – the interviewers shall the relevant experience and knowledge about child protection and best practice.
- Specific questions shall be included in the interview that draw out people's attitudes and values in relation to the protection of children. Candidates shall be encouraged to give examples of where they acted to protect a child, what they learnt from this, what impact it has had their current practice? The following are possible child protection related questions that may be asked during interview:
 - Do you feel comfortable working directly with children? Encourage candidates to explain why they like being with children.
 - Can you give an example of your work with children??
 - Have you been in trouble with the police at all?

- Have you worked in an organization with children before? If yes, why did you leave?
- Who is a reference from the organization we can contact?
-
- Take up to three references including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children.
- Verify the identity of referees.
- Conduct as many background checks as possible.
- Consider the use of probationary periods of employment to ensure suitability once in post.

EXAMPLES

All staff members, including temporary, fixed term or casual workers, must be subject to Saint John of God's selection and recruitment procedures as follows:

- All candidates shall complete an application form that asks for consent to get information on a person's past convictions/pending disciplinary proceedings.
- The Human Resource Personnel shall verify the person's identity by his/her birth certificate, passport or other formal document, preferably something bearing a photograph.
- The Human Resource Personnel shall verify any documentation that confirms identity and proof of relevant qualifications
- Any gaps in employment or inconsistencies in the candidate's history shall be identified and reasons given.
- Written references (two minimum) including some from previous employers or others who have knowledge of the candidate's experience and suitability to work with children shall be taken up prior to the employment of the successful candidate – no staff member shall begin employment until all reference checks are through.
- Identity of referees shall be verified. This shall include police checks where necessary
- Successful candidates shall be provided with conditional offer or employment subject to provision of police clearance certificate.
- Advice shall be sought prior to recruiting someone with a criminal record or record of other offences.
- New members of staff shall undergo a supervised probationary period including a comprehensive induction (*which shall cover Child Protection and VAS Policy and Procedures*).

The appointment shall only proceed if the pre-employment checks prove satisfactory and the disclosure provides no cause for concern as to the suitability of an individual to work with children.

2.4.3 Volunteer selection and recruitment

Saint John of God Hospitaller Services Malawi works with volunteers in most of its departments. To ensure that their recruitment does not compromise principles of child protection, the following measures shall be put into place:

- Vacant positions of volunteers shall be advertised in the community through community leaders.
- In liaison with community leaders, competitive selection process shall be carried out through interviews at community levels.
- In liaison with community leaders, past history of the volunteers shall be obtained before offering them a contract. This shall ensure that their track record as regards child protection is understood.

- Successful candidates shall be oriented to the Child Protection Policy and other important policies of the organization.
- They shall sign a commitment form to child protection.
- They shall be offered volunteer contracts which shall specify child protection expectations of the organization
- Periodic refresher training shall be facilitated for all volunteers to keep them abreast with developing trends in child protection.

2.5 Training, Education and Publicity of the Child Protection Policy

- All new staff employed to work with children shall be inducted to the organisational Child Protection Policy and procedures on safeguarding to have the necessary knowledge and skills to keep children safe. Evidence of new staff induction through signature will be kept in their personal files.
- Workshops shall be organised to define acceptable and unacceptable behaviours among children and staff.
- All staff or volunteers working with children should be offered annual refresher training in the organisational Child Protection Policy and procedures on safeguarding to maintain high standards and good practice.
- All staff shall be oriented on the UN convention of the Rights of the Child (UNCRC), The UNCRPD and The UNPOPs. The CRC is annexed in Annex 3. These conventions and principles shall be pasted within the services user's centres and other relevant documents on working with children.
- The organization will provide additional training to those staff with additional responsibilities such as recruiting and selecting staff, dealing with complaints, disciplinary processes, managing risk, Child Protection Officer and or designated person.
- The Child Protection Policy shall be openly displayed and available to everyone.
- Children will be made aware of their right to be safe from abuse and who to speak to if they have concerns in accordance with their capacity.
- Leaflets will be made available on different forms of abuse and supports available.
- Every staff member in the service will be oriented to the designated person and other available services and how to contact them and access these services.

2.6. Confidentiality and Privacy

- If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she has a responsibility to refer for the child's own sake. However, confidentiality should be observed at all times. Staff members can only share the information with other staff members in the event that the child requires further support from specialized professions.
- Staff should ensure that appropriate use of information technology (such as mobile phones, email, digital cameras, websites, the Internet) is adhered to, to make sure that children are not put in danger and exposed to abuse and exploitation.

- Staff should always ask permission from children or their parent/legal guardian before taking their images (e.g. photographs, videos). Respect their decision to say no to an image being taken. Ensure that any images (photos, videos e.t.c) taken of children are respectful ; that children should have adequate clothing that covers up appropriately; and that images of children in sexually suggestive poses or that in any way impact negatively on their dignity or privacy are avoided. Stories and images of children should be based on the child's best interest.
- Visitors, reporters, researchers, shall not be allowed to take photos/films or interview children without the prior consent of the child protection officer or program manager.
- Where permission has been granted to take photographs/films and information concerning children the visitor/reporter/researcher shall follow the procedure detailed in Annex F.

2.7 Standards for Communication

2.7.1 General Policy Communication Standards

In our use of visual images staff and everyone involved with Saint John of God, shall adhere to the following principles:

2.7.1.1 Respect the dignity of the children.

- Permission will be sought when taking photographs or video footage of children.
- Consent for taking and using photographs will be sought from parents and those with legal responsibility or from the service users directly when they are of sufficient age and understanding.
- Special consideration will be given to photographs depicting children or children with disabilities, to accurately portray context and maintain dignity.
- Wherever possible, an explanation is given to the children the likely use of the images.
- Under no circumstances will pictures of children be taken if they don't want to.

2.7.1.2 Never exploit the children

- Do not manipulate the children in a way which distorts the reality of the situation (e.g. asking them to act for the camera).
- If necessary, to protect confidentiality, the names of children and families will be changed. Never would a service users' full name and contact details be published unless consent is sought from the guardians

2.7.1.3 Use images truthfully.

- Use an image of one thing and describe it as it is, (e.g., do not use an image of one project to illustrate the work of another).
- Where possible, use a balance of images (e.g., positive and negative) to reflect the reality of a situation.
- Do not use an image in a way which deliberately misinterprets the true situation.
- If an image represents an exceptional situation, we do not use it in a way which suggests it is generally true.
- Aim to be confident that, to the best of your knowledge, the subject would regard the image and its use as truthful if s/he saw it.

1. **Maintain standards of taste and decency consistent with our values and those of our sponsors.**
 - All shall not use images which are erotic, pornographic or obscene.
2. **Respect the views of our overseas partner organizations.**
 - All shall take the concerns and advice of our overseas partner organizations in our gathering and use of visual material.
3. **In disaster situations,**
 - All will treat the people whom they are helping positively.
 - In all information, publicity and advertising activities, all shall recognize disaster victims as dignified humans, not hopeless objects.”
 - In doing this, all shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears.
 - All will not lose respect for those affected, but treat them as equal partners in action.
 - All will co-operate with the media in order to enhance public response
4. **Maintain high technical standards.**
 - All shall aim to use only high-quality images.

2.8 Practice guidance for employees and reporters

- During the process of seeking consent, the purpose of photographs should be explained and, if possible, samples of publications in which the photograph shown to guardians and children themselves, preferably by a local staff member known to the family.
- The process of explanation and seeking of consent described should also apply to photographs used for child sponsorship.
- Photographers sent to the field should be carefully briefed regarding the taking of suitable photographs and allowing subjects to withhold consent if they do not wish to be involved. Photographers should be accompanied by Saint John of God staff member whenever possible.
- Photographers sent to the field will be asked to read and sign the Code of Conduct and Copy of General Communication Standards.

2.9 Communication measures to protect children who are particularly at risk

To avoid putting children at greater risk of violence and stigmatization, extra cautionary measures will be followed when doing media coverage. These will include children who are:

- Living with a mental illness and intellectual disability;
- Victims of violence and sexual abuse
- Affected by HIV and AIDS
- Children/Child s who were accused of or perpetrators of a crime;
- Children or Child s accused of witchcraft;
- Traumatized children

In such cases the reporter will work with the staff of the project to assess the risk associated with the media content and its publication and adapt the description to the following scales:

- **Risk level 1: Low risk of violence and stigmatization**
 - Faces and information about the location can be established
- **Risk level 2: Mid-level risk of violence and stigmatization**

- Faces and information about approximate location can be established
- **Risk level 3: High level risk of violence and stigmatization**
 - Any published faces may not be identifiable, location information must be changed
 - Categorizing children in the risk scale depends on various factors which among others include:
 - persons immediate environment
 - The nature of the publication

2.10 Social Media and Safeguarding Issues

- It is a violation of this policy for staff to engage in any personal relationship with children through any forms of social media platforms;
- Sharing of staff telephone contacts with children is restricted only to those of the team leader and focal persons;
- Children shall be encouraged to report to the team leader or focal persons of any staff requesting their personal contacts;
- Posting of work-related information, pictures of children on personal social media platforms, is a violation of this policy;
- For any programme related information, and pictures intended to be used by the service provider, consent shall only be sought from parents/legal guardians;
- The Organization will communicate timely its child protection procedures with other interested stakeholders, institutions and any relevant authorities wishing to visit the organization, in particular taking and usage of information, pictures, videos and audios.

SECTION 3.0: Case management system- Reporting concerns

- Saint John of God Hospitaller Services shall put procedures and guidance on what to do when a concern arises, to make sure there is a prompt response to allegations and suspicions about safety or welfare of children. This is to foster prompt internal investigations and reporting cases to authorities when necessary.
- When a member of staff, volunteers, visitors or other service users become aware of possible abuse or sees it happening or suspects it, they will report to The Child Protection Focal Persons in their respective departments who will in turn report to the departmental leadership.
- The departmental leadership will then report the issue to the Child Protection Officer or designated person who will intervene using the procedures in the flowchart in Annex 4.
- In the meantime, the one raising the concern shall respond appropriately by:
 - Staying calm so as not to frighten the concerned;
 - Reassuring the concerned that they are not to blame and that it was right for them to report the allegation;
 - Listening to the concerned, showing that they are taken seriously;
 - Keeping questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and abuse cases have been dismissed where it is felt that the victim (i.e. child or person with intellectual impairment) has been led or words and ideas have been suggested during questioning.
 - Informing the victim that you have to inform other people about what they have told you. Tell the victim that this is to help stop the potential abuse from continuing.

- Safety of the victim is paramount; if the victim needs urgent medical attention, referral shall be made to the One Stop Centre (Chikwanekwane Clinic), and ensure they are made aware that this is a child protection issue;
- All information surrounding the alleged abuse shall be recorded at all departmental levels, with the departmental leadership, before reaching the CPO designated office.
- Upon initial investigation the CPO will then write a report to management who will determine whether the suspected case should be handled within the existing disciplinary procedures or referred for prosecution or both.
- The organization shall respond effectively and ensure any allegations and suspicions of abuse are appropriately reported both within the services, police, social welfare, donors and family members whenever appropriate.
- The organization may report any confirmed allegations and suspicions of abuse to police and Social welfare office for prompt investigations and legal action.
- The Child Protection Officer, The Child Protection Focal Persons and The Child Protection Committee are key in the case management system.

3.1 Case management steps

The case management structures include the Child Protection Officer; the Child Protection Focal Persons; the Child Investigation Team and the Child Protection Taskforce;

3.1.1 The Child Protection Officer

- The Child Protection Officer), shall be responsible for the management of all allegations of abuse.
- He/she shall be responsible for: Receiving information about a concern or allegation of abuse; Ensuring that referral procedures have been followed, including referral to civil authorities like police and health services;
- Creating a child protection case file;
- Taking and maintaining possession of any written records;
- Explaining procedures to person raising concern;
- Contacting emergency services where the victim appears to be at immediate risk.
- Conducting preliminary enquiry;
- Cooperating and seeking advice from resource persons, specialised service providers and responsible civil authorities;
- Informing management of complaint/concern.
- Producing and compiling reports about allegations and case conclusion;
- Keeping records of case management;
- Planning of

3.1.2 The Child Protection Focal Persons

- The organization shall have focal persons in all the departments and in its community-based programmes;
- The focal persons, staff or volunteers, shall be directly identified or chosen by the service users themselves;
- The focal persons shall be responsible for: receiving information about a concern or allegation of abuse from the complainant;
- conducting initial interview with the respondent;

- ensuring that reporting procedures have been followed, including referral to the CPO through, where feasible, the departmental leadership;

3.1.3 The CP Investigation Team

- directly investigates reports of alleged maltreatment;
- assesses likelihood of harm to children adult;
- establishes whether abuse allegations are substantiated;
- can work with a family following reporting, in order to make a more comprehensive assessment, develop a community plan or effect a referral to a community service organization;
- determines if children's court action is required and initiates legal intervention.
- Meets court requirements, which may include writing reports and acting as an applicant in the children's court.

3.1.4 The Child Protection Committee or Task Force:

- The CPO will have the support of The Child Protection Committee or Task Force for advice and liaison on all complicated matters pertaining to reported allegations of abuse.
- This team shall comprise of the Program Manager, Human Resources Officer, Social Worker, The Pastoral Worker and a Psychosocial Counsellor and any such relevant professionals as deemed necessary.
- The team will work collaboratively with the CPO in all cases to ensure that they are investigated, disposed of, prosecuted and/or referred fairly and promptly.

3.2 The case management process

The case management shall largely follow a six- phased process namely:

- a) Identification/Registration of a complaint;
- b) Conducting Best Interest Assessments (initial & comprehensive levels of assessment);
- c) Case Planning;
- d) Best Interest Determination (Implementation) of the Case Plan;
- e) Follow Up and Review;
- f) Case Closure;

3.2.1 Step 1 - Identification and Registration

To ensure that Children are appropriately identified, there is need for adequate awareness-raising on child protection policy goals and objectives. Once the children have been identified, or an allegation of abuse has been reported, focal persons shall begin facilitate necessary processes in the case management system, which includes reporting to the CPO through the team leader.

The focal person will, supported by the team leader, screen or verify that these cases meet the vulnerability criteria agreed for in child protection programme.

Key basic information should be obtained during the registration process, using a agreed standard operating procedures (See Annex 1). Information collected is likely to include:

- Child's name, age and sex;
- Who the child is living/ staying with (if anyone);
- The vulnerability identified or abuse reported;
- Date and location where they this happened;
- initial protection concerns/ needs

- A case number may be assigned;

3.2.2 Step 2 - Assessment

Assessment is a process of gathering and analyzing information in order to form a professional judgement about the observed or reported situation/allegation. This process shall be undertaken with the guidance of the CPP. During an assessment, it is imperative to consider not only the immediate risks that the child faces, but also their and family's strengths, resources and protective influences.

Assessment shall be done in the best interest of the child; thus, careful thought shall be put into how the assessment is conducted and how the victims and their families are involved; it is not an exercise just in gathering information, but provides the basis on which subsequent decision will be made. Regardless of the type or nature of the assessment, all assessments shall include the same basic stages:

- **Stage One– Planning:** deciding how to carry out the assessment, and where to get the information in the best interest of the child;
- **Stage Two – Gathering Information:** deciding which information to collect, from whom, and how to collect it;
- **Stage Three – Verifying Information:** cross checking where there are differences between information, information is incomplete or contradictory.
- **Stage Four – Analysis:** making sense of information in terms of how it relates to the situation of the child, their immediate needs and their immediate risks.

Two types of assessments shall be undertaken during this time namely the initial and comprehensive assessment. The initial assessment shall ideally be conducted within the first 48 hours of an allegation; this initial assessment shall particularly consider:

- Immediate physical, health and safety concerns;
- Case management process shall follow the level of risk assigned i.e. High Risk (Child needing urgent medical attention, seriously harmed or injured, or subjected to immediate and on-going sexual abuse, or permanently disabled, trafficked), Medium Risk (risk of imminent serious injury of death) and Low Risk (available concerns but nor risk to injury or bodily harm);
- However, prioritization categories shall be issue and context specific, and developed in consultation with other agencies assisting in the response.

A comprehensive assessment shall follow the initial assessment and to provide a more in-depth and holistic view of the situation, looking beyond just a child's basic, immediate needs. Factors of the comprehensive assessment shall depend on the scope of services available in the organization. Suffice to mention that comprehensive assessments shall consider:

- Identifying the child's most pressing *needs* rather than services required, while gathering further information on their situation;
- A 'snapshot' of a child's situation and wellbeing overtime;
- Gathering of information from a variety of sources including available reports/information on the child, observations and interviews with the child and their family, discussion with other agencies and those who know the child and home visits.
- Gathering this information using a variety of tools, including discussions /interviews, checklists, activities, questionnaires and scales.
- Working to complete the comprehensive assessment within a month and even quicker in contexts. The assessment should be revised and updated throughout the process of review.

3.2.3 Step 3 - Case Planning

Within two weeks of the assessment being completed, a case plan shall be developed:

- To meet the identified needs, who should do it, and when the actions should take place.
- The case plan shall consider: immediate, short-term, medium term and long-term actions.
- The child/family shall be informed of the plan in the best ways they can understand.
- A family-centered approach that identifies the needs and capacities of the family and works to strengthen the family's capacity to protect and care for the child shall be adopted, without however raising the expectations of the child/ family that they will be able to receive services and support that are not actually available.
- The child and family shall as much as possible be fully involved in the development of the case plan.

3.2.4 Step 4 - Intervention

Based on the case plan, the relevant CP management structures shall work with the child, the family, the community and any service providers to ensure the child receives the appropriate services. Depending on the nature of the case, these might include:

- Providing direct services according to need (for example advocacy or parenting advice).
- Provision of psychosocial support with the child and the family.
- With the permission of child and family, formally referring the case to an appropriate service provider;
- Reporting the issue to law enforcers;

3.2.5 Step 5 - Follow up and Review

To ensure that the case plan is being implemented and that it continues to be relevant and meet the child's needs, a mechanism of follow up shall be put in place to check that the action as outlined in the case plan, is followed and checking that positive outcomes are identifiable.

This shall be carried out regularly during the case management process, with the child and his/her family and other actors, to check that specific actions have been taken and services provided. Examples of follow-up shall include:

- Checking if the child received needed medical support in case of physical and sexual abuse;
- Checking that the child was registered for school, in case of being denied the access to education;
- Checking how the mediation with parents had influenced their behavior towards the child;
- Checking that the child's relationship with the parents was improving;
- Checking that the child continued to attend school;
- Checking if the psychosocial techniques the child was taught to help them deal with bullying helped.
- Checking if the court proceedings concerning the perpetrator were progressing;

3.2.6 STEP 6 - Case Closure

The cases shall be closed when the goals of the child, family and organization, as outlined in the case plan, have been met, the child is safe from harm, their care and well-being is being supported, and there are no additional concerns.

Other reasons might lead the cases initiated to be close, such as:

- The family /child no longer wanting support and where there are no grounds for going against their wishes (i.e. provided this is safe for the child and the decision weighed to be in their best interest);
- The child is turns 18 years old;
- When the child dies; (circumstances of the child's death might be done to ensure that abuse was not involved and that no other children are at risk);

After closure, occasional visits shall be done to ensure that the situation remains stable and to seek feedback from the child and their family on the service provided.

Closure shall not mean that all documentation is erased as cases can be reopened at any time whenever new information becomes available or the child's situation changes.

Closed cases shall be stored in a safe place for a specific period of time in accordance with the organization's data protection protocol.

3.3 Advice and support access for victims and perpetrators of abuse

- The organization shall ensure that anyone who has been abused is assisted and supported in seeking help.
- The organization shall facilitate appropriate support to those who have perpetrated abuse to help them to face up to the reality of abuse as well as to promote healing in a manner which does not compromise the safety of others in future.
- Those who have suffered abuse shall be given a compassionate and just response and offered appropriate pastoral/psychosocial care to rebuild their lives.
- The organization shall always have a designated officer or Child Protection Officer to attend to safeguarding issues.
- The organization shall ensure that IEC materials regarding child protection policy (i.e. Posters; Brochures) are in place.

3.4 Staff Protection

- Since reporting of abuse primarily rests with staff, the organization shall discipline in the strongest terms any staff obstructing the operationalization of this policy;
- The organization shall put in place mechanisms to provide support, and ensure the protection of staff from victimization, in the course of their duties related to the operationalization of the Child Protection Policy

3.5 Filing System for Records of Allegations

- The organization shall have a designated confidential filing system for all records of allegations pertaining to Children and/or staff that is separate from the standard filing system.
- The filing system will be held in a central secure location, and access will be restricted to the key personnel who have the responsibility for the implementation of these procedures.

3.6 Guidelines on Handling of Cases of Suspects of Child Abuse

3.6.1 Involving Saint John of God Employees/Partners/Volunteers

- When a case of suspected abuse is reported to the Child Protection Team, all incoming reports shall be processed quickly;
- Steps taken will depend on the seriousness of the reported case as well as how much information is available about the specific case of suspected abuse;
- When a case of suspected abuse occurs abroad, the Child Protection Officer of the partner organization shall be informed immediately and the next steps coordinated;
- In the case of the partner or sister organization abroad, generally the partner's case management system shall be responsible for the structure of the case [except where the abuse has been committed locally].

3.6.2 Internal preliminary investigation

- The goal of the investigation is to gather any missing information;
- The investigation also serves as the foundation for a fast decision-making process, especially when the suspicion can be put to rest at that point.
- The internal investigation is spearheaded by the Child Protection Investigation Team.
- The purpose and goal of the internal investigation is to conclusively resolve reported cases of suspected abuse.
- The Child Protection Investigation Team decides what other parties need to be involved in the investigation going forward.
- That may include people within organization as well as the partner's Child Protection Officers or representatives of the coordination structures (Task Force).
- Expert knowledge shall always be obtained as necessary.
- The preliminary investigation can lead to three findings:
 - **Suspicion is unsubstantiated**
 - The case is documented in writing as closed and the involved parties are informed.
 - **Violation of internal guidelines**
 - If the internal Code of Conduct or other Saint John of God guidelines have been breached but nothing has occurred that could instigate criminal proceedings, a sanction will be issued corresponding with the individual's relationship with the organization.
 - When Saint John of God employees are involved, disciplinary measures may be instigated consistent with the Employee Disciplinary Procedures as laid down in the Handbook Policy;
 - Where donors are concerned this may mean prohibiting any future project visits.
 - **Cause for suspicion remains**
 - If it is determined that cause for suspicion remains that could result in criminal proceedings, another extensive internal investigation is initiated.

3.6.3 Forwarding to law enforcement agencies

- If it is suspected that a case may necessitate criminal proceedings, then it shall be forwarded immediately to the responsible law enforcement agencies.

- The Child Protection Officer shall follow the case and document it in writing. After the proceedings have come to a close, all of the involved parties are informed of the findings.

3.7 Risk assessment and management

- In collaboration with the focal persons, the CPO shall ensure quarterly risk assessments are implemented in all departments and centres to ensure that all potential risks for abuse are detected and rectified proactively.
- Team leaders shall be encouraged to ensure that all potential risks for abuse are reported and managed proactively within their respective sections.
- The organization shall ensure that all personnel working with the service, service users and caregivers are trained and inducted on the concept of risk assessments.
- Risk Assessments for all projects or initiatives involving children will be developed and updated periodically to take on board contemporary issues.
- A Risk Assessment Checklist will be used to ensure comprehensive prevention and mitigation of risks for children. **See Annex 8 below**

SECTION 4:0 Child Protection in Emergencies

The roles of the Child Protection Unit (CPU) in Saint John of God are to facilitate a more predictable, accountable and effective child protection response in complex emergencies, disasters and other such situations. The organization shall ensure proper orientation on this CHILD PROTECTION POLICY for all its staff working in any humanitarian response interventions. Humanitarian staff will have their capacity built on Child Protection through collaboration and networking with other organization. Saint John of God will among others strive to achieve the following;

- Equal protection of the children irrespective of their religion, gender, age, culture etc.
- Unconditional provision of relief services (food, clothes) to Child s that have been affected by the disaster
- During emergencies Saint John of God will ensure children have access to health services if need be.
- Saint John of God will ensure that children are fully protected by encouraging their rehabilitation through other organizations;
- children are linked to the caregivers/guardians
- Collaboration with other humanitarian organization.
- Working through community structures to ensure sustainability in protecting the children
- To ensure dignity during relief provision such as food and other human basic items like clothes.
- Necessary arrangement shall be made for those requiring medication and other forms of medical treatment.

SECTION 5. Implementation with Partners

Saint John of God collaborates with government departments, international and local organizations and other partners to implement various programmes and projects in Malawi. For this reason, Saint John of God shall always ensure that these partners are always committed to the protection of children from various abuses and maltreatment. This will be possible by ensuring that the partners have the child protection policies in their organizations.

The Child Protection Policy is available to help to develop a protective culture within partner organizations in which organization staffs are safe and protected and where staff/ volunteers are encouraged and supported to ensure that the safety of children is prioritized. If any partner has child protection policy, Saint John of God will ensure that its case management systems consistently interlock in order to seamlessly resolve and prosecute cases of suspected abuse and maltreatment in projects and to ensure that the safety of the affected Child s can be guaranteed throughout every phase of the investigation.

If the organization does not yet have a Child Protection Policy in place that corresponds to standards that Saint John of God has developed, it must agree to develop and implement a Child protection Policy or update the missing parts of such a policy within an agreed period. Saint John of God believes that the work to prevent and raise awareness for child abuse with Child's and the entire society can only be achieved through close cooperation between SJOG and its partners.

This Child Protection Policy affects children. It is therefore important to encourage participation and empowerment of children in development and implementation of the policy. The following will be given due attention as regards Child s' participation and ownership:

- Full and proper consultations with children during CP development and implementation.
- Ensure that Child s' views are respected and taken into consideration.
- Saint John of God will encourage all partner organizations to ensure that children as right holders are attaining the protection, provision and participation rights.
- Develop and implement interventions that empowers the children to claim their rights to ensure that they are protected.
- Saint John of God will prioritize programmatic activities that encourage meaningful participation of children.

5.1 Requirements concerning partner organizations

Partner organizations shall be required to fulfill the following requirements:

- They must be ready to share their values, mission and objectives which must be in line with those of Saint John of God
- They must explain the purpose of their intention to work with Saint John of God
- Declare their willingness to work within the procedural guidelines as laid out in this Child Protection Policy document
- They must declare their areas of interest
- They must declare their willingness to share their official documents including reports
- They must never be convicted of any offence involving the physical or sexual abuse of children
- They must declare by submitting a signed "Declaration of Commitment" to Saint John of God
- Partners of Saint John of God shall be required to make a declaration of commitment for protection of children from any form of abuse or harm. A copy of the Declaration of Commitment shall be signed by partner organizations and shall be kept on file by the organization's Child Protection Officer. The following format of the Declaration of Commitment of partner organizations shall be used:

PARTNERS DECLARATION OF COMMITMENT TO CHILD PROTECTION

To be signed by all visitors and partner organizations directly involved with children and youth in the care of St John of God. One copy is to be kept by the Visitor or partner organization and the other copy by St John of God.

Name of Visitor or organization: _____

Position:-----

Declaration

I/We declares that I/we: _____

will work within the procedural guidelines as laid out in the Child Protection Policy document in which among other things, I am/we are aware that:

- Pictures of children shall not be taken without consent of the legal guardian
- Visitors, reporters, researchers, shall not be allowed to interview children without the prior consent of the child protection officer or program manager.
- All visitors shall be accompanied by a senior member of staff during their visit in the centre and will not be left alone with these children.
- Visitors shall not be allowed to establish a personal relationship with these children and or their families.
- Stakeholders and other visitors (including Media) shall sign a declaration of commitment form as a prerequisite for interacting with these children.

Having read the above, I therefore declare that:_____

Have not been accused or convicted of any offence involving the physical, sexual abuse and exploitation of children.

Understands that if a complaint is levelled against me or my organization while engaging in any activity involving children, the police or other legal authorities will automatically be asked to investigate and recommend suitable action.

Agree that in case of clear evidence that I or my organization was involved in abusing a child while on duty or otherwise, I or my organization will no longer be accepted to work with children in partnership with St John of God.

Visitor

Signature: _____

Place: _____

Date: _____

St John of God representative

Signature: _____

Department: _____

Date: _____

5.2 Standards for Child Protection Policies of Partner Organizations

5.2.1 Risk Assessment for Partner Organizations

Partner organizations may have staff members who may interact with children in many ways, as such have wide-ranging potential impacts on children. It is the obligation of Saint John of God to assess the potential risks that may not only impact on children but also on staff and organization objectives and reputation. **The goal of risk assessment is to assess the possible child protection risks in the partner organization practices. The following risk assessment questions will be used that will determine the decision for Saint John of God to work with them:**

1. Is the partner organization registered with the government?
2. Does the partner organization have the Constitution?
3. Does the partner organization have the Board?
4. What are the objectives and the Mission of the organization?
5. Does the partner organization have programmes that target children and other Children?
6. Does the partner organization receive funding from donors? If yes, who are the donors? If no, how does the organization sustain its programmes?
7. Does the partner already have the Child Protection Policy? If yes, are they willing to share it or to abide by Saint John of God's Child Protection Policy

Below is the Risk Assessment Checklist that shall be used when implementing with partners:

Date:			
Partner		location	
Overall Rating:	High Risk or Low Risk?		
Risk or Vulnerability factor	Presence of factor		
Ticks in the YES column indicate a high level of risk.	Yes	No	
Risk Or Vulnerability Factor While Implementing With Local Partners	Presence of factor		

Ticks in the NO column indicate a high level of risk	Yes	No
Does the partner:		
• Have an existing, functional Child Protection Policy?		
• Have an awareness of child abuse and child protection?		
• Employ staff who can competently manage child protection procedures and respond to reports of child abuse?		
• have the tendency to use children for their own profit?		
• Ensure that the proposed program is for the best interest of the child?		
• Ensure that the needs of the child are holistically considered?		
• Have a good record of accountancy?		
Other observations:		
Recommended child protection actions:		
Signatures		

5.2.2 Elements of Child Protection Policy

Saint John of God shall ensure that the partners have the Child Protection Policies which contain guidelines and standards on the following areas: Preventative Strategies including Code of Conduct for Staff, guidelines for stakeholders visiting projects and communication. It shall also contain standards for Case Management and Reporting and monitoring and evaluation of implementation of the policy

In the event that there are complaints and allegations of child abuse against a member of staff of a partner:

- Complaints and allegations shall be investigated and responded to as soon as possible by Saint John of God Child Protection Team in consultation with management of the partner organization.
- The Saint John of God Child Protection Officer will direct the complaints and allegations to the Executive Director
- Verbal complaints and allegations will be logged and responded to
- Saint John of God shall have the right to report or refer the allegations to the relevant statutory authorities
- All concerned partner organizations participating in activities with children are required at all times to abide by the Saint John of God Code of Conduct. Any person who fails to maintain the standards of behaviors described in the Code of Conduct may find their involvement with the children discontinued.

5.2.3 Child protection in project work

Saint John of God will ensure that partners take a leading role in protecting children against any abuse and maltreatment. It will be expected that the partner's project work contributes to the protection of children both in the project itself and the environment in which it is taking place. This is going to be spelt out in the partner's policies on how protection of children will be conducted. The partner organizations will be encouraged to promote the Child Protection Policy within the programmes and projects through various methods including awareness creation and mainstreaming child protection and child rights during project activities.

5.2.4 Child participation and empowerment

This Child Protection Policy affects children and it is therefore important to encourage participation and empowerment of children in development and implementation of the policy. Saint John of God will ensure that partners clearly spell out in the policies on how this is going to be done as they carry out project activities. The following will be given due attention as regards children and other Children's participation and ownership:

- Full and proper consultations with children during CPP development and implementation.
- Ensure that children's views are respected and taken into consideration.
- Saint John of God will encourage all partner organizations to ensure that children and other Children as right holders are attaining the protection, provision and participation rights.
 - Develop and implement interventions that empowers the Children to claim their rights to ensure that they are protected.
 - Saint John of God will prioritize programme activities that encourages meaningful participation of children.

5.2.5 Guidance and Capacity Building for Partner Organizations

Training and education are essential to implementing the Child Protection Policy. Saint John of God will ensure that an orientation session on the Child Protection Policy is given to all relevant personnel of partner organizations involved in work with children. Capacity building activities for staff shall include training on behavior guidelines for those in direct contact with children and guidance on the acceptable and unacceptable sharing of information on children. The Strategies for giving guidance and capacity building for partner organizations on Child Protection Policy include e:

- **Orientation meetings** – All partner organizations will be given a copy of the policy and provided with an opportunity to seek clarification on any aspect of it as required as part of the orientation process. Child protection training during orientation will refer to and highlight the key elements of the policy.
- **Reviewed meetings** – This will provide partner organizations a forum to discuss collective issues during the implementation process and also an opportunity to clarify aspects of the policy if needed.
- **Training in organizational policy** – Staff/volunteers of partner organizations will always be encouraged to realize the importance or purpose of Saint John of God's organizational policies. Saint John of God believes that specific policy trainings can be very useful in getting people on board from the outset.

- **Material** – Producing leaflets based on the policy pinpointing specific aspects of particular importance, including code of conducts and other relevant issues

SECTION 6.0 Monitoring and evaluation

- The organization shall integrate the Child Protection Policy initiatives in its annual action plans, which shall be monitored monthly;
- The monitoring team for the policy shall comprise the Child Protection Officer, Focal persons, the Programmes Manager, the Human Resource Officer and the Monitoring and Evaluation Officer.
- The organization shall put in place human and financial resources necessary for implementing the policy;
- The Policy shall be regularly monitored, adapted whenever there is a major change in the organization systems or in relevant national legislation, and reviewed at least every Four (4) years.
- The policy will be reviewed, through a consultative process with children, their parents/legal guardians and other partners as part of safeguarding policies and practices.
- The organization shall ensure that there are quarterly reports on progress, challenges, difficulties, gaps and areas in the policy implementation.
- The management team members shall from time to time conduct checks and visits in all departments and centres to ensure that all staff, volunteers, visitors and guardians comply with each and every section of this policy.
- The organization shall periodically check the status on following, as proxy indicators, in measuring the consistent implementation of the policy:
 - Compliance to the Code of Conduct
 - Implementation of guidelines for other stakeholders
 - Occupational health and safety;
 - Recruitment and capacity building of personnel;
 - Adherence to the Case Management System in handling cases i.e grievance and complaints management from parents as well as the children;
 - Hygiene and infection control
 - Accidents and incident report including reported illnesses and injuries;
 - Implementation of communication guidelines
 - Children’s participation and supervision in programme activities.

Application of existing policies:

In executing this policy, the Service will implement it in line with other existing policies including:

1. Saint John of God Hospitaller Services Human Resources policies (staff handbook).
2. **Safeguarding children:** Standards and Guidance Document for the Catholic Church in Ireland
3. Procedures for the investigating and management of alleged incidents of un-accidental injury and abuse

Annex 1: Allegations of Abuse Report Form

(To be filled by the designated persons, i.e. focal persons, when a concern is received)

1. Details of Client/Child:

Name: _____ Male ☐ Female ☐ D.O.B. _____

Service: _____

2. Details of Parents/Guardians:

Name of Parent/guardian: _____ Telephone Number: _____

3. Details of Staff Member making Report/ Raising concern:

Name: _____ Position: _____

Date of Report: _____ Time of Report: _____

Any other relevant information: _____

4. Incident/Disclosure Details: *(Please record client's Verbatim)*

Describe as fully as possible the nature of the problem or incident being reported, giving details of times and dates of individual incident(s), the circumstances in which they occurred, any other persons who were present at the time, and their involvement. Please clarify whether you are expressing your own concerns or those of someone else and clearly distinguish between what is fact, opinion or hearsay. Describe any evidence of harm that may be evident in the client/child presently – if necessary, use a body chart and affix it to this report.

[illegible]

5. Details of person allegedly causing harm to the Client/Child:

Name: _____ Age (if Known) _____ Male: ☐ Female: ☐

Address: _____

Relationship to the client/child: _____

Occupation: _____

6. Any other relevant information?

Signed: _____

Date: _____

Designated Person: _____

Date Report Received: _____ Time received: _____

Intervention carried by the organization:

Annex 2: Definitions for concepts used in this policy

Annex 3: Summary of the CRC

- Children have the right to live
- No child should be discriminated on any basis
- The best interests of children must be the primary concern in making decisions that may affect them
- Children have the right to be consulted in matters that are about them
- All children have the right to a name and nationality.
- Children have the right to be protected from being hurt and mistreated, physically or mentally.
- Children who have any kind of disability have the right to special care and support, as well as all the rights, so that they can live full and independent lives
- Children have the right to good quality health care – the best health care possible
- All children have the right to a primary education, which should be free
- Children have the right to relax and play
- Children have the right to be protected from all forms of sexual exploitation

Adapted from the United Nation's Convention on the Rights of a Child (1989)

Annex 3: SUMMARY OF THE CONVENTION ON THE RIGHTS OF THE CHILD

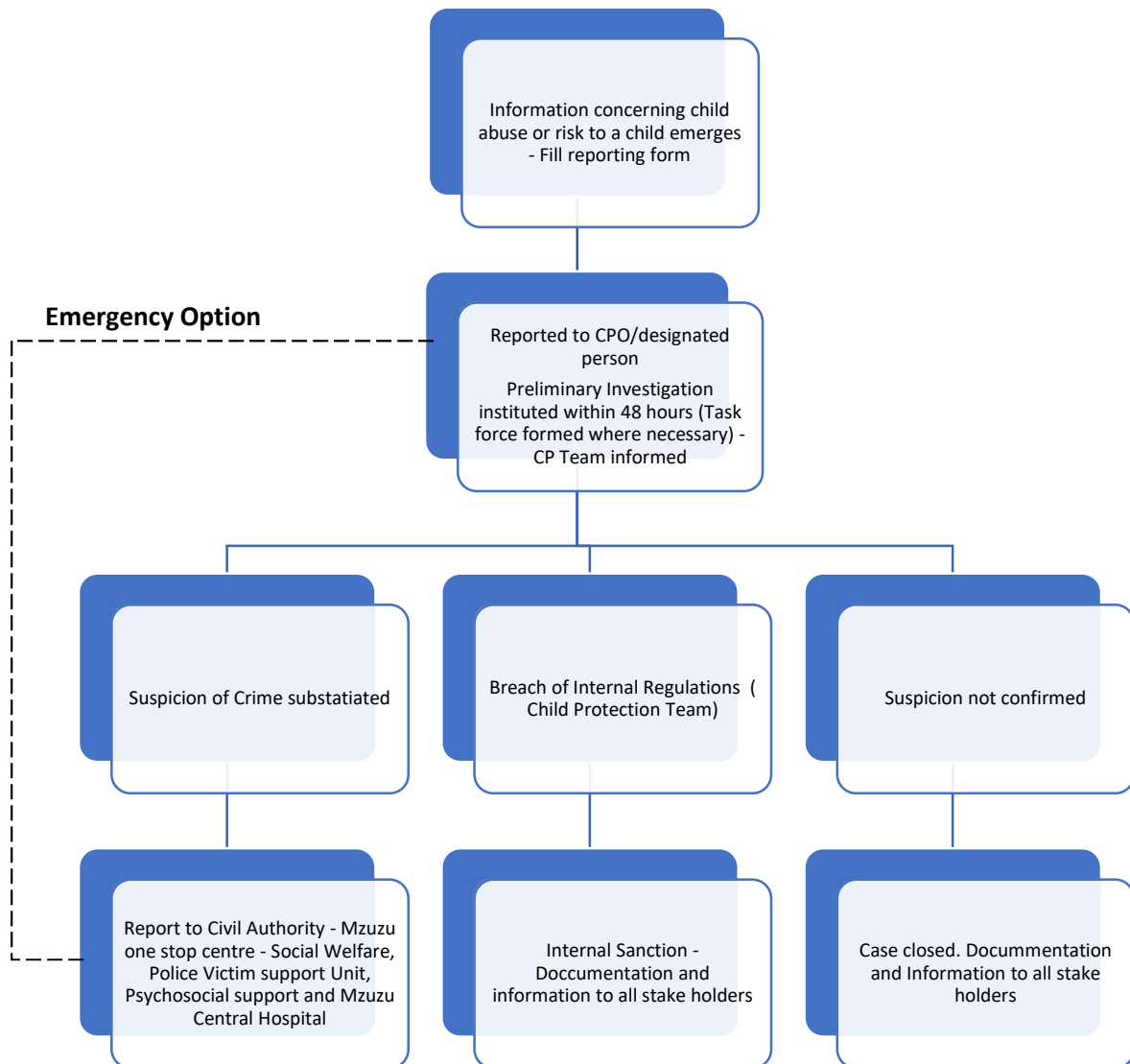
Article 1	The convention defines a child as a person below 18 unless national law recognises that the age of majority is reached earlier.
Article 2	All the rights laid down in the Convention are to be enjoyed by children regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, poverty, disability, birth or other status.
Article 3	All actions concerning the child should be in his/her best interests.
Article 4	The state's obligation is to translate the rights of the Convention into reality.
Article 5	The State should respect the rights and responsibilities of parents to provide guidance appropriate to the child's capacities.
Article 6	The right to life
Article 7	The right to a name and a nationality and, as far as possible, the right to know and to be cared for his/her parents.

Article 8	The right to protection of his/her identity by the state.
Article 9	The right to live with his/her parents unless incompatible with his/her best interests. The right, if desired, to maintain personal relations and direct contact with both parents if separate from one or both.
Article 10	The right to leave and enter his/her own country, and other countries, for purposes of reunion with parents and maintaining the child-parent relationship.
Article 11	The right to protection by the state if unlawfully taken or kept abroad by a parent.
Article 12	The right to freely express an opinion in all matters affecting her/him and to have that opinion taken into account.
Article 13	The right to express views, and obtain and transmit ideas and information regardless of frontiers.
Article 14	The right to freedom of thought, conscience and religion, subject to appropriate parental guidance.
Article 15	The right to meet together with other children and join and form associations.
Article 16	The right to protection from arbitrary and unlawful interference with privacy, family, home and correspondence, and from libel and slander.
Article 17	The right of access of information and materials from a diversity of sources and of protection from harmful materials.
Article 18	The right to benefit from child-rearing assistance and child-care services and facilities provided to parents/guardians by the state.
Article 19	The right to protection from maltreatment by parents or others responsible for her/his care.
Article 20	The right to special protection if she/he is temporarily or permanently deprived of her/his family environment, due regard being paid to her/his cultural background.
Article 21	The right, in countries where adoption is allowed, to have it ensured that an adoption is carried out in her/his best interests.

Article 22	The right, if a refugee, to special protection.
Article 23	The right, if disabled, to special care education and training to help her/ him enjoy full life in conditions which ensure dignity, promote self-reliance and a full and active life in society
Article 24	The rights to the highest standard of health and medical care attainable.
Article 25	The right, if placed by the state for purposes of care, protection or treatment, to have all respects of that placement regularly evaluated.
Article 26	The right to benefit from social security.
Article 27	The right to a standard of living adequate for his / her physical, mental, spiritual, moral and social development.
Article 28	The right to education, including free primary education. Discipline to be consistent with a child's human dignity.
Article 29	The right to an education which prepares him or her for an active, responsible life as an adult in a free society which respects others and environment.
Article 30	The right, if a member of the minority community or indigenous people, to enjoy her/his own culture, to practice her/his own religion and use his/ her own language.
Article 31	The right to rest and leisure, to engage in play and to participate in recreational, cultural and artistic activities.
Article 32	The right to protection from economic exploitation and work that is hazardous, interferes with his or her education or harm his or her health and physical, mental, spiritual, moral and social development.
Article 33	The right to protection from narcotic drugs and from being involved in their production or distribution.
Article 34	The right to protection from sexual exploitation and abuse.
Article 35	The right to protection from being abducted sold or trafficked.
Article 36	The right to protection from all other forms of exploitation.

Article 37	The right not to be subjected to torture or degrading treatment. If detained not to be kept with adults, sentenced to death nor imprisoned for life without the possibility of release. The right to legal assistance and contact with family.
Article 38	The right, if below 15 years of age, neither to be recruited into armed forces nor to engage in direct hostilities.
Article 39	The right, if the victim of armed conflict, torture, neglect, maltreatment or exploitation, to receive appropriate treatment for his / her physical and psychological recovery and re-integration into society.
Article 40	The right if accused or guilty of committing an offence, to age appropriate treatment likely to promote her / his sense of dignity and worth and her / his re-integration as a constructive member of society

Annex 4: Case Management Model



Case Management Progress Note

Case Management Progress Note	Name _____
	ID Number _____
	Date _____
Need (s) Addressed	
Summary of Actions	
Result (s) of Action Steps	
Next Steps & Responsible Party	
Progress Toward CM Service Plan Goals	
Signature/Credentials _____	

Annex 5: Procedures for Visiting Partners

- All visiting partners should notify the service through the CEO prior to the day of the visit.
- Visiting partners should seek clearance from the CEO before visiting the centre and interacting with the children.
- Visitors, reporters, researchers, shall not be allowed to take photos/films or interview children without the prior consent of the child protection officer or program manager.
- All visitors and partners will be informed about this policy before any interaction with the children
- All visitors shall be accompanied by a senior member of staff during their visit in the center and will not be left alone with these children.
- No visitor shall be allowed to interact with these children outside the service without consent and or accompaniment of senior staff and guardian
- Visitors shall not be allowed to establish a personal relationship with these children and or their families.
- Where permission has been granted to take photographs/films and even information concerning children the visitor/reporter/researcher shall sign a special agreement on the usage of the materials
- A guarantee of confidentiality or undertakings regarding secrecy shall not be given, as the welfare of the client/child will supersede all other considerations
- All information shall be treated in a careful and sensitive manner and shall be discussed only with those who need to know
- Giving information to others on a “need to know” basis for the protection of the client/child is not a breach of confidentiality

ANNEX 6: MONITORING AND EVALUATION FOR ST JOHN OF GOD CHILD PROTECTION POLICY FOR ST JOHN OF GOD

POLICY SECTION	STANDARDS	MEANS OF VERIFICATION	RESPONSIBILITY	TIME FRAME
Code of conduct	-Children safety is ensured at all times	-Risk assessments reports, audits	Team Leader CPO	Ongoing
	-Safety and non-discrimination are paramount in all activities involving sports, recreation and travel.	-Child protection files -Nature of games -Minutes of staff meetings	Team Leader CPO	Ongoing
	-The service create awareness and advocate for child protection at community level	-Training reports -Home visit reports -Statistics -Child protection files	Social workers Team Leaders	Ongoing
Training , education and publicity of policy	-staff, children are trained in the Child Protection Policy.	-Training reports	-CPO	Annually At Induction
	-Child related placards are visible and accessible in all centres	-Actual presence of the policy and placards in all centres	-CPO -Team Leaders	Ongoing

Confidentiality and Privacy	-Confidentiality and privacy are ensured at all times of the policy implementation	-Declaration signed by visitors -Staff acceptance form for the Child Protection Policy	-Team Leader -CPO	Ongoing
HR and staff recruitment	-Child Protection Policy is integrated in human resource policy and staff hand book. -Staff recruitment procedures and induction are in line with the Child Protection Policy.	-Staff hand book and HR policies -Induction checklists -Reports on reference checks for new staff	HRO HRO	Ongoing Ongoing
Implementation with partners	-All stakeholders and partners for St John of God are aware of the policy	-Partner declaration form	Director CPO	Ongoing
Case management	-All child Protection Policy procedures are followed during all case management	-Child adult protection files -Child files	-CPO -Team leaders -Child Resource team	Ongoing
Risk assessment and management	-All potential risks are identified and managed proactively	-Risk assessment reports -Training reports	Team Leaders CPO	Ongoing
Monitoring and evaluation	-Implementation of the policy is monitored on ongoing bases. -Revision of the policy is done every three years.	-Monitoring reports -Review reports	Team Leaders CPO Director	Ongoing Every 3 years

ANNEX 6: STAFF ACCEPTANCE FORM

ST JOHN OF GOD CHILD PROTECTION POLICY ACCEPTANCE FORM

(This form is to be completed by all those who are involved in either voluntary or paid services at St John of God Hospitaller Services.)/ This form is to be completed by all staff and volunteers working with St John of God Hospitaller Services.

Name.....

Home Address.....

.....

Village of origin.....

T/A.....District.....

Position in St John of God.....

Tel no.....

I have read and fully understood the content of St John of God Child Protection Policy. I agree and commit myself to work within the framework set down in the St John of God Child Protection Policy.

SignedDate.....

ANNEX 7: St John of God Child Protection Self Audit Tool

Date:

Assessor:

Indicators of performance:

Indicator met

Key: A= in Place; BA= Partially done; C =Not in Place

	Children and the organization	A	B	C
1.	The agency is very clear about its responsibility to protect children and makes this known to all who come into contact with it.			
2.	The way staff and other representatives behave towards children suggests that they are committed to protecting children from abuse.			
3.	There is good awareness of the UN Convention of the Rights of the Child (UNCRC) or other children's rights instruments and this is seen as a basis for child protection in the organisation.			
4.	Managers and senior staff ensure that children are listened to and consulted and that their rights are met.			
5.	The agency makes it clear that all children have equal rights to protection.			
6.	The agency manages children's behaviour in ways which are non-violent and do not degrade or humiliate children.			
	Policies and procedures that help keep children safe	A	B	C
1.	The agency has a written child protection policy or has some clear arrangements to make sure that children are kept safe from harm.			

2	The policy appears on our website			
3	All staff and volunteers have a good understanding of the policy			
4.	The policy or arrangements are approved and endorsed by the relevant management body (eg, senior management board, executive, and committee).			
5.	The policy or arrangements have to be followed by everyone.			
6.	There are clear child protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.			
7.	There is a named child protection person/s with clearly defined role and responsibilities.			
8.	The child protection procedures also take account of local circumstances.			

	Preventing harm to children	A	B	C
1.	There are policies and procedures or agreed ways of recruiting representatives and for assessing their suitability to work with children, including where possible police and reference checks.			
2.	There are some written guidelines for behaviour or some way of describing to staff and other representatives what behaviour is acceptable and unacceptable especially when it comes to contact with children.			
3.	The consequences of breaking the guidelines on behaviour are clear and linked to organisational disciplinary procedures.			
4.	Guidance exists on appropriate use of information technology such as the internet, websites, digital cameras etc to ensure that children are not put at risk.			
5.	Where there is direct responsibility for running/providing activities, including residential care, children are adequately supervised and protected at all times.			
6.	There are well-publicised ways in which staff/ representatives can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or representatives.			
	Implementation and training	A	B	C

1.	Risk assessment was conducted for the project and all potential risks are identified and managed proactively			
2.	There is clear guidance to staff, partners and other organisations (including funding organisations) on how children will be kept safe.			
3.	Child protection must be applied in ways that are culturally sensitive but without condoning acts that are harmful to children.			
4.	There is a written plan showing what steps will be taken to keep children safe.			
5.	All members of staff and volunteers have training on child protection when they join the organisation which includes an introduction to the organisation's child protection policy and procedures where these exist.			
6.	All members of staff and other representatives are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.			
7.	Work has been undertaken with all partners to agree good practice expectations based on these standards.			

	Information and communication	A	B	C
1.	Children are made aware of their right to be safe from abuse.			
2.	Everyone in the organisation knows which named staff member has special responsibilities for keeping children safe and how to contact them.			
3.	Contact details are readily available for local child protection resources, safe places, national authorities and emergency medical help.			
4.	Children are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying.			
5.	Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate.			
6.	Staff members with special responsibilities for keeping children safe have access to specialist advice, support and information.			
	Monitoring and review	A	B	C

1.	Arrangements are in place to monitor compliance with child protection measures put in place by the organisation.			
2.	Steps are taken to regularly ask children and parents/carers their views on policies and practices aimed at keeping children safe the effectiveness of these.			
3.	The organisation uses the experience of operating child protection to influence policy and practice development.			
4.	All incidents, allegations of abuse and complaints are recorded and monitored.			
5.	Policies and practices are reviewed at regular intervals, ideally at least every three years.			
6.	Children and parents/carers are consulted as part of a review of safeguarding policies and practices.			
7	Quarterly and annual reports include a section on child protection			
Other observations				
Recommendations to the management				

Prepared by:

1. Name..... Position.....

Signature.....

2. Name..... Position.....

- Signature.....

Annex 8: RISK ASSESSMENT AS OF JANUARY 2020

8.1 LOCATION: INSTITUTE OF VOCATIONAL TRAINING.

1. TEXTILE AND DESIGN WORKSHOP.

POTENTIAL RISK	WHO IS AT RISK	EXISTING CONTROL MEASURES/MITIGATION MEASURES.	RISK RATING	ACTION PLAN	RESPONSIBILITY
Children burnt by hot iron.	Children	Trainee orientation.	Medium	Orient trainees on existing code of conduct for the workshop.	Class Instructor
Electric shock through bare or un- protected electric wires.	Children	Awareness to staff and trainees.	Low	Maintain bare or un-protected electric wires.	Instructor
Razor cuts when removing stitches	children	Trainee orientation.	Medium	Orient children on occupational health and safety	Instructor
Being pricked by needles	children	Use of safety equipment eg pin /needle cushions.	High	Train children on occupation health and safety and use of safety equipment.	Instructor
Triple, Slip and fall		Use of child friendly structures.	Low	Construct rumps and avoid using polished floors in workshop.	Administration and instructors.
Class rooms. Bullying from fellow children	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor

Physical assault-beating and slapping children.	Children	Awareness on Child Protection Policy	Low	Orient all Instructors on Child Protection Policy.	Instructor
Sexual requests from staff and from young adults.	Children.	Awareness on Child Protection Policy	Low	Conduct awareness on Child Protection Policy to all staff and young adults.	Instructor
Staff touching children private parts	children	Awareness on Child Protection Policy.	Low	Conduct awareness on Child Protection Policy.	Instructor
Staff admiring children and making sexual advancements	Children.	Dismissal of offender.	Low	Conduct awareness on Child Protection Policy and discipline staff	Instructor
Taking photos of children by visitors without their consent.	Children	Photo taking prohibited.	medium	Visitors' awareness on Child Protection Policy.	Instructor
Bringing and sharing alcohol and drugs with fellow trainees	children	Trainees' awareness on code of conduct.	High	Conduct awareness on Child Protection Policy to all trainees.	Instructor
Sexual abuse while Working in an enclosed room with a child / client	children	Open door policy and rules and regulations.	medium	Induct staff on personnel and child protection policy guidelines.	Instructor

KITCHEN AND CATERING

Potential risk	Who is at risk	Control measures	Risk rating	Action plan	Responsibility
Hot oil spillage on children.	Children	Keep surrounding clean and tidy.	High	Clean all spillage of oil in cooking area timely	Instructor.

Cuts from sharps, Knife or broken rolling bottles.	Children.	Safety rules and regulation when using sharp tools.	High	Teach children safe usage of sharps and broken bottles.	Instructor
Falling due to Slippery floors.	Children.	Safety rules and regulations	medium	To conduct awareness on using polished floors and workshops.	Instructor
Infections	Children	Infection prevention and safety.	medium	Conduct awareness sessions on the need to keep premises neat and tidy	Instructor
Road traffic accident outside school premises	Children	Controlled children's exits during break times.	High	Stop unnecessary children exits and monitor crossing of road when there are events.	Instructor.
Class rooms. Bullying from fellow children	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor
Physical assault-beating and slapping children.	Children	Awareness on Child Protection Policy	medium	Orient all Instructors on Child Protection Policy.	Instructor
Sexual requests from staff and from young adults.	Children.	Awareness on Child Protection Policy	medium	Conduct awareness on Child Protection	Instructor

				Policy to all staff and young adults.	
Staff touching children private parts	Children	Awareness on Child Protection Policy.	Low	Conduct awareness on Child Protection Policy.	Instructor
Staff admiring children and making sexual advancements	Children.	Dismissal of offender.	Low	Conduct awareness on Child Protection Policy and discipline staff	Instructor
Taking photos of children by visitors without their consent.	Children	Photo taking prohibited.	medium	Visitors' awareness on Child Protection Policy.	Instructor
Bringing and sharing alcohol and drugs with fellow trainees	Children	Trainees' awareness on code of conduct.	High	Conduct awareness on Child Protection Policy to all trainees.	Instructor
Sexual abuse when working in enclosed rooms with a child / client.	Children	Rules and regulations	medium	Induct staff on personnel and child protection policy.	Instructor

BRICKLAYING.

Cuts when using sharp tools.	children	Safety rules and regulations.	High	Provide trainees with protective attire.	Instructor.
Injuries caused by falling objects.	children	Safety rules and regulations.	medium	Train children the need to use protective wear all the time e.g. Helmets.	Instructor

Falling down from heights/ (scaffolding)	children	Occupational health and safety tips.	medium	Conduct awareness on occupational health and safety.	Instructor
Inhalation of toxic fumes and flammables.	Children	Proper storage of inflammable chemical	medium	Keep chemicals with fumes in tight closed containers.	Instructor
Road traffic accident outside our premises.		Controlled children exits during break times.	High	Stop unnecessary children exits and monitor crossing of road when there are events.	Instructor
Industrial abuse Children exploited by workers in busy industries	children	Industrial child protection policy.	High	Conduct awareness of child protection policy.	Instructor
Injury when children are involved in occasional heavy duty by contractors.	children	Child right awareness.	High	Orient contractors and industrial owners in child protection policy.	Instructor

Class rooms. Bullying from fellow children	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor
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Bringing and sharing alcohol and drugs with fellow trainees.	children	Trainees' awareness on code of conduct.	High	Conduct awareness on Child Protection Policy to all trainees.	Instructor
Sexual abuse when working in an enclosed room with a child / client	children	Rules and regulations	medium	Induct staff on personnel and child protection policy.	Instructor

CARPENTRY AND JOINERY

Injury when children are using heavy machines with sharp blades alone.	children	Safety rules and regulations.	High	Conduct awareness on workshop code of conduct.	Instructor
Electric shock.	children	Power tools safety tips.	medium	Orient children on the use of power tools and their safety.	Instructor

Injury when passing sharp pointed tools to fellow children using the sharp edge first.	children	Safety rules and regulations.	medium	Induct children on how to pass sharp edged tools to fellow worker.	Instructor
Suffocation through Inhalation of toxic fumes and vapours.	children	Proper storage of inflammable chemical	Low	Keep chemicals with fumes in tight closed containers.	Instructor
Injury through nails left hanging unclenched on wood.	children	Safety rules and regulations	Medium	Orient children/trainees to avoid keeping nails hanging on wood and left unattended.	Instructor
Road traffic accident outside school premises		Controlled children exits during break times.	High	Stop unnecessary children exits and monitor crossing of road when there are events.	Instructor.
Suffocation when working in confined spaces or rooms.	children	Safety rules and regulations	medium	Provide confined room with enough lighting and ventilation.	Instructor
Outbreak of fire	children	Fire safety tips.	medium	Conduct fire drills regularly.	Instructor
Ear problems due to heavy and noisy machines	children	Safety rules	medium	Provide ear muffs to children visiting heavy and noisy machinery.	Instructor
Class rooms. Bullying from fellow children	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor

Physical assault-beating and slapping children.	Children	Awareness on Child Protection Policy	Low	Orient all Instructors on Child Protection Policy.	Instructor
Sexual requests from staff and from young adults.	Children.	Awareness on Child Protection Policy	Low	Conduct awareness on Child Protection Policy to all staff and young adults.	Instructor
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Bringing and sharing alcohol and drugs with fellow trainees	children	Trainees' awareness on code of conduct.	High	Conduct awareness on Child Protection Policy to all trainees.	Instructor
Sexual abuse when working in an enclosed room with a child / client.	children	Rules and regulations	low	Induct staff on personnel and child protection policy.	Instructor

Horticulture

Children taking agriculture chemical for milk.	children	Occupation health and safety tips.	medium	Store chemical away from children's reach.	Instructor
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				Ensure presence of Instructor when using chemicals	
Children with a tendency of eating fresh vegetables sprayed with chemical in the garden	children	Occupation health and safety tips.	high	Orient children on the danger of eating fresh vegetables.	Instructor
Road traffic accident outside school premises		Controlled children exits during break times.	high	Controlled children exits during break times.	
Use of sharp edged tools.		Safety rules and regulations	medium	Provide children with protective wear.	Instructor
Class rooms. Bullying from fellow children	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor
Physical assault-beating and slapping children.	Children	Awareness on Child Protection Policy	low	Orient all Instructors on Child Protection Policy.	Instructor
Sexual requests from staff and from young adults.	Children.	Awareness on Child Protection Policy	low	Conduct awareness on Child Protection Policy to all staff and young adults.	Instructor
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Taking photos of children by visitors without their consent.	Children	Photo taking prohibited.	medium	Visitors' awareness on Child Protection Policy.	Instructor

Bringing and sharing alcohol and drugs with fellow trainees	children	Trainees' awareness on code of conduct.	high	Conduct awareness on Child Protection Policy to all trainees.	Instructor
Sexual abuse when working in an enclosed room with a child / client	children	Rules and regulations	medium	Induct staff on personnel and child protection policy.	Instructor

Community programs

<ul style="list-style-type: none"> Elders asking children for sexual favours in return for food and cloth support. 	children	Rules and regulations.	medium	Orient trainees, parents and guardians on code of conduct in the community programs.	Instructor
<ul style="list-style-type: none"> Sexual abuse of children on their way home from school 	Children	Awareness sessions	high	Sensitize community leaders their roles in Child Protection policy awareness campaign.	Instructor
<ul style="list-style-type: none"> Children being given alcohol and drugs by fellow children 	Children	Child protection policy	high	Conduct awareness on Child protection.	Instructor
Class rooms. <ul style="list-style-type: none"> Bullying from fellow children 	Children	Orientation to class code of conduct, rules and regulations.	medium	Conduct awareness on school code of conduct.	Instructor
<ul style="list-style-type: none"> Physical assault-beating and slapping children. 	Children	Awareness on Child Protection Policy	medium	Orient all Instructors on	Instructor

				Child Protection Policy.	
<ul style="list-style-type: none"> Sexual requests from staff and from young adults. 	Children.	Awareness on Child Protection Policy	low	Conduct awareness on Child Protection Policy to all staff and young adults.	Instructor
<ul style="list-style-type: none"> Staff touching children private parts 	children	Awareness on Child Protection Policy.	Low	To conduct awareness on Child Protection Policy.	Instructor
<ul style="list-style-type: none"> Staff admiring children and making sexual advancements 	Children.	Dismissal of offender.	low	Conduct awareness on Child Protection Policy and discipline staff	Instructor
<ul style="list-style-type: none"> Taking photos of children by visitors without their consent. 	Children	Prohibition controls.	medium	Orient Visitors' on Child Protection Policy.	Instructor
<ul style="list-style-type: none"> Bringing and sharing alcohol and drugs with fellow trainees 	children	Trainees' awareness on code of conduct.	high	Conduct awareness on Child Protection Policy to all trainees.	Instructor
<ul style="list-style-type: none"> Sexual abuse when working in an enclosed room with a child / client 	children	Rules and regulations	Low	Induction of staff on personnel and child protection policy.	Instructor

LOCATION: CHILD DEVELOPMENT CENTRE

Potential Risk	Who Is at Risk.	Existing Control/Mitigation Measures	Risk Rating	Action Plan	Responsibilities
Hitting a child with motor bike	Children	Observing road traffic rules and regulation	Medium.	To have defencing driving training	Management /Team Leader
Wheel chair accident due to usage of adult wheel chair	Children	Using wheel chair safely	Medium.	To purchasing paediatric wheel chair	Management /Team Leader
Road traffic accident within our premises	Children	Controlling children when going to PISA Rehabilitation centre	High.	To construct short cut path way to PISA	Management/Team Leader
Fire	Children	Make sure that all electricity appliances are switched after use	Medium	Continue having fire drilling training	HRO/ Team Leader
Sharp object injuries from broken toys	Children	Remove all broken toys	Low.	Fixing the broken toys Buying new toys	Teachers/ care assistant/Team Leader
Hot environment	Children	Open windows	High.	Fixing air conditioner	Management / Team Leader
Accidents from equipment's from play ground	Children	Regular maintenance of the broken materials/ equipment's	High	Conduct regular checks of the playground equipment's	Team leader and maintenance officer

				Maintenance of the equipment's	
Infection due to use of big toilet seat	Children	Close monitoring on usage of toilet	medium	Continue training on proper use of toilet Modify toilet seat to suit them	Teacher/ care assistant and team leader
Injuries due to uncontrolled behaviour	Children	Use less alternative medication	Medium	To purchase recommended medication	Management / team leader

UMOZA

Potential Risk	Who Is At Risk	Risk Rating	Existing Control/Mitigation Measures	Action Plan	Responsibilities
Fire	Children	Moderate	Close Supervision	1. Teaching Children About Fire. 2.Facilitate Fire Drilling Sessions	Community Facilitators And Social Worker
Infection due to dirt Pit Latrine	Children	Moderate	Cleaning mechanism with the help of IVT students	1. Keep the Pit Latrine Clean & tidy	Community Facilitators And Social Worker

Injury due to high landscaping wall at centre	Children	Moderate	Close Supervision	Civic education on the dangers of jumping on the wall	Community Facilitator And Social Worker
Accidents due to positioning of drying Line at the Centre	Children	Moderate	Close Supervision	Relocating The Pole	Maintenance Officers
Lack Of Pit latrines In Kavibale, Masasa And Ching,ambo Outreach Centres	Children	High	Use of latrines belonging to schools or nearby homes and bushes	Construct Pit latrines In All outreach Centres.	Maintenance Officers
Cold, flue and infection resulting from night patrols due to lack protective wear and other basic necessities	Staff And Children	High	None	Purchasing Protective Wear, Microwave, Phones, and heater In Genesa.	Management
Injury resulting from dilapidated Temporary Vigwagwa Shelter at Masasa	Staff And Children	High	Dilapidated vigwagwa shelter	Construction of permanent brick Shelter	Management
Beating And Bullying Of Children	Children	Mild	Orientation of Staff About Child Protection and Code Of Conduct	1.Raise Awareness On The Child Rights 2.Advocate For The Respect Of Children's' Freedom To	All Staff

				All New Members Of Staff	
Injury resulting from Hot Porridge Spillage and fire burns to Children	Children	Moderate	Supervision	Orient staff and clients on Kitchen Code of Conduct	All Staff
Injury to broken equipment at Tisewere Children's Play Ground	Children	Moderate	Supervision	Maintenance or replacement of Playing equipment	Maintenance Officers/ or management

LOCATION: ELDERLY PROGRAM

POTENTIAL RISK	WHO IS AT RISK	EXISTING CONTROL/MITIGATION MEASURES	RISK RATING	ACTION PLAN	RESPONSIBILITIES
Children left alone at home as the elder as guardian gone to elderly service center	child	They should put in place measures to safe guard the child	moderate	Sensitize elders on child protection as they come to day centre for their service	Social worker /care assistants.
School drop-out as the elder cannot manage the school resources	Child	Case management system	moderate	Collaborate with social welfare to provide with support	Social worker

Malnutrition of the child	child	Case management system	high	Liaise with relevant stakeholders on how to source food	Social worker
Poor dressing and lack of beddings	child	Case management system	moderate	Work hand in hand with relevant stakeholders	Social worker
To miss immunization as the elder cannot manage to take the child to a health facility	child	Case management system	high	Home assessment to find out on support system, check health passport	Community health worker
physical abuse/ exploitation	child	Case management system	moderate	Home assessment	Social worker
Emotional abuse	Child	Case management	Moderate	Home assessment	Social worker / Pastoral care / Psychosocial counsellor
Harmful cultural practices	Child	Action awareness	High	Action awareness	Social worker
Orphan hood due to HIV deaths of the parents	Child	Case management	Moderate	Link with stakeholders / Health institutions	Social worker/ Health workers
Wash health related problems	Child	Action awareness	High	Awareness / training	Health workers

At the elderly centres, children may be exposed to Charcoal burners	Child	Action awareness	Moderate	Action awareness	Care assistants
Some of the physiotherapy equipment's such as tradle mill may harm the children	Child	Action awareness	Moderate	Action awareness	Care assistants
If children are mixed with adults, they may exposed be to provocative words	Child	Action awareness	Moderate	Action awareness	Care assistants