



FOOTPRINTS CHILDREN'S HOME

**CHILD PROTECTION
POLICY
2017-2018**

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BACKGROUND INFORMATION

Millions of children all over the world continue to be victims of violence and exploitation in the home, at school or within their community, the very settings that are supposed to provide a protective environment for them. Kenya has made significant strides in addressing obstacles that stand in the way of full realization of child rights through existing of policy and law frame works.

The overall purpose of any child protection system is to promote the well - being of children ,through prevention of violence and exploitation occurs, prompt and coordinated action is taken to protect from further abuse; and ensuring that all actions taken and decision made are in the best interest of the child.

Issues of child protection are indeed complex and are a function of many actors. In order to address the multiple causes and to protect all children, there is great need to ensure leadership promote and strengthen the coordinated functioning of the different components of a child protection system, both at national and local levels.

In fact, it is everyone's business to address child protection concerns.

As agencies working with children, we need a reference point to guide us in effective implementation of our roles and responsibility in child protection.

This child protection policy aims at creating standard on how we address issues of child protection within our institution and through your inputs into this document we will be able to have a standard child protection policy ,we can adopt and emulate as Footprints Children's Home. By engaging board members, staff and children among other stakeholders in Footprints you will be able to identify any gaps in this document and propose your recommendation to us for improvement of our procedures.

Thank you.

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DEFINITIONS:

Child: Any person below the age of 18 years as per the constitution of Kenya.

Child protection: All measures taken to prevent and respond to abuse neglect exploitation and all other form of violence against children.

Child protection incidents: It refers to

- Gross violation of child rights to protection from physical, sexual or psychological abuse, neglect, exploitation, or other form of violence - including trafficking, sexual and labour exploitation, female genital mutilation and early marriage.
- Any violation of the Footprints child protection policy and standards which puts children in direct risk of harm.
- Any death or serious injury of a child that is under institutional care or while participating in a F.C.H activity or caused by F.C.H staff, volunteer, intern, consultant, visitor, partner or sponsor.

Child safe Organization: An organization that is committed to being safe for children.

Employees: Contract staff, temporary staff, casuals, interns.

Visitors: Sponsors, donors, staff from other F.C.H or organization, well-wishers or any person visiting F.C.H facility for official purposes or coming to visit the children.

Volunteers: Any local and foreign person granted permission to offer services to the F.C.H for free at particular period of time.

Social media and digital communication technology: Includes but is not limited to social networking and internet sites, online discussion forums, emails, video cast, regular blogging instant messaging shared, distributed photographs video .audio clips ,social media use of mobile phones and other electronic media or digital communication of any kind.

Child Abuse: Is defined as the deliberate act of all ill treatment that can harm or is likely to cause harm to a child's safety, well being dignity and development. Abuse includes all forms of physical, sexual, psychological or emotional ill-treatment.

Sexual Abuse: Is defined as all forms of sexual violence including incest, early and forced marriage, rape /defilement, involvement in child pornography, and sexual slavery. Child sexual abuse also includes indecent touching or exposure, using sexually explicit language towards a child, and showing pornographic material.

Physical Abuse: It is intentional and unreasonable use of violence or force on a child which may result in the physical injury of a child. This includes but is not limited to hitting, burning, caning, biting or cutting among others.

Emotional Abuse: This is any harm to a child's emotional or intellectual functioning which include but is not limited to humiliation, uncaring attitudes, absence of praise, ridiculing, denial of time to play, scolding or rebuking a child in a manner that demoralizes the child etc.

Child exploitation: Is defined as the use of children for someone else's advantage, gratification or profit that often results in the unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical and mental health, education, moral or social -emotional development.

Neglect: This is derivation of child basic needs such as food, clothing, education, medical care, parental/guardian care and love etc.

Sexual Exploitation of Children: Is the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. This is usually done for the purpose of profiting monetarily, socially or politically as well as for personal gratification. Examples include child prostitution, trafficking of children for sexual purposes, sexual slavery, child pornography which include use of children for the production and sale of pornographic materials or placing their images on pornographic websites.

Child Trafficking: Is defined as the giving out of children for monetary gain. Children who are trafficked may be used for child labour, to traffic drugs, for commercial sexual activities, pornography production and for scientific experimentation. In some instances, trafficked children are offered for adoption to unsuspecting adoptive parents.

Bullying: Is any action or statement that causes psychological or physical displeasure to a child.

Child Labour: Refers to work that is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their growth and schooling. Such action may include but not limited: slavery, sexual exploitation, forced labour, hard work and other task that are beyond the mental and physical stages of the child.

Child labour for economic gain is the involvement of children in work for the purposes of bringing an income to a Footprints Children's Home or as of a F.C.H avoiding spending money on a certain activities by using children to perform such activities.

Child labour should be differentiated from skills training where children are taught to undertake activities that will improve their ability to care for themselves and their surroundings. These types of life skills activities should be appropriate to a child's age and their individual abilities. Examples of labour may include ; use of a child for fund raising activities such as begging in the streets ,appearing on the website as destitute children, involvement in farm activities that bring commercial gain to the Footprints Children's Home among other exploitive activities.

Harmful cultural practices: are cultural activities that impact negatively on a child's physical, emotional and behavioural development, their general health, his/her family and social relationships, self esteem, educational achievements and aspirations. F.C.H shall protect all children in their care against harmful cultural practices. In Kenya, such activities include child marriages, female genital mutilation and cutting ,traditional circumcision rites for boys that expose them to unhygienic and health risks including death and sexual relationship with adults or other children.

1.0 PREAMBLE

The policy is intended to enable FCH to be a safe place for children, implement a child protection programme, provide advocacy and reporting of child protection incident. Guided by the four principles of United Nation Convention on children rights: right of every child to survival and development, participation, non - discrimination in the best interest of the child ,Children's Act among other legal frameworks, we seek to enable fulfilment of children's rights to protection from all form of abuse and violence within this institution, families, schools and communities.

The policy is binding to FCH staff, visitors, volunteers, board members and other parties affiliated to children's homes. They must acknowledge in writing the receipt and understanding of the policy and the signed agreements are kept on the file by the relevant office.

1.1 Objectives of the policy

1. Making all aware of child abuse including: children, staff, volunteers, management, sponsors and other stakeholders coming into contact with F.C.H.
2. Making children aware of their rights and their active role in child protection.
3. Preventing cases of child abuse and reducing the number of incidences (child - child, child - adult) in FCH and its programmes.
4. Informing children, staff, board members, families and community, volunteers, sponsors/partners about child protection policies and set procedures for creating awareness, protection reporting and responding to a child abuse.
5. Ensuring that all staff have the working conditions needed to contribute to each child's development and protection.
6. Putting in place a fair and transparent reporting channel that guarantees all the stakeholders the right to be heard.

2.0 CHILD PROTECTION POLICY AND RESPONSIBILITIES

2.1 Development of the child protection and policies.

The FCH shall be responsible for development, implementation and periodic review of this Child Protection Policy in line with the children's home standards and Kenyan laws.

To ensure relevance and effectiveness of the policy FCH will encourage participation of children, parents/guardians; staff review will take place every two years.

2.2 Awareness

- 2.2.1 The **FCH** will endeavour to equip all staff, board, donors, visitors, volunteers and other affiliated to FCH to understand and perform their child protection responsibilities and obligations.
- 2.2.2 The **FCH** will endeavour to regularly train staff on: what is child abuse and forms of abuse, symptoms of child abuse and procedures for responding to child abuse, how to handle children that have been abused or allegation made of abuse, how to deal with discipline and positive disciplinary measures.
- 2.2.3 All children will be made aware of what is child abuse. There shall be regular teaching session with all children on : Concept of good touch and bad touch, how to say no to abuse, clear procedures teaching children who they should talk to in case of abuse, how to express themselves appropriately and age appropriate sex education among other life skills.
- 2.2.4 Current staff, board members, interns and volunteers receive periodic refresher sessions or other types of children protection training at least once every year.
- 2.2.5 All contacts with staff, consultants, volunteers and other people affiliated with FCH shall include an attached copy of the child protection behaviour protocol /policy as well as giving assurance that they will act in best interest of children and uphold FCH child protection behaviour protocol and other child protection measures as requested and any knowledge of harm or risk to children individuals will inform the **FCH** management immediately.
- 2.2.6 All FCH staff, interns, volunteers, board member as well as those with contracted responsibilities expected to include interaction with or access to children or children's data, acknowledge in writing the receipt and understanding of the FCH protection standards/policy.

2.3 Child Protection Focal Person

FCH has a children protection focal person appointed by the management and made known to the area district Children's Officer. He or she will be expected to do the following:

1. To receive information on cases of child abuse, exploitation and discrimination and ensure that additional information is sought as appropriate.
2. To check that every staff member has received orientation on child protection practice upon employment.
3. To assess child protection risks and bring these to the attention of the management.
4. To ensure that all child protection concerns are recorded on the incident complaint form and filled in the child's of staff file as appropriate.
5. To check that all children aged 4 and above have received instruction on and understand child protection, how to stay safe and procedures on how to report abuse and neglect cases.
6. To follow up and ensure that formal referrals are completed appropriately for each case.
7. To maintain contact with relevant persons in the district that is concerned with child protection issues e.g. the District Children Officers, Child Protection Centres among others.
8. Provide support and advice to all members of staff within the setting regarding child protection concerns.
9. The child protection person shall have mandate for direct access to the Director, Board and DCO and due to the strategic and confidential nature of the responsibilities.

2.4 RECRUITMENT

- 2.4.1 The **FCH** shall exercise due diligence to screen out all people who might seek to use the home to harm children. These shall include but not limited to addressing child protection on application forms in interviews and in reference on the suitability of the candidate to work with children or for child focused agency. All necessary documentation will be kept on the file reference.
- 2.4.2 Children protection screening measures are applied to all candidates for staff, intern, volunteers' board members and independent contractors/consultants
- 2.4.3 Background checks: candidates for board members and interns, volunteers whose contracted responsibilities will be expected to include interaction with or access to children or to personal child information have an identification check and criminal record/police background check prior to employment and periodically thereafter as require by the Kenyan Law. People with past conviction or crime against children shall not be hired.
- 2.4.4 At the point of employment FCH staff will provide evidence of application for certificate of good conduct which must be produced within a 60 day period . Failure to present the certificate within this period may lead to termination.

2.5 VISITORS

- 2.5.1 All interaction between donors/sponsors/volunteer and children must be accompanied by FCH employee at all the times. The employee will be responsible for ensuring that the children are protected from inappropriate activity.
- 2.5.2 Should accommodation be provided to donor/visitor, it should be ensured that no unauthorized contact between the donor and children is possible.
- 2.5.3 The home shall maintain a daily register of all the visitors who visit the institution and visitors can only be allowed to interact with the children after being approved by the Director or her designate.
- 2.5.4 Only well -known guardians or relatives of the child will be allowed to visit the children in the institution. Any other person who may claim to be guardian or caregiver of the child and is not known to the office will be required to produce an introduction letter from the District Children's Officer.
- 2.5.5 Any visitor will be required to abide with the set child protection standard of the institution.

2.6 COMMUNICATION

- 2.6.1 FCH will ensure that in all forms of communication children are treated and portrayed with dignity and not as helpless victims or in sexually suggested poses.
- 2.6.2 All photos, stories and videos and other communications or activities and materials will put the best interest of children as the priority and comply with the following points:
- The children's home staff visitors, volunteers and partners are sensitive and do not exploit child's vulnerability at times of trauma or grief and always assess how the communication could impact on the safety, well - being and rights of the child.
 - Children are portrayed with dignity and not a helpless victim.
 - Children are adequately clothed and not in sexually suggestive poses.
 - Materials do not identify a child or person of any age as sexually abused or person medical condition (Including HIV status) without the express consent from caregiver or child.
- 2.6.3 Children who are primary subject of text photo and or video resource gathering by the children home staff visitors and partners must provide informed consent. Informed consent means the subject has general understanding of the purpose of the reporting or photograph and gives verbal or written permission there-of.

- 2.6.4 Informed consent is required in all situations to avoid damaging reputations, invading personal privacy or incurring libel and copyright problems. Written permission is required from children and parents or legal caregiver or other individuals or entity as required by the applicable Kenyan law when information or personal disclosure in photo, video or story: clearly identifies and provides personal information such as full names and location about a particular child or adult.
- 2.6.5 Might place or show child (or adult) in situation that could be damaging to his or her dignity safety or reputation- including issues of sexual exploitation ,medical conditions (including **HIV and AIDS**) drug trafficking ,corruption abuse and other forms of violence.

2.7 **EMPOWERMENT**

- 2.7.1 FCH will actively support the empowerment of children, guardians, staff, volunteers, board members, sponsors/donors to understand how safely and appropriately to utilize social media and digital technology.
- 2.7.2 FCH will progressively conduct orientations and capacity building appropriate to context to all above category of person to enable them to:
- Understand, identify and manage benefits and risk of social media engagement and digital technology.
 - Understand and recognize acceptable and inappropriately behaviour and communications.
 - Understand reporting mechanism and potential consequences of unacceptable behaviour and communication.

2.8 **Prevention of harm in Communication**

In full understanding of the harm that social media and digital technology can cause, FCH will take the following steps to prevent potential harm:

- 2.8.1 Materials related to the child or FCH in general can only be posted in the internet, social media or digital technology with consent from FCH Director and with authorization, the materials should not carry child or family name, child personal information and location or address etc.
- 2.8.2 Personal child information that is captured, stored or sent through electronic, online or mobile devices is either password protected and or encrypted.
- 2.8.3 FCH discourages direct, un-facilitated, undocumented communication through social media without the home knowledge between: sponsors/donor/visitor/volunteer and child and between staff and children. FCH provides reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident where either party feels uncomfortable or threatened.

- Reporting communication social media digital technology standard violation.
- All violations of these standards should be reported to the **FCH** child protection focal person.
- Responses to violations of communication, social media and digital technology standard based on motivation behind incident and the magnitude of risk and severity impact on children. The investigation may result in legal action and discipline up to and including possible termination of employment for staff or engagement of intern, volunteer or contractor, sponsor.
- Possible termination of sponsorship /assistance if child , family /guardian/sponsors breach these standards.

2.9 Behaviour Protocols

These rules of behaviour are aimed at protecting children and are based on local and culturally appropriate interactions with children and in compliance with the following FCH behaviour protocols.

2.9.1 Acceptable Behaviour

All involved staff, volunteers, interns, contractors /consultant, board members, visitors and sponsors will be required to observe the following:

1. In case of being alone with the child the door of the room should kept open.
2. Children should not be permitted to enter any staff member's /volunteer private rooms.
3. Counselling or disciplining children should be done in an appropriate place preferably a location where there is a see - through door.
4. Careful usage of language, action and relationship with children and their behaviour demonstrate a respect for children and their rights.
5. Are always accountable for their responses to a child behaviour even if a child behaves in sexually inappropriate manner: Adults avoid being placed in a compromising or vulnerable position with children where possible and practical, follows the two rules in supervision of all activities that involve children and staffs are visible and present at all times.
6. Comply with children protection related investigation [internal and External] and make available any documentary or other information necessary for the completion of the investigation.
7. Ensure that all physical contact with children is locally appropriate.
8. Use positive, non - violent methods to manage children's behaviour.
9. Accept responsibility for personal behaviour and actions as a representative of the organization.

2.9.2 Unacceptable behaviour

All FCH people within and outside their work environment do not:

1. Behave in an inappropriate physical manner or develop a sexual relationship with a child accordance with the Kenyan law.
2. We recognize that appropriate physical touch by caregivers is important in a child's development. It is important however, that staff avoid inappropriate behaviour. Fondle, hold, and kiss, hugs or touch children in an inappropriate or culturally insensitive way.
3. Allow sitting of a child in the centre of one's lap.
4. Have a seductiveness or suggestive contact: - physical contact of any kind which is done for the pleasure or satisfaction of caregivers /volunteer, intern.
5. Any touch used to express power or control over child, except hold /restraints that are used to prevent a child from hurting himself /herself or others.
6. Denial of basic need, hit or use other corporal punishment against a child as a form of punishment while the child is in a home care or person is conducting home work.
7. Take a child/children alone in a vehicle outside work unless is absolutely necessary and with guardian and managerial consent.
8. Employees should not hire children as workers unless it is within the best interest of the child and in alignment with local law as an international standard.
9. Condone or participate in behaviour with children which are illegal, unsafe or abusive ; including harmful traditional practices, spiritual or ritualistic abuse.
10. Spend excessive or unnecessary time alone with a child /children, away from others or behind closed doors or in a secluded area.
11. Use language, make suggestion or offer advice which is inappropriate or abusive including language that causes shame or humiliation or is belittling or degrading.
12. Use money or other gifts to a child /children or provide special treatment to a particular child or children, as this may amount to discrimination of particular children to the exclusion of others.
13. Not to use any computers, mobile phones or video and digital cameras inappropriately and never exploit or harass children to access child pornography through any medium.
14. Use of alcohol, cigarette or any drug substance within FCH premises or when accompanying children outside the children's home.

There should be rules and regulation that prevent child on - child abuse examples include;

1. No more than one child is allowed into the same toilet cubicle or dorm.
2. Two or more children should not be allowed to lie in or on the same bed together.
3. Children of opposite gender should not sleep in the same cubicle or dorm.
4. There should be adequate supervision of all enclosed areas: Children living quarters, bathrooms etc
5. Room or facilities not in use by children should always remain locked.

2.9.3 Corrective Action

- 2.9.3.1 Failure to follow FCHs behaviour protocols or address other inappropriate behaviour toward children is grounds for discipline up to and including termination of the working relationship or dismissal from employment, volunteer ship, internship or board membership.
- 2.9.2 FCH may take legal action after reporting to local authorities based on local legal obligations and the best interest of the child.

3.0 CHILD PROTECTION INCIDENTS AND RESPONSE PROTOCOLS

3.1.1. The FCH will investigate and respond to all reports of child abuse in areas where home is operational in ways which are consistent with local law. The guiding principle here is the best interest of the child, non - discrimination and confidentially respected at all times.

3.1.2 There shall be a designated child protection focal person [child protection Officer] appointed by the organization to whom child protection concerns will be reported. However, depending on the level of concern, an informant /child may report any complaints to a person they feel confident with. e.g. house mother or house father, social worker, manager, teacher, Director Etc.

3.1.3 An adult who withhold information or cover up any kind of abuse may be considered an accomplice.

When the occurrence of child abuse by a member of staff is suspected the following procedures will be followed:

1. Anyone who suspects child abuse is taking place will discuss their concerns with the child protection focal person, who shall record concerns immediately by filling in the incident complaint form within 24 hours. Write down exactly what the child has said and record the dates and time the records was made.
2. The child protection focal person will contact the Director within 24 Hours and the two will develop an action plan which includes setting up a small committee of three or more persons to investigate the alleged abuse.
3. Should an allegation be made against either the children protection focal person or Director , the other in consultation with Local Board shall appoint someone to oversee the investigation.
4. The accused must be relieved of all duties or contact with the children until investigation is completed.
5. All procedures followed in handling the allegation will be documented. Factual elements of an investigation may include; interview notes, witness statement, medical report, recorder tapes and photo. All this documentation should be kept securely locked away.
6. If the committee considers the member of staff, or volunteer to be guilty of abuse, appropriate action, up to and including dismissal and legal action will be taken by FCH.
7. The Director or child protection Focal person may as appropriate, notify the parents , guardians of the children who are involved in alleged abuse and inform them of necessary steps taken by the home.

When the occurrence of child abuse by child towards another child is suspected the following procedures will be followed:

1. Anyone who suspects child abuse will discuss with child officer or Director the situation he or she has observed within 24 hours.
2. The child protection Officer will contact the Director within 24 hours and the two will develop an action plan to respond to the matter developed by child protection Officer and Director and implemented immediately.
3. A plan to provide the child with any necessary support including counselling as appropriate will also be developed and implemented.
4. If the child is found to be guilty of abuse, immediate and appropriate action will be taken . This course of action will depend on the following factors:
 - The nature of the offence
 - The age of child
 - The behavioural history of child
 - The likelihood of the offence being repeated.
 - Strictly confidentially about both victim and alleged perpetrator will be maintained at all times.

N/B: In case of Sexual abuse the FCH management ensures that:

- The child is taken to a health facility for medical care within 72 hours after the abuse.
- Preserve the evidence - don't bathe the child, wrap any clothing if not worn with appropriate paper i.e. newspaper [never use polythene /plastic].
- Report to police immediately so that investigations are initiated within 24 hours of the reported abuse and that all legal actions are taken against the abuser as stipulated in Sexual Offences Act, 2007.
- Inform the District Children's Officer of Trustees about Incident.
- Protect the child from having further contact with the alleged abuser.
- All details of the abuse and action taken are recorded and filed in child file.

N/B: it is important to handle the case internally, until all the investigation is completed: don't go to media with no established facts.

4.0 CHILD RIGHTS PROGRAMMING

4.1 Principle of UNCRC

The FCH will support child protection programming which includes all efforts aimed at helping children to be safer while in the institution and also when with their families and communities. The entire programme we will be guided by the following principle of UNCRC:

- Non - discrimination: the home is able to protect all the children from any form of discrimination and to take positive action to promote each child's right. Discrimination, prejudice or oppressive behaviour or language is not acceptable in relation to race, culture, age, gender, disability religion, sexuality or political views.
- The best interest of the child: the care provided is purposeful and responsive to the best interest of each child living in the home.
- Survival and development: all children in the home are helped to feel safe and secure.

- Child participation: the environment in the home is participatory and children are consulted regarding decision which affects them in relation to this the FCH will ensure.

4.2 Admission and Exit of child from FCH

- Details of every child who is admitted in the FCH, even for an overnight stay are recorded in the Admission and Exit book.
- Every entry and exit of a child in a FCH is reported to the DCO in the Monthly /Population Return Form.
- No FCH shall pre - select children for admission with the aim of offering them for adoption to generate income.
- No child shall be given a name similar (especially surname) to that of FCH personnel or board of trustees members and their birth certificates should not bear the name of any employees, member of board of trustees or any other person who is not the biological parent of the child . The FCH should be aware that in cases of adoption, a birth certificate, issued by registrar of Birth and Deaths.
- All transfers/movements of children from one FCH to another must be formally reported to the DCO. When the transfer /movement is from one district to another, DCO from both districts shall be formally informed on the number of children their details that include the original FCH and those of the final destination.
- Any form of foster care of child in FCH should be done in collaboration with the area District Children Officer.

4.3 Overnight Stays of Child

Ensure that all overnight stays are fully assessed and approved by the social worker in collaboration with the Director of the home. The caregiver must be informed that the child should not be harmed or ill treated whilst in their care. All the overnight stays must be recorded and filed in the child's file.

4.4 Missing child from FCH

All the FCH will ensure there is enough security that offer children with safety and protect them from intruders. The children should not be left unattended or unsupervised at all times.

In case of missing child the FCH management will report to the police and DCO within 24 hours and details of OB number are recorded in child's file.

The family, relative and friend of the child will be informed accordingly and details of the incidents and action taken to trace the child must be filed in child file.

4.5 Personal care of young children and room searches.

- Children should receive personal care from staff of the same sex, where possible, so as to avoid possible abuse. Staff of opposite sex from that of the child must never be involved in personal care of that child, unless in the care of young children (0 - 6 years).
- The home will respect privacy of child to an extent and room searches should be conducted by staff of the same sex as the child and in a dignified manner.
- The home should have separate bedrooms for children of different gender and age and the bedrooms are restricted areas for strangers and people of opposite sex.

4.6 Welfare and Development

The FCH will ensure the welfare of children in relation to medical care, shelter, food, clothing, safe drinking water, education and reintegration of a child back to the family is provided as per individual care plan of the child.

4.7 When a Child gets Pregnant in FCH

While sex education is offered in schools, all FCH shall ensure that there are efforts to provide children with extra sex and life skills education appropriate to their age. This should include education on the consequences of early sex, sexually transmitted diseases, and self awareness.

If a child gets pregnant while in **FCH**, the management will ensure that:

- The case is reported to the DCO for appropriate advice to be given.
- The child is treated in a humane , dignified and respectful way [best interest of the child and the other child]
- The pregnant child attends all antenatal and post natal services.
- That the safety of both the mother and the baby are assured and that their rights as children are guaranteed.
- If the **FCH** knows of another home or agency dealing with young mothers, the child and her baby should be referred there.
- The child should continue with her education after giving birth.

N/B

If the child got pregnant by an adult in the **FCH** or community, **FCH** should initiate the normal legal procedure including reporting the case to the **DCO** and the police.

If the child got impregnated by a fellow child, both the boy and the girl should be counselled or rehabilitated as appropriate in consultation with the **DCO**.

Circumstances surrounding the pregnancy and what takes place thereafter must be recorded and filed in the child file.

4.8 Risk Assessment Policy

The **FCH** will provide training to all staff and children on disaster prevention, preparedness and response. All staff should be aware of possible emergencies relating to acute food shortages, diseases outbreak, fire, and earthquake and collapsing of building among others.

4.9 Partner Organisation

The **FCH** in entering into any formal agreement to partner with an organization on projects in which the partner organization provide services to children it shall ensure that partner has adequate child protection policies and procedures in place acknowledging that lacks of such policies can place children and home at risk alternatively the organization agrees to comply by relevant home child protect policy.

4.10 Safe child Participation

The **FCH** shall work to empower children as citizen and participants in their own well - being and to minimize any risk of harm or negative consequences resulting from participation in activities promoted by the home.

Child participation programmes and activities are based on context analysis with clearly identified needs and expected results, along with how the project will measure progress towards achievement. In order to mitigate risks, the home will:

- a) Make a careful assessment of risks associated with children's participation in activities, prior to encouraging child participation in programme or community activities.

- b) FCH child participation shall be guided by this policy and in accordance to the Kenya National Child Participation Guidelines. Child participation activities are voluntary and inclusive [especially of the most vulnerable children] ; and children and parents /caregivers make informed decisions to participate . Informed consent means that people have explicitly agreed to participate in the process after being informed in ways that they can understand about the following:
 - The purpose and expected benefits or outcomes of the child participation activity.
 - The potential risks and consequences of being in the process
 - The ability to refuse to participate or to withdraw from the activity at any time.

For research with children, informed consent includes being informed about all of the points above, plus:

- a) The methods or ways in which the data is being collected.
- b) The topics of information that are being collected and discussed.
- c) The intended use of the information, and if any information is held in confidentiality.

Children should not be misused in fundraising activities i.e. participating in the street shows, begging or missing school to do work for FCH or substituting staff with children.

(It is appropriate to ask the children to entertain guests /visitors who visit the home by for example singing for them, reciting a poem etc?:

4.11 Child Travel

4.9.1 When it is in the best interest of the child the FCH may help children travel to events, activities or other opportunities within or outside of the country.

4.9.2 FCH will ensure children are not moved from one children's home to another or moved outside the jurisdiction of their committal without consent of the Area District Children's Officer.

4.9.3 Children are listened to and participate in decisions made about their travel, including the selection of appropriate accompanying adults, keeping in mind that the child's health, safety and well - being are paramount on children's home travel experiences.

4.9.4 Children will be allowed to participate in activities outside the home with approval of the Director and necessary arrangements made to cater for welfare of the children.

4.9.5 Children going for outside activities must be accompanied by an employee of the home. Volunteer/intern/sponsor/donor can only accompany the child /children in company of an employee.

4.9.6 The FCH will ensure that parents or caregivers, or legally required entity or individuals [DCO], give informed support prior to travel preparation.

4.9.7 The FCH will ensure they inform the Director of Children Services on all cases of children travelling outside the country.

SIGNATURE FOR ADHERANCE:

I _____ HAVE COMPREHESIVELY READ AND UNDERSTOOD FOOTPRINT CHILDRENS HOME CHILD PROTECTION POLICY AND BEHAVIOUR PROTOCOLS.

I DECLARE THAT I PERSONALLY HAVE (-----) OR HAVE NOT (-----) BEEN ENGAGED IN CHILD ENDANGERMENT. IF you have ticked 'have' please include clarifying comments here:

.....
.....
.....
.....
.....

I PROMISE TO ABIDE BY THE EXPECTED BEHAVIOUR PROTOCOL OUTLINED IN THIS DOCUMENT AND THAT WHICH IS CULTURALLY ACCEPTABLE EVEN IF THIS DOCUMENT COULD BE SILENT ON IT .

IF I DO NOT UNDERSTAND ANY SECTION OF THIS POLICY, I SHOULD SEEK CLARIFICATION FROM THE DESIGNATED CHILD PROTECTION LEAD SO THAT I AM VERY CLEAR ON EVERY ASPECT OF IT.

THE CHILD IS VERY IMPORTANT TO FOOTPRINTS CHILDRENS HOME AND COMMUNITY AND SHOULD BE PROTECTED BY ALL.

I PROMISE TO PROTECT THE CHILD ON MY PART BY MY CONDUCT, LANGUAGE AND ALL ELSE THAT IS WITHIN MY MEANS TO DO SO.

I SHALL ALSO NOT HESISTATE TO NOTIFY THE DESIGNATED CHILD PROTECTION FOCAL PERSON OR THE DIRECTOR SHOULD I ENCOUNTER ANY SUSCIPICION OR CONFIRMED CHILD ABUSE DURING MY INTERACTION WITH THE CHILDREN BEING SERVED BY FCH.

RELATIONSHIP WITH FCH.....

SIGNATURE..... DATE.....

WITNESS NAME.....

SIGNATURES.....DATE.....

Relationship categories:

Intern, Volunteer, employee, contractor, board member, sponsor, donor, partner and other.

REFERENCE

1. Children Act 2001
2. National standard for best practices in FCH
3. Handbook on child rights protection for police Officer in Kenya
4. Child abuse - SNV street children programme
5. Standard for child protection - keeping children safe coalition.