



Peace Matunda

# CHILD SAFEGUARDING POLICY



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# 1 ABOUT US

Peace Matunda is a Tanzanian NGO operating a locally-run Children's Center and Pre- and Primary School at the slopes of Mount Meru in northern Tanzania.

Founded in 2006 the organization aims to provide education and support to disadvantaged children.

Peace Matunda Children's Center houses orphans and children from troubled families, providing a secure home, nurturing environment, proper nutrition, medical care, and education.

The children are accompanied by Peace Matunda until the completion of their education.

Since 2012, Peace Matunda School has been a government-recognized Pre- and Primary Day School catering to approximately 200 students from Baby Class to Grade 7. Focused on the education of underprivileged children, the school limits class sizes to a maximum of 25 students, the curriculum adheres to Tanzanian standards, but instruction is in English instead of Swahili, a necessary requirement for success in English-language Secondary Schools.

The holistic approach of the Peace Matunda School empowers students to achieve academic goals and develop into responsible, independent individuals.



## MISSION

Provide children with a nurturing home, build trust, and enhance their self-esteem, creating a supportive environment for their holistic development and to promote the rights and well-being of children.

Offer holistic education nurturing mental, physical, and social abilities of children.

Empower students to become responsible adults shaping the world around them.

## VISION

Our vision is of a society where children and young people grow up happy, healthy and confident and respected as individuals in their own right.

Empowered through education, Peace Matunda envisions a future where each child is supported until the completion of their education, acquiring essential skills to secure a significant place in Tanzania's job market.

The organization aims to overcome poverty, providing these children with the opportunity to make a substantial contribution to the community and the country's development in the future. In line with its vision, Peace Matunda strives to enable children and young adults to lead dignified, self-reliant lives.

Peace Matunda | Registered Charity No. 01NGO/0088  
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# 2 INTRODUCTION

Child abuse is a global phenomenon, prevalent in all countries and societies, encompassing physical, sexual, and emotional abuse as well as neglect of children and adolescents. It is almost always preventable. In order to counteract this and protect children and adolescents at the Peace Matunda Children's Center from potential abuse and exploitation, this Child Protection Policy has been developed.

The goal is to minimize the risk of violence by creating a safe and conducive environment within the children's center, enabling children to openly communicate their needs and challenges. Clear behavioral rules and responsibilities, achieved through the appointment of an individual responsible for child protection and the implementation of effective, transparent monitoring and complaint mechanisms, aim to ensure a high level of protection for children.

## CORE CHILD SAFEGUARDING PRINCIPLES AND VALUES

This Child Safeguarding Policy is based on Keeping Children Safe's International Child Safeguarding Standards; the UN Convention on the Rights of the Child, 1989 (and its optional protocols); the UN Statement for the Elimination of Sexual Abuse and Exploitation and all child-related UN conventions; the national child protection legislation of Tanzania and international good practice.

All children and adolescents involved in Peace Matunda activities, projects and programmes have the right to have their health, safety and well-being, and their best interests considered as top priority; To have their development promoted and safeguarded so that they can achieve their full potential; To be valued, respected and understood within the context of their own culture, religion and ethnicity; To be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them, including in child protection decisions.



## DECLARATION OF COMMITMENT

Peace Matunda believes that as an NGOs working with children we have an absolute duty to protect children from abuse, mistreatment, and exploitation. This duty is imperative and non-negotiable. Without adequate standards and mechanisms for protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.

**Alongside its employees and volunteers, Peace Matunda commits, within its means:**

- > Treating children at all times with respect and dignity, fairness, and empathy.
- > Maintaining principles of non-discrimination, all children have equal rights to protection from harm.
- > Creating an environment that is safe for children and ensures the observance of children's and human rights.
- > A duty of care to children with whom we work, are in contact with, or who are affected by our work and operations.

## CHILDREN'S PARTICIPATION

- > Involving children in measures that directly or indirectly affect them and taking their interests into account in the planning and implementation of project activities.
- > Peace Matunda aims to create spaces where children feel able and willing to speak about abuse, free from abusers and which empowers them to become actors in their own protection without further discrimination or shame.
- > Peace Matunda aims to empower children by making them aware about their rights and creating a safe environment in which they can exercise their rights.

## PARTNER ORGANISATIONS

- > To create awareness and sensitize about child protection in Peace Matunda and its partner organizations.
- > All partners working with Peace Matunda will be expected to meet the minimum standards of protection.
- > Agreements with partners will include a statement that partners who do not have a child safeguarding policy will either abide by Peace Matunda's policy or develop their own as a condition of the partnership.



## IMPLEMENTATION AND ACCOUNTABILITY

The goal of the Child Safeguarding Policy is to protect children from violence, stigmatization, and infringement of their right to personality in all activities. To reduce the risk of violence against children, Peace Matunda raises awareness among its own staff and partner organizations on this issue. The Child Safeguarding Policy serves as a guide for all staff on how to prevent violence, how concerns and suspicions must be reported confidentially, and how - considering the protection of the affected children - cases of violence and alleged perpetrators should be handled. By clearly defining responsibilities, an organizational climate of openness is created in which the issue is handled transparently, effectively, and in the best interest of the child.

### SCOPE

This policy applies to all staff and associates.

#### Staff

- > All staff, national and international
- > All volunteers and interns
- > All those adults accompanying children to events and activities organised by Peace Matunda

#### Associates

- > All contractors, e.g., consultants
- > All Board Members
- > All partners including local community-based partners
- > Guests and Visitors

## DISSEMINATION

Peace Matunda is committed to disseminating the Child Safeguarding Policy.

- > Online publication on the Peace Matunda website
- > Provision in the languages Kiswahili and English
- > Provision in appropriate formats.
- > Development of a child-friendly version for the children at the Peace Matunda Children's Center

## RISK ASSESMENT

Peace Matunda is committed to designing and delivering programmes that are safe for children. Risk assessments are therefore conducted when designing our projects and activities and safety strategies developed accordingly. Risk mitigation strategies will be developed, which minimize the risks to children and will be incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.



# 3 DEFINITION AND TERMS

## CHILD SAFEGUARDING

Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.

## HARM

Do no harm' refers to organizations' responsibility to 'do no harm' or minimise the harm they may be doing inadvertently as a result of inappropriate programming.

The following definitions can be used as a guide:

## PHYSICAL ABUSE

Actual or potential physical harm perpetrated by another person, adult, or child. It may involve hitting, shaking, poisoning, drowning, and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

## SEXUAL ABUSE

Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing, and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities, and encouraging children to behave in sexually inappropriate ways.

## CHILD SEXUAL EXPLOITATION

A form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.



## NEGLECT AND NEGLIGENT TREATMENT

Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

## EMOTIONAL ABUSE

Persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.



## SPIRITUAL ABUSE

Occurs when a spiritual leader or someone in a position of spiritual power or authority (whether organization, institution, church or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child. Spiritual abuse is always about the misuse of power within a framework of spiritual belief or practice, in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to a child and can be linked to other abuse such as physical, sexual and emotional abuse.

## COMMERCIAL EXPLOITATION

Exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

## CHILD

A child is any person under the age of 18 years. As stated in the UNCRC.





# 4 STAFF AND PERSONELL

All employees contribute to a culture of safety for the children they have contact with in the course of their work. As a condition for working with Peace Matunda, all staff; Management Board members; interns and volunteers and all those acting on behalf of Peace Matunda, such as members, consultants or trainers are required to undergo the following:

## ROLE DESCRIPTION

Both acceptance and commitment to our Child Protection Policy and Code of Conduct for working with children by signing a commitment to adhere to the Child Protection Policy principles and procedures.

This includes in the recruitment and appointment process:

- > Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of Peace Matunda's child protection policy.
- > All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and Peace Matunda's commitment.
- > Adherence to Peace Matunda's Child Safeguarding Policy are part of Peace Matunda employment contracts and service agreements.

## BACKGROUND CHECKS

Peace Matunda will ensure that it applies the highest standards in its recruitment and vetting policies across the organization. Candidates are checked for their suitability for working with children and their understanding of child safeguarding.

For those who work directly with children, a police clearance certificate is required.

Providing the name and contact information of two character references, excluding family members, who have knowledge of the candidate's experience and suitability to work children. The identity of the referees will be verified.



## CODE OF CONDUCT

The aim of the behavioral guidelines for dealing with children is to take responsibility for children's safety.

All staff and associates including volunteers should agree to the code of conduct when they are employed and/or start their job.

### The undersigned Peace Matunda employees undertake to:

- > follow Peace Matunda's code of conduct for the protection of children.
- > ensure that the rules of conduct are observed, publicized and disseminated in their respective working environment.
- > react immediately to all incidents and report them directly to the child safeguarding officer.
- > contribute to creating a safe, supportive and encouraging environment for children.
- > take children's opinions and concerns seriously and to support them as individuals.
- > treat all children equally, with dignity and respect.
- > follow the "two-adult rule", i.e. to ensure that another adult is present or within sight or earshot during personal encounters, interviews etc. with a child.
- > respect the human dignity and need for protection of all persons, especially children, when photographing, filming or reporting for public relations purposes.
- > refrain from any kind of sexual harassment or violence towards children.

### The undersigned Peace Matunda employees undertake **never** to:

- > humiliate, discriminate against, threaten or deliberately intimidate children.
- > abuse the power conferred by position or office.
- > beat children or otherwise physically assault them.
- > sexually, physically or emotionally abuse or exploit a child; in particular, never engage in sexual activity with or on a child or expose a child to pornographic material.
- > hold, fondle, kiss or touch children in an inappropriate or culturally insensitive manner.
- > use inappropriate, indecent or abusive language.
- > make sexual innuendos or ambiguous comments to a child.
- > spending an excessive amount of time with a single child away from the other children.
- > establish a relationship with a child that could be considered exploitative or violent.
- > asking children for a service or favor that is abusive or exploitative.
- > support illegal, dangerous and violent behavior towards children.



## VIOLATION OF CODE OF CONDUCT

If there has been a breach of the Code of Conduct, but it definitely does not constitute a criminal offense, this will be followed by clarification, awareness-raising or sanctions. In the case of Peace Matunda employees, this may involve disciplinary measures (e.g. critical discussion, training, warning). The Child Safeguarding Officer will be appropriately involved in this process. Persons who have access to children through Peace Matunda, such as volunteers, may, for example, be subject to an informative discussion or a ban on future project visits.

If the suspicion is confirmed, further measures are taken such as

- > potential suspension during an investigation
- > termination of contracts
- > referral to local authorities, when safe and appropriate





# 5 TRAINING AND EDUCATION

All staff and associates will receive child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

Children and families will be informed on the Peace Matunda's commitment to child safeguarding and what to do if they have concerns about a child.

Safeguarding will be part of the school curriculum at Peace Matunda Pre- and Primary School. Children will be informed about Peace Matunda's safeguarding policy, code of conduct, the existence of the Child Safeguarding Officer and complaints mechanism in a child-friendly manner. Parents will be provided with the policy during the registration of their child, and they will indicate their agreement by signing it.

## CHILDREN AND FAMILIES



All staff and children are aware of the designated Child Safeguarding Officer who is responsible for receiving reports of concerns and advising on assessing and mitigating risk in line with Peace Matunda's policy and procedures.

## STAFF



At the beginning of the induction period (within 3 weeks of taking up the position) of staff/volunteers/interns they will receive an introduction to Peace Matunda's Child Safeguarding Policy and procedures from the Child Safeguarding Officer.

This will include training on behavior guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children. Training will also allow staff to be able to identify sources of support for children and their families. Child Safeguarding Training will be given to all staff, volunteers and interns, appropriate to their roles and responsibilities. Staff will receive refresher training at least every other year.



# 6 MANAGEMENT

A Child Safeguarding Officer (CSO) will be responsible for receiving reports of concerns. In all matters related to child protection, the CSO is the point of contact. This applies to both cases brought in from external sources and internal cases. The CSO will be responsible for:

- > Promoting awareness and implementation of the Child Safeguarding Policy throughout the organization.
- > Monitoring implementation of the Policy and reporting on developments at team meetings and for the management.
- > Ensure the training of staff
- > Maintaining knowledge of best practices and statutory requirements.
- > Acting as a source of support and information for staff on safeguarding issues.
- > Address staff concerns around child safeguarding
- > Providing advice on safeguarding to colleagues
- > Overall coordination of safeguarding developments
- > Provision of annual reports

The name and contact details of the CSO will clearly be displayed in the Peace Matunda office and new staff will be made aware of the role.

The disclosure of personal information about children, including legal cases, will be limited to those employees, interns, volunteers, management members who need to know.

Specific procedures and checklists are part of the Child Safeguarding Policy and are referred to in the following chapters, which are dealing with the implementation of the Child Safeguarding Policy, including reporting procedures, monitoring and evaluation processes.





# 7 REPORTING PROCEDURES

With the Child Protection Policy and its reporting system, Peace Matunda has a procedure for dealing with and following up suspected cases of violence against children. The aim is to enable an adequate and rapid investigation of the situation in question and to identify and prevent cases of violence against children at an early stage.

All staff, volunteers and interns should be alert to signs that may suggest a child is in need of help. Deciding whether to report can be a very difficult responsibility. The reporting procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

All witnessed, suspected or alleged violations of Peace Matunda's Child Safeguarding Policy will be immediately reported to the Child Safeguarding Officer (CSO) – using the safeguarding reporting form (annex 2). The guiding principle here is that the safety of the child is always the most important consideration.

All persons involved in the reporting, investigation and processing of cases undertake to treat the reported cases as strictly confidential and to protect the identity of affected children, informants and accused persons in an appropriate manner.

## THE INTERNAL SAFEGUARDING PROCEDURE

In principle, any person can report a suspected case to Peace Matunda, which are immediately forwarded to the CSO. Peace Matunda affirms that any report will be treated seriously and with confidentiality. The priority will always be the safety and best interests of the child.

A child safeguarding team consisting of the CSO (and its representative), the Director of Peace Matunda and a member of staff from the respective area is set up to process suspected cases and is responsible for supporting and investigating the reported cases. In the event of suspected cases against employees, the team must involve the disciplinary superior.

It is obligatory of all staff and associates to report on all concerns they have about a child  
When a child protection/safeguarding concern is brought to your attention – **ACT**

**A**ct on your concerns. If in doubt, speak out.

**C**hild-centred. The protection of children is the most important consideration.

**T**ime counts. Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.



## INDIVIDUAL STEPS OF THE INVESTIGATION

- 1 Convening of the child safeguarding team by the CSO .
- 2 Review of the available information using the form for reporting suspected cases (see annex 2).
- 3 Identification of the persons to be interviewed (person who reported the case, project environment, affected child and accused person etc.) and their questioning - if necessary.
- 4 Assessment of the situation by the child safeguarding team with the possible outcomes: Suspicion is not confirmed, violation of internal guidelines or suspicion is confirmed.
- 5 Documentation of the investigation (content: summary, description of the context, course of the investigation with members, roles, responsibilities and communication processes, results, findings, recommendations and action plan).
- 6 Informing the persons involved about the investigation results and measures.



Identifying information about children will be shared on a “need to know” basis only. Any staff who raise concerns of serious malpractice will be protected as far as possible from victimization or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith.

Depending on the severity of the case, Peace Matunda can decide to immediately suspend any employee, volunteer, intern, board member, consultant, adviser who is alleged to have violated the Child Safeguarding Policy, pending the outcome of the investigation. Peace Matunda reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation. If the allegation is a criminal issue, this should be reported to the formal authorities before taking action or informing the alleged perpetrator.

Deliberate false allegations are a serious disciplinary offence and will be investigated.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings.



Based on the results collected for the individual facts, the following case assessments can be made:

## SUSPICION IS NOT SUBSTANTIATED

If the allegation is found to be without base, appropriate steps will be taken to minimize damage to the reputation of the individual accused. It may be necessary to initiate rehabilitation measures for the wrongly suspected person.

## SUSPICION IS CONFIRMED

If it turns out that the suspicion is confirmed and could relate to a criminal offense, the case is usually forwarded to the police. In exceptional cases and taking into account the national legal context, it may be necessary to refrain from filing a criminal complaint for reasons of victim protection.

In addition to the consequences under criminal law, Peace Matunda initiates (labor) law measures against employees (e.g. leave of absence, warning, dismissal). The implementation of the defined Peace Matunda-specific measures is the responsibility of the disciplinary superior and the director.

## VIOLATION OF INTERNAL GUIDELINES

If there is a violation of Peace Matunda's Code of Conduct, but it definitely does not constitute a criminal offense, the offender will be informed, sensitized or sanctioned in accordance with his or her relationship to Peace Matunda. In the case of employees, this can be disciplinary measures (e.g. critical discussion, training, warning). Persons who have access to children through Peace Matunda can, for example, be given an informative talk or a ban on future project visits.



Peace Matunda will have a list of organizations and professionals that can be contacted quickly to support reporting and responding to concerns. The checklist at Annex 1 provides details of the types of organization, information or resource that will be needed.

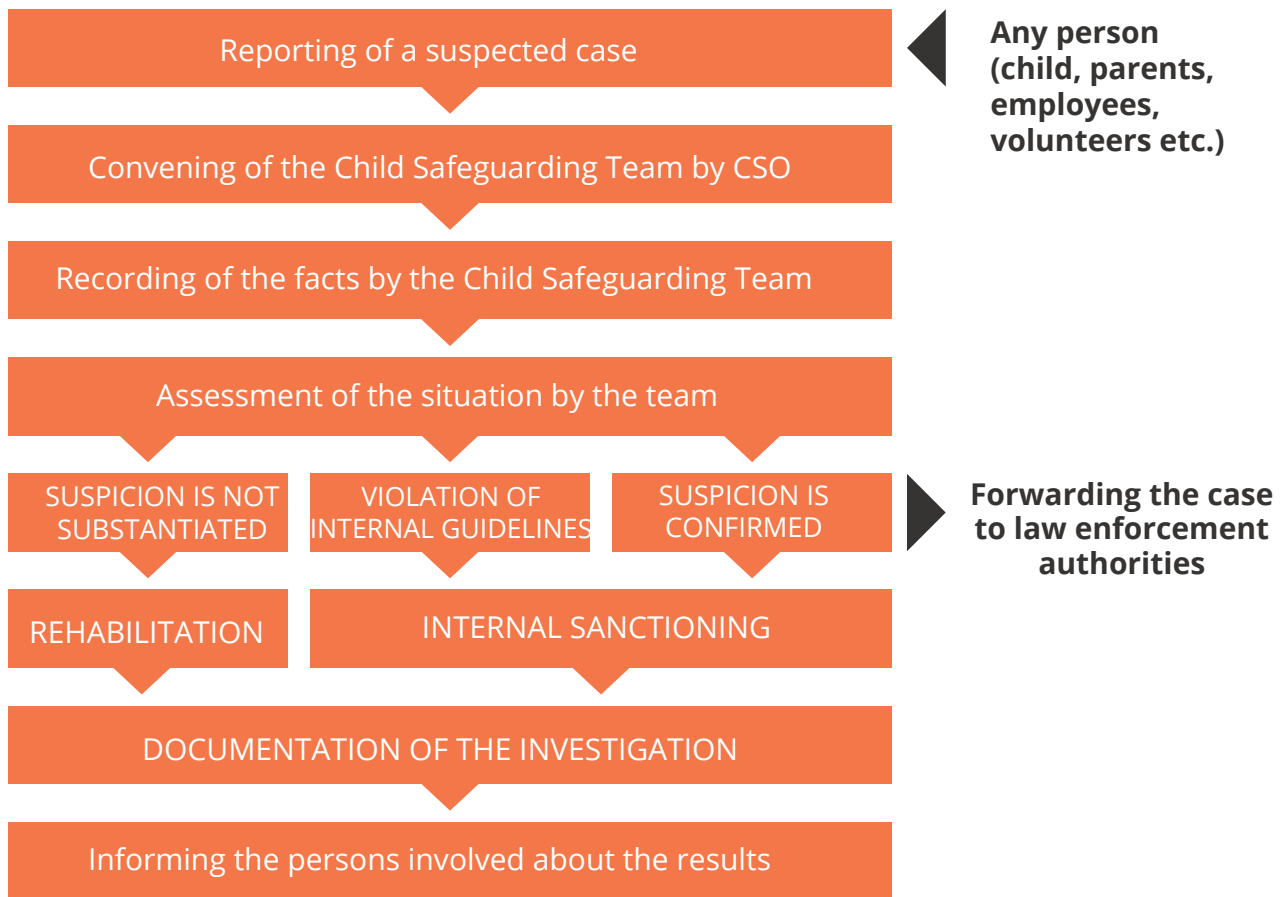
## DOCUMENTATION

All persons involved are informed about the outcome of the investigation and the measures taken. Each individual case handled by Peace Matunda's Safeguarding Team is documented in accordance with predefined forms. The documentation obligation is the responsibility of the Child Safeguarding Officer, who is supported by the members of the child safeguarding team.





## SAFEGUARDING PROCEDURE



## GUIDING PRINCIPLES DURING INVESTIGATIONS



All incoming reports are taken seriously and processed quickly.

The child safeguarding team maintains the greatest possible discretion. A breach of confidentiality by members of the members of the child safeguarding team may result in (labor) law consequences.

All persons involved must be informed about the individual steps of the investigation.

Action must always be guided by the interests and welfare of the child. The protection of the victim must be guaranteed.

The principles of victim protection are upheld. This includes taking into account the exceptional situation in which victims of violence find themselves, the provision of adequate support and information about their rights and the course of any subsequent proceedings.

During a possible interview, the victim should be accompanied by a supportive person of trust. The needs of the child must be taken into account.

The accused person is presumed innocent until proven otherwise. They have the right to legal assistance, the accompaniment of a trusted person during questioning and, if necessary, translation assistance.

Children are questioned in a sensitive manner by trained and experienced specialists in order to protect the welfare of the children and to avoid to collect criminally relevant statements from the children that can be used in court in a qualitative and admissible manner.

## PROTECTIVE MEASURES FOR AFFECTED CHILDREN

Children affected by suspected cases require immediate protection by the project staff or by trusted persons from their environment. To this end, as far as possible, those persons and bodies are identified, informed and supported who can contribute directly and immediately to the protection and welfare of the child through various necessary measures. As a matter of principle, it is ensured that the person under suspicion can no longer have any contact with the child.

In every suspected case, the child is the focus of interest. The child should be consulted on all planned protective measures and his or her opinion should be taken into account in all further agreements and protective measures.

Peace Matunda will receive disclosures from children with sensitivity and will strive not to retraumatise children in their handling of complaints. If a child or young person tells you they are being or have been abused;

- > **Listen to and accept what the child or young person says but do not press for information**
- > **Let the child or young person know what you are going to do next and that you will let them know what happens.**
- > **Do not investigate and do not inform, question or confront the alleged abuser.**
- > **Take the alleged abuse seriously, regardless of presumed validity.**
- > **Record carefully what you have heard on the reporting form.**



# 8 COMMUNICATION GUIDELINES

We will maintain the security and confidentiality of all data and communications involving children in line with national data protection laws. All hard copies of photos or documents with children's details will be kept behind a locked door and all online copies will be password protected.

In our use of information and visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities.

## WE WILL RESPECT THE DIGNITY OF THE SUBJECT

- > We will always seek permission when taking photographs or video footage of individuals.
- > Children are portrayed as personalities and actors with many facets and potentials. The reduction to a victim or other stereotypical role is avoided, as is the use of common clichés. Peace Matunda does not show suffering children.
- > Wherever possible, we will explain to the subject the likely use of the images.
- > We will never take pictures of people who say they don't want to be photographed.
- > The children's life situation is described against the background of their social, cultural and economic environment in order to show the complexity of the developmental context.

## WE WILL NOT EXPLOIT THE SUBJECT

- > We will not manipulate the subject in a way which distorts the reality of the situation (eg. we will not ask them to cry for the camera).
- > If necessary to protect confidentiality, the names of children and families will be changed. Never will a child's full name or contact details be published.

## WE AIM TO PROVIDE A BALANCED PORTRAYAL OF REALITY IN THE DEVELOPING WORLD

- > We will avoid stereotypes (eg. western aid worker tends helpless victim). We aim to show people helping and working for themselves, not as victims.



## WE WILL USE IMAGES TRUTHFULLY

- > Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.
- > We will not use an image of one thing and describe it as, or imply it is, an image of another (e.g. we do not use an image of one project to illustrate the work of another).
- > Where possible, we will use a balance of images (e.g. positive and negative) to reflect the reality of a situation.
- > If we use an image in a general way (e.g. illustrating a project similar to the one being described), we will make this clear in the caption.
- > We will not use an image in a way which deliberately misinterprets the true situation.
- > If an image represents an exceptional situation, we will not use it in a way which suggests it is generally true.
- > We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

## WE WILL MAINTAIN STANDARDS OF TASTE AND DECENCY CONSISTENT WITH OUR VALUES AND THOSE OF OUR SUPPORTERS

- > We will not use images which are erotic, pornographic or obscene.
- > We will not make gratuitous use of images of extreme suffering.

## IN DISASTER SITUATIONS, WE WILL TREAT IN A POSITIVE MANNER THE PEOPLE WHOM WE ARE HELPING

- > In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information: "In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects". In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears
- > We will not lose respect for those affected, but treat them as equal partners in action.
- > We will co-operate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence.



## WE WILL MAINTAIN HIGH TECHNICAL STANDARDS.

- > We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.
- > We will not crop an image in a way which misleadingly distorts the reality of the situation.
- > In video editing, we will not misleadingly distort the reality of the situation.

### Declaration of commitment by external reporters

All external reporters are obliged to observe the child safeguarding standards of Peace Matunda..



## SOCIAL MEDIA GUIDELINES

### Guidelines on the use of social media for Peace Matunda employees.

Rules for the personal use of social media for staff and volunteers:

- > Always write in the first person and use the disclaimer.
- > Never upload or post any defamatory, obscene, abusive or harmful content.
- > Inform the relevant member of staff if you observe another staff member uploading this type of content.
- > Do not share any sensitive information – name or location of a child or commercially sensitive information.
- > Always comply with the site/services terms of use.
- > You are personally responsible for the content that you share so always think about what you are posting and sharing.
- > Social media sites will be monitored and if staff are found in breach of the rules they are subject to disciplinary procedures as outlined in the disciplinary policy.
- > Misuse could have serious implications and could break the law especially in the case of child abuse images, defamation, harassment and bullying.



# 5 DOCUMENTATION AND FURTHER DEVELOPMENT OF THE CHILD SAFEGUARDING POLICY

The aim of monitoring and evaluating the child protection policy is to learn from the experience of practical cases and to continuously improve the child protection system.

Peace Matunda will regularly monitor the implementation of its child protection policy and procedures. The Child Safeguarding Officer is responsible for documenting the cases handled and submitting an annual status report to the Director of Peace Matunda. Monitoring and evaluation is carried out by checking whether the standards of the child protection policy are being implemented and whether the protection measures are working.

Each year an internal review of the policy is conducted and the results are approved by the Child Safeguarding Team and the Director.

Any training needs arising from this experience are documented by the Child Safeguarding Team and passed on as part of training measures. In addition, an external reviewer will review policies and practices. This is carried out by Keeping Children Safe, of which Peace Matunda is an associate member.

The child safeguarding policy is revised in a three-year cycle. The revision is based on experience and external developments in national and international child protection standards.



## CONTACT



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# ANNEX 1 | CHECKLIST OF ORGANISATIONS, RESOURCES AND PROFESSIONALS TO SUPPORT REPORTING AND RESPONDING TO CONCERNS

Tanzania has taken many initiatives alongside the rest of the World in child protection measures including ratification of international, regional and zonal agreements.

Examples of these is the **1991 UN convention**. The Ministry of Community Development, Gender, Women and Special Groups the country has domesticated these conventions to mitigate for child safe guarding practices in the country

In 2009 Tanzania established the **LAW OF THE CHILD:**

An act to provide for reform and consolidation of laws relating to children, to stipulate rights of the child and to, promote, protect and maintain the welfare of a child with a view to giving effect to international and regional convention on the rights of the child; to provide for, affiliation, foster care, adoption and custody of the child; to further regulate employment, apprenticeship; to make provisions with respect to a child in conflict with law and to provide for related matters.

The law defines a child as anyone **below the age of 18 years** hence the legal consent age in the country.

Through the Ministry of Community Development, Gender, Women and Special Groups the country has established different bodies to foresee implementation of the Law of the Child including presence of social well fare officers from ward level to national level including each district has an office for child protection issues as well as regions, Police and the court.

There are also different other bodies supporting the implementation of the Law of the Child including LHRC whereas cases have been referred to LHRC from the district social welfare for legal counsel.

The local police is the primary legal body to take on actions for children safety hence cases of violence against children or crimes committed by children are primarily reported to police office in the respective district. The police take on the case up to the court level depending on their investigations and findings respectively. The court makes the judgements inline with the set laws and regulations safe guarding children in the country.



The information on this form is confidential. The form is used to report concerns regarding a possible violation of Peace Matunda's Safeguarding Policy and Code of Conduct. It should only be sent/ given to the Peace Matunda Child Safeguarding Officer and please try to complete the form in as much detail as possible to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Safeguarding Officer at Peace Matunda (preferably within the same working day). Areas that you cannot report on can be left blank. If you have any doubts as to whether you should report your suspicions, the following checklist may help you in your decision:

### On what facts is the concern based?

Have you witnessed violence against children?  Yes  No

Do you or another person suspect someone have committed violence against children?  Yes  No

Has anyone told you about a specific incident?  Yes  No

### Does your concern fall into one of the following five categories:

Do you think a child may have been neglected?  Yes  No

Do you think a child has been physically abused?  Yes  No

Do you think a child has been emotionally abused?  Yes  No

Do you think a child has been sexually abused?  Yes  No

Do you believe that a child has been exploited?  Yes  No

Your concern is justified if you have answered "yes" to one of the questions. It is your duty, pass on your suspicions using the form. Do not hesitate - a child could be in danger or seriously threatened if you do not act.

### PERSONAL DETAILS REFERRER:

Name:

Relationship to Peace Matunda or position at Peace Matunda:

Address:

Telephone/Mobile:

E-Mail:

What is your relationship with the child/young person?



**DETAILS OF THE CHILD** (If other children are affected, please fill out a form for each child)

Name: \_\_\_\_\_

Gender:  male  female Age \_\_\_\_\_ Date of birth: \_\_\_\_\_

Ethnicity/ Tribe \_\_\_\_\_ Language spoken: \_\_\_\_\_

Address of the child (or state with whom the child lives): \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Religion: \_\_\_\_\_ ID No. \_\_\_\_\_ Any disability: \_\_\_\_\_

Relationship to Peace Matunda: \_\_\_\_\_

Relationship to the alleged perpetrator: \_\_\_\_\_

Status/ whose legal responsibility: \_\_\_\_\_

**ALLEGED PERPETRATOR'S DETAILS** (If known)

Name: \_\_\_\_\_

Gender:  male  female Age \_\_\_\_\_ Date of birth: \_\_\_\_\_

Employment details \_\_\_\_\_ Nature of job: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship if any to the child \_\_\_\_\_

Current location of alleged perpetrator: \_\_\_\_\_

DETAILS OF YOUR CONCERN:

**Nature of the concern/suspicion:**

(Please describe the nature of the abuse or mistreatment, who reported it, circumstances of the crime and how it occurred).

Was the incident:

Observed by you       Suspected       Disclosed by someone else

---

Date

---

Time

---

Witnesses

RECORD OF THE CONVERSATION:

(Please describe exactly what the child said in their own words and what you said. Do not lead the conversation by asking specific questions, but report exactly what the child has said).

---

**Observations:** (e.g. injuries, external appearance of the child, anxiety, etc.)

---

How did the suspected person respond to the accusation?

**Current safety of child including location:**

---

**Has emergency medical attention been required?**

Provided by:

---

**Who else knows?** Include contact details

---

**Actions taken to date** e.g. Referral to police, children's services, social welfare, other. Give contact details and date and time of action.

---

**Referral taken by** (where possible, line manager):

Name: \_\_\_\_\_

Position and location: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ACTION TO BE TAKEN**

**Decision made by Director for immediate action as agreed in Child Safeguarding Policy?** (Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)  Yes  No

Referral to Local Authority for child protection /welfare  Yes  No

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs  Yes  No

Signature of person arranging above action: \_\_\_\_\_



Instructions: Complete Section 1. Clearly explain, read out and complete sections 2&3 in the first language of the client. Complete section 4.

### Example introduction to explain informed consent to children and their caregivers:

My job is to talk to children and their families and help them with problems they face. I care about you / your child and what happened, and I want to keep you / your child safe. What you tell me is between you / your child and me only, unless there is something that you tell me that worries me or if you need help that I cannot give you. If I am worried about your safety, I may need to talk to someone who can help you.

If we need to get you more help from someone else or talk to someone who can help keep you safe, we will talk together about that other person, and decide what will happen next. My job is to try and make sure that you are kept safe, so we may need to also get help from other people in order to keep you safe and healthy. Does this sound okay with you?

### 1. Person Giving Consent: Circle who is giving consent

Parent / guardian  Child (if reporting alone)  Teacher  Other: \_\_\_\_\_

### 2. Information Storage

- > I understand that Peace Matunda staff is collecting information about my child / myself to be able to support the case effectively and provide the necessary support.
- > I understand that information collected will be stored confidentially.
- > I have been informed and understand that some non-identifiable information may also be shared for reporting. Any information shared will not be specific to me or the incident. There will be no way for someone to identify me based on the information that is shared. I understand that shared information will be treated with confidentiality and respect.

I, \_\_\_\_\_, (name of person giving consent) give my permission for Peace Matunda to store my personal details in their case management system.

### 3. Information Sharing

- > I understand that in giving my authorisation below, I am giving Peace Matunda the permission to share case information of my child/myself with the service providers I have indicated, so that my child / I myself can get help with safety, health, psychosocial and/or legal needs.
- > I understand that the information will be treated with confidentiality and respect, and shared only as needed to provide the necessary assistance for my child / myself.
- > I understand that releasing this information means that a person from the agency or service ma come talk to me.
- > I understand that I have the right to change my mind about information sharing.

**I give Peace Matunda permission to share information about my case according to the details described on following page.**



**Does the person giving consent want to withhold all/part of their case information?**

Yes  No

If NO fill in the following table. If YES, who / which actors do they want to withhold information from / not be referred to? Give details including any information to be withheld/agencies to withhold it from and reasons for this, e.g. fear / wanting to communicate the information themselves etc.

**DETAILS**

**REMARKS**

Agencies (specify)

Government

Community

Family Members

Other

Date:

Name:

Person giving consent signature:

Teacher or caseworker can document the child's case without child / caregiver consent in the following situations:

- > When they are without a parent / guardian and the child is too young to consent themselves.
- > When the child is in imminent danger (including sexual violence or severe abuse).

In such situations case information can only be shared but after consultation with a Supervisor.



### Protecting children from violence – Guidance from Peace Matunda for interacting with children in the scope of your work

Peace Matunda is committed to ensuring the protection of children from violence. Preventive measures are therefore implemented to reduce the risk of violence. Violence here means physical, sexual and psychological violence as well as exploitation and neglect in accordance with the

definition in the introduction to the Peace Matunda Child Safeguarding Policy.

The aim of the Code of Conduct for dealing with children is for Peace Matunda employees to take individual and collective responsibility for the safety of children.

Name
Position

**With my signature I undertake to ...**

- > to comply with the Peace Matunda Child Protection Policy in its as amended from time to time.
- > to ensure that the rules of conduct are observed, publicized and disseminated in my working environment.
- > to respond immediately to all concerns, allegations and incidents and to communicate them directly to the Child Safeguarding Officer.

**In this sense, I will ...**

- > especially in my work context contribute to creating a safe, supportive and encouraging environment for children.
- > Take children as personalities with their opinions, ideas and concerns seriously.
- > Treat all children equally, with dignity and respect.
- > follow the "two-adult rule", i.e. ensure that during personal encounters, conversations, interviews etc. with a child, another adult is present or within sight or earshot .
- > respect the human dignity and need for protection of children when photographing, filming or reporting for the purpose of public relations work (e.g. by not photographing undressed children or children in extreme suffering situations) and only distribute these materials privately (e.g. on social media) if the respective declaration of consent also extends to private use.
- > When presenting Peace Matunda's project work, ensure that all media content is based on the values of respect and equality and preserves the dignity of the person portrayed. I describe the life situation of the children and their environment in a differentiated and truthful way.

- > I portray children as personalities with many facets and potentials. I avoid reducing them to a victim or other stereotypical role in the portrayal.
- > I handle children's personal data with care in accordance with the applicable data protection guidelines and the Peace Matunda communication standards.

**I will also refrain from any form of threat, discrimination, humiliation, physical or verbal violence or intimidation. This means, among other things, that I will never ...**

- > abuse the power or influence conferred by my position or office over the life and welfare of a child.
- > hit children or otherwise physically abuse them.
- > Sexually, physically or emotionally abuse or exploit a child; in particular, never engage in sexual activity with or on a child or expose a child to pornographic material.
- > hold, fondle, kiss or touch children in an inappropriate or culturally insensitive manner.
- > use inappropriate, indecent or abusive language.
- > make sexual innuendos or ambiguous comments to a child.
- > help a child with intimate tasks without being asked.
- > Establish a relationship with children that is exploitative or violent.
- > Spend an excessive amount of time with a single child away from the other children.
- > Ask for a service or favor that exploits or abuses children.
- > condone or support illegal, dangerous and violent behavior toward children.

I acknowledge that I have read and understand Peace Matunda´s Child Protection Policy, and agree that in the course of my association with Peace Matunda I will follow these guidelines.

Date:	Name:
Signature:	



### Protecting children from violence – Guidance from Peace Matunda for interacting with children in the scope of your work

Peace Matunda is committed to ensuring the protection of children from violence. Preventive measures are therefore implemented to reduce the risk of violence. Violence here means physical, sexual and psychological violence as well as exploitation and neglect in accordance with the

definition in the introduction to the Peace Matunda Child Safeguarding Policy.

The aim of the Code of Conduct for dealing with children is for employees of our partner organizations to take individual and collective responsibility for the safety of children.

Name
Position

**With my signature I undertake to ...**

- > to comply with the Peace Matunda Child Protection Policy in its as amended from time to time.
- > to ensure that the rules of conduct are observed, publicized and disseminated in my working environment.
- > to respond immediately to all concerns, allegations and incidents and to communicate them directly to the Child Safeguarding Officer.

**In this sense, I will ...**

- > especially in my work context contribute to creating a safe, supportive and encouraging environment for children.
- > Take children as personalities with their opinions, ideas and concerns seriously.
- > Treat all children equally, with dignity and respect.
- > follow the "two-adult rule", i.e. ensure that during personal encounters, conversations, interviews etc. with a child, another adult is present or within sight or earshot .
- > respect the human dignity and need for protection of children when photographing, filming or reporting for the purpose of public relations work (e.g. by not photographing undressed children or children in extreme suffering situations) and only distribute these materials privately (e.g. on social media) if the respective declaration of consent also extends to private use.
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- > abuse the power or influence conferred by my position or office over the life and welfare of a child.
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- > Sexually, physically or emotionally abuse or exploit a child; in particular, never engage in sexual activity with or on a child or expose a child to pornographic material.
- > hold, fondle, kiss or touch children in an inappropriate or culturally insensitive manner.
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- > Spend an excessive amount of time with a single child away from the other children.
- > Ask for a service or favor that exploits or abuses children.
- > condone or support illegal, dangerous and violent behavior toward children.

I acknowledge that I have read and understand Peace Matunda´s Child Protection Policy, and agree that in the course of my association with Peace Matunda I will follow these guidelines.

Date:	Name:
Signature:	



### Protecting children from violence – Guidance from Peace Matunda for interacting with children in the scope of your work

Peace Matunda is committed to ensuring the protection of children from violence. Preventive measures are therefore implemented to reduce the risk of violence. Violence here means physical, sexual and psychological violence as well as exploitation and neglect in accordance with the

definition in the introduction to the Peace Matunda Child Safeguarding Policy.

The aim of the Code of Conduct for dealing with children is for volunteers and visitors of Peace Matunda to take individual and collective responsibility for the safety of children.

Name
Position

**With my signature I undertake to ...**

- > to comply with the Peace Matunda Child Protection Policy in its as amended from time to time.
- > to ensure that the rules of conduct are observed, publicized and disseminated in my working environment.
- > to respond immediately to all concerns, allegations and incidents and to communicate them directly to the Child Safeguarding Officer.

**In this sense, I will ...**

- > especially in my work context contribute to creating a safe, supportive and encouraging environment for children.
- > Take children as personalities with their opinions, ideas and concerns seriously.
- > Treat all children equally, with dignity and respect.
- > follow the "two-adult rule", i.e. ensure that during personal encounters, conversations, interviews etc. with a child, another adult is present or within sight or earshot .
- > respect the human dignity and need for protection of children when photographing, filming or reporting for the purpose of public relations work (e.g. by not photographing undressed children or children in extreme suffering situations) and only distribute these materials privately (e.g. on social media) if the respective declaration of consent also extends to private use.
- > When presenting Peace Matunda's project work, ensure that all media content is based on the values of respect and equality and preserves the dignity of the person portrayed. I describe the life situation of the children and their environment in a differentiated and truthful way.

- > I portray children as personalities with many facets and potentials. I avoid reducing them to a victim or other stereotypical role in the portrayal.
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- > Ask for a service or favor that exploits or abuses children.
- > condone or support illegal, dangerous and violent behavior toward children.

I acknowledge that I have read and understand Peace Matunda´s Child Protection Policy, and agree that in the course of my association with Peace Matunda I will follow these guidelines.

Date:	Name:
Signature:	





I, \_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing and promoting the child safeguarding policies, procedures and practices contained within this document while working or associated with Peace Matunda.

I further understand that adherence to Peace Matunda's child safeguarding Policy will involve the following: undergoing a check for criminal convictions related to working with children; signing a personal declaration stating any criminal convictions, declaring any previous investigations or allegations made against me with respect to child protection issues; and providing two character references.

Name: \_\_\_\_\_

Job title/ role: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## ANNEX 8 CHARAKTER REFERENCES

**Please provide the name, address and contact details of two character references you have known for no less than 2 years, excluding family members:**

---

Referee Name:

---

Address:

---

Contact Number:

---

E-mail:

---

Referee Name:

---

Address:

---

Contact Number:

---

E-mail:

---

### Declaration of Criminal Convictions

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

If yes, please provide details of all criminal convictions, including those considered 'spent', and declare any previous investigations or allegations made against you. These will be kept confidential by the designated Child Safeguarding Officer at Peace Matunda, who will assess whether they pose any risk or are not in conformity with Peace Matunda's Child Safeguarding Policy.