

**WORK PLACE POLICY AND PROCEDURE MANUAL  
ON  
CHILD RIGHTS AND PROTECTION  
Fantsuam Advocacy Centre for Children**



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# **Fantsuam Foundation Workplace Child Rights Policy and Protection Manual**

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# **SECTION ONE**

## **INTRODUCTION:**

### **FANTSUAM FOUNDATION CHILDREN'S RIGHTS AND CHILD PROTECTION STATEMENT**

#### **Purpose of the policy**

Fantsuam Foundation aims to provide a safe and secure environment for all children entrusted to our care. FF does this to encourage those children, youths and their families to grow in their relationship with the organization and also with one another. A safe environment includes a formal written policy to help prevent child abuse. The following policy and procedures are for the protection of our children, employees, and volunteers.

An essential part of the mission of Fantsuam foundation is the promotion and protection of the rights children and dignity of all people. Fantsuam Foundation has a special concern for those who are most vulnerable. In this regard, the safety of girls will be prioritized ensuring that the Fantsuam Foundation environment is known to be a safe space for girls and women.

The increase in recent years in reported cases of sexual, physical misconduct, molestation, battering and even deaths of innocent children points to a problem that is widespread in our society. The lasting impact of incidents of this nature on both victims and accused is a profound tragedy.

The problem of 'secre society' a cultural witch craft driven perception, unethical sexual or physical conduct, child labor impositions of orphans and other children, deliberate parenthood denial and rejection of children by own biological parents are forms of exploitation that compromises the integrity of child humanity and adversely affects the image and effectiveness of the entire society where Fantsuam Foundation leaves to work. People place high trust in Fantsuam Foundation that must never be violated by any person employed to work or provide volunteer services to the organization

With a firm determination to promote and honor that trust, Fantsuam Foundation renews its resolve to provide safety and protection for children (and especially girls) and young people in the community, institution and another place where they leave or stay. The organization works within established National and International charters for the protection of children.

#### **Scope of the policy**

The policy applies to all current and future workers and volunteers who have the responsibility of working with and or supervising the activities of children (and specifically girls), youths and people with disabilities.

## SECTION TWO

### I. GENERAL POLICY AND DEFINITIONS

#### A. General Policy

Sexual and physical misconduct is contrary to Fantsuam Foundation principles and inconsistent with the mission and values of the organization. All personnel of Fantsuam must comply not only with applicable state and National laws regarding incidents of actual or suspected misconduct but also with the procedures included in this document, and they must exercise heightened vigilance as required.

#### B. Definitions of Terms:

- ❖ **Child:** Any person under 18 years of age, with special emphasis on a girl.
- ❖ **Child Abuse:** Causing harm or threatened harm to a child's health or welfare, to include damage to the physical or emotional/psychological health and welfare of a child, resulting from non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment.
- ❖ **Sexual Abuse of a Child:** Whether in the home by a caretaker, in a day care situation, a foster/residential setting or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult; an adolescent or another child provided the child is four years old than the victim. Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action. This is criminal behavior, which involves children in sexual behavior for which they are not personally, socially and developmentally ready. Sexual abuse include behaviors that involve touching and non touching aspects.

Recent societal upheavals such as sectarian violence has exposed girls in particular to different kinds of abuse and exploitation. This policy takes into account the need to prioritize the safety of girls in this and any situation in the current climate of insecurity in our partner communities.

- ❖ **Volunteer:** A person who works without compensation on a regular basis for the organization under the supervision of a line manager. This policy applies to programs in the organization. Therefore, for the purpose of this policy, and only for the purpose of this policy, the term "volunteer" includes all volunteers employed to work at Fantsuam foundation.

- ❖ **Employee:** A person who is compensated for work performed for the organization, under the supervision of a line manager. This policy applies to employees of the organization. Therefore, for the purpose of this policy, and only for the purpose of this policy, the term "employee" includes all not only employees of the organization
- ❖ **Allegation:** An accusation of child abuse or sexual abuse.
- ❖ **Complaint:** An allegation of child abuse or sexual abuse of a child made to the responsible manager. A form for written complaints is attached as Appendix A

## **SECTION THREE:**

### **CHILD ABUSE POLICIES AND PROCEDURES**

#### **Worker/Volunteer Enlistment**

1. All paid employees of Fantsuam foundation and volunteers will be required to complete an application form
2. Each employee/volunteer desiring to work with children will be requires to complete a worker/Volunteer minor application which is specifically designed for those working with children/minors
3. After receiving the application form, prior employment and volunteer service and person references will be checked. Personal references will be checked and contacted by writing, phone or physical visits
4. Any prospective worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they could have contact with children
5. Criminal background checks will be performed on each applicant before enlisted as a worker or volunteer. Annual criminal background checks will be performed on workers and volunteers randomly or as deemed necessary
6. Standard interview question will be developed and used in personal interviews with the volunteers and employee's applicants, after reviewing applications of tant, checking references, and receiving a criminal background check report. Interview sheets will be filed out with the results of the interviews and kept in the employees/volunteers personal file, as well all references checks and applications. A separate file will be maintained permanently for each worker/volunteer
7. No volunteer or worker will be allowed to work with children until they have been members of the organization for a minimum of six months.
8. When an employee or volunteer is engaged to work with children, they will be photographed and pictures will be kept in the person files. Photographs will be updated every 2 years as deemed necessary
9. At the applicants request, the organization shall allow that applicant to review his/her criminal history record but in no event shall the organization allow the applicant to regain and or copy that record
10. The organization shall notify the Personnel Manager or Volunteer Manager if a grievance or dispute is filed by staff/volunteer

because of incorrect information or other reasons related to criminal histories provided the organization

#### ❖ **Worker/Volunteer orientation**

Each new worker or volunteer will be given the legal definition of child abuse in writing through an orientation workshop as well a copy of the policy manual on child abuse. New workers will required to view videos as and read written materials available on this subject to help them gain an appreciation for reality of the concern. This will help the workers and volunteers identify child abuse in future if they see signs of it.

#### ❖ **Volunteer/employee information form**

Volunteers/employees working with children and or engaged in activities or programs of children will be required to complete a volunteer/employee information form providing personal confidential information necessary to perform security background checks and reference on each individual. All personal information voluntarily disclosed and the results of all security background will be maintained in the strictest confidence.

Whether disclosed voluntarily or as a result of the security check, The following items will automatically disqualify an employee or volunteer from participating in work, leadership, and sponsorship of any activity or program with children:

#### ❖ **Any conviction for:**

- Criminal homicide
- Aggravate assault
- Crimes related to the possession, use or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault (Rape)
- Aggravated sexual assault
- Injury to ached
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution or display of harmful material to a child/minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Public lewdness or indecent exposure
- Enticing a child

#### ❖ **Specific Acts and omissions in violation of the policy**

The following acts of omissions are violation of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated programme staff after the safety of the child. Children, youths or minors has been assured

- Any direct observation or evidence of sexual activity in the presence of or in association with a minor
- Any display or demonstration of sexuality, abuse, insinuation of abuse or evidence of abuse conduct towards children
- Sexual advances or demonstration of sexual activities of any kind between any person and a child.
- Infliction or physically abusive behavior or bodily injury to the child
- Physical neglect of a minor, including failure to provide adequate supervision in relationship to activities of the origination
- Mental or emotional injury of a child
- The presence or [possession of obscene or pornographic materials at an function of the organization
- The presence, possession or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for children
- Sexual molestation or sexual exploitation of a child or other behavior by which an adult uses a child as an object of sexual gratification.

### ❖ **Worker/Volunteer Supervision**

- The organization will adopt the two “adult” rule, which means that no adult shall be left alone with a child and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children
- The organization’s project managers and the volunteer manager will supervise on an on-going basis and make unannounced visits into program sites from time to time. Supervisors shall complete a log to show which rooms, activities, time and take dates of visits for activities
- An identification system will be adopted so that adults who drop off a child are the same adults who pick up the child. Permission slips will be available for adults to sign authorizing the release of the children to other adults
- In counseling session with minors, parental permission shall be obtained. Prior permission may be granted by parents to cover a particular time period for their children to receive counseling from a particular counselor
- List of workers or volunteers who meet the organizations approval, as workers/volunteers with children shall be posted near sites. e.g. classroom or areas where children are cared for
- Occasional volunteer workers will go through the entire volunteer screening process. There are to be no exceptions to this requirement.
- Teenagers under eighteen (18) who want to serve as teen workers or volunteers in any capacity with children’s programs will need to fill in teens volunteer information form and go through the training. They are exempted from the criminal record check.
- A door without windows shall remain open at all times
- A check- in/check out procedure will be used for all aged and younger children
- A list of possible violations and proper reporting will be placed in each room where activities or programs for children are conducted
- All volunteers and workers will be educated with the children as to Fantsuam Foundation policies and procedures concerning this matter



## SECTION 4

### CHILD ABUSE PREVENTION REPORTING

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's beliefs in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to local chiefs, local police or state law enforcement agencies

1. Fully comply with the child abuse reporting policy
2. In instances where child abuse is confirmed, a senior member of management should be contacted
3. This procedure is not only required as a condition for the worker/volunteers job but it is required by law
4. Upon the first instance of child suspicion, the following steps will be taken:
  - a) The suspicion will not be treated as frivolous
  - b) Investigations will commence immediately and concluded as soon as possible
  - c) The volunteer/worker who suspects a case of child abuse should report this suspicion to management within 24 hours
  - d) The management representative who receives the report will be responsible for confirming the facts reported and the condition of the child on the same day on which the first day report was made.
  - e) Data concerning the child, name, address and other pertinent information will be obtained through discussion with the initial reporter and other staff members.
  - f) Confidentiality of the investigation will maintained as much as possible emphasizing confidentiality of the victim and the accused
  - g) Culprits must cooperate with law enforcement officials
  - h) The victim and his/her family will be informed of the steps that are being taken and continue to keep them advise of the investigations. If a child abuse is conformed, the child and family could be asked what action they would like to take in the matter
  - i) In instances where child abuse is confirmed, the organization will immediately dismiss the worker/volunteer form that position
  - j) In instances where investigations are inconclusive, the organization will take action depending on the strength of the evidence available and after consideration of the victim's family request
  - k) Steps will be taken promptly to for a response to the media and will speak to it through one contact person so that organization will emphasize to public through media its position on child abuse, its concerns for the victim and the extensive steps taken to address the occurrence and reduction of risk and provision of a safe environment for other children. Every allegation of child abuse will be investigated promptly and thoroughly by management and reported to law enforcement agencies immediately

## SECTION FIVE:

### DOCUMENTS AND TEMPLATES TO BE USED IN IMPLEMENTING THE POLICY

#### 1. RISK REDUCTION CHECKLIST:

The tasks are to be completed by the supervisor /manager

In case of an allegation of child abuse, the volunteer or worker or any member of staff who observes or to whom the information is given is required by Management of the Fantsuam Foundation to complete the tasks below: Date and initial as each step is completed:

Date	Name/Initials	1. For Volunteers and paid staff: Remove the accused from the situation and suspend him/her from duties involving children
Date	”	2. Make written documentation of everything done and said and or the reporting person should document the procedures
		3. Immediately notify senior management of the organization
Date	”	4. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns
Date	”	5. Immediately notify state authorities. Failure to report any suspected alleged or witnessed abuse is a crime
Date	”	6. Make written documentation of persons contacted and action taken at this point
Date	”	7. The person concerned will immediately inform the counseling team in the organization to begin the counseling process
”	”	8. Cooperate with legal and state authorities in their investigations
”	”	9. Prepare a written statement and designate a spokesman to respond to media inquiries
”	”	10. Provide assistance to the alleged victim and hi/her family in obtaining counseling and referral to a healthy professional if needed
”	”	11. Respond to the needs of the families of the alleged victim and

		accused to seek a redemptive solution for all involved
”	”	12. Inform all the staff and volunteers concerned of the need for confidentiality and consider and respond to concerns of other parents and children
”	”	13. Within 48 hrs of the alleged abuse, the staff or volunteer who made the original report will prepare a written report to the Programs Director and send copies to all senior management staff

## 2. INCIDENT REPORT FORM

<b>Reason for report</b>	_____
<b>Date of incident</b>	_____
<b>Names(s) and Age(s) of children</b>	_____
<b>Quote the child's first words verbatim</b>	_____
<b>Briefly describe what happened</b>	_____
<b>What action did you take</b>	_____
<b>Has the incident been resolved? If yes or no, please explain</b>	_____ _____
<b>Where there any witnesses? If yes, how may where they and what are there names?</b>	_____
<b>Signatures of witnesses (if possible)</b>	_____
<b>Report submitted to:</b>	_____

### 3. PAID EMPLOYEE AND VOLUNTEER CHILD WORKER ENLISTMENT CHECK LIST

Task to complete	Completed by: -Initials
❖ Copy of policy and procedures manual	_____
❖ Employee application	_____
❖ Volunteer application	_____
❖ Receive copy of policy and procedure manual	_____
❖ Workers statement	_____
❖ Criminal record check authorization	_____
❖ Criminal records check information form	_____
❖ References checked	_____
❖ Criminal background check done performed	_____
❖ Interview after checks are made	_____
❖ Photographs	_____
❖ Volunteer/worker code of ethics and rules	_____
❖ Training: <ul style="list-style-type: none"> <li>• Definition of a child</li> <li>• Procedure on reporting abuse</li> <li>• View videos</li> <li>• Written materials</li> </ul>	_____

### 3. SCREENING FORM FOR PAID STAFF OR VOLUNTEERS WORKING WITH CHILDREN

This form is to be completed by any position whether paid staff or volunteers involved working children. The form is used to provide a safe and secure environment for activities of children

<b>PHOTO ATTACHMENT</b>	_____
<b>Names:</b>	_____

Last:	First:
<b>Date of birth or ID</b>	
<b>Present Address:</b>	
City:	State:
Phone:	Email:
<b>Occupation:</b>	
<b>Personal references:</b>	
Names	Address
Tel:	

I understand that in serving as a volunteer or paid position for Fantsuam Foundation, that I am willing to abide by the policies and procedures set forth in the risk management program to the reduce the risk of child abuse in this organization. I understand that child abuse is a serious matter and will do any part in the prevention of child abuse while serving

.....  
Signature of volunteer/worker Date

**4. BACK GROUND INVESTIGATION CONSENT FORM**

I.....hereby authorize.....(organization) and or its agents to make an independent investigation of my background, references, character, past employment, education or police records including any other records whether in private or public organizations for the purpose of confirming the information contained on my application and or any other information which may be material to my qualification for employment now and during tenure of my employment with Fantsuam Foundation

The following is my true and complete legal name and all information is true and correct to the best of my knowledge

.....  
Full names (printed)

.....  
Present address (village, street, local Government, Chiefdom, State)

.....  
Tel, Email, Fax, Date of birth

.....  
Signature

**5. CRIMINAL RECORD CHECK**

<b>Full Names:</b>	_____
<b>Sex:</b>	_____
<b>Tribe</b>	_____
<b>Date of birth</b>	_____
<b>Have you ever been convicted of a crime?</b>	_____
<b>Are there any legal charges pending against you? I yes please explain</b>	_____
<b>Signature of applicant</b>	_____
<b>Date:</b>	_____

**END**