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# **Child Protection Policy and Code of Practice**

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## Section 1

# CAMFED Child Protection Policy

### 1.1 Introduction

CAMFED's vision is of a world in which every child is educated, protected, respected and valued, and grows up to turn the tide of poverty.

As the most effective strategy to tackle poverty and inequality, CAMFED multiplies educational opportunities for girls and empowers young women to become leaders of change. Our focus is on girls and young women in rural areas of sub-Saharan Africa. This is where girls face acute disadvantage and where their empowerment will have a transformative impact.

CAMFED places the protection and safeguarding of vulnerable children and young people at the heart of all its work. Its focus is on the education of girls because of the additional challenges girls face including gender discrimination and risk of sexual exploitation. Girls are more likely to be out of school, impoverished and at risk of physical, sexual and emotional abuse or neglect, including in the form of child marriage.

CAMFED believes that protecting vulnerable children and young people against abuse in all its forms is an ethical and moral responsibility. Everyone who works for or partners with CAMFED is expected to sign up to the principles and values enshrined in this child protection policy. **CAMFED has a zero tolerance approach to abuse and exploitation.**

### 1.2 Basis of CAMFED's Policy

CAMFED bases its work and policies on the principles enshrined in many binding international human rights instruments, including the Universal Declaration of Human Rights; the Convention of the Rights of the Child; United Nations General Assembly Resolution S-27/2: A World Fit for Children; International Labour Organisation Minimum Age Convention 138 of 1973; These include putting children first, protecting children, and ensuring the participation of children.

### 1.3 The Policy

All references in this policy apply equally to children, young people and vulnerable adults.

- CAMFED incorporates child protection into its strategy, structures and working practices.
- CAMFED's organisational ethos values and respects all children and young people. We work in consideration of the whole being of the child or young person, including their physical, material and psychological well-being. Children's and young people's welfare comes first in all our work.
- CAMFED believes that communities can protect children from abusive situations and CAMFED will build their confidence to deal with these situations.
- CAMFED recognises that girls are especially vulnerable to abuse and that they require special protection. CAMFED believes that its aim of empowering girls is the foundation for enabling them to be less vulnerable to abuse of any kind. A key element of our

programme is to support girls to develop the confidence to reduce their exposure to abusive situations, and to be willing to report abuse or threatened abuse.

- CAMFED recognises that abuse can take many forms including physical, emotional, sexual or through neglect. Our procedures and processes take account of the different forms which abuse can take.
- All CAMFED employees and programme activists have a duty to act if children are not being protected.
- CAMFED will work actively with all stakeholders to spread best practice in the protection of all children.

#### **1.4 Review**

This policy is reviewed by the Executive Team and ratified by the CAMFED International Board annually.

#### **1.5 Groups protected by this policy**

Our policy aims to protect those who are dependent on adults for their protection and well-being or who have a claim to such protection. This includes adults who may be vulnerable to exploitation because of disability, economic dependence or cultural constraints.

The Policy and Code of Practice apply to the following groups:

##### **Children**

All children under 18 years of age as defined by UN Convention on the Rights of the Child are protected by this policy.

##### **Young People**

As children grow to mature through their teenage years we recognise that they may not view themselves as children. Some 16-year olds may be mature and already have responsibilities and may be starting to take their independent place in society. This is a two-way process: young people engage with the world in a more adult way as they mature, and society also begins to treat young people less like children and more like adults. However, we recognise that this is a process and that young people are vulnerable at least until they are 18 and may need protection beyond 18 and into their early 20s.

##### **Vulnerable Adults**

Adults who are dependent on others for protection continue to merit the protection of the programme even beyond the age of 18. CAMFED recognises that girls do not automatically become protected when they are grown up, as they may remain in a position of dependence on their family or other adults for a variety of reasons. Young women aged 15-24 are the group with the fastest rate of increase in HIV/AIDS infection which is a clear indicator of their vulnerability. Vulnerable adults could include young women, mothers, and people with disabilities.

#### **1.6 Groups governed by this policy**

Any CAMFED representative, i.e. any person presenting themselves to a child, young person or vulnerable adult because of their relationship with CAMFED, must act in accordance with the Child Protection Policy and Code of Practice. This includes anyone paid by CAMFED or

voluntarily carrying out work for CAMFED, and includes staff, board members, volunteers, consultants, and associates\*. [\*Associates include CDC members, CAMFED ASSOCIATION (CAMA) members, Resource Team members, SBC members, representatives of partner agencies, and representatives of government and/or civil authorities who work with CAMFED in the implementation of its programmes.]

We will work with our partners and other adults who are not direct representatives of CAMFED but who are linked to the programme to ensure that they understand the standards we require from them in relation to the programme. We will expect them to abide by the Policy and Code of Practice in order to safeguard children. We will require from them a commitment to learning about and implementing the protection of children.

## Section 2

# CAMFED Code of Practice for Child Protection

### 2.1 Introduction

The CAMFED Code of Practice is a strict statement of principles and procedures that applies to all board members, employees, partners, volunteers and associates<sup>1</sup> when they come into contact with children and vulnerable young adults, and actions that should be taken to prevent child abuse or to respond to allegations of child abuse. All CAMFED employees and associates should bear in mind that they have a duty to act as stated in the CAMFED Child Protection Policy in relation to the protection of children and vulnerable adults.

CAMFED's Child Protection Code of Practice is informed and guided by CAMFED's core values and principles that put the best interests of children at the centre of its work in protecting children. It is also guided by the United Nations Convention on the Rights of the Child which enshrines children's fundamental human rights.

### 2.2 Definition of a Child

For the purposes of this Code, a Child is defined as anyone under the age of eighteen (18). This Code shall apply equally to young people and vulnerable adults.

### 2.3 Definition of Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that results in actual or potential harm to the child's physical, psychological or emotional health, development, dignity or well-being in the context of a relationship of responsibility, trust or power<sup>2</sup>. Child Abuse is categorised under four main forms, namely:

- a) **Physical abuse** is the actual or likely physical injury to a child or failure to prevent physical injury or suffering to a child
- b) **Sexual abuse** is the actual or likely sexual exploitation of a child or young person. It includes direct or indirect sexual exploitation of children by involving them (or threatening to involve them) in sexual activities
- c) **Emotional abuse** is the actual or likely adverse effect on the emotional or behavioural development of a child caused by repeatedly rejecting and humiliating them or denying their worth and rights as human beings
- d) **Neglect** is the persistent lack of care of children including safety, warmth and medical attention

### 2.4 Contact with Children

- a) **Direct contact** is being in the physical presence of a child or children in the context of CAMFED work, whether occasional or regular, short or long term. This includes visits to schools, attending meetings, workshops or conferences at which children and young people are present, as well as correspondence and electronic contact with children and young people (the list is not exhaustive)

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<sup>1</sup> Associates include CDC members, CAMFED Association (CAMA) members, Resource Team members, SBC members, representatives of partner agencies, and representatives of government and/or civil authorities who work with CAMFED in the implementation of its programmes.

<sup>2</sup> World Health Organisation: Report of the Consultation on Child Abuse Prevention, 1999

- b) **Indirect Contact** is having access to information on children in the context of CAMFED's work such as children's names, locations, addresses, photographs and case studies (list not exhaustive)

This Code of Practice recognises that employees and associates are often in direct contact with children and vulnerable young women as they carry out their day-to-day duties such as when they visit schools, attend workshops, or through correspondence. Employees and associates may have access to information about children or be responsible for producing communications that portray children or vulnerable young women's lives and the challenges they face. The code also has practical advice on behaviour protocols when working with children, and action required in case of allegations of child abuse.

## **2.5 Strategies to Ensure Awareness and Prevention of Abuse**

### **2.5.1 Recruitment of Employees, Volunteers, Consultants**

- a) As part of the recruitment process, CAMFED may require prospective employees to be subject to a criminal record check to completely exclude those with a past sexual offences record from employment
- b) Interview questions will include questions on suitability to work with children and/or young women
- c) CAMFED will seek references from former employers on prospective employees' suitability to work with children and young people, recognising that criminal record checks do not reveal risks associated with inappropriate behaviour
- d) Recruitment and induction of new employees, volunteers and members of committees will include briefing on child protection issues as a major concern for CAMFED
- e) CAMFED has a legal and moral obligation to ensure that individuals and agencies contracted to provide a service which may involve direct or indirect contact with children are aware of, and abide by, the CAMFED Child Protection Policy and Code of Practice

### **2.5.2 Recruitment of Community Development Committees (CDCs)**

- a) In constituting committees, CAMFED will proactively include duty bearers that are in a position to protect children and vulnerable adults, in order to promote child protection in the delivery of its programme
- b) Recruitment and induction of new members of committees will include briefing on child protection issues as a major concern for CAMFED
- c) Where possible, former beneficiaries of CAMFED programmes shall also form part of the committees

### **2.5.3 Training and Education**

Employees, volunteers, associates, and appropriate stakeholders will receive training as recommended by the Child Protection Designate Person<sup>3</sup> to:

- a) work safely and effectively with children

<sup>3</sup>The Child Protection Designate person is the National Director (ND) unless otherwise appointed by the ND. In CAMFED International, this is the Director of Operations/ Deputy Executive Director.

- b) recognise abuse and respond to concerns expressed by a child
- c) recognise their responsibilities and how to report any concerns about suspected poor practice and/or abuse
- d) analyse their own practice against what is deemed good practice and to ensure their practice is likely to protect them from false allegations
- e) encourage children's self confidence and willingness to report inappropriate behaviour

CAMFED will support parents and other community members to understand and identify abuse and build their capacity to report to relevant authorities and follow up on cases to deter further abuse, through linking communities with stakeholder agencies on abuse such as victim support, social welfare, medical personnel or other organisations working in this area.

#### **2.5.4 Communications and Images About Children**

Communications and images about children from CAMFED's programmes will meet the standards set out in the CAMFED Communications about Children Policy attached here as **Appendix 1**.

#### **2.5.5 Selection of Beneficiaries**

CAMFED and the CDC shall take explicit steps to ensure that any child that is considered for selection to receive support through CAMFED's bursary scheme, or any other part of CAMFED's programme, is protected from any form of actual or potential abuse or exploitation during the process of selection and in the subsequent provision of entitlements:

- a) Selection is based on set criteria of how girls and other children are identified to benefit from the Bursary or any other part of CAMFED's programme
- b) The criteria are shared with parents and the wider community so that they are fully informed about the basis on which decisions around selection are made
- c) School Based Committees and CDCs are constituted of people with integrity and include representatives of parents from poor families in the community
- d) Children and their parents are made fully aware of their entitlements at the point at which they are selected to benefit
- e) There are clear procedures in place to ensure transparency and accountability to the community and to girls and other children selected to benefit
- f) There is clear segregation of duties to ensure that no one individual is responsible for informing people of procedures, conducting home visits, distributing benefits, and monitoring
- g) As far as possible, girls identified to benefit from the bursary scheme are selected to attend school in groups in order that they benefit from peer support
- h) Monitoring visits to verify beneficiaries are done within a reasonable time of completion of the selection process and shall include home visits to meet with the parents or guardian of the beneficiaries to explain the programme, their responsibilities and entitlements. Such monitoring visits should be conducted by more than one person
- i) Briefings on entitlements, and the disbursement of entitlements, e.g. school uniforms, should be made in the presence of others, be it a member of the school administration, other beneficiaries, or parents



- j) Beneficiaries and/or their parent/s or guardian do not owe a favour or other form of debt to the persons responsible for selecting them on to CAMFED programmes
- k) Any violation of the Code of Practice is not tolerated and will result in the perpetrator being relieved of his/her duties in connection with CAMFED, and all stakeholders made aware

#### **2.5.6 Partnership with Schools**

All partnership with schools will include a commitment to implement child protection policies and procedures provided by the Ministry of Education and make clear CAMFED's position and approach to working with children and how it proposes to respond to any instances of abuse.

In every partner school, a (female) teacher mentor will be trained in issues of child protection by CAMFED and linked with relevant authorities through the CDC. The responsibilities of the teacher mentor with regard to child protection will be clearly communicated and agreed with the school authorities.

CAMFED will work with all partner schools and Ministries responsible for education to eliminate corporal punishment in schools as outlined in the CAMFED Position on Corporal Punishment in Schools attached here as **Appendix 2**.

#### **2.5.7 Monitoring, research and interviews involving children or young people**

Any monitoring, research or interviews involving children/young people shall be done in accordance with the CAMFED Monitoring and Evaluation Code of Conduct attached here as **Appendix 6**.

#### **2.5.8 Meetings, Workshops or Conferences where Children are Present**

At most CAMFED-organised meetings, events, or workshops, children and young people attend together with adults. To ensure the protection of children and young people at such events, CAMFED staff, volunteers and associates shall ensure that the following rules are observed:

- a) In planning any event or activity that involves children, CAMFED will ensure that child protection issues are taken into account and considered as part of the risk analysis and health and safety arrangements
- b) An appropriate child care person is available
- c) Participants are made aware of the code of behaviour expected of them at such a meeting, event or workshop, in line with this Code of Practice, that should include reference to what constitutes inappropriate behaviour in terms of relations conducted out-of-hours
- d) Save where arrangements provide, all young people and other participants at a meeting, event or workshop shall not leave the site of the meeting, event or workshop without notifying the responsible person of their whereabouts
- e) Arrangements for accommodation and other services are made in a manner that will allow participants to travel at a good time back to their homes

#### **2.5.9 Participation of children and/or young women at international forums, trainings, conferences or events**

CAMFED is committed to ensuring high quality child participation throughout its programmes. The following form the minimum quality standards regarding the participation of children in forums and events:

- a) Staff and associates adopt an ethical approach to CAMFED clients' participation. This means that the terms and parameters of participation are clear. The children who will participate are fully informed and agree to clearly outlined roles and responsibilities. Where barriers exist that could impact on children/young women's participation, these are considered and discussed with children/young women involved
- b) Participation is voluntary
- c) The experience is safe, welcoming and encouraging for the participation of children and young women
- d) Participation is followed by necessary provision of follow-on support

#### **2.5.10 Girls Staying in CAMFED Hostels or Similar Premises**

CAMFED has assisted communities in building or setting up hostels for girls from distant communities to stay nearer their school. Also at times girls have stayed at premises run by CAMFED. In such cases it shall be ensured that:

- a) Where the premises are community owned, an agreement is in place of how the premises will be managed
- b) Such girls and young people are supervised by a matron or other responsible person designated for their protection
- c) The matron/supervisor is trained on child protection
- d) All residents of such premises shall adhere to a code of behaviour that promotes child protection
- e) The premises are safe and secure and do not compromise the welfare of children
- f) Clear rules are in place regarding visitors to the premises

Where CAMFED supports girls in other forms of accommodation in instances where they live too far from school to walk from home each day, or is aware that girls and their families have taken similar steps, e.g. in renting local accommodation, it shall be ensured that:

- a) Girls are where possible accommodated in groups
- b) Girls are fully aware of their rights or entitlements under this provision
- c) The person(s) responsible for that accommodation is fully aware of CAMFED's child protection procedures

#### **2.5.11 Consensual/Personal/Sexual Relationships between Members of Staff and/or associates (including vulnerable adults)**

CAMFED is committed to protecting the integrity and objectivity of its staff members and communities. CAMFED believes that it is fundamental to the organisation's overall mission that trust and confidence exist between staff and/or associates and that professional responsibilities are carried out in an atmosphere that is free of conflicts of interest, or perceptions of undue advantage/unfair treatment, that compromise the organisation's principles. Accordingly, CAMFED staff and associates shall abide and be guided by the CAMFED Policy on Consensual/Personal/Sexual Relationships attached here as **Appendix 3**.

## **2.6 Implementation and Monitoring of the Policy**

### **2.6.1 Implementation of the Policy**

The Executive team has overall responsibility to ensure that the Child Protection Policy is implemented and will monitor CAMFED's commitment to child protection through a review process to be held at least once every two (2) years.

### **2.6.2 Appointment of a Child Protection Designated Official**

- a) There shall be a designated person, currently respective National Directors, responsible for the implementation, supervision and monitoring of the Child Protection Policy at national level
- b) The Executive Team shall ensure that the Child Protection designate person has received training on child protection, is aware of local laws applying to child protection and has information on national child protection agencies
- c) It shall be the duty of the designated person to:
  - Provide information and advice on child protection within the organisation
  - Ensure that the organisation's policy and procedures are followed and particularly inform relevant child protection authorities of relevant concerns about children
  - Be familiar with local procedures
  - Liaise with police, social or child welfare agencies and other agencies as appropriate
  - Keep relevant people within the organisation informed about any action taken and further action required
  - Ensure an individual case record is maintained of the action taken by the organisation, liaison with other agencies and outcome under confidential cover
  - Design a reporting format that is friendly to users
  - Advise the organisation of child protection training needs
- d) The designated person, currently respective National Directors, is the only responsible person for coordinating action within the organisation and for liaising with health, social welfare, police and other agencies about suspected or actual cases of child abuse

## **2.7 Code of Behaviour:**

### **2.7.1 All employees, volunteers, and associates in contact with children shall:**

- a) Treat everyone with respect, recognising their right to personal privacy
- b) Plan and organise events in a manner which reduces risk
- c) Ask for permission from parents, guardians or school authorities before taking photographs
- d) Foster a culture of mutual accountability so that potentially abusive behaviour can be challenged
- e) Help children to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is a problem

### **2.7.2 Employees, volunteers and associates who come into contact with children should:**

- a) empower children by promoting their rights and raising awareness

- b) ensure that field visits, studies and programmes affecting children are in the best interests of the children concerned
- c) consult with children, to the extent feasible, in the planning, implementation and evaluation of field visits, studies and programmes that affect them

### **2.7.3 Employees, volunteers and associates must not, under any circumstances:**

- a) develop sexual relationships with children or vulnerable adults
- b) develop inappropriate relationships with children or spend excessive time alone with a child away from others
- c) act in ways that may be abusive or may place a child at risk of abuse
- d) use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- e) condone, or participate in, behaviour which is illegal, unsafe or abusive
- f) act in ways intended to shame, humiliate, belittle or degrade children

## **2.8 Reporting and Reacting to Allegations of Suspected Child Abuse**

The following procedure will be followed for reporting and reacting to any witnessed, suspected or alleged incident of child abuse or violation of the Child Protection Policy by an employee, consultant, volunteer or programme activist. **The guiding principle in responding to any concerns around child protection is that the safety and welfare of the child should always come first. No child should be put at more risk by any action that may be taken.**

### **2.8.1 If you witness, suspect or a disclosure is made to you about a case of child abuse:**

- a) Stay calm so as not to frighten the young person
- b) Do not confront or challenge the alleged person directly
- c) Do not investigate or inform the parents or guardians of the child
- d) If you have to ask questions, keep them to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or ideas have been suggested during the questioning
- e) Let the child or young person know what you are going to do next and that you will let them know what happens
- f) Do not promise confidentiality, but that you will inform people who need to know
- g) Safety of the child should always be considered to be paramount. If urgent action is required in order to protect the child then it may be prior to the reporting procedure e.g. If the child needs urgent medical attention make arrangements to get the child to the nearest health facility and inform the medical personnel of your concerns and make them aware that there is a child protection issue
- h) Record all concerns relating to the case
- i) Report as soon as possible to the Designated Child Protection Person, currently respective National Directors of CAMFED who will assess the situation in liaison with CAMFED International and advise on further steps that may need to be taken
- j) At this stage any reported or suspected abuse is an allegation rather than proved. All concerns, even when they are doubted, and allegations about abuse must be referred to the Child Protection Designate, in our case the respective National Executive Directors of CAMFED

### **2.8.2 If allegations are made against you**

- a) Inform CAMFED, Child Protection Designate Person immediately
- b) Record all details as you know them and send to your respective CAMFED National Director

### **2.8.3 Outside Concerns**

Any person having any child abuse concerns from outside the immediate CAMFED related activities should:-

- a) Contact local child protection agencies and/or the police
- b) The police and relevant child protection agencies will decide how to handle the matter
- c) Also report the incident to the Child Protection Designated person within CAMFED who shall ascertain whether or not the person/s involved in the incident play any role in the organisation and act accordingly
- d) Maintain confidentiality on a need to know basis

### **2.8.4 Confidentiality**

- a) Any information offered in confidence to a CAMFED employee, volunteer or associate is received on the basis that it will be shared with people in relevant authority: this will be in the first instance the designated child protection person, currently respective National Directors, but may include statutory agencies (e.g. police or social welfare). Apart from this, careful confidentiality will be observed.
- b) Any recorded information must be kept confidential and should be passed on to the respective National Directors. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a “need to know” basis
- c) All information, including that contained in correspondence or reports from the field, shall be kept under lock and key in a secure place with limited access to designated people. It should not under any circumstances be available for wider viewing.

The National Directors together with CAMFED International will look at the allegations and gather evidence, determine what action to take and how, and on who are the people who need to know.

In certain instances, there may be an obligation for employees and programme activists to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure to the child protection designate person.

### **2.8.5 Whistle-Blowing**

Concerns in relation to child protection may be reported in a whistle-blowing manner as set out in 13.7 of CAMFED Policy for Ethical Conduct (in the CAMFED HR Manual) attached hereto as **Appendix 5**).

### **2.8.6 Management Responsibilities**

An alleged perpetrator of abuse will be immediately suspended from their normal relationship with CAMFED pending investigation. It should be made clear that suspension does not imply guilt but is necessary to protect both parties while undertaking investigation:

- a) In deciding the appropriate course of action, the Child Protection Designate Person, currently respective National Directors, may report and follow up cases in relation to:
  - a member of the public service – to their line manager or head of department and/or police
  - a member of the public – to the police community liaison officers
- b) In deciding the appropriate course of action, subject to conditions of employment, codes of practice and local law, proven child abuse will lead to:
  - In the case of an employee: classified as gross misconduct leading to summary dismissal
  - In the case of a contractor or consultant: termination of their contract
  - In the case of a volunteer or associate: termination of their relationship with CAMFED
  - In the case of a committee member: removal from the committee and termination of their relationship with CAMFED
- c) The person may be subjected to criminal prosecution under local laws in addition to other disciplinary procedures by their employer
- d) All cases will be considered on an individual basis and arrangements will be put in place to provide support to those affected during and following an allegation

### **2.8.7 Working with the Aftermath**

- a) After a suspicion or allegation about a child protection issue has been investigated, there are likely to be strong feelings amongst employees, parents, children and/or the community which will need to be addressed.

There are likely to be issues of:-

- Communication – if rumour or fact
  - Guilt and blame – if suspicions had been around for some time
  - Impact – on individual, on the nature of what occurred and to whom
  - Gaps in the organisation in terms of roles and post held
- b) Careful thought will need to be given to the sharing of information and the provision of appropriate information.
  - c) The Designate Child Protection Person, National Director is the only responsible person to handle any media enquiries as set out in **Appendix 4**.

**2.9 DECLARATION**

I, \_\_\_\_\_,

have read and understood the provisions of this Child Protection Policy, the Code of Practice and its Appendices. I agree with the principles contained therein and fully understand the importance of implementing child protection policies and practice while associated with CAMFED. I accept to be bound by these provisions.

Signed .....

Date: .....

## APPENDIX 1

### CAMFED Communications Policy: Children and Vulnerable Adults

#### 1. Introduction

In a world where images of children are exploited and children are particularly vulnerable to trafficking and abuse, CAMFED is committed to child protection as a fundamental principle of its governance, and it is applied through programme implementation, recruitment of employees and volunteers, and communications.

This document sets out CAMFED's policy and practice around the gathering and publication of images, video footage and text referring to children (younger than 18<sup>4</sup>) and vulnerable adults, and is one of a set of documents governing CAMFED's child protection.

The practice described is intended to ensure that the rights of children and vulnerable adults are respected, while allowing CAMFED to report on its work using stories and images (both still and moving).

#### 2. Use of images and stories

In general, CAMFED's communications about children shall respect each child's dignity and identity.

We will strive to:

- Portray children as realistically as possible, in their own context, without being overly sensational or overly positive, and without portraying children as victims
- Represent the diversity of children in the areas where CAMFED works and take care to give children's perspectives due weight
- Be aware that some children may need extra protection when communicating their stories (for example, those who have been orphaned by AIDS or who are living with HIV/AIDS, or who are survivors of abuse)
- Ensure that children and their legal guardians are fully informed of any potential risks and made aware of their rights so that they can make informed decisions about sharing their story
- Ensure that participants see how their story is used in CAMFED materials
- Empower children through telling their story

#### 3. Consent

Wherever possible, as well as gaining consent from the child, CAMFED shall acquire written consent from the child's parents, the child's school or whoever is acting in loco parentis (e.g. the CAMFED partner responsible for the child, or their school) to use images and stories for external communication. (This may not always be possible when dealing with crowd shots.)

No payment or reward shall be given in order to gain consent. Additionally, there must be no payment to minors for material involving the welfare of children nor payment to parents or

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<sup>4</sup> "A child means every human being below the age of eighteen unless under the law applicable to the child, majority is attained earlier." UN Convention on the Rights of the Child.



guardians (including schools and partner organisations) for material about their children or wards unless it is demonstrably in the child's interest.

It will be made clear to all, including children, parents (and those *in loco parentis*) and guardians, that receiving support from CAMFED does not confer an obligation to participate in our communications and that there is no reciprocal arrangement in terms of support if they do or do not participate.

When photographing or filming in schools, it is good practice to give the school sufficient advance notice so that they can contact the children's parents to gain consent.

The relevant district education officials should be informed of visits for interviewing, photography and filming purposes.

Specific countries may have specific regulations governing children's participation and parental consent. It is critical to find out about these in advance and secure the appropriate consent.

**For example:** When photographing or filming in UK or US schools, teachers will usually ask each child's parent to sign a written consent form.

Even if informed consent has been received, CAMFED may decide not to publish a story if it is regarded as damaging to the child's interest.

#### **4. Confidentiality**

While it is extremely important to publish real stories and photographs for the sake of authenticity and transparency, CAMFED shall strive to protect the identity of children on two fronts:

- a) To avoid the exploitation of images and stories by those who may wish to misuse them; and
- b) To protect children from being stigmatised or mistreated in their own communities as a result of any publicity arising from the interview or subsequent publication of photographs or images.

For the above reasons, CAMFED does not use a child's family name or the name of a school in external communications. However, in most cases, it is acceptable to use a child's first name and the name of the district alongside a photograph and story. These guidelines also apply to vulnerable adults and any young people still at school.

For young adults aged 18 and over who are no longer in school, first names and the name of the district can be used judiciously, providing that those concerned are not considered sensitive cases, as described below.

##### *Sensitive Cases*

Identities should be further protected where children have particularly sensitive stories to tell, including the following:

- sexual abuse
- domestic violence
- pending or current court cases
- child labour

- children living with HIV/AIDS
- fostered girls and boys
- commercial sex workers
- other economic or political factors that might threaten a child's safety.

Identities shall be protected in the following ways:

- a first name can be used without an identifiable location
- a first name can be changed, or a pseudonym used, in order to protect a child's identity in extremely sensitive cases, but this should always be a last resort and should be footnoted in the text with the following explanation:

*"Names have been changed in order to protect the identities of those involved."*

Care should also be taken to make sure that the name change is noted for future use of the same story and photographs

#### *Exceptions*

Exceptions to the above guidelines can be made when the audience for a particular communication is limited and is known by CAMFED (e.g. a letter to major donors or funding report to a known funding agency). Family names and school names could be used for the sake of transparency to illustrate non-sensitive stories in these circumstances.

## **5. Interviewing Children**

All interviews with children should be conducted with extra care and sensitivity to the child's welfare and safety. Children's cultural values, interests and priorities should be honoured and child-friendly language should be used. Information should be shared with the interviewee in a transparent way.

Interviews with children should be carried out by two or more people, one of which is the interviewer and another a neutral person. A neutral person is defined as a person who does not intimidate or influence a child's responses.

Care should be taken so that children are free to express their feelings about the assistance given to them so that CAMFED's partnership with communities is reinforced by the respect and protection CAMFED accords the child. Questions that are overly intrusive or sensationalised will not be allowed.

Following the UK Radio Authority's Programme Code, children should not be interrogated to find out about private family matters nor asked for expressions of opinion on matters likely to be beyond their judgement.

It is also good practice to make a note of who has given consent for the interview and photographs alongside the interview notes and to ask a child or their guardian at the end of the interview whether they have told you anything they would not want to see published.

CAMFED's Child Protection Policy shall be adhered to at all times when interviewing and photographing or filming a child.

## **6. Visitors to CAMFED's Programmes**

Visitors to CAMFED's programmes shall present their reasons for visiting beneficiaries. Visitors will only be permitted to meet with children after their agenda has been approved and after

agreeing to abide by CAMFED's Child Protection Policy and this Communications Policy. Visitors will be accompanied by a member of the CAMFED staff at all times in their interaction with children and vulnerable adults, and CAMFED can intervene in or halt an interview at any time.

## **7. Press Visits**

CAMFED follows the Press Complaints Code of Practice Regarding Children. Young people should be free to complete their time at school without unnecessary intrusion.

Journalists must not interview or photograph children under the age of 18 on subjects involving the welfare of the child or any other child, in the absence of or without the consent of a parent/guardian/ school authority or other adult who is responsible for the children.

Pupils must not be approached or photographed while at school without the permission of school authorities, the pupils themselves, and/or their guardian.

There must be no payment to minors for material involving the welfare of children nor payment to parents or guardians (including schools and partner organisations) for material about their children or wards unless it is demonstrably in the child's interest, and is checked with a CAMFED representative.

## **8. Guidelines for Release of CAMFED Images to External Publications**

The following guidelines should be used when releasing CAMFED images to external publications, including newspapers, magazines and websites:

- Every image should respect CAMFED's Child Protection Policy
- When releasing photographs to external publications, CAMFED should take extra care that the image is a dynamic and accurate representation of its work
- As far as possible, each image should tell a story in its own right that communicates CAMFED's vision and mission
- Wherever possible, the photograph should match any story that is being written about. Where this is not possible, a representative photograph from the same country should be chosen
- CAMFED should provide captions for each of the photographs released to explain details about names, locations etc.
- CAMFED should provide details of the photographer to be credited and make clear that CAMFED retains copyright of the image

## **9. Electronic contact with children and young women**

CAMFED is committed to protecting the security, privacy and dignity of children and young women in any electronic forms of communication

- CAMFED staff and associates must ensure all electronic communications with children and young women working with CAMFED are appropriate and professional
- CAMFED staff and associates must exercise discretion in relationships and communications with young women clients of CAMFED on social networking sites
- Electronic contact includes telephone communications (including texting) and on-line environments

## **APPENDIX 2**

### **CAMFED Position on Corporal punishment in Schools**

#### **1. Introduction**

CAMFED Child Protection Policy and Code of Practice states a clear commitment to the protection of the rights of the child and espouses the protection of the child against all forms of child abuse.

Child abuse is stated as any form of physical, emotional or sexual mistreatment or lack of care that results in actual or potential harm to the child's physical, psychological or emotional health, development, dignity or well being in the context of a relationship of responsibility, trust or power. Child abuse is categorised under four main forms; physical, sexual, emotional abuse and neglect.

Corporal punishment is a form of physical abuse which relates to actual or likely physical injury to the child or failure to prevent physical injury or suffering to a child.

All stakeholders and partners of CAMFED have signed or are expected to sign up to the Child Protection Policy and Code of Conduct, which is a commitment to the protection of all children under their care or engagement against the violation of their rights.

#### **2. Observations**

It has been observed that despite the existence of the Child Protection Policy and Code of Practice and regardless of the fact that teachers or school managers have signed up to it, there are reported cases of child abuse through the practice of corporal punishment in schools. Teachers continue to cane students, causing both physical and psychological torture for the children.

It has further been observed that corporal punishment continues to be practiced even in countries where it has been legally banned. This is particularly true in rural and remote areas where teachers continue with old practices without attracting the attention of education authorities.

Corporal punishment is also difficult to eliminate since it is still an accepted form of punishment in many communities. Many parents still use corporal punishment in raising their children and therefore condone it when applied by the teachers.

#### **3. Way forward**

Taking into account the CAMFED Child Protection Policy and Code of Practice;

Recognizing that all CAMFED partners have or are supposed to sign up to this Policy and Code of Practice;

Recognizing that despite signing up to the CAMFED Child Protection Policy and Code of Practice, teachers are still using corporal punishment due to deeply entrenched education and cultural practices;

Now therefore, CAMFED has to step up its effort to eliminate all forms of corporal punishment in schools and apply the following strategies in addressing this issue:

1. Dialogue with the ministries of education should be undertaken with a view to forging a partnership towards elimination of the practice of corporal punishment in schools
2. Continue the awareness-raising among communities, teachers and school managers on the fact that corporal punishment is a violation of the basic rights of a child

3. Raise the awareness of teachers and school managers on the need for compliance to what the Child Protection Policy and Code of Practice stands for
4. Mobilise CDCs, Programme Officers, to include in their monitoring of schools programme a review of whether corporal punishment features in the schools they visit
5. If corporal punishment is in practice, the CDC should conduct a dialogue with the teachers and the school management and draw up a plan to stop corporal punishment. The dialogue should include a discussion of alternative forms of disciplining students which do not involve violation of their rights
6. Elimination of corporal punishment in the schools should be included in advocacy with communities and relevant stakeholders as well as training for CDCs, teacher mentors and heads of schools and Programme Officers
7. The monitoring tool for schools should include indicators on a corporal punishment-free school

### **Current legal provisions relating to corporal punishment in schools**

- a) **Zimbabwe** - Article 69(2)(c) of the Education Act Chapter 25:04 authorises the making of regulations to provide for “discipline in schools and the exercise of disciplinary powers over pupils attending schools, including the administration of corporal punishment”. Section 241 of the Criminal Law (Codification and Reform) Act [Chapter 9:23] states that “a school-teacher shall have authority to administer moderate corporal punishment for disciplinary purposes upon any minor male pupil or student” (para 2b) and, as for parents, “where moderate corporal punishment is administered upon a minor person by a parent, guardian or school-teacher within the scope of that authority, the authority shall be a complete defence to a criminal charge alleging the commission of a crime of which the administration of the punishment is an essential element” (para 2b). Para 6 of section 241 also applies (see above).

Court action<sup>5</sup> challenging administration of corporal punishment in schools has ruled that corporal punishment contravenes section 53 of the Constitution of Zimbabwe, 2013 which prohibits physical or psychological torture or cruel, inhuman and degrading treatment or punishment. The court ruling, however, is yet to be confirmed by the Constitutional Court. The practice of corporal punishment remains rampant.

- b) **Zambia**- Corporal punishment in schools was banned in 2003. The Zambia Education Act 23/2011 states in section 28 that:
1. A teacher, employee or other person at an educational institution shall not impose or administer corporal punishment or degrading or inhuman treatment on a learner or cause corporal punishment or degrading or inhuman treatment to be imposed or administered on a learner.
  2. A teacher, employee or other person who contravenes subsection (1) commits an offence and is liable, upon conviction, to a fine not exceeding one hundred thousand penalty units or to imprisonment for a period not exceeding one year, or to both.
- c) **Tanzania**- Corporal punishment is lawful in schools. Pursuant to article 60 of the Education Act (1978), corporal punishment is regulated by the National Corporal Punishment Regulations (1979), produced by the Ministry of Education. Government guidelines in 2000 reduced the number of strokes from six to four and stated that only the heads of schools are allowed to administer the punishment, with penalties for teachers who flout these regulations.

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<sup>5</sup> Pfungwa & Anor v Headmistress, Belvedere Junior Primary School & Minister of Education HH148 – 3 March 2017

- d) **Ghana** - While legal instruments permitting the administration of corporal punishment in schools remain, the government of Ghana has expressed commitment to end corporal punishment of children. The Ghana Education Act 778/2008 allows the Minister to make regulations in respect of discipline in schools among other things. The Teachers' Code of Conduct, 2008 prohibits the administration of corporal punishment on students. However, despite this codification and Ministerial pronouncements against corporal punishment, the practice remains rampant as there are no mechanisms in place for monitoring the use of corporal punishment in schools.
- e) **Malawi** - Corporal punishment is unlawful in schools under article 19 of the Constitution, which prohibits corporal punishment "in connection with any judicial proceedings or any other proceedings before any organ of the state". The Teachers' Code of Conduct states that corporal punishment should not be used. Section 37 of the Malawi Education Act, 2013 implemented alongside the Child Care, Protection and Justice Act 2010 specifically prohibits verbal abuse or any use of force against students mandating the protection of children against neglect, violence and all forms of abuse as parental and school's child protection responsibilities.

## APPENDIX 3

### **CAMFED Policy on Consensual/Personal/Sexual Relationships between Members of Staff and/or associates (including vulnerable young adults)**

#### **1. Introduction**

- 1.1** CAMFED's vision and mission towards girls' access to education and protection of children and young adults is promoted by professionalism that derives from mutual trust and respect among members of staff<sup>6</sup> and/or its associates<sup>7</sup>.
- 1.2** CAMFED is committed to protecting the integrity and objectivity of its staff members and associates in the performance of their duties and service to individuals and their communities. CAMFED believes that it is fundamental to the organisation's overall mission that trust and confidence exist between staff and/or associates and that professional responsibilities are carried out in an atmosphere that is free of conflicts of interest, or perceptions of undue advantage/unfair treatment, that compromise the organisation's principles.
- 1.3** Accordingly, CAMFED prohibits sexual/personal relationships between members of staff and beneficiaries (including vulnerable young adults) since these are based on inherently unequal power dynamics. Given the imbalance of power between members of staff and beneficiaries, any abuse of the professional duty is considered a breach of professional ethics to be viewed with the utmost concern, and will result in disciplinary action.
- 1.4** CAMFED discourages members of staff and/or associates from entering into a consensual personal relationship<sup>8</sup>. Such relationships have the potential to undermine the credibility, integrity and reputation of the work of the organisation, and compromise the professional relationship.
- 1.5** Moreover, such relationships may damage others in the work environment. Relationships in which one party has authority or influence on decisions regarding work or benefits for the other party may provide grounds for complaint when that relationship gives, or creates the appearance of, undue access or advantage to the person involved in the relationship, or when it restricts opportunities or creates a hostile environment for others.
- 1.6** However, CAMFED does recognise that relationships may develop between members of staff and/or associates as a result of their contact with the organisation without deliberate intent and that such relationships may be desired by both parties and may lead to successful long-term relationships.
- 1.7** This policy seeks to balance the risk of damage against freedom of legally consenting adults. It outlines the guidelines for such sexual/personal relations and all members of staff and/or associates are expected to follow it for the protection of themselves, young adults and the organisation.

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<sup>6</sup>The term members of staff applies to full-time, part-time, national, international, temporary, daily/hourly paid, including consultants and researchers, and voluntary staff

<sup>7</sup>The definition of associates is extended to include board members, trustees, staff in partner organisations, CAMFED Association (CAMA) members, community partners and other individuals or groups or agencies or organisations that have a formal/contractual (but not employment) relation to CAMFED

<sup>8</sup>A consensual/personal/sexual/romantic relationship is any relationship that crosses professional boundaries.

**1.8** Any relationship that is deemed exploitative or behaviour that is deemed inappropriate and counter to the principles and values of CAMFED as enshrined in this child protection policy, shall be referred to the National Director for appropriate sanction.

## **2. Procedure**

- 2.1** Any members of staff and/or associates who are currently involved in a sexual/romantic/personal relationship, or feels that such a relationship may develop with another member of staff/associate should declare their relationship (not necessarily its nature) in confidence to the Designated Child Protection Person or other established reporting mechanisms within the organisation<sup>9</sup>. Any person who suspects or is informed of a *non-declared* relationship that they feel crosses the professional duty may also approach the Designated Child Protection Officer in confidence<sup>10</sup>.
- 2.2** Managers at all levels (including leaders of associate groups) are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the Code of Practice. Cases will be evaluated on an individual basis and a case management plan will be developed to address areas of potential conflict of interest which must be adhered to.
- 2.3** Any exploitation of the professional duty for these relationships is liable to be dealt with under the organisation's disciplinary procedures and is ground for termination of employment.
- 2.4** Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is strictly prohibited.

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<sup>9</sup> Such a relationship may not in itself be a ground for disciplinary action; however failure to report such a relationship may be ground for such action.

<sup>10</sup> This also includes associates such as CAMFED Association (CAMA) members involved



## **APPENDIX 4**

### **Dealing with Media Enquiries**

Under no circumstances should an employee comment on, or issue a statement about, any of CAMFED's activities without prior consultation with the Communications Department or National Director. In the event that an individual is contacted directly or indirectly by a member of the media, by telephone, e-mail or in person, enquiries should be referred as follows in the first instance:

National Offices: To the National Director  
CAMFED International: To the Head of Communications  
CAMFED USA/CAMFED Canada: To National Directors

The National Director and Head of Communications will take this up with the Executive Director–Africa and CEO where relevant.

If the appropriate person is unavailable, the individual should note the caller's details (name, contact telephone number, organisation, position and purpose of call) and forward these on to the relevant person.

If at any time an employee is unsure as to what constitutes a media enquiry, they should contact the CAMFED Communications Department [comms@CAMFED.org](mailto:comms@CAMFED.org) for guidance.

## APPENDIX 5

### CAMFED POLICY FOR ETHICAL CONDUCT

#### *Extract from CAMFED HR Manual*

#### **13.7 Whistle-Blowing – Dealing With Serious Wrongdoing**

The Grievance Procedure sets out how you should deal with concerns about your direct work situation. This section covers significant malpractice at an organisational level.

CAMFED is committed to conducting its business to the highest possible standards. High standards of conduct, ethics, honesty and integrity are essential. In order to maintain high standards CAMFED attaches great importance to identifying and remedying serious unprofessional or unlawful conduct in the workplace.

The aim of this policy is to ensure that employees are confident that they can raise any matter with CAMFED that concerns them in the knowledge that it will be taken seriously, treated as confidential and that no action will be taken against them.

If you have a genuine suspicion about wrongdoing, actual or suspected, you should report it at once to your line manager (or his/her manager if your own manager is involved using the procedure set out below). (Examples of malpractice include theft, fraud, corruption, other illegal activity (criminal or civil), false accounting, dangers to health and safety, a miscarriage of justice, potential environmental damage, serious breaches of statutory Codes of Practice or any attempt to cover up any of the above.) Concerns in relation to child protection should also be reported, as set out in the Child Protection Policy and Code of Practice.

If you have any doubts as to whether the behaviour that you have identified is covered by this procedure, you should speak to your manager. If, for any reason, you do not wish to speak to your manager (because, for example, s/he is the subject of the concern(s)) you should raise the issue with the CAMFED International Head of HR & Admin or the CAMFED International Director of Operations.

You should use this procedure if you are concerned about any wrongdoing at work. If you raise a genuine complaint CAMFED will respect your confidentiality and take appropriate action. CAMFED will also take all reasonable steps to prevent you suffering victimisation as a result of raising your concerns. Disciplinary action under the disciplinary procedure will be taken against any employee who victimises other employees who have raised concerns or if any employee deters other employees from raising concerns about wrongdoings.

No action will be taken against a staff member who has raised a concern in good faith in accordance with the procedure and who reasonably believes that the information disclosed relates to one of the categories of wrongdoing listed above. However, making a false allegation for any reason is not acceptable conduct and will be dealt with under the disciplinary procedure.

It is not necessary for you to have proof that such an act is being, has been, or is likely to be committed – a reasonable belief is sufficient. You have no responsibility for investigating the matter, it is CAMFED's responsibility to ensure that an investigation take place.

You should never contact the press, media or a donor as a way of drawing attention to an allegation as this may undermine the procedure for investigation.

### **13.8 How to raise a concern**

You should initially raise your concern(s) informally, by speaking personally, and in confidence, to the appropriate person, (as indicated above). However, if you consider that it is insufficient or impractical to resolve the concern by way of a confidential discussion, you may raise the concern in writing. In any event, your manager may request that you put your concern(s) in writing.

Any instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue a concern, even by a person in authority, you should not agree to remain silent. You should report the matter to the CEO or the Chair of the Board.

Once a complaint is received, CAMFED will conduct an investigation into the allegation(s). CAMFED will report any matters to the Chair of the Board and any appropriate government departments or regulatory agencies. CAMFED will do everything that it can to respect confidentiality. However, in order to investigate your concern(s) properly it may be necessary for you to consent to other employees being informed of your concern(s). You may request anonymity but this may affect CAMFED's ability to investigate your concern(s).

The Investigation will be conducted and concluded as quickly as possible. CAMFED will advise you in a manner and to an extent considered appropriate by CAMFED, of the outcome of any investigation. This may include disciplinary action being taken against any employee(s) suspected of malpractice. You must treat the investigation, the outcome of the investigation, any report prepared as a result of the investigation and any disciplinary arising as confidential.

## APPENDIX 6

### CAMFED M&E Code of Practice

As an international organisation focusing on the education and empowerment of young people, CAMFED works closely with vulnerable children and young adults. In its strategy, structures and working practices, CAMFED puts the welfare and well-being of children and young people first and is committed to preventing intentional or unintentional abuse or harm to children who work with CAMFED or are in contact with it. The process of Monitoring & Evaluation is guided by CAMFED's core values and principles. Information gathering, data analysis and sharing needs to follow procedures that put the best interests of children at the centre.

#### Procedures

The following procedures apply to all employees, partners, volunteers and professionals employed to carry out M&E activities, including evaluators, researchers and enumerators.

#### 1. Gathering and storing information from and about children and vulnerable adults

CAMFED staff and volunteers are covered by CAMFED's Child Protection Policy and they must adhere to it in gathering and storing data from and about children and vulnerable adults. External consultants employed by CAMFED, including evaluators, researchers and enumerators, including any sub-contractors, are also covered by CAMFED's Child Protection Policy (CPP). Training should be provided by CAMFED staff to the external consultants on the Child Protection Policy and they will be required to sign the policy before starting data collection activities.

When undertaking monitoring visits, research, evaluations or other data collection exercises, CAMFED staff, volunteers and external consultants should:

- a) Have a clear agenda of what the research or monitoring visit seeks to achieve
- b) Give ample notice to schools, community leaders and local authorities of the impending visit, research, evaluation or survey
- c) Ask for permission from parents, guardians or school authorities before talking to the children<sup>11</sup>. Even if a parent/guardian/school authority gives consent for their child to participate, the child has a right to refuse to participate which will supersede the consent given by their parent/guardian.
- d) Interview respondents, especially children and vulnerable adults, in neutral situations, and make every effort to create a neutral environment for respondents. For example, students might feel uncomfortable or inhibited with their responses if interviewed in the head teacher's office or staff room. Interviews must be carried out by two or more people, one of which must be the interviewer/enumerator and another a neutral person. A neutral person is defined as a person who does not intimidate or influence a child's responses. At no time may a researcher (adult) be unaccompanied with an individual child.
- e) During qualitative research with children, use child-friendly research methods (such as participatory research) to make them feel more at ease and to provide them with the opportunity to express their feelings and opinions more openly than an individual interview or focus group discussion.
- f) Minimise asking children about abuse and violence where there is a risk of harm if done poorly, with the potential for children to become distressed or re-traumatised, for their safety to be compromised and for them to be put at risk of further violence. Where this line

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<sup>11</sup> A school, acting in loco parentis, may give general consent.

of investigation is necessary for generating data to inform programming efforts or evaluating a project, appropriate steps should be taken including:

- a. Using staff, evaluators, researchers and enumerators who have the appropriate expertise to research these sensitive topics with children and who have passed appropriate safety checks
- b. Limiting the collection of data on sensitive topics to what can realistically be made use of.
- c. Framing questions sensitively and age-appropriately to minimise distress to children.
- d. Putting in place and adhering to appropriate protocols for referring children to support or services that they may need
- e. Putting in place and adhering to an appropriate reporting and response mechanism to respond to children in distress or to a researcher breach of the code of conduct.
- g) Select respondents in a meaningful way, not based on discrimination.
- h) Allow respondents to participate anonymously.
- i) Use adaptive technologies or offer other appropriate assistance to those who require it in order to participate.

When engaged in the analysis and storage of information gathered from children and vulnerable adults:

- a) Any biases and limitations of the data and findings should be identified and reflected in the analysis and reporting.
- b) In order to protect identities and ensure that there could be no backlash to an individual on any response provided, names should not be used in any analysis or reports produced based on the data collected.
- c) Data must be stored in accordance with data protection legislation.
- d) Access to CAMFED's programme database will be limited to CAMFED staff with adequate password-protected protocols.
- e) In the case of data stored outside of CAMFED's programme database, names of respondents should not be kept together with other personal data through the use of IDs. If necessary, a file linking names to their IDs should be kept separately from other data collected from and about them.

## **2. Types of data CAMFED is committed to collect**

There are essentially four types of data that CAMFED collects:

- a) Key Performance Indicator data, which is aggregated quarterly and annually
- b) Monitoring data which is collected monthly, quarterly, termly or annually
- c) Research data which is aggregated after it is collected and cleaned
- d) EMIS data which is accessed in different ways depending on how accessible the national government database is.

## **3. Contextualizing data**

Numbers can be read in different ways. CAMFED is committed to presenting its data honestly, clearly and consistently. To do this, numbers need to be cleaned and validated before they are shared. Data also need to be contextualized so that recipients understand why it was collected and can interpret it appropriately.

## **4. Sign off**

Sign off will be required on all data in all formats including spreadsheets, reports, communication pieces or other materials that cite quantitative or narrative data generated from the CAMFED programme. Sign off from both the National Director and either the Chief Executive Officer,

Executive Director Africa or Deputy Executive Director will be required before data can be shared outside of CAMFED. This includes formal and informal sharing with CAMFED partners, government officials, donors, other NGOs etc.

## **APPENDIX 7**

### **HOW TO RECOGNISE ABUSE**

Listed below are a number of indicators; however, they may vary by cultural and economic context. This list is not exhaustive but is a guideline to help establish whether some form of child abuse or exploitation has taken place. However, it is not your role to become an investigator. Any concerns must be directed to the designated child protection contact.

#### **Emotional Signs of Abuse**

- Sudden under achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression or extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Persistent tiredness
- Running away/stealing/lying

#### **Indicators of Possible Physical Abuse**

- Any injury inconsistent with explanation given to them
- Injuries to the body in places not normally exposed to falls, rough games etc
- Reluctance to change for, or participate in, games
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have a reasonable explanation
- Infections and/or symptoms of sexually transmitted diseases

#### **Indicators of Possible Sexual Abuse**

- Any allegations made by a child concerning abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or engaging in age in-appropriate sexual play
- Sexually provocative or seductive with adults

#### **Indicators of Neglect**

- Frequent lateness or non-attendance at school
- Inadequate care

## APPENDIX 8

### Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within national legislation and international human rights law

Legislation	Useful contacts
<b>Zimbabwe</b>	
<ul style="list-style-type: none"> <li>▪ The Constitution of Zimbabwe</li> <li>▪ Education Act [Chapter 25:04]</li> <li>▪ Children’s Act [Chapter 5:06]</li> <li>▪ Sexual Offences Act [ Chapter 9:21]</li> <li>▪ Domestic Violence Act [Chapter 5:16]</li> <li>▪ Criminal Procedure and Evidence Act [Chapter 9:07]</li> <li>▪ Criminal Law (Codification and Reform) Act [Chapter 9:23]</li> <li>▪ Secretary for Education Circular P.35/1993</li> <li>▪ Public Service (Disciplinary) Regulations</li> <li>▪ Customary Marriages Act [Chapter 5:07]</li> <li>▪ General Laws Amendment Act (Legal Age of Majority)</li> <li>▪ Labour Act [Chapter</li> <li>▪ Guardianship of Minors Act</li> <li>▪ Maintenance Act</li> <li>▪ Deceased Persons Family Maintenance Act</li> <li>▪ Births and Death Registry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ministry of Education, Sports and Culture <a href="http://www.moesac.gov.zw">www.moesac.gov.zw</a></li> <li>▪ District Education Offices</li> <li>▪ Zimbabwe Republic Police - Victim Friendly Police Unit</li> <li>▪ District Police Community Liaison Officers</li> <li>▪ Zimbabwe Republic Police: Officer-in-Charge</li> <li>▪ Ministry of Home Affairs <a href="http://www.moha.gov.zw">www.moha.gov.zw</a></li> <li>▪ Registrar of Births – Makombe Building, Harare Tel: 702295 or Drill Hall, Bulawayo</li> <li>▪ Department of Social Welfare: Division of Child Welfare Tel: 04 -703641 <a href="http://www.pslsw.gov.zw">www.pslsw.gov.zw</a></li> <li>▪ Zimbabwe Women Lawyers Association Tel: 04- 726511 <a href="http://www.zwla.org.zw">www.zwla.org.zw</a></li> <li>▪ Childline Tel/Fax: +263-(0)4-734252, 252000 E-mail: <a href="mailto:childl@africaonline.co.zw">childl@africaonline.co.zw</a> <a href="http://www.childline.org.zw">www.childline.org.zw</a></li> <li>▪ Legal Resources Foundation <a href="http://www.lrf.co.zw">www.lrf.co.zw</a></li> <li>▪ UNICEF Zimbabwe <a href="http://www.unicef.org">www.unicef.org</a></li> </ul>
<b>Zambia</b>	
<ul style="list-style-type: none"> <li>▪ Constitution of Zambia</li> <li>▪ Education (Amendment) Act</li> <li>▪ Employment Act</li> <li>▪ Employment of Young Person and Children Act [Chapter 274]</li> <li>▪ National Child Policy</li> <li>▪ Juvenile Act [Chapter 53]</li> <li>▪ Marriage Act [Chapter 50]</li> <li>▪ Affiliation and Maintenance Act</li> <li>▪ Widows and Orphans Pension Act</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ministry of Education <a href="http://www.moe.gov.zm">www.moe.gov.zm</a></li> <li>▪ District Education Board Secretary</li> <li>▪ Zambia Police - Victim Support Unit <a href="http://www.zambiapolice.gov.m">www.zambiapolice.gov.m</a></li> <li>▪ Association for the Prevention of Child Abuse and Neglect <a href="http://www.apcan.org.zm">www.apcan.org.zm</a></li> <li>▪ Ministry of Health and Child Welfare: Department of Social Welfare</li> <li>▪ Ministry of Sport, Youth and Child Development</li> <li>▪ Child Abuse Prevention Education Monze, Zambia Tel: +260 32 50141</li> </ul>
<b>Tanzania</b>	
<ul style="list-style-type: none"> <li>▪ Constitution of the United Republic of Tanzania</li> <li>▪ Law of the Child Act</li> <li>▪ Children and Young Persons’ Ordinance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ministry of Education and Vocational Training, Dar es Salaam, Tanzania Telephone : 2120403, 2120412 <a href="http://www.moe.go.tz">www.moe.go.tz</a></li> </ul>



<p>Act</p> <ul style="list-style-type: none"> <li>▪ Education Act</li> <li>▪ Penal Code</li> <li>▪ Corporal Punishment Act</li> <li>▪ Age of Majority Act</li> <li>▪ Births and Death Registration Act</li> <li>▪ Sexual Offences Special Provisions Act</li> <li>▪ National Corporal Punishment Regulations</li> </ul>	<ul style="list-style-type: none"> <li>▪ District Education Offices</li> <li>▪ Department of Social Welfare Regional C.C.M Building, Lumumba Street, Dar es Salaam, Tel: (+255) 22-218-4281</li> <li>▪ Tanzania Women Lawyers Association Tel: 2110758</li> <li>▪ Ministry of Community Development, Women and Children Tel: +255 22 2115074, 2132057, 2115635</li> </ul>
<b>Ghana</b>	
<ul style="list-style-type: none"> <li>▪ Constitution of the Republic of Ghana</li> <li>▪ Education Act</li> <li>▪ Children’s Act</li> <li>▪ Education Code of Discipline</li> <li>▪ National Action Plan for the Elimination of Child Labour</li> <li>▪ Criminal Code</li> <li>▪ Teachers’ Code of Conduct, 2008</li> </ul>	<ul style="list-style-type: none"> <li>▪ District Education Directors</li> <li>▪ Regional Ghana Educational Directorates</li> <li>▪ Girl Child Education Unit</li> <li>▪ Domestic Violence and Victim Support Police Officers</li> <li>▪ Christian Aid</li> <li>▪ Commission on Human Rights and Administrative Justice <a href="http://www.chraighana.org">www.chraighana.org</a></li> </ul>
<b>Malawi</b>	
<ul style="list-style-type: none"> <li>▪ Constitution of the Republic of Malawi</li> <li>▪ Education Act, 2013</li> <li>▪ Children and Young Persons Act</li> <li>▪ Child (Care, Protection and Justice) Act, 2010</li> <li>▪ Penal Code</li> <li>▪ Teachers’ Code of Conduct</li> <li>▪ Birth Registration Act</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ministry of Education, Science and Technology <a href="http://www.education.gov.mw">www.education.gov.mw</a></li> <li>▪ District Education Officers</li> <li>▪ Malawi Police Service</li> <li>▪ UNICEF</li> <li>▪ Save the Children</li> <li>▪ World Vision</li> </ul>
<b>International</b>	
<ul style="list-style-type: none"> <li>▪ UN Convention on the Rights of the Child, 1989/90</li> <li>▪ African Charter on the Rights and Welfare of the Child, 1999</li> <li>▪ Data Protection Act. 1998</li> <li>▪ The Vienna Guidelines: UN Guidelines for Action on Children in Criminal Justice System, Resolution 30/199</li> </ul>	