

Child Protection Policy for KickStart Ghana

We believe that every child regardless of age has at all times and in every situation the right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

Each child has the right to protection from all forms of abuse, neglect and exploitation.

We will:

- Treat everyone with respect;
- Respect that some issues are confidential (but others MUST be shared);
- Provide an example we would wish others to follow;
- Ensure that activities have more than one adult in attendance;
- Be aware that, someone else might misinterpret our actions even if they are well intentioned;
- Respect a child's right to personal privacy;
- Encourage children to respect and care for others;
- Take action to stop any inappropriate verbal or physical behaviour;
- Suspicions or allegations of abuse should be investigated by the appropriate member of staff or Trustee;
- We accept that it is our responsibility as a organisation to check that all adults with substantial access to children have been appropriately vetted;
- We ensure that every new volunteer or member of staff will complete a Personal Profile Form;
- We will ask for the name of a reference who will be prepared to provide a written reference;
- We will contact the reference with a letter in which we will inquire into the applicant's suitability to work with children. A record of this will be kept in the applicant's file;
- We will interview prospective volunteers and staff;
- We will note at interview all previous experience of volunteers and staff in working with children;
- We will undertake CRB checks on volunteers and staff whom will come into contact with children while working on our behalf, where necessary.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected. In our organisation, if we have suspicions about a child's physical, sexual or emotional well being, we will take action and act in accordance with Ghanaian law.

Volunteer responsibility

All volunteers or staff are encouraged to share concerns with the Director of Operations in Ghana who has agreed to monitor child protection issues. If the situation is clearly an urgent case, and/or we have very serious doubts about the child's safety; they will contact the relevant services immediately.

Volunteers and staff will follow the procedures below:

- Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs, including the time and date. Try to remember exactly what was said and put this in speech marks (if you can't remember exactly don't use speech marks). It is important not to make assumptions but just record exactly what happened, can only be done by a person who has witnessed something first hand;
- Share their concerns with a member of the KickStart Ghana staff;
- Always REFER never INVESTIGATE any suspicions or allegations about abuse (but if you do not believe the right action has been taken you have the right to take further action yourself, for example contacting KickStart Ghana Trustees in the UK).

Without creating a culture of suspicion, each volunteer/member of staff has a responsibility to ensure no unacceptable practice takes place within the organisation. If concerned make sure you pass the concerns on, do not be scared to do so.