

## **SHALOM DAY CARE CENTRE – IRINGA**

### **CHILD PROTECTION POLICY**

**Policy Title:** Child Protection Policy

**Organisation:** Shalom Day Care Centre

**Location:** Iringa Municipality, Tanzania

**Effective Date:** 05/04/2024

**Approved By:** Board of Directors / Management Committee

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#### **1. Policy Statement**

Shalom Day Care Centre is dedicated to ensuring that every child entrusted to its care grows and learns in an environment that is safe, caring, inclusive and free from all forms of abuse, neglect, exploitation, violence, intimidation and discrimination. The Centre believes that safeguarding children is fundamental to achieving quality early childhood education and is an essential responsibility embedded in every aspect of its programmes, services and daily operations.

The Centre affirms that every child has the inherent right to dignity, protection, participation and equal opportunities, irrespective of age, sex, disability, health status, religion, ethnicity, family circumstances or any other characteristic. The best interests of the child shall guide all decisions, actions and interactions involving children.

Shalom Day Care Centre maintains a zero-tolerance policy towards any conduct that endangers, exploits or violates the rights and wellbeing of a child. All safeguarding concerns, allegations or suspicions will be treated seriously, acted upon promptly and managed in a confidential, survivor-centred and child-focused manner, in accordance with applicable laws and organisational procedures. Every member of the Board, management, staff, volunteers, contractors, partners and visitors is expected to uphold this commitment and contribute to creating a culture where children are protected, respected and empowered to thrive.

#### **2. Purpose**

The purpose of this Policy is to establish a comprehensive framework for safeguarding all children who interact with Shalom Day Care Centre by preventing abuse, neglect, exploitation, violence and all other forms of harm. The Policy sets out the standards, principles and responsibilities that guide the Centre in creating and maintaining a safe, inclusive and child-centred environment where every child can learn, develop and thrive.

Specifically, this Policy seeks to:

- Safeguard every child attending or participating in programmes, services and activities conducted by Shalom Day Care Centre from all forms of abuse, neglect, exploitation, violence and harmful practices.
- Promote and uphold the rights, dignity, wellbeing and best interests of every child in accordance with national legislation and internationally recognised child safeguarding principles.
- Define the roles, responsibilities and expected standards of conduct for all Board members, management, employees, volunteers, interns, contractors, partners and visitors in protecting children.
- Establish clear procedures for identifying, reporting, responding to, documenting and referring child protection concerns in a timely, confidential and child-centred manner.
- Foster a culture of prevention, accountability and shared responsibility by integrating child safeguarding into all organisational policies, programmes, operations and decision-making processes.
- Ensure full compliance with the relevant laws of the United Republic of Tanzania, donor safeguarding requirements and internationally accepted child protection standards and best practices.

### **3. Scope**

This Policy applies to every individual and entity acting for, representing, or associated with Shalom Day Care Centre, regardless of the nature or duration of their engagement. Compliance with this Policy is mandatory and forms a condition of employment, engagement, partnership or access to the Centre's programmes, services and facilities.

The Policy applies to, but is not limited to:

- Members of the Board of Directors and Management Committee
- Management and administrative staff
- Teachers and caregivers
- Employees (permanent, temporary and casual)
- Volunteers and interns
- Consultants and trainers
- Contractors and suppliers

- Drivers and security personnel
- Visitors and guests
- Donors and funding partners while engaged in Centre activities
- Service providers
- Partner organisations and any individuals acting on their behalf

This Policy applies at all times whenever a person is acting on behalf of Shalom Day Care Centre or interacting with children through its programmes or services. It covers all locations and circumstances where children may come into contact with the Centre, including but not limited to:

- Classrooms and all learning environments
- Playgrounds, sports and recreational activities
- Educational excursions, study visits and other off-site activities
- Community outreach programmes and awareness campaigns
- Parent, caregiver and community meetings
- Transport arranged or facilitated by the Centre
- Digital and online communication with or concerning children
- Photography, videography, media engagement and the collection or use of children's images or personal information
- Meetings, events, trainings and any other activities organised, supported or funded by Shalom Day Care Centre that involve or may affect children

All persons covered by this Policy are required to uphold its principles, comply with its requirements and immediately report any actual, suspected or potential child protection concern encountered in the course of their engagement with the Centre.

#### 4. Guiding Principles

The implementation of this Policy is founded on the following core principles, which guide all decisions, actions and interactions involving children at Shalom Day Care Centre:

- **Best Interests of the Child:** The safety, wellbeing, rights and best interests of the child shall be the primary consideration in every decision, programme, activity and intervention undertaken by the Centre.

- **Zero Tolerance for Harm:** Shalom Day Care Centre maintains zero tolerance for all forms of child abuse, neglect, exploitation, violence, bullying, harmful practices and any behaviour that places a child at risk of harm.
- **Equality and Non-Discrimination:** Every child has the right to equal protection, care and opportunities regardless of age, sex, disability, health status, ethnicity, religion, nationality, family background, socio-economic status or any other characteristic.
- **Respect for Children's Rights and Participation:** Children shall be listened to, treated with dignity and encouraged to express their views on matters affecting them. Their opinions will be given due consideration in accordance with their age, maturity and evolving capacities.
- **Shared Responsibility and Accountability:** Safeguarding children is the responsibility of every Board member, employee, volunteer, contractor, partner, visitor and any other person associated with the Centre. All individuals are expected to uphold the highest standards of professional and ethical conduct.
- **Confidentiality and Privacy:** Information relating to child protection concerns shall be managed with the highest level of confidentiality and shared only with those who have a legitimate need to know in order to protect the child or fulfil legal obligations.
- **Timely, Survivor-Centred and Child-Focused Response:** Every safeguarding concern, disclosure or allegation shall be taken seriously and responded to promptly, fairly and in a manner that prioritises the safety, dignity, wellbeing and rights of the child while respecting due process.
- **Compliance and Continuous Improvement:** The Centre is committed to complying with applicable national laws, donor safeguarding requirements and recognised international child protection standards, while continuously strengthening its safeguarding systems through regular training, monitoring and policy review.

## 5. Definitions

For the purposes of this Policy, the following terms shall have the meanings set out below:

**Child:** A child is any person below the age of eighteen (18) years, in accordance with the laws of the United Republic of Tanzania and the United Nations Convention on the Rights of the Child (UNCRC).

**Child Abuse:** Child abuse refers to any act, omission or deliberate failure to act that results in, or is likely to result in, actual or potential harm to a child's health, safety, development, dignity or

wellbeing. Abuse may occur through a single incident or repeated actions and may be perpetrated by a parent, caregiver, family member, staff member, volunteer, peer or any other individual.

Child abuse includes, but is not limited to, the following:

- **Physical Abuse:** The intentional use of physical force that causes or is likely to cause injury, pain, suffering or impairment to a child, including hitting, shaking, kicking, burning, choking or any other form of physical punishment.
- **Emotional or Psychological Abuse:** Persistent or severe behaviour that harms a child's emotional wellbeing, self-esteem or psychological development, including humiliation, intimidation, threats, rejection, isolation, bullying, verbal abuse or exposure to domestic violence.
- **Sexual Abuse:** Any actual or attempted sexual activity involving a child, including sexual exploitation, inappropriate touching, rape, incest, grooming, exposing a child to sexual acts or materials, or involving a child in the production or distribution of sexually explicit images or content, whether offline or online.
- **Neglect:** The persistent failure to provide for a child's basic physical, emotional, educational, medical or developmental needs, resulting in actual or potential harm to the child's health, safety or development.
- **Exploitation:** The abuse of a child's vulnerability, trust or position of dependence for personal, financial, social, political or other gain. This includes commercial sexual exploitation, economic exploitation, forced labour, trafficking and any activity that benefits another person at the expense of the child's rights or wellbeing.
- **Online Abuse:** Any form of abuse, exploitation or harmful conduct facilitated through digital technologies, including cyberbullying, online grooming, sexual exploitation, coercion, harassment or the creation, possession or distribution of child sexual abuse material.
- **Grooming:** A deliberate process by which an individual establishes trust or an emotional connection with a child, their family or caregivers in order to manipulate, exploit or abuse the child, either in person or through digital communication.
- **Child Labour:** Any work or economic activity that deprives a child of their childhood, education, health, dignity or development, or that is hazardous, exploitative or prohibited under applicable laws.
- **Harmful Practices:** Traditional, cultural, religious or social practices that endanger a child's health, safety, dignity or development, including child marriage, female genital mutilation

(FGM), corporal punishment and any other practice that violates the rights and best interests of the child.

## **6. Commitment**

Shalom Day Care Centre is fully committed to embedding child safeguarding into every aspect of its governance, programmes, operations and organisational culture. The Centre recognises that protecting children is a fundamental responsibility and is essential to achieving quality early childhood education and holistic child development.

To fulfil this commitment, Shalom Day Care Centre shall:

- Provide and maintain a safe, healthy, inclusive and child-friendly environment where every child is protected from abuse, neglect, exploitation, violence and all other forms of harm.
- Promote the best interests, rights, dignity, participation and overall wellbeing of every child, ensuring that all children are treated fairly, respectfully and without discrimination.
- Implement robust safeguarding measures, including safe recruitment, screening and supervision procedures, to ensure that only suitable individuals are engaged to work with or have access to children.
- Ensure that all Board members, management, employees, volunteers, interns, contractors and other associated personnel receive appropriate induction and regular training on child protection responsibilities, expected standards of conduct and reporting procedures.
- Integrate child safeguarding considerations into the planning, implementation, monitoring and evaluation of all programmes, activities, partnerships and services.
- Establish accessible, confidential and child-friendly mechanisms for reporting, responding to and managing safeguarding concerns, ensuring that every allegation or suspicion of abuse is treated seriously, investigated appropriately and addressed without undue delay.
- Work collaboratively with parents, caregivers, communities, government authorities and other relevant stakeholders to strengthen child protection systems and promote the safety and wellbeing of children.
- Maintain accurate safeguarding records, monitor compliance with this Policy and regularly review safeguarding practices to ensure continuous improvement and alignment with national legislation, donor requirements and recognised international child protection standards.

Shalom Day Care Centre affirms that every individual associated with the organisation shares responsibility for protecting children and is expected to uphold the principles and requirements of this Policy at all times.

## **7. Code of Conduct**

All Board members, management, employees, teachers, caregivers, volunteers, interns, consultants, contractors, visitors and any other persons acting on behalf of Shalom Day Care Centre are required to uphold the highest standards of professional conduct and demonstrate behaviour that protects and promotes the safety, dignity and wellbeing of every child.

### **Expected Standards of Conduct**

All personnel shall:

- Treat every child with dignity, compassion, fairness and respect, recognising and upholding the rights and best interests of the child at all times.
- Provide a safe, supportive, inclusive and nurturing environment that promotes children's physical, emotional, psychological and social wellbeing.
- Maintain appropriate professional boundaries in all interactions with children and avoid any behaviour that could be perceived as inappropriate, exploitative or abusive.
- Use positive, age-appropriate and non-violent behaviour management techniques that encourage learning, self-esteem and mutual respect.
- Listen carefully to children, take their views seriously and respond to their concerns in a sensitive, supportive and child-centred manner.
- Respect every child's privacy, confidentiality and personal dignity while ensuring that safeguarding concerns are reported in accordance with this Policy.
- Ensure that all activities involving children are appropriately planned, risk assessed and adequately supervised to minimise the risk of harm.
- Obtain informed written consent from a parent or legal guardian before taking, using or publishing photographs, videos or other images of children and ensure such images are used only for legitimate educational or organisational purposes.
- Immediately report any actual, suspected or potential child abuse, neglect, exploitation, misconduct or breach of this Policy through the Centre's established safeguarding reporting procedures.

- Cooperate fully with safeguarding investigations, audits and any actions taken to protect children.

### **Prohibited Conduct**

Under no circumstances shall any person covered by this Policy:

- Subject a child to physical punishment or any form of physical abuse, including hitting, slapping, shaking, pushing, kicking, pinching or any other act that causes or is likely to cause physical harm.
- Engage in emotional or psychological abuse, including humiliation, intimidation, bullying, discrimination, threats, ridicule, degrading treatment or any behaviour that undermines a child's dignity or self-worth.
- Engage in, attempt to engage in, or facilitate any form of sexual activity, sexual exploitation, sexual abuse, grooming or inappropriate emotional relationship with a child, regardless of consent or the child's perceived age or maturity.
- Develop inappropriate or exclusive relationships with individual children or show preferential treatment that could place a child or the individual at risk.
- Be alone with a child in isolated, private or unsupervised settings unless it is necessary for the child's safety or wellbeing and appropriate safeguarding measures have been implemented.
- Invite children to private homes, hotel rooms or other personal accommodation without prior organisational authorisation and the knowledge and consent of the child's parent or legal guardian.
- Share a bed, sleeping room or other private overnight accommodation with a child unless exceptional circumstances exist for the child's protection and formal approval has been obtained.
- Exchange money, gifts, favours, employment, services or any other benefit for sexual activity, inappropriate behaviour or preferential treatment.
- Use personal phones, social media accounts, messaging applications or other private communication channels to communicate with children unless expressly authorised by the Centre for legitimate educational purposes and with appropriate parental knowledge and organisational oversight.
- Photograph, film or record children in ways that are exploitative, degrading, sexually suggestive or that unnecessarily reveal their identity or personal information.

- Leave children unattended, inadequately supervised or exposed to avoidable risks during any activity organised, supported or facilitated by the Centre.
- Consume, possess or be under the influence of alcohol, illegal drugs or any impairing substance while responsible for children or participating in activities involving children.
- Conceal, ignore or fail to report any safeguarding concern, allegation or breach of this Policy, or retaliate against any person who reports a concern in good faith.

Failure to comply with this Code of Conduct constitutes a serious breach of organisational policy and may result in disciplinary action, suspension, termination of employment or engagement, termination of contractual relationships and referral to the appropriate law enforcement or child protection authorities where required by law.

## **8. Safe Recruitment**

Shalom Day Care Centre is committed to implementing rigorous and transparent recruitment procedures to ensure that only individuals who are suitable to work with or have access to children are engaged by the Centre. Child safeguarding considerations shall be integrated throughout the recruitment, selection and onboarding process to minimise the risk of abuse, exploitation or harm to children.

Before any individual is appointed, engaged or permitted to undertake duties involving contact with children, Shalom Day Care Centre shall:

- Verify the applicant's identity using valid and legally recognised identification documents.
- Confirm relevant academic qualifications, professional certifications, licences and employment history where applicable.
- Obtain and verify at least two satisfactory professional reference checks, including information relating to the applicant's integrity, conduct and suitability to work with children.
- Require all applicants to disclose any previous criminal convictions, disciplinary actions, investigations or allegations related to child abuse, exploitation, neglect, violence or other conduct that may pose a risk to children, to the extent permitted by law.
- Assess each applicant's knowledge, attitudes, behaviour and overall suitability to work with children through interviews and other appropriate recruitment processes.
- Ensure that safeguarding responsibilities, ethical standards and expected conduct are clearly communicated during recruitment and induction.

- Require every employee, volunteer, intern, consultant, contractor and any other person working on behalf of the Centre to read, understand, sign and commit to complying with the Child Protection Policy and Code of Conduct before commencing any duties.
- Provide mandatory child safeguarding induction and orientation before personnel assume responsibilities involving direct or indirect contact with children.
- Maintain confidential recruitment and personnel records to demonstrate compliance with safeguarding requirements and applicable legal obligations.

Any applicant who is found to have engaged in child abuse, sexual exploitation, neglect, violence or any conduct that poses an unacceptable risk to children shall not be employed, contracted or otherwise engaged by Shalom Day Care Centre. The Centre reserves the right to withdraw or terminate an appointment where safeguarding concerns arise or where false, misleading or incomplete information has been provided during the recruitment process.

## **9. Responsibilities**

Safeguarding children is a collective responsibility shared by every individual associated with Shalom Day Care Centre. While specific duties vary according to roles and responsibilities, every person engaged by or representing the Centre is accountable for promoting children's safety, wellbeing and rights and for complying with this Policy.

### **Board of Directors / Management Committee**

The Board of Directors and Management Committee shall provide strategic leadership and oversight for the effective implementation of this Policy. Their responsibilities include:

- Approving, endorsing and periodically reviewing the Child Protection Policy to ensure its continued relevance and effectiveness.
- Demonstrating leadership and promoting a culture of safeguarding, accountability and zero tolerance for child abuse, neglect, exploitation and all forms of violence against children.
- Ensuring that adequate financial, human and technical resources are allocated to implement and strengthen child safeguarding measures.
- Monitoring compliance with this Policy, applicable laws, donor safeguarding requirements and recognised international child protection standards.
- Ensuring that appropriate governance, reporting and accountability mechanisms are in place to prevent and respond to safeguarding concerns.

- Taking appropriate action to address serious safeguarding breaches and ensuring that child protection remains a standing organisational priority.

### **Centre Manager**

The Centre Manager is responsible for the day-to-day implementation and enforcement of this Policy and shall:

- Lead and coordinate the implementation of child safeguarding measures across all programmes, activities and operations.
- Ensure that all personnel understand and comply with this Policy and the Child Protection Code of Conduct.
- Promote a safe, inclusive and child-centred environment throughout the Centre.
- Receive, document, manage and promptly refer safeguarding concerns in accordance with established reporting procedures.
- Ensure safeguarding incidents are handled confidentially, professionally and in the best interests of the child.
- Coordinate safeguarding induction, awareness and refresher training for all personnel.
- Maintain secure and confidential safeguarding records and documentation.
- Monitor compliance with this Policy and recommend improvements where necessary.
- Liaise with relevant government authorities, child protection agencies and other stakeholders on safeguarding matters when required.

### **Teachers and Caregivers**

Teachers and caregivers have direct responsibility for the protection and wellbeing of children entrusted to their care. They shall:

- Provide a safe, supportive, inclusive and child-friendly learning environment at all times.
- Maintain appropriate supervision and ensure that children are protected from foreseeable risks of harm.
- Treat every child with dignity, fairness, respect and compassion, while promoting positive behaviour through non-violent and age-appropriate approaches.
- Uphold the Child Protection Policy and Code of Conduct in all interactions with children.
- Remain vigilant to signs, indicators or disclosures of abuse, neglect or exploitation.

- Immediately report any actual, suspected or potential safeguarding concern in accordance with this Policy.
- Participate in safeguarding training and contribute to continuous improvement of child protection practices within the Centre.

### **Volunteers, Interns, Contractors, Consultants, Visitors and Other Associated Personnel**

All volunteers, interns, contractors, consultants, visitors and any other individuals engaged by or representing Shalom Day Care Centre shall:

- Read, understand and comply with this Child Protection Policy and the Code of Conduct throughout their engagement with the Centre.
- Conduct themselves in a manner that promotes the safety, dignity, wellbeing and rights of every child.
- Maintain appropriate professional boundaries and avoid any behaviour that may place a child at risk of harm.
- Immediately report any actual, suspected or potential child protection concern, policy violation or unsafe practice.
- Cooperate fully with safeguarding investigations, monitoring activities and organisational safeguarding requirements.
- Respect children's privacy, confidentiality and right to protection at all times.

Failure by any individual to fulfil the responsibilities outlined in this Policy may result in disciplinary action, termination of employment or engagement, cancellation of contractual arrangements and referral to the relevant authorities where required by law.

## **10. Reporting Child Protection Concerns**

Shalom Day Care Centre requires the immediate reporting of any actual, suspected or potential child protection concern. Every Board member, employee, teacher, caregiver, volunteer, intern, consultant, contractor, visitor and partner has an individual responsibility to act promptly whenever they witness, suspect, receive information about or become aware of any incident, allegation, disclosure or reasonable concern involving child abuse, neglect, exploitation, violence, grooming or any other conduct that may place a child at risk of harm.

Reports shall be made immediately to the Centre Manager or the designated Child Protection Focal Person and may be submitted verbally or in writing. Verbal reports shall be documented in writing as soon as practicable to ensure an accurate and confidential record of the concern.

Where a child is believed to be at immediate risk of harm or requires urgent protection, immediate action shall be taken to safeguard the child, and the matter shall be reported without delay to the appropriate government authorities, including the Police, the Social Welfare Officer or any other legally mandated child protection authority. The Centre shall fully cooperate with all lawful investigations and referrals undertaken by the relevant authorities.

All reports shall be handled promptly, confidentially and in a manner that prioritises the safety, dignity, rights and best interests of the child. Information shall be shared only with individuals who have a legitimate need to know in order to protect the child or fulfil legal and organisational responsibilities.

Any person who, in good faith, reports a child protection concern, participates in an investigation or raises a safeguarding issue shall be protected from intimidation, retaliation, discrimination or any other form of adverse treatment. Conversely, any person who deliberately conceals, ignores or fails to report a safeguarding concern, or knowingly submits a malicious or intentionally false allegation, may be subject to appropriate disciplinary or legal action in accordance with applicable laws and organisational procedures.

## **11. Responding to Child Protection Concerns**

Shalom Day Care Centre is committed to ensuring that every child protection concern is addressed promptly, professionally and in a manner that prioritises the safety, dignity, wellbeing and best interests of the child. All reports, disclosures and allegations shall be treated seriously, irrespective of the identity of the alleged perpetrator or the source of the information.

Upon receiving a child protection concern, the Centre shall:

- **Prioritise the Child's Safety:** Take immediate and appropriate action to protect the child from further harm, including arranging emergency medical care, psychosocial support or temporary protective measures where necessary.
- **Respond with Compassion and Respect:** Listen carefully to the child or reporting person without judgement, intimidation, blame or unnecessary questioning, while providing reassurance and emotional support appropriate to the child's age and circumstances.
- **Document the Concern Accurately:** Record all relevant information promptly, objectively and factually, using the child's own words where possible, without making assumptions, interpretations or personal opinions.

- **Protect Confidentiality:** Ensure that information relating to the case is handled with the highest level of confidentiality and shared only with individuals who have a legitimate safeguarding, legal or professional need to know.
- **Activate Internal Safeguarding Procedures:** Immediately notify the Centre Manager or the designated Child Protection Focal Person to coordinate the organisational response and ensure compliance with this Policy.
- **Make Appropriate Referrals:** Refer cases that involve suspected criminal offences, serious abuse or situations requiring statutory intervention to the Police, Social Welfare Officer or other competent authorities without unnecessary delay and in accordance with applicable laws.
- **Cooperate with Official Investigations:** Provide full cooperation to law enforcement agencies, child protection authorities and other authorised bodies by facilitating access to relevant information, records and personnel, while safeguarding the privacy and rights of those involved.
- **Provide Ongoing Support:** Where appropriate and within the Centre's capacity, facilitate access to medical care, counselling, psychosocial support and other appropriate services for affected children and their families to promote recovery and wellbeing.

Shalom Day Care Centre shall **not** undertake criminal investigations or attempt to determine criminal liability. Such responsibilities rest solely with the competent government authorities. The Centre's role is to ensure the immediate protection of the child, preserve relevant information, make timely referrals, cooperate fully with official investigations and implement appropriate safeguarding measures to prevent further harm.

## 12. Confidentiality

Shalom Day Care Centre is committed to protecting the privacy, dignity and rights of all children and individuals involved in child protection matters. All information relating to safeguarding concerns, allegations, investigations and case management shall be treated as strictly confidential and handled with the highest level of care and professionalism.

Information shall be disclosed only on a **need-to-know basis** to individuals who require access to fulfil their safeguarding, legal, investigative or professional responsibilities. Confidential information shall not be shared with unauthorised persons or used for personal, organisational or public purposes that could compromise the safety, privacy or wellbeing of a child or interfere with due process.

All child protection records, reports and supporting documentation shall be maintained accurately and stored securely in locked files and/or password-protected electronic systems with access restricted to authorised personnel only. Records shall be retained, accessed and disposed

of in accordance with applicable laws, organisational procedures and data protection requirements.

While confidentiality is a fundamental principle, it shall **not** prevent the Centre from sharing relevant information with competent authorities where disclosure is necessary to protect a child from harm, comply with legal obligations or facilitate an official safeguarding or criminal investigation. In all circumstances, the safety and best interests of the child shall take precedence over confidentiality.

### **13. Photography, Media and Communication**

Shalom Day Care Centre recognises that photographs, videos, audio recordings and personal information relating to children must be collected, used, stored and shared responsibly to protect children's privacy, dignity, safety and best interests. All media and communication involving children shall be undertaken in a manner that respects their rights and complies with applicable laws, ethical standards and organisational safeguarding requirements.

Accordingly, the Centre shall ensure that:

- Photographs, videos, audio recordings or personal information of a child are collected, used or published only after obtaining prior informed written consent from the child's parent or legal guardian, except where otherwise permitted or required by law.
- Images and information are used solely for legitimate educational, safeguarding, reporting, fundraising or organisational purposes that are consistent with the Centre's mission and values.
- Children are portrayed in a respectful, accurate and dignified manner that recognises them as individuals with rights and avoids reinforcing stereotypes, discrimination or vulnerability.
- Personal information shared publicly is limited to the minimum necessary and does not disclose details that could identify, locate or place a child or their family at risk of harm, exploitation or unwanted attention.
- Digital images, recordings and personal data are stored securely, with access restricted to authorised personnel, and are protected against unauthorised access, misuse, alteration or disclosure.
- Any external publication, media engagement or use of children's images by partners, donors, contractors or third parties complies fully with this Policy and is subject to the Centre's prior approval where appropriate.

Under no circumstances shall any person associated with Shalom Day Care Centre:

- Produce, possess, publish or distribute images, videos or other content that is degrading, humiliating, exploitative, sexually suggestive or otherwise harmful to a child.
- Use children's images or personal information in a manner that compromises their privacy, dignity, safety or wellbeing.
- Identify children by full name, residential address, school location, contact details or any other information that could expose them to risk, unless disclosure is legally required and appropriately authorised.
- Share photographs, videos or personal information of children through personal social media accounts, private messaging platforms or other unauthorised communication channels without prior organisational approval and the required parental or guardian consent.

Any breach of this section shall be treated as a serious safeguarding violation and may result in disciplinary action, termination of employment or engagement, and referral to the relevant authorities where required by law.

#### **14. Online Safety**

Shalom Day Care Centre is committed to ensuring that all digital communication and the use of information and communication technologies involving children are conducted in a safe, secure and responsible manner. All personnel have a duty to protect children from online abuse, exploitation, cyberbullying, grooming, exposure to harmful content and any other digital risks that may compromise their safety, privacy or wellbeing.

To safeguard children in online environments, all personnel shall:

- Use only communication platforms, devices and digital applications that have been authorised by Shalom Day Care Centre for educational or official organisational purposes.
- Ensure that all online communication with children is professional, transparent, age-appropriate and directly related to approved educational or programme activities.
- Protect the confidentiality and privacy of children's personal information by collecting, accessing, storing, sharing and disposing of digital records in accordance with applicable laws, organisational procedures and data protection requirements.
- Refrain from initiating or engaging in private, personal or secret communication with children through personal email accounts, social media platforms, messaging applications or other unofficial digital channels unless expressly authorised by the Centre for legitimate purposes and with the knowledge and consent of the child's parent or legal guardian.

- Exercise appropriate supervision during virtual learning sessions, online meetings and other digital interactions involving children to minimise safeguarding risks.
- Immediately report any actual, suspected or attempted online abuse, exploitation, grooming, cyberbullying, inappropriate communication, unauthorised sharing of children's information or any other online safeguarding concern through the Centre's established reporting procedures.

The use of digital technology to exploit, harass, intimidate, groom, abuse or otherwise place a child at risk is strictly prohibited. Any breach of this Policy or misuse of digital communication involving children shall be treated as a serious safeguarding violation and may result in disciplinary action, termination of employment or engagement, and referral to the relevant authorities where required by law.

## 15. Risk Assessment

Shalom Day Care Centre shall adopt a proactive approach to identifying, assessing and managing risks that may affect the safety, wellbeing and protection of children. A child safeguarding risk assessment shall be conducted before the commencement of any programme, activity, event, visit or service involving children, and appropriate control measures shall be implemented to eliminate or minimise identified risks to an acceptable level.

Risk assessments shall consider, but not be limited to, the following areas:

- **Physical Safety:** Potential hazards that may result in injury or harm to children, including unsafe equipment, hazardous materials and unsafe practices.
- **Transport and Travel:** Risks associated with transporting children, including vehicle safety, driver suitability, supervision arrangements and travel procedures.
- **Buildings, Classrooms and Playgrounds:** The structural safety, accessibility, maintenance and suitability of all facilities and equipment used by children.
- **Health, Sanitation and Hygiene:** Risks relating to communicable diseases, sanitation facilities, water quality, food safety, infection prevention and emergency health situations.
- **Supervision and Staffing:** Adequacy of staff-to-child ratios, staff competence, visibility of children and measures to prevent children from being left unsupervised.
- **Visitors and External Service Providers:** Risks arising from visitors, contractors, volunteers, partners or any other individuals who may have access to children while on the Centre's premises or during organised activities.

- **Emergency Preparedness and Response:** Procedures for responding to accidents, medical emergencies, fire, natural disasters, security incidents and child protection emergencies.
- **Online and Digital Safety:** Risks associated with virtual learning, digital communication, social media, cyberbullying, online grooming, unauthorised access to children's information and other forms of online exploitation.

Where risks are identified, Shalom Day Care Centre shall implement appropriate mitigation measures before activities commence. These measures may include eliminating identified hazards, strengthening supervision arrangements, providing safeguarding briefings, restricting access to high-risk areas, ensuring emergency response procedures are in place and assigning clear responsibilities for risk management.

Risk assessments shall be documented, regularly reviewed and updated whenever there are significant changes to activities, locations, participants or operating conditions, or where new safeguarding risks emerge. No activity involving children shall proceed unless reasonable safeguarding measures have been implemented to protect the health, safety, dignity and wellbeing of every child.

## **16. Breach of this Policy**

Compliance with this Child Protection Policy is a mandatory condition of employment, engagement, partnership and participation in any activity conducted by or on behalf of Shalom Day Care Centre. Any breach of this Policy, the Child Protection Code of Conduct or any other safeguarding requirement shall be treated seriously and addressed promptly, fairly and in accordance with applicable laws, organisational procedures and the principles of natural justice.

Any individual who fails to comply with this Policy, whether through action, omission, negligence or deliberate misconduct, may be subject to one or more of the following measures, depending on the nature and severity of the breach:

- Verbal or written warning.
- Mandatory corrective action, additional supervision or safeguarding training.
- Suspension from duties or temporary removal from activities involving children pending the outcome of an investigation.
- Termination of employment, consultancy, volunteer service or any other form of engagement.

- Cancellation or termination of contracts, partnership agreements or service arrangements.
- Permanent prohibition from participating in or representing Shalom Day Care Centre in any capacity.
- Recovery of organisational assets or other lawful administrative actions where applicable.
- Referral to the Police, the Social Welfare Officer or any other competent regulatory or law enforcement authority where the conduct constitutes, or is suspected to constitute, a criminal offence or violation of applicable law.

Shalom Day Care Centre maintains a **zero-tolerance approach** to child abuse, exploitation, neglect, violence and any conduct that places a child at risk of harm. Any allegation involving criminal behaviour or serious safeguarding misconduct shall be reported without undue delay to the appropriate authorities for investigation and legal action.

No person shall be subjected to intimidation, retaliation or any other adverse treatment for reporting a safeguarding concern in good faith or for cooperating with an authorised safeguarding or legal investigation. Conversely, any individual who knowingly conceals a safeguarding concern, obstructs an investigation or intentionally provides false or misleading information may also be subject to disciplinary and legal action.

The Centre reserves the right to take any additional lawful measures necessary to protect children, uphold organisational integrity and ensure compliance with national legislation, donor safeguarding requirements and recognised international child protection standards.

## **17. Training and Awareness**

Shalom Day Care Centre recognises that effective child safeguarding depends on the knowledge, skills and commitment of all individuals who work with or on behalf of the Centre. The Centre is therefore committed to promoting a strong safeguarding culture through continuous education, awareness and capacity building for personnel, children, parents and other stakeholders.

To strengthen child protection and prevent harm, Shalom Day Care Centre shall:

- Ensure that all Board members, management, employees, teachers, caregivers, volunteers, interns, consultants, contractors and other associated personnel receive mandatory child safeguarding induction before assuming any duties involving direct or indirect contact with children.
- Provide regular refresher training, at least once every year or more frequently where necessary, to reinforce safeguarding knowledge, update personnel on legal and policy

developments, and strengthen their capacity to identify, prevent, report and respond appropriately to child protection concerns.

- Integrate child safeguarding responsibilities, ethical conduct and reporting procedures into staff orientation, supervision and ongoing professional development programmes.
- Conduct periodic awareness and education sessions for parents, caregivers and community members to promote positive parenting practices, child rights, online safety, prevention of abuse and neglect, and the shared responsibility for protecting children.
- Deliver age-appropriate child protection education that empowers children to understand their rights, recognise unsafe situations, practise personal safety, seek trusted support and confidently report concerns without fear of intimidation or retaliation.
- Maintain records of safeguarding training and awareness activities and periodically evaluate their effectiveness to identify learning needs and continuously strengthen the Centre's safeguarding systems.

Every individual associated with Shalom Day Care Centre is expected to actively participate in safeguarding training and awareness initiatives and to apply the knowledge and skills gained in fulfilling their responsibilities to protect the safety, dignity and wellbeing of every child.

## **18. Monitoring and Review**

### **Monitoring and Review**

Shalom Day Care Centre is committed to ensuring that this Child Protection Policy remains effective, relevant and consistently implemented across all programmes, activities and operations. The implementation of this Policy shall be monitored on an ongoing basis to assess compliance, identify gaps, strengthen safeguarding practices and promote a culture of continuous improvement.

The Centre Manager shall have primary responsibility for coordinating the implementation, monitoring and periodic evaluation of this Policy. This includes monitoring compliance with safeguarding standards, maintaining appropriate records, reviewing reported safeguarding concerns and incidents, assessing the effectiveness of prevention and response measures, and recommending corrective actions where improvements are required.

The Board of Directors and Management Committee shall provide oversight of the Policy's implementation and ensure that adequate resources, systems and accountability mechanisms are in place to support effective child safeguarding throughout the organisation.

This Policy shall undergo a comprehensive formal review at least once every three (3) years, or earlier where required by changes in national legislation, regulatory requirements, donor safeguarding standards, organisational structure, operational needs or lessons learned from safeguarding incidents and monitoring findings. Any amendments shall be approved by the Board of Directors or the Management Committee and communicated promptly to all personnel and relevant stakeholders.

All personnel are expected to cooperate fully with monitoring, compliance reviews, safeguarding audits and policy evaluations as part of the Centre's commitment to protecting the rights, safety and wellbeing of every child

#### **19. Declaration**

I acknowledge that I have read, understood and agree to fully comply with the Child Protection Policy and Child Protection Code of Conduct of Shalom Day Care Centre. I understand that safeguarding children is a fundamental responsibility that applies to all individuals associated with the Centre and that I am personally accountable for upholding the highest standards of professional and ethical conduct in all interactions with children.

I commit to promoting the safety, dignity, rights and wellbeing of every child, to immediately report any actual, suspected or potential child protection concern in accordance with the Centre's safeguarding procedures, and to cooperate fully with any safeguarding assessment, investigation or response process.

I understand that any breach of this Policy or the Child Protection Code of Conduct, including the failure to report a safeguarding concern, may result in disciplinary action, suspension or termination of my employment or engagement, and referral to the appropriate regulatory, child protection or law enforcement authorities where required by law.

**Done on** 05/04/2024 Iringa Tanzania

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**Betty Sinyita Saningo**

**General Director**

**Shalom Day Care**

**Iringa Tanzania.**