

FONDATION MAROY |
MAROY FOUNDATION

**Child and Vulnerable Persons Protection Policy
English Version**

COMPANY TERMS OF CONDITIONS AND SERVICE

Maroy Foundation recognises its responsibility to safeguard and promote the welfare of children. We are aware that many children are the victims of different kinds of abuse and exploitation. They can be subjected to social factors that have an adverse impact on their lives including domestic violence, substance misuse, bullying, child prostitution and ritualistic abuse. This abuse could also be extended to the misuse of authority as it relates to our industry, tourism, especially as it relates to capturing images of the vulnerable communities we work with.

We aim to create a safe environment within which children can thrive and adults can work with the security of clear guidance.

Maroy Foundation's Child and Vulnerable Persons Protection Policy is to promote good practice through:

- Providing children with appropriate safety and protection whilst in the care of Maroy Foundation Hospital and our Foundation.
- Allowing all staff, interns, volunteers and visitors to the projects, to make informed and confident responses to child protection issues.
- Deterring people from working with us who do not have the right intentions.

We strive to integrate this policy into our operations, relationships with partners and communities and with volunteers who travel with us to create a safer environment for children.

OUR POLICY

Who our policy is for?

This policy is aimed at Maroy Foundation staff, service providers, partners, volunteers, interns, visitors and any other associates.

How often will we monitor and review our policy and procedures?

The implementation of procedures will be regularly monitored using the guidance provided by the UNICEF provisions on Child Protection. The Child Protection Officer will do a quarterly report on progress, challenges, difficulties, achievements gaps and areas where changes are required to the Child Protection Team so amendments can be made to the policy or supporting procedures. The policy will be fully reviewed every 2 years or whenever there is a major change in the organisation or in relevant legislation.

Good practice

- All staff and associates should adhere to the following principles and actions: DAY TO DAY
- DO work in an open environment. Avoid private or unobserved situations and encourage open communication.
- DO make the experience fun and enjoyable for all: promote fairness, confront and deal with bullying.
- DO treat all children equally and with respect and dignity.
DO put the welfare of the child first, before winning e.g. in sports.
- DO maintain a safe and appropriate distance from children, thinking how others may perceive closeness to a child.
- DO avoid unnecessary physical contact with children. Where any form of manual or physical support is required it should be provided openly and with the consent of the child.
- DO ensure that adults do not enter a child's room or invite children into their rooms.
- DO behave as a positive role model, this includes not smoking or drinking alcohol in the company of children or playing explicit or inappropriate music in accommodation or in vehicles. Be aware of rude or inappropriate language.
- DO give enthusiastic and constructive feedback rather than negative criticism.
- DO respect the communication procedures with children on our Sponsor a Child program as these are in place to protect children on the program.

IN EVENT OF AN EMERGENCY OR INCIDENT

- DO secure written parental consent for the staff or volunteers to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
Keep a written record of any injury that occurs, along with details of any treatment given.

- **Bad practice**

- The following are regarded as bad practice and should seriously be avoided by staff, service providers, interns, volunteers and visitors in association to Maroy Foundation Hospital or our Foundation:
- DAY TO DAY
- DO NOT have any time alone with children away from others.
- DO NOT take a child alone in a car on journeys, however short.
- DO NOT take any children to your home where they will be alone with you.
- DO NOT engage in rough, physical or sexually provocative games, including horseplay or wrestling games.
- DO NOT allow or engage in inappropriate touching of any form.
- DO NOT allow children to use inappropriate language unchallenged.
- DO NOT make sexually suggestive comments to a child, even in fun.
- DO NOT reduce a child to tears as a form of control.
- DO NOT allow allegations made by a child to go unrecorded or not acted upon.
- DO NOT do things of a personal nature that the child can do for themselves.
- DO NOT take or use inappropriate photos or videos of children.
- DO NOT contact children who are part of our Sponsor a Child program other than through our Sponsor a Child team.
- DO NOT allow an adult to share a room with a person under 17 years old (under 18 volunteers will have written permission from their parents to share rooms with over 18's).

If during your care;

- You accidentally hurt a young person.
- A young person seems distressed in any manner.
- A young person appears to be sexually aroused by your actions.
- A young person misunderstands or misinterprets something you have done.
- DO ...report any such incidents as soon as possible to a Project Team member and make a written note of it. Parents should also be informed of the incident.

WHAT TO DO IF YOU HAVE A CONCERN

In the event that a child makes an allegation or disclosure of abuse against an adult or another child, if you are a volunteer it is important you involve a member of the project team as soon as possible and follow the process below. Sometimes as a volunteer or team member you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concern with your Project Manager who will listen and decide on the best course of action.

If you receive allegations or concerns via an anonymous letter or SMS, please discuss the next steps with the Child Protection Officer.

A) STAFF, INTERNS OR VOLUNTEERS— THE STEPS TO TAKE IF YOU SUSPECT NEGLECT OR ABUSE

EMAIL OR CALL THE CHILD PROTECTION OFFICER TO BEST ADVISE ON THE NEXT STEPS, BASED ON THE CIRCUMSTANCES OF THE CASE AT HAND.

STAFF, INTERNS, VOLUNTEERS - IF YOU ARE TOLD ABOUT ALLEGATIONS BY A CHILD

- Listen to the child and or closely observe their presentation and behaviour. Take note either during or after the child disclosed.
- Let them know that you take what they are saying seriously.
- Do NOT attempt to question or interview the child yourself.
Let them know that you will need to tell someone else in order to help them.

- DO NOT PROMISE to keep what they say a secret.
- Inform your Direct Manager as soon as possible.
- Make written record of the incident or events.

Please do NOT take any further action unless you are asked by your Direct Manager. Keep any information confidential from other staff, interns, volunteers and visitors in association- if information gets into the wrong hands it can be harmful to the child, who remains our highest priority.

B) DIRECT MANAGER- STEPS TO TAKE ONCE YOU HEAR ANY ALLEGATIONS

- Listen to the allegations of the child, staff, interns, volunteers and visitors.
- Urgently inform the Child Protection Officer of any allegations.
- Complete a Child Protection Incident Report.
- Let the person who reported the allegation to you know the steps you have taken and what will happen next.
- Remind any other people involved, that you will inform them of progress but the case is now in the hand of the authorities.

Taking photos and videos on our projects

- Under the children's act permission for all photography and filming must be obtained from the legal guardian. Please follow the guidelines provided for Project Team and for the photographers.
- For the Project Team:
 - Project staff needs to be confident that parental or custodial permission were given in writing by project partner, to allow any volunteers, interns, staff or associates take pictures or videos on the project site. Also engage children to ask them for permission to take a picture and respect a child's response. Also respect a partner's policy on Photography.
 - Acquire written expectations agreed between a professional photographer as well as the organisation they were introduced to through our projects. This way we can keep all providers and visitors to our projects accountable to our policy and prevent their consequential overstepping.
 - DO NOT allow photographers- professional/volunteers/interns/staff/visitors – unsupervised access to the children in our projects. Any pictures taken not authorised cannot be used to proclaim our works, especially if it is not in line with our policy.
 - DO NOT approve photography sessions outside a said supervised event, or supervised location or at a child's home.

What to do if someone violates the photography policy, the Manager should;

- Approach them either in person or over email to ask them to remove the picture or completely get rid of it.
- If the person in question resists, elevate the case to the child protection officer who will manage the situation with the possibly of elevating the matter to the relevant authorities.
- Any pictures and copies thereof, that do not fall in line with our policy WILL BE CONFISCATED AND DAMAGED with immediate effect.

For the photographer:

- Pictures will not be allowed to be taken on an individual basis unless, very clearly and explicitly, the Project Leaders have given you permission to do so. The photography release form should be signed as a sign of permission granted.
 - Any pictures allowed, should avoid using the names or any personal details of the children in the captions. Personal details include last names, age, school, location and likes. These details could be used by an individual to learn more about a child prior to grooming them for abuse.
- Only use pictures and videos of children in suitable dress to reduce risk of inappropriate use. Avoid children in swimwear, who are topless or pant-less. Some activities like swimming, gymnastics and some athletic sports may present a much greater risk.

NO SELFIES/LAP PHOTOS/CLOSE-UPS/ONE-ON-ONE PICTURES NOR PICTURES THAT REINFORCE STEREOTYPES ON AFRICAN CHILDREN, will be allowed on our projects or in the communities we engage.

Steps are taken at each project activity to put in place agreements for photography (so volunteers can take photographs without having to ask permission from every child). Where this is not agreed for whatever reason, this decision must be respected by all volunteers and employees.

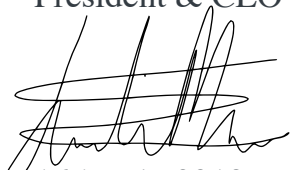
Use of premises by other organisations

In the event that a room or rooms on the premises are used by other organisations that are associated with or a partner with , the letting agreement should ensure that the hiring organisation works to approved child protection procedures and that they read and agree to abide by these guidelines.

Approval for this statement

This statement was approved by the Board of Directors on 14th July 2019.

Justin Maroy
President & CEO



16th July 2019

Email admin@maroyfoundation.com if you have any concerns