



FORTUNE KIDS AND EDUCATION FOUNDATION

ARUSHA — TANZANIA

Registered NGO No: ooNGO/R/0009344

CHILD PROTECTION POLICY

Safeguarding children in all our programmes

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TABLE OF CONTENTS

1. Introduction and commitment	3
2. Purpose and objectives	3
3. Scope and application	4
4. Legal and policy framework	4
4.1 Laws and policies of the United Republic of Tanzania	4
4.2 International and regional instruments	5
5. Principles, values and beliefs	6
6. Definitions	6
7. Roles and responsibilities	8
8. Safe recruitment, vetting and selection	9
9. Induction, training and awareness	10
10. Code of Conduct	10
11. Safe programming and risk assessment	11
12. Communications, images and online safety	11
13. Reporting and responding	12
13.1 What to do when a child discloses abuse, or you have a concern	12
13.2 Referral to the Tanzanian authorities	13
13.3 Allegations against FKEF personnel	14
13.4 Disciplinary action and sanctions	14
14. Confidentiality, records and data protection	15
15. Protection for those who report	15
16. Monitoring, compliance and review of this policy	15
17. Key child protection contacts	16
Appendix 1 — Code of Conduct	17
A. As FKEF personnel, I will:	17
B. As FKEF personnel, I will never:	17
C. When photographing or filming a child, or using children's images for work-related purposes, I will:	18
D. Declaration	18
Appendix 2 — Incident Reporting Form	20
Details of concern, suspicion or incident	20
For completion by the Child Protection Focal Person	21
Appendix 3 — Child Protection Risk Log	22
Appendix 4 — Personnel Declaration and Self-Disclosure	24
Declaration	24

1. Introduction and commitment

Fortune Kids and Education Foundation (FKEF) is a non-profit organisation registered in Mainland Tanzania under the Non-Governmental Organisations Act, Cap. 56, and qualified under sections 11(1) and 17(2) of the laws of the United Republic of Tanzania, registration number ooNGO/R/0009344. FKEF works in community development through skills and talent innovation and through education for vulnerable children.

Children are at the centre of everything FKEF does. Every child who comes into contact with the Foundation has the right to be safe, to be treated with dignity, and to take part in our programmes free from any form of violence, abuse, neglect or exploitation. FKEF recognises that organisations working closely with children can, if they are not careful, create the very conditions in which harm occurs. This policy exists to make sure that does not happen, and to make sure that where a concern does arise it is recognised, reported and acted upon quickly and properly.

This policy sets out the Foundation's commitment to child protection and safeguarding; the standards of behaviour expected of everyone connected with FKEF; the steps FKEF takes to prevent harm; and the procedure that must be followed when a concern, suspicion or allegation arises. It is written to comply with the Law of the Child Act, Cap. 13 (Act No. 21 of 2009, as amended) and the regulations made under it, and with Tanzania's wider child protection framework.

This is a zero-tolerance policy. FKEF does not tolerate any form of child abuse, exploitation or neglect by any person acting on its behalf, and will report suspected offences to the competent Tanzanian authorities.

2. Purpose and objectives

The purpose of this policy is to prevent harm to children and to ensure that FKEF responds appropriately when harm is suspected or alleged. Its specific objectives are:

- To state clearly that FKEF has zero tolerance of child abuse, exploitation, neglect and any breach of its Code of Conduct.
- To set out the standards of behaviour required of all FKEF personnel in their contact with children.
- To reduce the risk of harm through safe recruitment, induction, training, supervision and risk assessment.
- To give every person a clear, simple and safe route for raising a child protection concern, and a duty to use it.
- To ensure that concerns are handled lawfully, confidentially and in the best interests of the child, and referred to the relevant government authorities where required.
- To ensure that children, parents, caregivers and communities know how to raise a concern about FKEF or its personnel.
- To meet FKEF's obligations under Tanzanian law and the requirements of its donors and partners.

3. Scope and application

This policy applies to every person who acts for or on behalf of FKEF, whether paid or unpaid, full-time, part-time, short-term or occasional. In this policy these people are referred to collectively as "FKEF personnel".

They include:

- members of the Board of Directors and any committee of the Board;
- the Executive Director, management and all employees;
- volunteers, interns, students on placement and national service personnel;
- consultants, contractors, suppliers and their staff who work on FKEF premises or programmes;
- partner organisations, sponsors, researchers, journalists, photographers and visitors attending FKEF activities or sites;
- any other person given access to children through their association with FKEF.

The policy applies to conduct during working hours and outside them, on FKEF premises and at any other location where FKEF activities take place, and to conduct online as well as face to face. It applies to all FKEF programmes, offices, project sites, schools, transport and accommodation.

Personnel remain bound by this policy in respect of any child, not only children enrolled in FKEF programmes. Conduct towards a person's own children in a private family setting is outside the scope of the Code of Conduct, except where that conduct amounts to a criminal offence or raises a genuine concern about the person's suitability to work with children.

Partners, contractors and sub-grantees are required to have a child protection policy of an equivalent standard, or to sign up to this one, as a condition of working with FKEF.

4. Legal and policy framework

FKEF operates within the legal framework of the United Republic of Tanzania. This policy is to be read and applied consistently with the following instruments, and nothing in this policy limits any duty imposed by them.

4.1 Laws and policies of the United Republic of Tanzania

- **The Law of the Child Act, Cap. 13 (Act No. 21 of 2009, as amended by Acts No. 4 of 2016 and No. 9 of 2017)** — The principal law on the rights and welfare of children in Mainland Tanzania. It defines a child as a person below the age of eighteen years, makes the best interests of the child the primary consideration in all actions concerning a child, prohibits violence, abuse, neglect, discrimination and harmful practices, imposes a duty to report an infringement of a child's rights, and provides for the role of social welfare officers and local government authorities in safeguarding children.
- **Regulations made under the Law of the Child Act** — Including the Child Employment Regulations, the Apprenticeship Regulations, the Foster Care Placement Regulations, the Day Care Centres and Crèches Regulations and the Juvenile Court Rules, which govern specific settings in which children are cared for, trained or employed.

- **The Sexual Offences (Special Provisions) Act, 1998** — Creates the offences of rape, sexual exploitation of children, child trafficking for sexual purposes, grave sexual abuse and related offences, and provides for severe penalties where the victim is a child.
- **The Penal Code, Cap. 16** — Provides for offences of assault, cruelty to children, abduction, defilement and related conduct.
- **The Anti-Trafficking in Persons Act, 2008** — Prohibits the trafficking and exploitation of persons, with aggravated penalties where the victim is a child.
- **The Employment and Labour Relations Act, 2004** — Prohibits the employment of a child under the age of fourteen years except in light work, and prohibits any person under the age of eighteen years from performing hazardous work.
- **The Education Act, Cap. 353 and its regulations** — Governs conduct in education settings, including the treatment and discipline of pupils.
- **The Persons with Disabilities Act, 2010** — Requires the protection of children with disabilities from discrimination, abuse and neglect, and their inclusion in services.
- **The Personal Data Protection Act, 2022** — Governs the lawful collection, storage, use and sharing of personal data, including data relating to children.
- **The Cybercrimes Act, 2015** — Criminalises the production, possession and distribution of child pornography and other online offences against children.
- **The Non-Governmental Organisations Act, Cap. 56** — Governs FKEF's registration, governance and accountability as a registered non-governmental organisation.
- **National policy instruments** — Including the Child Development Policy, the National Plan of Action to End Violence against Women and Children, the National Integrated Case Management System for the protection of children, and national guidelines on alternative care and on violence prevention.

4.2 International and regional instruments

Tanzania is a State Party to the following instruments, which inform this policy:

- The United Nations Convention on the Rights of the Child (1989), ratified by Tanzania in 1991, and its Optional Protocols;
- The African Charter on the Rights and Welfare of the Child (1990);
- The ILO Worst Forms of Child Labour Convention, 1999 (No. 182) and the Minimum Age Convention, 1973 (No. 138);
- The Inter-Agency Standing Committee's Minimum Operating Standards on Protection from Sexual Exploitation and Abuse, where these apply to FKEF's donors and partners.

Where a provision of this policy sets a higher standard than the law requires, the higher standard applies. Where any provision of this policy conflicts with Tanzanian law, the law prevails and the policy shall be amended at the next review.

5. Principles, values and beliefs

The following principles, values and beliefs guide every decision FKEF makes about children:

- **Best interests of the child** — In every action and decision concerning a child, the best interests of that child are the primary consideration, in line with section 4(2) of the Law of the Child Act.
- **Zero tolerance** — FKEF does not accept any kind or form of child abuse, exploitation or neglect by FKEF personnel, whether in the course of programme activities or otherwise. No cultural practice, tradition, custom or local norm is accepted as a justification for harming a child.
- **Do no harm** — FKEF commits itself to designing and delivering programmes in a way that does not expose children to new risks, and to assessing that risk before activities begin.
- **Every child, equally** — Every child has an equal right to protection regardless of sex, age, disability, health status, ethnicity, language, religion, birth, family circumstances, socio-economic status or any other status. FKEF pays particular attention to children who face heightened risk, including children with disabilities, children living away from their families, very young children and adolescent girls.
- **Participation and voice** — Children have the right to be heard, to be told about this policy in words they understand, to give and withhold consent, and to give feedback about FKEF programmes. FKEF supports and encourages that feedback and acts on it.
- **Shared and non-negotiable responsibility** — Child protection is the responsibility of every person connected with FKEF, not only those who work directly with children. Reporting is a duty, not a choice.
- **Accountability and transparency** — FKEF handles every concern openly with the relevant authorities, fairly towards all parties, and is answerable to children, families, communities, the Government and its donors for how it does so.
- **Confidentiality with safety** — Information about a child protection concern is shared only with those who need it in order to protect the child. Confidentiality is never used as a reason not to report to the authorities where a child is at risk.

6. Definitions

A child is any person below the age of eighteen years, as defined in section 4(1) of the Law of the Child Act, Cap. 13. Where the age of a person is uncertain and there is reason to believe the person is a child, that person shall be treated as a child until the contrary is established.

Child protection means the prevention of and response to abuse, neglect, exploitation and violence against children. Safeguarding means the wider set of arrangements FKEF puts in place so that its own operations, personnel and programmes do not harm children and so that concerns are reported and managed properly.

The following forms of harm are recognised by this policy. They are not mutually exclusive: a child who is being abused often experiences more than one form of abuse at the same time, and physical and sexual abuse almost always involve emotional abuse as well.

- **Physical abuse** — The intentional causing of physical harm to a child. This may take the form of slapping, punching, shaking, kicking, burning, shoving, biting, strangling, poisoning or otherwise physically hurting

a child. Corporal punishment of any kind is prohibited in FKEF activities, including any form of punishment that is degrading, humiliating or causes physical discomfort.

- **Emotional and psychological abuse** — Continuing behaviour by adults towards children which includes threats, rejection, isolation, belittling, name-calling, humiliation, intimidation, discrimination or other non-physical forms of hostile or rejecting treatment that erodes a child's social competence or self-esteem over time. It includes bullying and harassment, whether by adults or between children.
- **Neglect and negligent treatment** — The failure to provide a child, within the context of resources reasonably available to the family, caregiver or organisation, with the conditions essential for their physical and emotional development and well-being. In the FKEF context it includes failing to supervise children adequately, failing to act on a known risk, failing to provide safe premises, transport, food or water during an activity, and failing to seek medical attention when a child needs it.
- **Sexual abuse** — Any actual or attempted sexual activity with a child, or the use of power or authority to involve a child in sexual activity. It includes rape and attempted rape, sexual touching, fondling, oral sex, penetration of any kind, exposing a child to sexual acts or sexual images, voyeurism, exhibitionism, sexualised language or contact, and involving a child in the production of pornography. A child cannot consent to sexual activity with an adult, and mistaken belief about a child's age is not a defence. Both boys and girls can be victims of child sexual abuse.
- **Sexual exploitation** — Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes. It includes exchanging money, employment, goods, services, food, school fees, grades, programme places or any other benefit for sexual acts. Any such exchange is prohibited absolutely, regardless of the age of majority or age of consent locally.
- **Economic exploitation and child labour** — The use of a child in work or other activities for the benefit of others in a way that deprives the child of childhood, development, education or dignity. FKEF will not employ or engage any child under the age of fourteen years, will not engage any person under eighteen in hazardous work, and will not permit any child in its programmes to be used for domestic or other labour that interferes with schooling, rest or recreation.
- **Trafficking and abduction** — The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation, and the unlawful removal of a child from the care of a parent, guardian or lawful caregiver.
- **Harmful practices** — Practices that injure a child or violate a child's rights, including female genital mutilation, child marriage, forced marriage, denial of education, and harmful traditional or ritual practices.
- **Online and technology-facilitated abuse** — Grooming a child through messaging, social media or gaming platforms; producing, possessing, sharing or accessing child sexual abuse material; sexual extortion; online bullying and harassment; and the sharing of a child's image or personal information in a way that puts the child at risk.
- **Peer-on-peer harm** — Harm caused to a child by another child, including bullying, physical violence, sexual harassment, sexual violence and the sharing of intimate images. FKEF treats such concerns under this policy and responds to both the child who has been harmed and the child who caused the harm.

- **Self-harm and serious risk to a child** — Where FKEF personnel become aware that a child is at risk of serious harm from any source, including harm the child may cause to themselves, this is treated as a child protection concern and is reported under this policy so that the child can be referred for professional support.

A child of any age, sex, race, religion or socio-economic background can suffer abuse and neglect. Abused children can be helped to lead fulfilling lives, but they must never be expected simply to forget what happened or to "get over it". The impact of child abuse can last a lifetime, and the way an organisation responds to a child's first disclosure has a lasting effect on that child's recovery.

7. Roles and responsibilities

Child protection is everyone's responsibility. The following specific responsibilities apply.

- **Board of Directors** — Approves this policy and any amendment to it; ensures that FKEF has the resources and systems to implement it; appoints or confirms the Child Protection Focal Person; receives a report on child protection at each ordinary Board meeting, including the number and status of concerns raised; and takes charge of any allegation made against the Executive Director or a member of the Senior Management Team.
- **Executive Director** — Holds overall management accountability for child protection at FKEF; ensures that safe recruitment, induction, training, risk assessment and reporting arrangements are in place and used; receives and manages child protection reports; makes referrals to the police and social welfare authorities; and reports to the Board.
- **Child Protection Focal Person** — A named member of staff designated by the Executive Director and confirmed by the Board. The Focal Person is the first point of contact for any concern; maintains the confidential child protection file and register of concerns; advises personnel on the procedure; supports the child and the reporting person; coordinates with the District Social Welfare Officer, the Police Gender and Children's Desk and other services; and ensures that induction and annual training take place. The name and contact details of the current Focal Person are displayed at every FKEF office and site and given to every child, parent and member of personnel.
- **Senior Management Team** — Carries responsibility for handling information about allegations of abuse against staff or volunteers, with the support of the Board; ensures that risk assessments are completed before activities involving children; and ensures that partners and contractors meet FKEF's standards.
- **All FKEF personnel** — Read, understand, sign and comply with this policy and the Code of Conduct; complete induction and annual refresher training; take reasonable steps to keep children safe; and report every concern, suspicion, disclosure or breach immediately in accordance with Section 13. Failure to report is itself a breach of this policy.
- **Partners, contractors and visitors** — Comply with this policy or an equivalent standard while working with or visiting FKEF; sign the Code of Conduct before any contact with children; and report concerns to the Focal Person.

- **Children, parents and caregivers** — Are informed about this policy in a form they can understand, are told who the Focal Person is and how to raise a concern, and are encouraged to speak up without fear of losing access to FKEF services.

8. Safe recruitment, vetting and selection

FKEF is committed to recruitment practices that reduce the risk of employing or engaging a person who poses a risk to children. The following steps apply to every position, paid or unpaid, that involves or may involve contact with children, and are documented on each personnel file.

1. Every job or volunteer advertisement, job description and contract states FKEF's commitment to child protection and the requirement to comply with this policy.
2. Applicants must complete an application form that records their full employment history and requires them to account for any gaps.
3. Applicants must give at least two referees who can speak to their behaviour and past interactions with children. References are taken up and checked by the interviewer before an offer is confirmed, and are recorded in writing on file. Verbal reference checks are also conducted for positions involving contact with children, from former or current employers, places where the person has volunteered, community or religious leaders, sports coaches and similar sources.
4. Tanzanian applicants must provide a signed letter from their Local Government Authority (ward or village executive office) attesting to their conduct and confirming that they have no known history of offences involving children. FKEF also requires a Police Clearance Certificate from the Tanzania Police Force for positions with regular unsupervised contact with children.
5. Non-Tanzanian staff and volunteers, irrespective of the number of hours or days they will serve, must provide a current police check and, where available in their country, a check against sex-offender or barred-persons registers, as part of the application process.
6. Every applicant must sign a written self-declaration disclosing any previous or pending convictions, charges, investigations, disciplinary findings or allegations relating to children, and confirming that they are not barred from working with children in any country. Deliberate non-disclosure is a ground for withdrawal of an offer or for dismissal.
7. Every applicant who reaches interview stage is asked at least one question relating to child protection, and the response is recorded on the interview record.
8. All personnel sign a contract or volunteer agreement and sign the Code of Conduct at Appendix 1 and the declaration at Appendix 4 before they are given any access to children.
9. All new personnel serve a probationary period during which their conduct around children is supervised and reviewed.
10. FKEF will not engage any person for work if, on the information available, that person is judged to pose an unacceptable risk to children. Where a risk is identified after engagement, FKEF will restrict duties or end the engagement as appropriate.
11. Where a person leaves FKEF in circumstances connected with a child protection concern, FKEF will record this on the personnel file and will disclose it in response to any lawful reference request.

Each contract includes a clause on the Code of Conduct which states clearly that FKEF does not support or tolerate child abuse and that there are serious consequences if the Code of Conduct is breached. Personnel may be suspended, or transferred to duties away from children, while an investigation is carried out, and may be dismissed if it is found that they have breached the Child Protection Code of Conduct.

Vetting is an aid to judgement and not a substitute for it. A clear check does not remove the obligation to supervise, to follow the Code of Conduct and to report concerns.

9. Induction, training and awareness

Training makes this policy real. Written rules do not protect children on their own.

- Every new member of staff or volunteer receives an induction on this policy before they begin work with children. The induction covers the Code of Conduct, recognising the signs of abuse, responding to a disclosure, the reporting procedure, confidentiality, and the identity and contact details of the Child Protection Focal Person.
- Every new member of personnel is shown the child protection file containing this policy, the reporting forms and related materials, and signs a record confirming that they have received and understood the induction.
- All personnel attend a refresher training session at least once each year to maintain awareness, strengthen understanding and reflect on incidents and near misses from the previous year.
- The Child Protection Focal Person and the Senior Management Team receive additional training on managing disclosures, conducting enquiries and making referrals to statutory services.
- Children participating in FKEF programmes are given age-appropriate information about their right to be safe, about behaviour they should expect from adults, and about how and to whom they can report a concern, including the National Child Helpline 116.
- Parents, caregivers and community leaders are briefed on this policy and on how to raise a concern about FKEF or its personnel.
- Training records are maintained by the Focal Person and reported to the Board annually.

10. Code of Conduct

All FKEF personnel are introduced to and must sign the Code of Conduct at Appendix 1 before they are given access to children. The Code sets out required behaviour, prohibited behaviour, and the standards that apply to images and communications. It is reproduced in full at Appendix 1 and forms part of every contract and volunteer agreement.

In summary, FKEF personnel must treat every child with respect and dignity; must never use physical punishment; must never engage in sexual activity with a child or exploit a child in any way; must avoid being alone and unobserved with a child wherever possible; must not take a child to their home or sleep in the same room as a child; must not develop relationships with children that could be seen as exploitative; must not give gifts, money or favours to an individual child outside agreed programme activities; and must report any concern immediately.

The full Code of Conduct is set out at Appendix 1.

11. Safe programming and risk assessment

FKEF assesses and manages child protection risk before activities take place, not after something goes wrong.

- A written child protection risk assessment is completed for every activity, event, site, trip and new project involving children. Risk assessments are recorded in the Risk Log at Appendix 3, reviewed before each activity and updated as FKEF's work changes.
- Activities are designed so that adults are not alone and unobserved with a child. Where one-to-one contact is necessary, it takes place in an open or visible space, with the knowledge of a supervisor.
- Adult-to-child ratios, supervision arrangements, registers and collection arrangements are agreed in writing before an activity begins.
- Premises, transport, equipment, water, food and sanitation arrangements are checked for safety, and separate and private sanitation facilities are provided for girls and boys.
- A child is never transported alone by a member of FKEF personnel except in an emergency, and any such journey is reported to the Focal Person immediately afterwards.
- First aid, emergency contacts and a procedure for medical emergencies are in place for every activity involving children.
- Visitors, donors, journalists, researchers and photographers are accompanied at all times, sign the Code of Conduct beforehand, and are never left alone with a child.
- No personnel are permitted to work with children where a risk or concern about them has been identified and not resolved.
- Children's views are sought on whether they feel safe in FKEF activities, and their feedback is recorded and acted upon.

Risk assessments are recorded using the Risk Log at Appendix 3.

12. Communications, images and online safety

The way FKEF collects, stores and uses images and information about children is itself a child protection issue.

- Informed consent is obtained from the child and from the parent, guardian or caregiver before a child is photographed or filmed, and an explanation is given of how the image will be used. Consent is recorded in writing and may be withdrawn at any time.
- Local traditions or restrictions on reproducing personal images are respected before any photography or filming takes place.
- Images must present children in a dignified and respectful manner, never in a vulnerable, distressed or submissive manner. Children must be adequately clothed and never in poses that could be seen as sexually suggestive.

- Images must be honest representations of the context and the facts, and must not be manipulated or captioned in a misleading way.
- File names, metadata, captions and text descriptions must not reveal a child's full name, school, home village, address or any other information that could identify or locate the child. Full names and images are not used together.
- Personnel must not take photographs or videos of children on personal devices, and must not share images of children on personal social media accounts. Programme images are taken on FKEF equipment and stored securely on FKEF systems.
- Images and personal data are held only as long as necessary, in accordance with the Personal Data Protection Act, 2022, and are deleted when consent is withdrawn or the purpose has ended.
- No computer, mobile phone, camera, video camera, messaging application or social media platform may be used to exploit, groom or harass a child, or to access, produce, possess or distribute child sexual abuse material through any medium.
- Where FKEF programmes involve children online, personnel use official FKEF accounts and group channels only, never private one-to-one messaging with a child, and a second adult has visibility of the channel.

13. Reporting and responding

Everyone has a duty to report. Any concern, suspicion, disclosure or allegation of child abuse, and any breach of this policy or of the Code of Conduct, must be reported. It is not the role of the person receiving the information to decide whether abuse has occurred, to investigate, or to judge whether the information is credible. It is their role to report it.

Failure to report a concern is itself a breach of this policy and may be a breach of the duty to report an infringement of a child's rights under the Law of the Child Act.

13.1 What to do when a child discloses abuse, or you have a concern

12. **Keep the child safe** — If a child is in immediate danger, take action at once to make the child safe and seek emergency medical help if needed. Take reasonable steps to separate the alleged perpetrator from the child. Do not leave the child alone.
13. **Listen and respond well** — Remain calm and in control of your feelings. Tell the child you believe them. Listen carefully to what they are saying. Do not ask lots of questions, do not interrogate the child and do not ask leading questions; let the child tell you what they want to tell you in their own words. Tell the child it is not their fault and that you are glad they told you, because now something can be done about it.
14. **Do not promise secrecy** — Never promise a child that you will keep what they say a secret. Explain, in words the child can understand, that you have to tell one or two people whose job it is to keep children safe, and that you will tell the child what happens next.
15. **Record it** — Write down everything the child said, as far as possible in the child's own words, as soon as possible and on the same day. Record the date, time, place, who was present and what you

observed. Do not record your opinion as fact. Use the Incident Reporting Form at Appendix 2. Sign and date the record.

16. **Report it within 24 hours** — Give the completed form to the Child Protection Focal Person, or to the Executive Director, within 24 hours and sooner if the child is at risk. If the concern involves the Focal Person or the Executive Director, report directly to the Chairperson of the Board of Directors.
17. **Preserve evidence and confidentiality** — Do not attempt to investigate, gather evidence, confront the alleged perpetrator or contact the alleged perpetrator's family. Do not discuss the matter with anyone other than the Focal Person, the Executive Director or their appointed alternative. Preserve any physical evidence and do not delete messages or images.
18. **Support the child** — The Focal Person ensures the child receives medical care, psychosocial support and, where needed, legal support and protection from further contact with the alleged perpetrator, and that the child is kept informed at a level appropriate to their age and understanding.

13.2 Referral to the Tanzanian authorities

Reporting internally is not enough. Where a concern indicates that a child has been harmed, is at risk of harm, or that a criminal offence may have been committed, FKEF will refer the matter to the competent authorities. The referral is made by the Executive Director, or by the Chairperson of the Board where the Executive Director is implicated, normally within 24 hours of the internal report and in any case within 48 hours.

Referrals are made, as appropriate to the case, to:

- The District or Ward Social Welfare Officer, who is responsible under the Law of the Child Act for investigating and coordinating the protection of a child at risk.
- The Police Gender and Children's Desk at the nearest police station, in all cases where a criminal offence may have been committed, including any sexual offence against a child.
- The National Child Helpline 116, a free service available on all networks in Tanzania Mainland and Zanzibar, which links callers to social welfare officers, the police and local services.
- Health services, for immediate medical examination and treatment where a child has been physically or sexually assaulted, including within 72 hours where post-exposure prophylaxis and emergency care may be needed.
- The local government authority (village, ward or district), and the Most Vulnerable Children committee where one operates in the area.
- Donors and partners, in accordance with the reporting requirements in the relevant agreement, and the NGO Registrar where required by law.

Parents or caregivers are informed unless doing so would place the child at greater risk, for example where a parent or caregiver is the alleged perpetrator. That decision is made by the Executive Director in consultation with the Social Welfare Officer and is recorded in writing.

FKEF cooperates fully with any investigation by the police, the social welfare department or a court, and does not conduct its own parallel investigation into a possible criminal offence.

13.3 Allegations against FKEF personnel

An allegation against a member of FKEF personnel is handled with equal seriousness, fairness to all parties, and priority to the safety of the child.

- **Who handles it** — The Senior Management Team, with the support of the Board of Directors, is responsible for handling information about allegations of abuse by staff or volunteers. Where the allegation is against a member of the Senior Management Team or the Executive Director, the Board of Directors handles it, and the person concerned takes no part in any decision about the case.
- **Immediate protective action** — The person against whom an allegation is made is suspended from duties on full pay, or moved to duties with no access to children, while the case is investigated and until it is resolved. Suspension is a neutral protective act and not a disciplinary sanction or a finding of guilt.
- **Access to information** — Only the personnel dealing with the allegation have access to information about it. The person under investigation is treated with dignity throughout and is informed of the allegation, in a manner agreed with the police where a criminal investigation is under way.
- **Taking advice** — The person handling the allegation agrees an appropriate course of action with whoever is supporting them, which may include seeking guidance from the Social Welfare Officer, from other child-focused organisations in the area, or from legal counsel, and referring the case to the police or social welfare services if this has not already been done.
- **Interviews** — Advice is sought from Board members and from other child protection actors in the area before speaking to the person alleged to have committed an offence. Any conversation with that person is carried out in the presence of two people, namely the Executive Director and an alternate member of the Senior Management Team or the Board. Where the matter is a criminal one, FKEF does not question the person and leaves that to the police.
- **Documentation** — The person handling the allegation documents the allegation, dates and signs it as soon as possible after hearing about it, and documents every consequent action taken. All conversations are documented. This documentation is kept confidentially on file indefinitely.
- **Outcome** — At the conclusion of the process the Board or Senior Management Team records a finding, the action taken, and any change to FKEF's procedures that the case has shown to be necessary.

13.4 Disciplinary action and sanctions

Breach of this policy or of the Code of Conduct is a serious disciplinary matter.

- Any person proven to have committed any form of child abuse as described in this policy will be dismissed immediately from paid or unpaid employment with FKEF, and the matter will be referred to the police.
- Other breaches of this policy or the Code of Conduct, including failure to report a concern, may result in a warning, retraining, restriction of duties, transfer away from children, suspension, dismissal or termination of a contract or volunteer agreement, according to the seriousness of the breach.
- A partner, contractor or supplier that fails to meet the standards of this policy may have its agreement with FKEF suspended or terminated.

- Deliberately making a false allegation in bad faith is also a disciplinary matter. A report made in good faith that is not upheld is not a disciplinary matter, and no action will be taken against the person who made it.
- Criminal proceedings and disciplinary proceedings are separate. FKEF may take disciplinary action whether or not the police bring charges and whether or not a prosecution succeeds.

14. Confidentiality, records and data protection

All information regarding individual cases and reports of a child protection matter is kept in a confidential file held securely by the Child Protection Focal Person, separate from ordinary personnel and programme records. Only authorised personnel of FKEF may access this information.

- Paper records are kept in a locked cabinet and electronic records are kept in a password-protected, access-restricted location.
- Information is shared on a strict need-to-know basis, and only with those who need it in order to protect the child or to discharge a legal duty.
- Personal data about children is collected, used, stored and shared in accordance with the Personal Data Protection Act, 2022, and is not used for fundraising, publicity or research without specific informed consent.
- Child protection records are retained indefinitely, or for the period required by law and by donor agreements, whichever is longer.
- A register of concerns is maintained recording the date, nature, action taken and outcome of each concern, without identifying details where these are not needed, and is reported in summary to the Board.

15. Protection for those who report

No person who reports a child protection concern in good faith will suffer retaliation, disadvantage, dismissal, demotion or any other detriment as a result of making that report. This protection applies whether the report turns out to be substantiated or not.

Any attempt to obstruct a report, to discourage a person from reporting, to intimidate a reporting person or a child, or to conceal a concern, is itself a serious breach of this policy and a disciplinary matter.

Reports may be made in confidence. Where a person does not feel able to report internally, they may report directly to the District Social Welfare Officer, to the Police Gender and Children's Desk, or to the National Child Helpline 116.

16. Monitoring, compliance and review of this policy

This policy is reviewed by the Board of Directors at least once every three years, and in addition:

- immediately after any allegation of child abuse involving FKEF employees, volunteers or Board members, so that lessons learned are built into the policy;
- whenever there is a relevant change in Tanzanian law, national guidance or donor requirements;

- whenever FKEF begins a significant new activity, opens a new site or enters a new partnership involving children.

The Child Protection Focal Person monitors implementation throughout the year and reports to the Executive Director and the Board on training completed, risk assessments carried out, concerns raised and their outcomes, and any gaps identified. Children, parents and personnel are consulted as part of each review. The revised policy takes effect on approval by the Board, and all personnel are required to sign the updated Code of Conduct.

17. Key child protection contacts

These contacts are displayed at every FKEF office and site and are given to all personnel during induction. They must be completed and kept up to date by the Child Protection Focal Person.

Who	Contact
Child Protection Focal Person, FKEF	To be named by the Executive Director and displayed at every FKEF site
Executive Director, FKEF	info@fortunekids.org +255 782 306 268
Chairperson, FKEF Board of Directors	Samson Mbise
National Child Helpline (C-Sema)	116 — toll free, all networks, 24 hours
Police emergency	112
Police Gender and Children's Desk	Usa-River police station — Arusha Region
District Social Welfare Officer	Arumeru District Council
Nearest health facility / one-stop centre	Leganga health center

In an emergency, act first to make the child safe, then report.

Appendix 1 — Code of Conduct

This Code of Conduct forms part of the FKEF Child Protection Policy and of every contract and volunteer agreement. It must be signed before any person is given access to children.

A. As FKEF personnel, I will:

- advocate for the rights and well-being of all children in our care;
- treat all children with respect and dignity, regardless of sex, age, disability, health status, ethnicity, religion or background;
- plan and organise work and the workplace so as to minimise risk, and ensure wherever possible that another adult is present when working near children;
- be visible: conduct any necessary one-to-one contact with a child in an open or observable place and with the knowledge of a supervisor;
- use positive, non-violent methods of managing children's behaviour;
- be aware of my own behaviour and avoid actions or behaviours that could be perceived by others as child exploitation or abuse;
- comply with all relevant laws of the United Republic of Tanzania, including laws in relation to child labour, and with this policy;
- immediately report any concern, suspicion, disclosure or allegation of child exploitation or abuse, and any non-compliance with this policy, in accordance with the reporting procedure;
- immediately disclose all charges, convictions, investigations and other outcomes of an offence that relates to child exploitation and abuse, including those under customary law, whether these occurred before or occur during my association with FKEF;
- cooperate fully and honestly with any investigation into a concern raised under this policy.

B. As FKEF personnel, I will never:

- use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- engage children in any form of sexual intercourse or sexual activity, including paying for or otherwise exchanging anything for sexual services, regardless of the local age of majority or age of consent;
- develop a physical or sexual relationship with a child, or any relationship with a child that could be deemed exploitative or abusive;
- invite unaccompanied children into my private residence or accommodation, unless they are at immediate risk of injury or in physical danger;
- sleep in the same room or bed as a child, unless absolutely necessary, in which case the supervisor's permission must first be obtained and another adult must be present where possible (this does not apply to an individual's own children);
- transport a child alone, except in an emergency, which must be reported immediately afterwards;

- use any computer, mobile phone, video camera, camera or social media to exploit, groom or harass children, or to access, produce, possess or distribute child exploitation material through any medium;
- take photographs or share images of children in our care except in accordance with Section 12 of this policy and with recorded consent;
- use physical punishment, corporal punishment, or any form of punishment that is humiliating, degrading or frightening;
- hire or use children for domestic or other labour which is inappropriate to their age or stage of development, which interferes with the time available for their education, rest and recreation, or which places them at significant risk of injury;
- give gifts, money, favours or preferential treatment to an individual child outside the framework of agreed FKEF programme activities;
- consume alcohol or use drugs while responsible for the care or supervision of children, or be under the influence of either in the presence of children;
- act in a way that shows unfair differential treatment towards a particular child, or that excludes a child from an activity without good reason;
- condone or participate in behaviour by others towards children which is illegal, unsafe, exploitative or abusive.

C. When photographing or filming a child, or using children's images for work-related purposes, I will:

- take care to ensure that local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
- obtain informed consent from the child and from the parent, guardian or caregiver before photographing or filming a child, and explain how the photograph or film will be used;
- ensure photographs, films, videos and recordings present children in a dignified and respectful manner and not in a vulnerable or submissive manner, that children are adequately clothed, and that they are not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts;
- ensure that file labels, metadata and text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

D. Declaration

I, the undersigned, have read and understand the Fortune Kids and Education Foundation Child Protection Policy, including this Code of Conduct, and I promise to abide by it.

I understand that the onus is on me to use common sense and to avoid any action or behaviour that could be construed as abusive, exploitative or harmful to a child when performing my duties.

I understand that I have a duty to report immediately any concern, suspicion or disclosure of a breach of this Code to the Child Protection Focal Person or the Executive Director, and that failure to report is itself a breach of this Code.

I am aware that if I am proven to have committed any form of child abuse, as described in this policy, this will result in instant dismissal from paid or unpaid employment with Fortune Kids and Education Foundation, and that the matter will be referred to the Tanzania Police Force.

Full name: _____

Position / role: _____

Signature: _____

Date: _____

Witnessed by (FKEF): _____ Position: _____

Appendix 2 — Incident Reporting Form

All personnel and volunteers are required to complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred, or that a child's safety is in danger.

All child protection concerns must be reported immediately, and in any event within 24 hours, to the FKEF Child Protection Focal Person, or to the Executive Director. Where the concern involves the Focal Person or the Executive Director, report to the Chairperson of the Board of Directors. If a child is in immediate danger, act first to make the child safe, then call the Police (112 / 115) or the National Child Helpline (116).

This report must be treated in strict confidence and handed over in person or in a sealed envelope. Do not send it on personal messaging applications.

Date of report: _____

Time of report: _____

Name of person making the report: _____

Position / role: _____

Name of child: _____

Age and sex of child: _____

Name of parent, guardian or caregiver: _____

Programme / site / activity: _____

Details of concern, suspicion or incident

Please complete as many sections as possible with as much detail as you can. Record facts and, where possible, the child's own words. Do not record opinion as fact.

1. Describe what happened: dates and times, names of persons involved, behaviour or signs observed, and any other details.

2. Details of any conversation with the child (use the child's own words where possible):

3. Immediate and longer-term safety concerns for the child:

4. Any other safety concerns (including risk to other children):

5. Immediate action already taken to make the child safe:

6. Have you contacted anyone else about this concern? Yes / No (circle one)

If yes, who: _____

Signed: _____ Date: _____

Name: _____ Position: _____

For completion by the Child Protection Focal Person

Date and time received: _____

Immediate protective action taken: _____

Referred to (Social Welfare Officer / Police Gender and Children's Desk / Health / Helpline 116): _____

Date of referral: _____

Parent or caregiver informed (yes / no) and reason: _____

Outcome and date closed: _____

Signed: _____ Date: _____

Appendix 3 — Child Protection Risk Log

A risk assessment is completed before any activity involving children and recorded here. The log is reviewed at least annually and updated as FKEF's work changes and evolves. FKEF personnel are not permitted to work with children where any unresolved risk or concern has been identified.

No.	Potential risk	Steps to mitigate the risk	Responsible / review date
1	A child needs an emergency evacuation or medical transfer and a parent or legal guardian is unable to accompany them.	- FKEF will not transfer a child where no parent or legal guardian is present, except where the child needs emergency medical care and delay would endanger the child. - In such an emergency, two FKEF personnel accompany the child, the parent or caregiver is contacted immediately, and the District Social Welfare Officer is informed. - Written consent for emergency medical treatment is obtained from parents or caregivers at enrolment.	Executive Director
2	An adult is left alone and unobserved with a child during a programme activity.	- Activities are planned so that two adults are present. - One-to-one contact takes place in an open, visible location with the supervisor's knowledge. - Session registers and supervision rotas are kept.	Focal Person
3	A visitor, donor, journalist or photographer has unsupervised access to children.	- All visitors sign the Code of Conduct before entry. - Visitors are accompanied by FKEF personnel at all times. - Photography is permitted only with recorded consent and under supervision.	Focal Person
4	A child's image or personal details are published in a way that identifies or locates the child.	- Written consent obtained and recorded before any image is taken. - No full names, schools or locations published with images. - Images stored on FKEF systems only; personal devices prohibited.	Communications
5	A person who poses a risk to children is recruited as staff or volunteer.	- Two checked references, Local Government letter and Police Clearance Certificate. - Signed self-declaration and child protection interview question. - Probation period with supervised contact.	Executive Director
6	A child is harmed by another child (bullying, violence or sexual harassment).	- Children briefed on expected behaviour and how to report. - Supervision of unstructured time and transport. - Concerns handled under this policy, supporting	Focal Person

No.	Potential risk	Steps to mitigate the risk	Responsible / review date
		both children.	
7	Transport of children to and from activities.	• Drivers vetted and licensed; vehicle checked and insured. • No child transported alone by one adult except in an emergency. • Register of children taken at pick-up and drop-off.	Executive Director
8			

Appendix 4 — Personnel Declaration and Self-Disclosure

To be completed and signed by every member of FKEF personnel — staff, volunteer, intern, consultant, contractor, Board member or partner — before any contact with children, and renewed annually.

Full name: _____

National ID or passport number: _____

Position / role: _____

Start date: _____

Declaration

- I confirm that I have received, read and understood the FKEF Child Protection Policy and the Code of Conduct at Appendix 1, and I agree to abide by them.
- I confirm that I have attended the FKEF child protection induction, and I agree to attend annual refresher training.
- I confirm that I know who the FKEF Child Protection Focal Person is and how to contact them, and I understand that I have a duty to report any concern within 24 hours.
- I confirm that I have never been convicted of, charged with, cautioned for, or investigated in relation to any offence involving a child, and that I am not subject to any pending investigation, disciplinary process or bar in any country relating to children. (If you cannot confirm this, give details below.)
- I agree to disclose immediately to the Executive Director any charge, conviction, investigation or allegation of this kind that arises during my association with FKEF.
- I understand that providing false or incomplete information, or failing to make a disclosure, may result in withdrawal of an offer, dismissal or termination of my engagement.

Details of any matter to be disclosed (continue on a separate sheet if needed):

Signature: _____ Date: _____

For FKEF use:

References checked (date and by whom): _____

Local Government letter received (date): _____

Police Clearance Certificate received (date): _____

Induction completed (date): _____