

Child Protection POLICY



WOPEN

Shaping Practices Influencing
Policies Impacting Lives

WOPEN 2023

www.wopen.org



Women Peace Builders Network (WOPEN)

Motto: *“Love, Tolerance, Peace and Security”.*

Email: Wopen25@gmail.com Website: www.wopen.org Tel : (+237) 699912544)

Foreword

The) upholds the view that any form of violence against children is unacceptable. Whatever the type of violence used - physical, sexual, and psychological or violence due to negligence – only a clear and consistent policy framework can prevent and fight against such forms of abuse and Wopen and its members must take emergency measures to report them.

Wopen in its projects is committed to ensuring that each child enjoys the benefit of a protective environment in which their rights are respected. This is why Wopen shall continuously make an update of its rules relating to children’s rights on a regular basis, integrating the highest requirements according to international standards and current best practices. It is with this in mind that Wopen steps forward to write down the “Child Protection Policy” with a wish to see it applied to all of its activities and members own activities.

Wopen will continue to consult with relevant groups managing day to day activities with children and/or child protection specialists and partners from civil society towards updating this policy.

Numerous references relating to the area of child protection and support tools complement the guide. Therefore, particular attention is given, for example, to hiring new staff, inclusion of social media and new reporting and communication tools.

There is an awareness that the risk of harming children’s integrity is very real and this is why Wopen must be committed to widely promote this Child Protection Policy, not only internally but also with members and partners that represent children and with whom Wopen operates.

In case of abuse or suspected abuse, our fundamental principle calls for an immediate and professional response that respects the legislation in force.

Wopen therefore includes in this current Child Protection Policy a new code of conduct to be signed by all Wopen members or management (employees, temporary employees or volunteers). Wopen firmly believes that the systematic use of this Policy is the best way to ensure that all children receive the necessary protection to which they are entitled.

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Website: <https://wopen25.wordpress.com/>

Twitter: @wopen25

P O Box 229, Bamenda, NWR

Facebook: www.facebook.com/womenpeacebuildersnetwork/

Instagram: wopen17



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Introduction

Development and humanitarian efforts require a very clear understanding of the roles and responsibilities towards the care and protection of children. Wopen is committed to achieving the highest level of child protection and ensuring that the welfare of children and young people with whom it comes into contact.

Wopen affirms its belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, in line with national child protection instruments and UN recommendations¹. It is the duty of all those who work with children and young people to prevent harm and abuse of every kind, and to report any abuse discovered or suspected. Wopen recognizes its duty of care to keep children safe in its interventions as much as its mandate allows and its responsibility to ensure that they are treated with dignity and respect.

Wopen believes that to achieve successful result, employees, members and its partners need to be aware of the roles they play and the responsibilities they take while interacting with children directly or indirectly. This policy document provides Wopen employees, members and partners the framework on the standards and mechanisms to these. It provides the basis for effective measures to prevent and respond to violence, from awareness raising to protection measures. In this regard, it does not only provide an excellent opportunity for the enhancement on the quality and professionalism of those working with children but also will help to achieve better impacts on all Wopen interventions.

¹ This refers to national legislation and action plans on Child Protection in Cameroon,
Law No. 67-LF-1 of 12 June 1967 on the Penal Code and all punishments for violations against children
Law No. 84/04 of July 1983 on Protection of Orphans.
Law No. 92/007 of 14 August 1992 on the Labour Code
Law No. 97/009 of 10 January 1997 against torture
Law No. 2005/015 of 29 December 2005 Against Child Trafficking and Slavery in Cameroon.
Decree No. 2004/320 of 8 December 2004 on protection of children by Cameroonian ministerial departments,
The Convention on the Rights of the Child 1989
The African Charter on the Rights and Welfare of the Child
The UN Convention of the Rights of the Child (UNCRC) 1989.

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General Principles

Wopen’s Child Protection Policy is based on the following set of principles:

- All children have equal rights to protection from abuse and exploitation.
- All children should be encouraged to fulfill their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- NGOs/CSOs have a duty of care to children with whom they work and with whom their representatives work.
- If Wopen works through members or partners, these members or partners should have a responsibility to meet minimum standards of protection for the children in their programmes.

Page | 3

Purpose of the Policy

This policy aims to set out the legal and management structures for child protection and the network aims to ensure that certain minimum standards of behavior are observed. The Wopen adheres to the following Child Protection Policy and Procedures:

Scope of the policy

The Policy applies to all employees, whether international or national, full time, part time, and members and to those engaged on short-term contracts e.g. consultants, researchers, volunteers and board members of WOPEN. The policy also applies to employees and representatives of members and any other individuals, groups or CSOs who have a formal/ contractual relationship with the Wopen that involves any activities with children (unless it is formally agreed that a member media organ mainly enforces its own child protection policy). Donors, journalists, celebrities, politicians and other people who visit any of Wopen’s programmes or offices in order to make contact with children, must be made aware that this protocol applies to them. Wopen

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expects that all of the above must act in accordance with this policy in both their professional and personal lives.

Definition of Terms

Page | 4

‘Child’ is anyone under the age of 18 years”. For Wopen, the term Child Protection refers to the set of policies, procedures and practice that we employ to ensure that Wopen is a child safe network in which individual children it works with are safe and that it responds appropriately to individual cases of abuse and exploitation (either internal or external to Wopen) when they occur.

‘Child Abuse’ consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of abuse are defined by WHO as Physical Abuse, Emotional Abuse, Neglect and Negligent treatment, sexual abuse and exploitation.

‘Sexual Exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from sexual exploitation or another.

Recruitment, selection and assignment of personnel and partners

For employees and volunteers to be recruited to join the Wopen;

- A standardized interview process is to take place to ensure the selection of the best candidate according to pre-determined specific essential and desirable skills; with consideration to the suitability of a candidate in relation to child protection issues; and to ensure candidates are judged on the basis of equal opportunity in the case of recruited General Coordinator who also her/himself will recruit members of the secretariat.
- Two references are to be requested and checked. Referees are to be asked to comment on a candidate’s suitability for the specific position for which they are applying in terms of

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character and skills. Referees should be asked in particular to give their opinion on the candidate's suitability to work involving children.

- Where appropriate, Wopen reserves the right to perform Criminal Records Check by requesting certificate of non-conviction (CNC) and other relevant disqualification checks before concluding appointment.
- Those involved in the selection of candidates are to pay attention to and follow up on any gaps in a candidate's employment history.
- A successful candidate will be asked to commit to the network's child protection policy and procedures as a condition of employment.
- Prior or at the time of issuing any employment contract all staff and representatives receive and understand this policy, a copy of the local procedures, and the code of conduct as incorporated in our Employee Handbook.
- The job description of all employee/staff spells out the specific child protection responsibility each of the positions involve which in broad terms include that they fully understand the provisions of the Child Protection Policy, ensure the way they are carrying out their work is not putting children at risk or further risk, and be vigilant about observing possible child abuse/harm in their personal and professional lives.

For Wopen members or partners selected to work in partnership with the organization;

- They will be requested to have a child protection policy and procedures in place that are both rigorous and appropriate.
- The Women Peace Building Network is committed to supporting its member media organs to put in place rigorous and appropriate policies and procedures that are applied across the Wopen.

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- There will be an agreement at the outset of membership that child protection issues will be included as an appropriate element of monitoring, evaluation and reporting.
- Partnership agreements should reflect a commitment to child protection and to putting protection measures in place where they do not exist.
- All individual consultants or contractors working with Wopen must be issued with a copy of the child protection policy (included in the Employee Handbook along with all other Wopen policies and procedures) and must abide by the policy during the entire period of their involvement with the Wopen.
- All implementing partners, or other CSOs who have a formal/ contractual relationship to Wopen that involves their staff having contact with children, will be committed to include in their contracts a requirement that staff;
 - Comply with this policy or that they comply with the network’s own policy of a similar standard including procedures for reporting and investigating concerns; and
 - Comply with the code of conduct

Education and training in child protection

Wopen will ensure that opportunities are available to staff/employees, volunteers and consultants, as appropriate, to develop and maintain the necessary skills and understanding to protect children including:

- An induction process for all new and existing staff/employees that considers all aspects of the Child Protection Policy and Procedures, including training on acceptable and unacceptable sharing of information about children, communications about children, reporting and reaction protocol, ramifications of misconduct, and commitments of partners. The aim is to ensure a common understanding of child protection issues, standards of practice, and the network implications of these.

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- Child protection issues will also be included in staff appraisals and in team meetings, as appropriate, to provide an open atmosphere to discuss related issues and to ensure staff knowledge and skills can be assessed so that appropriate education and training is identified.
- Where required, practical guidance will be provided through putting together resource bank on child protection to assist staff/employees, volunteers and consultants in overcoming a host of obstacles that may confront them in tackling child protection issues in their work. Further capacity building will be undertaken through individualized training for all staff who request or require it; including through access to good quality resource bank and online training.
- Guidance for ensuring child-related projects and programme design make sure that children are adequately supervised and protected at all times
- Annual budget provision shall be made to include staff training on child protection as much as possible
- Ensuring all new and existing representatives of Wopen understand that all children, regardless of gender, ethnicity, age, socio-economic background or disability have equal rights to protection.
- Ensuring that the African Charter on the Rights and Welfare of the Child and the UN Convention of the Rights of the Child, the short version of the child protection policy and reporting guidelines, is prominently displayed in all Wopen offices or easily accessible via Wopen website.
- Identification of any gaps in knowledge in relation to and skills to deal with child protection issues of all representatives of the network.

Page | 7



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- Wopen is committed to reviewing and updating the education and training offered to all staff of the network to ensure it is both relevant in the network context and robust in relation to child protection.
- The General Coordinator ensures all members of secretariat (staff) who require training will take part in Child Protection refresher sessions annually.

Page | 8

Where the opportunity arises, Wopen will include child protection promoting messages in training delivered to beneficiaries including:

- Addressing issues at school level that compromise a child’s right of access to quality education
- Promotion of a child-friendly spaces for all children in and out of school
- Encouraging schools to adopt an anti-bullying strategy and approach as an integral part of protecting children and helping them to feel safe in and out of school
- Raising awareness of the importance of vigilance as beneficiaries become aware of the damage bullying (child to child or adult to child) can inflict on children
- Guidance to teachers and managers on promoting good relationships and positive discipline procedures
- Definitions of abuse and how some groups of children are particularly vulnerable, including disabled children
- Guidance to teachers and managers giving children a voice and listening to their concerns
- Guidance to teachers on educating children about their rights to protection
- Promotion of guidance and counseling services and schools, families and communities
- Creating an atmosphere in which abuse can be disclosed by children and addressed
- Guidance on how to avoid reinforcing beliefs and practices which are harmful to children

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- Guidance on how to respond to a child who says they, or another child, are experiencing abuse
- Guidance on how to respond to allegations against a member of staff/volunteer or another young person
- Guidance on how to respond to concerns about a child's welfare where there are concerns but no specific allegation has been made
- Contact details for local child protection services

Page | 9

Management Structure

Wopen will adopt a management structure in order to facilitate the implementation of the child protection policy and procedures including:

- Appointment of a suitable and experienced volunteer member with a clearly defined role responsible for implementing the child protection policy and procedures to ensure a clear understanding among all representatives and members of the network of all relevant issues relating to child protection.
- Ensuring the retention of personal information on children is limited to those who need to know to ensure respect for children's right to confidentiality and privacy, and to protect children from those who may use information to harm children (see data protection below).
- Overall responsibility for overseeing the implementation of the child protection policy and procedures will lie with the Wopen's Steering Committee to ensure due importance is afforded to this area.
- Incorporation of child protection into regular internal and external programmes, project and Network's evaluations and assessments, Office Procedures and Manuals to ensure internal monitoring against targets, and external transparency and objectivity.

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Behavior Protocols

Children are not the direct beneficiaries of the Wopen’s work. Therefore, Wopen staff, volunteers, consultants etc should not, in the course of their normal employment, come into contact with children without the supervision of the teacher of the children being present. If Wopen staffs do come into direct contact with children, then they will adhere to the same standards of behavior that are laid out in these codes of conduct and other relevant policy statements. Where the opportunity arises, Wopen will include child protection promoting messages in training delivered to beneficiaries including:

- The key provisions of the relevant national child protection legislation
- Addressing issues at school level that compromise a child’s right of access to quality education
- Promotion of a child-friendly school environment
- Guidance to teachers and managers on promoting positive discipline procedures and how to involve pupils and students in the process
- Promotion of guidance and counseling services in and out of schools
- Creating an atmosphere in which abuse can be disclosed by children and addressed.

The Women Peace Building Network will provide step-by-step guidance on what action to take if there are concerns about a child’s safety or welfare. There will be separate procedures for reporting internal and external cases.

Code of Conduct

All adults and children have a responsibility to treat one another with dignity, respect, sensitivity and fairness. All behavior that discriminates, offends or is violent is unacceptable and that

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complaints will be acted on. Child abuse is classified as ‘gross misconduct’ as listed in our Employee Handbook and will result in summary dismissal. The Code of Conduct is developed in light of these and the Executive Director is responsible for ensuring that all employees sign the Child Protection Policy which includes acceptance of the Child Protection Code of Conduct upon joining Wopen and will be made aware of the consequences of failing to adhere by it as spelt out in this policy, as well as in the Employee Handbook. The same will also be incorporated in agreements with Wopen members, consultants and contractors, and failing to adhere it will lead to termination of membership or contracts or agreements.

Page | 11

When working with children Wopen representatives and members **MUST ALWAYS:**

- Avoid working alone with children and plan work so that at least two adults are present
- Avoid inappropriate physical contact with a child (based on local norms of behavior)
- Ensure that language is moderated; refrain from adult comments that may cause discomfort
- Listen to what children are saying, and respond appropriately
- Ensure all interaction is safe, appropriate, child-friendly and sensitive to the child’s feelings
- Be aware of situations that may present risks and manage these
- Be vigilant for signs that a child may have been trafficked, or is at risk of trafficking
- Be familiar with procedures for reporting concerns
- Immediately report any concerns relating to the safety of a child you are in contact with

When working with children Company representatives MUST NEVER:

- Hit or otherwise physically assault, harm or abuse them.
- Develop physical/sexual relationships with them.
- Develop relationships with them that could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place them at risk of abuse.

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- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Behave verbally or physically in a manner that is inappropriate or sexually provocative.
- Have a child with whom you are working stay overnight at personal accommodation
- Do things for a child of a personal nature that they can do for themselves.
- Condone, or participate in, behavior of a child that is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favor particular children to the exclusion of others.
- Allow allegations made by a child or concerns expressed by others about their welfare, to go unrecorded or not acted upon.
- Use any computer or other electronic device to view, download, distribute or create indecent or inappropriate images of children.

Page | 12

Communications and confidentiality of information concerning children

With children as the indirect beneficiaries of Wopen’s work, the organization will control confidential and inappropriate information (written and verbal) regarding children and will prevent the presentation of degrading images relating to children by developing and enforcing a set of communication guidelines to safeguard and respect children which representatives and members will abide by including:

- Guidance on confidentiality and information-sharing which makes clear that the protection of the child is the most important consideration
- Guidelines for appropriate use of information technology (such as email, digital cameras, websites, internet) to make sure that children are not put in danger and exposed to abuse and exploitation.

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- Guidelines on appropriate photos of children – i.e. that they should be fully clothed, not sexualized in any way, and empowered rather than vulnerable where possible
- Guidelines for vetting external photographers (e.g. references, character references, police checks)
- Letting children give their own accounts as much as possible rather than others speaking on their behalf, and highlighting the ability of people to take responsibility and action for themselves.
- Portraying an accurate and balanced picture of children, with an emphasis on dignity and with as much reference as possible to their social, cultural and economic environment, and avoidance of sensationalist text and images, and degrading and inaccurate representations.
- Not revealing any personal and physical information to identify the location of a child that could put them at risk. In particular, to change the name and location of children in all images used.
- Always asking permission of children before taking their photos or a video.
- Get their parent/guardian’s consent and make everyone aware what, where and how the images will be used for.

Page | 13

Data Protection

Acquisition, storage and use of data shall follow a set of rules:

- All electronic data about children will be stored in password-protected files
- All paper records about children will be stored in locked filing cabinets and identifying details removed from the records as far as possible
- The Executive Director is responsible for ensuring that data protection induction and training takes place for all Wopen secretariat staff and that records are kept in line with

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relevant international Data Protection Act as well as relevant national legislation. The Executive Director will also be responsible for developing an induction program including orientation on the data protection policy and ensuring that signed copies of the data protection policies are kept in all staff members' files.

Page | 14

Research with Children

Any research the Women Peace Building Network or its member conducts with children will ordinarily be undertaken on school sites and as a result, the existing school management structures will be in place to ensure that adults are always present when children are being interviewed. If for any reason the Wopen receives a mandate to conduct research outside of the school site then additional safeguarding measures will be implemented.

Child Labour

Wopen acknowledges that in the course of their work, representatives may encounter children engaged in labour activities, which do not accord with the minimum age standards expressed in the International Labour Organization's Fundamental Principles on Rights at Work. Wopen is opposed to such practices and prohibits the use of child labour within its own business and in that of its suppliers and contractors. However, consistent with its charitable aims and policy priorities, at this stage Wopen does not actively engage in any governmental lobbying on this issue.

Reporting and Reaction Protocol

Wopen will adhere to the guiding principle of considering the best interests of the child should any representative of the network witness or suspect any form of child abuse. Individuals have the responsibility to report suspected or disclosed child abuse. In order to be clear on the standards of

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behavior they can expect from Wopen staff, representatives, children and their families will be made aware of the Child Protection Policy and Code of Conduct. In line with Wopen and/or Child Protection reporting procedures, representatives/members are expected to report child protection concerns so that immediate and appropriate action can be taken to safeguard the child:

Page | 15

- Staff, children and families must be able to raise concerns, confidentially if necessary, about poor practice, unacceptable behavior or actual/potential abuse by other staff or contractors. Wopen will provide step-by-step guidance on what action to take.
- For incidents reported or suspected by Wopen staff, it is the responsibility of the staff member to notify their line manager immediately who will communicate with General Coordinator or the relevant member organization responsible for the child protection policy who will react appropriately according to set guidelines.
- The General Coordinator relevant member of Wopen is responsible for recording incidents, concerns and referrals and storing these securely, so that confidential information is locked away. Such files will be retained in a file separate from other files.
- Any member or staff informed of such a concern must inform the Executive Director rather than taking action or making decisions on a course of action independently. This is to avoid important issues being dismissed as insignificant by line managers.
- If Wopen staff witness any form of child abuse during a visit to a school, then they have the duty to report this to the school head teacher, to the relevant local education authorities, to the nearest Wopen member's office, to their line manager and if a crime has been committed, to the police.
- Confidentiality is important when working with children BUT the law does not allow anyone to keep concerns relating to child abuse to themselves. Confidentiality cannot be maintained if withholding of the information will prejudice the welfare of the child.



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- If Wopen staff witness any significant risk to the safety, security or well-being of children at a school, then they have a duty to report this to the head teacher and to the relevant local education authority as well as their team lead and nearest Wopen member's office.
- Wopen management will provide suitable supervision and support to staff and volunteers affected by any child protection issue raised to reduce the stressful impact of the situation.
- All Wopen employees and representatives have the specific right and responsibility to whistle-blow if they are concerned about the conduct of a colleague (see Staff Handbook).

Page | 16

Processes for dealing with complaints are fair and transparent and include a right of appeal. Investigation will be led by the General Coordinator. All allegations of breaches of this policy will be dealt with in line with Wopen Disciplinary Procedures as outlined in the Staff Handbook. Apart from an informal verbal warning, representatives have the following rights in relation to disciplinary action:

- To be informed of the allegations of misconduct to be addressed at any disciplinary hearing
- To be accompanied by a work colleague or by an accredited union or labour official
- To appeal against any disciplinary action.

Representatives will always be given as much information as possible regarding the allegations of misconduct. Any disciplinary action will only be taken after a full investigation of the facts. The Women Peace Building Network reserves the right to vary the disciplinary procedure dependent on the seriousness of the allegations of misconduct.

At each stage of the disciplinary procedure, staff will be given the right of appeal by putting reasons in writing to the General Coordinator within five days of receiving written confirmation of the disciplinary decision.

If a staff wishes to raise a grievance formally, it should be done in line with the Grievance Policy outlined in the Staff Handbook.



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Ramifications of Misconduct

Wopen takes child protection seriously and will implement the child protection policy and procedures, guidelines and codes of conduct rigorously across the network to safeguard children. Wopen will also support the implementation of members' child protection policies and procedures. In the event that staff or volunteers associated with the Wopen violate any aspect of the policy and procedures, appropriate action will be taken. Wopen staff and volunteers should not, in the course of their normal employment, come into contact with children without the supervision of the teacher of the children being present. However, if a staff member or volunteer becomes directly involved in any child abuse allegation, or reports the involvement of another person as allegedly involved in child abuse, Wopen will act in accordance with the law to safe guard children and to ensure justice is fully adhered to.

Child abuse is a 'gross misconduct' as listed in the Employee Handbook and will result in summary dismissal.

Policy Monitoring and Review

This policy will be fully reviewed every 2 years by the steering committee and approved by the General Assembly. All Wopen employees and volunteers (and anyone working from within CCMN's premises) are asked to read and sign that they have understood the policy.

Whenever the policy is revised, staffs are asked to re-sign. Wopen receives advice from its legal advisor on its way of formulation, enforcement and revision of the child protection policy and other policies and procedures linked to it.



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For and on behalf of Link Community Development International:					
Name		Date		Sign	

Page | 18

For and on behalf of the consultant:					
Name		Date		Sign	

List of annexes:

1. Reporting flow chart
2. Reporting Template
3. Parental Consent form for activity participation and photography and filming
4. List of resources to develop staff and partners understanding on Child Protection

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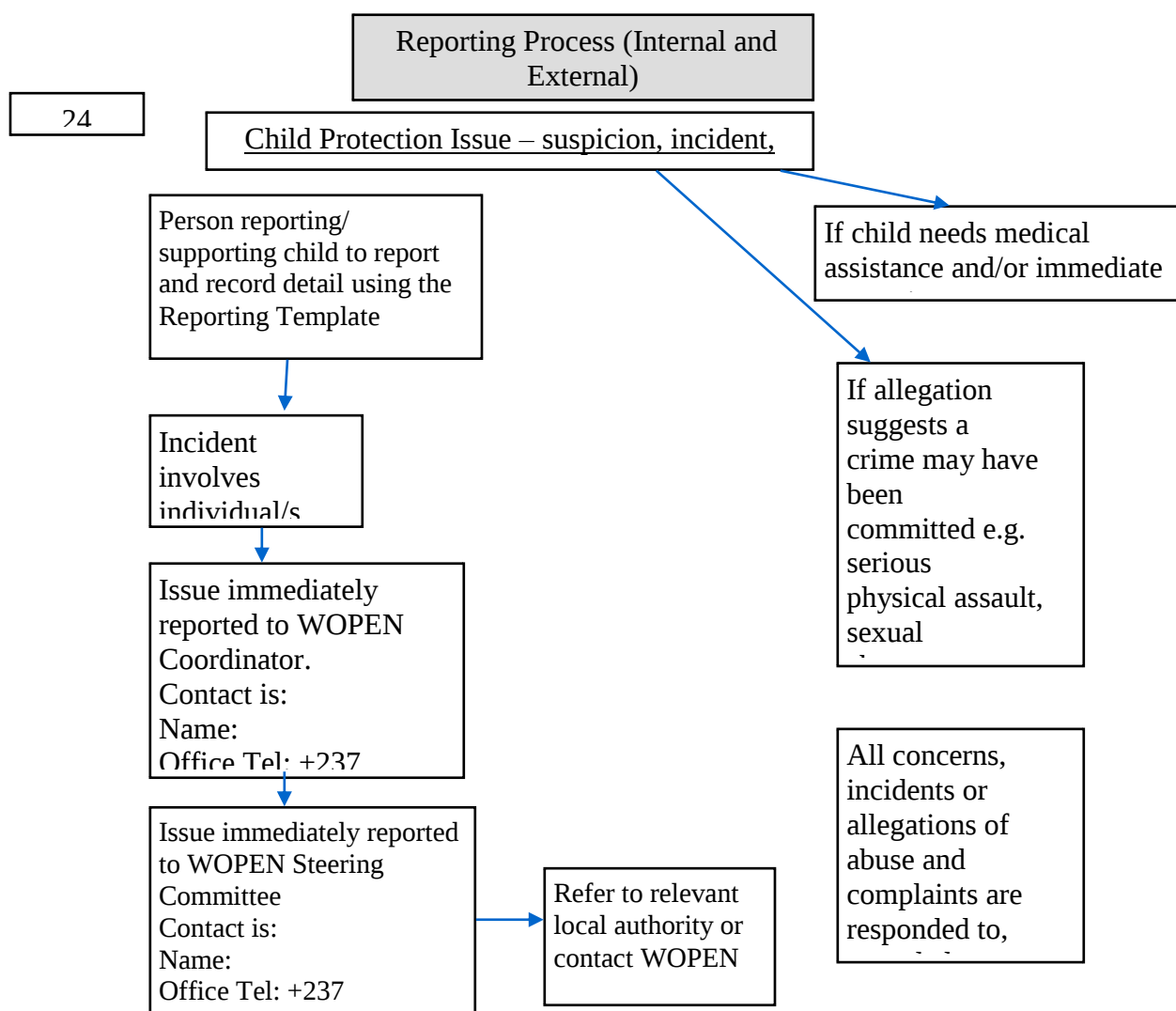
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Annex 1: Wopen 24 hour Child Protection helpline: +237..... (Insert number of staff in mind)

Confidentiality will be respected all along the process.

Page | 19



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Source: Adapted from the National Society for the Prevention of Cruelty to Children (NSPCC) flow chart

ANNEX 2: Reporting Template

Page | 20

Part One: About You (reporter)
Name: Your role in relationship to Wopen: Details of any other organ/institution involved: Your relationship to the child or children concerned:
Part Two: About the Child/Children
Name(s): Gender: Age: Address: Who does the child live with? Where is the child now (are they safe)? Are there any immediate medical or safety issues?
Part Three: About Your Concern
How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did a child disclose abuse? Date, time and place of any incident(s): Nature of concern/allegation: Observations made by you (e.g. child's emotional state, any physical evidence): Write down exactly what the child said and what you said: continue on a separate sheet if necessary: Any other relevant information? (e.g. disability? language?):

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Were other children involved or aware?

Have you reported to parents or carers or any other staff or Agencies?

If yes:-

Time and date of reporting:

Person(s) to whom report was made:

Advice given:

Action taken:

Page | 21

ANNEX 3: Parental Consent form for activity participation and photography and filming

Wopen is a network of media practitioners, which promote Peace Journalism advocacy, fundraising, human rights, community development, and humanitarian contexts. We are proposing different activities involving your child. Before starting this collaboration, we need your consent, and some important information from you to ensure that your child can participate safely and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events, a child is defined as anyone who is under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

Activity Consent (Please tick as appropriate):

☐ I/we give my/our consent for my/our child (name of child) to travel to and participate in Wopen activities.

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☐ I/we authorize Wopen to be responsible for my/our child during these activities and authorize them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.

☐ I/we affirm that I/we have full authority to give the consent provided for in this document.

Page | 22

Media Consent (Please tick as appropriate):

☐ I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.

☐ I/we DO NOT give my/our consent for my/our child to take part in media activities.

☐ I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child

Date at

Name and Signature (names of parent(s)/carer(s))

Medical History

The information in this form will be kept confidential. Only medical professionals and the organizers of the event will be allowed access to it.

Name of child (including nicknames):-----

Date of Birth:-----

Identity Number-----

Any known allergies (e.g. to food, conditions, insect bites, medication):-----

.....

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Currently on medication: ☐ No ☐ Yes

If yes, please state which type/dosage:-----

Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time.

Page | 23

Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/Fainting/dizziness, depression/anxiety):.....

Any previous surgeries and hospitalizations:-----

Please provide details of any medical insurance

Name of insurance company:.....

Insurance policy number:.....

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully:.....

Emergency Contact Details:

This information must be completed before the child leaves for the trip/event. It will be kept by Wopen and/or the accompanying adult (delete if not appropriate).

Name:.....

Contact Number:.....

Address:.....

Alternative Contact:.....

Name:.....

Contact Number:.....

Address:.....

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If at any time you are concerned about the safety or protection of your child, please contact the Wopen Executive Director in charge of Child Protection Policy :.....Tel:.....

Permission to Administer Common Drugs (Please tick as appropriate):

Page | 24

Please indicate below if you give your consent to your child being administered common drugs such as Paracetamol, Ibuprophane and Aspirin etc. for common ailments (headaches, stomach aches etc.).

For more serious illness, your child will be taken to a qualified doctor.

- ☐ I/we give my/our consent for my/our child to take common drugs such as Advil, Tylenol, Aspirin etc. if in need for common ailments.
- ☐ I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.

ANNEX 4: Child Protection Policy Control Personnel

Roles and Responsibilities of the Child Protection Policy control staff within the Wopen:

To support the network operations of the day to day implementation of the Child Protection Policy.

Specific duties include:

- To act as the main point of contact within the delegation for child protection
- To ensure that staff and partners are aware of the Child Protection Policy and their responsibilities under it (for example by providing training and guidance)
- To advise and support staff and partners with the implementation of the protection policy – including risk assessments

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- Establish links with local specialist child welfare, health and law enforcement contacts in order to have information available if an incident occurs and/or external advice is needed
- Ensure that the safeguarding policy and our commitment to children’s rights are made known to children, families and communities who work with Wopen, and that the policy is accessible.
- Ensure that the name and contact details of the Child Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice
- To act as first point of contact for concerns regarding child protection incidents and to raise those concerns to the Executive Director in charge of Child Protection
- Keep an accurate record of any incidents
- To support the implementation and monitoring of the Child Protection Policy by providing an annual progress report to the Board Risk Management Advisor (as requested) together with a plan for further action required to implement the Child Protection Policy at local and national levels

Page | 25

Suggested Skills and Characteristics:

- Have knowledge and experience about child safeguarding and child protection
- Have respect and authority within the country office so that their opinions are valued
- Be approachable, with good communication skills with adults and children
- Be able to keep calm when a concern is raised, especially if a child needs assistance
- Be able to work with others to ensure that the policy is implemented, and respond where a child protection incident occurs

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- Commitment to safeguarding children and upholding their rights – together with the ability to advocate for and defend safeguarding
- Training and presentation skills
- Be able to keep information confidential

Page | 26

ANNEX 5: List of resources to develop staff and partners understanding on Child Protection

1. Law No. 67-LF-1 of 12 June 1967 on the Penal Code and all punishments for violations against children
2. Law No. 84/04 of July 1983 on Protection of Orphans.
3. Law No. 92/007 of 14 August 1992 on the Labour Code
4. Law No. 97/009 of 10 January 1997 against torture
5. Law No. 2005/015 of 29 December 2005 Against Child Trafficking and Slavery in Cameroon.
6. Decree No. 2004/320 of 8 December 2004 on protection of children by Cameroonian ministerial departments,
7. The Convention on the Rights of the Child 1989
8. The African Charter on the Rights and Welfare of the Child
9. United Nations Convention on the Rights of the Child (UNCRC) can be accessed on:
10. <http://www.education.gov.uk/childrenandyoungpeople/healthandwellbeing/b0074766/uncrc/when-the-convention-was-written-and-why>
11. Keeping Children Safe Tool – Standards for Child Protection – Tool one can be accessed https://www.un.org/en/pseataaskforce/docs/keeping_children_safe_standards_for_child_protection_tool.pdf

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