

AMANI Nursery School Karatu

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AMANI Nursery School Karatu and AMANI e.V. Germany Child Protection Policy

AMANI Nursery School
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Tanzania

Child protection policy statement

The target of the AMANI Nursery School in Karatu is to support children's peaceful growth, development and education for their way into a better future. Children from every background should have the possibility to attend the nursery school. Therefore children from weak social and economic background are especially supported by AMANI e.V. Germany.

AMANI Nursery School is committed to actively safeguard children from harm and to ensure that children's rights to protection are fully realized. We seriously take our responsibility to promote child-safe practices and to protect children from harm¹, abuse², neglect³, and exploitation⁴ in any form.

The guiding principle is that the AMANI Nursery School believes that it is always unacceptable for a child to experience abuse of any kind. AMANI Nursery School recognizes its responsibility to safeguard the welfare of all young people by protecting them from abuse. The policy has been written to ensure that AMANI Nursery School takes every possible measure to prevent abuse. It aims to ensure that none of its staff, volunteers or partners engages in behavior that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting, or leading to abuse.

Definitions

- Child: any person below the age of 18 years.
- Child abuse: all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child, including any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything that individuals, institutions, or processes do or fail to do, intentionally or unintentionally, which harms a child or damages his or her prospect of safe and healthy development into adulthood.

¹harm = madhara = Leid

²abuse = unyanyasaji = Missbrauch

³neglect = kutelekezwa = Vernachlässigung

⁴exploitation = unyonyaji = Ausbeutung

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- Child protection: the responsibilities, measures, and activities that AMANI Nursery School undertakes to safeguard children from both intentional⁵ and unintentional harm.
- Employee/staff: All persons who are working for AMANI Nursery School whether they are paid employees or not.
- BoD: Board of Directors.

Principle

The Child protection policy of AMANI Nursery School shall ensure:

- the rights of the child to protection from harm, abuse and exploitation as set out in the UN Convention on the Rights of the Child (UNCRC)
- that the welfare of the child should be safeguarded and promoted
- when there is a conflict of interest the needs of the child are always the most important
- recognition of the importance of parents, families and other carers in children's lives
- recognition of the importance of working in partnership with other partner agencies for the protection of children
- recognition of the rights of staff and volunteers to training and support
- children are individuals with their own needs, wishes and feelings

Responsibility

It is the responsibility of the BoD to ensure that all AMANI Nursery School participants in their area of responsibility are aware of and agree to abide by this policy and applicable local procedures while working for AMANI Nursery School. One member of our BoD is responsible for considering child protection issues in all BoD decisions.

The Child Protection Officer is a person designated by the BoD.

The BoD has the power of decision concerning employee matters.

All participants are responsible for raising concerns however distressing that may be. The welfare of the child must come first. If, in good faith, it is suspected or known that abuse is occurring or has occurred, it must be raised in line with the child protection, even if the person suspected of committing the abuse is in a senior position. If warning signs are ignored, a child may remain unprotected and subject to further abuse.

In the classroom and the environment of AMANI Nursery School the children are under the protection of AMANI staff and their instructions have to be followed.

Everyone has to be confidential and trustful with personal information.

⁵intentional= kukusudia = bewusst



Policy

1. Behavior Protocols/Codes for staff, volunteers and partners at AMANI Nursery School Karatu

1.1 AMANI Nursery School Employees are responsible to protect children from harm, abuse, neglect, and exploitation in any form.

1.2 AMANI Nursery School Employees should not take a child or children into a private place out of view of other adults.

AMANI Nursery School Employees must not stay alone with one or more children who are not part of their immediate or extended family, whether in the house, project premises, or elsewhere. Where possible the “two-adult” rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should be followed.

1.3 AMANI Nursery School Employees do not use educational methods which could harm the children.

1.4 AMANI Nursery School Employees should be aware of high-risk peer situations and immediately report the circumstances of any situation that may be subject to misinterpretation to the designated Child Protection Officer.

1.5 AMANI Nursery School Employees need to be aware that they may work with children who, because of circumstances and abuses they may have experienced⁶, may use a relationship to obtain⁷ “special attention”. The adult is always considered responsible for maintaining⁸ an appropriate⁹ relationship, even if a child behaves inappropriately. Adults should not place themselves in compromising¹⁰ or vulnerable¹¹ positions.

1.6 Inappropriate¹² behavior towards children, including failure to follow AMANI Nursery School behavior protocols, policy and standards, is a reason for discipline, up to a termination of the employment, volunteer/internship, or BoD/advisory council membership.

⁶Experienced = uzoefu

⁷Obtain = kupata

⁸Maintaining = kudumisha

⁹Appropriate = sahihi

¹⁰Compromising = kutafuta usawa

¹¹vulnerable = mazingira magumu

¹²Inappropriate = sio sawa au sahihi



2. Human Resources – Recruiting

2.1 All employees who have responsibility for education and children care at AMANI Nursery School Karatu are skilled teachers or pedagogues.

2.2 Established measures ¹³ensure that AMANI Nursery School Employees do not put children at risk, either from their action or lack of action:

- All employees are trained in AMANI Nursery School Child Protection Policy and Standards and related child protection issues. The Child Protection Policy and Standards are part of the orientation procedure for all new staff, who are required to sign an acknowledgement form stating that they have reviewed, understood, and will comply with AMANI Nursery School Child Protection Policy and Standards.
- Child protection refresher trainings, educational method trainings, workshops, and/or discussion forums are provided for all AMANI Nursery School Employees as appropriate to their engagement with AMANI.
- AMANI Nursery School Employees who will have contact with children or personal child information related to AMANI Nursery School concerns are required to follow the policies and guidelines for child and data protection and are expected to follow behavioral protocols/codes of conduct.
- AMANI Nursery School performs a criminal background check on BoD members, current and prospective ¹⁴employees, volunteers and consultants¹⁵. In the best interests of the children, AMANI Nursery School will not knowingly employ anyone with a conviction ¹⁶for child abuse, pedophilia, or a related offense¹⁷.
- The Child protection officer of AMANI Nursery School is the contact person for issues relating to staff concerns about child protection. AMANI Nursery School Employees have the responsibility to bring child protection issues to the attention of these individuals, however minor the concerns.

2.3 Volunteers, AMANI Germany members, the BOD, partners and visitors who have contact with children have to sign an acknowledgment form stating that they have reviewed, understood, and will comply with AMANI Nursery School Child Protection Policy and Standards, too. They have the same responsibility to protect the children like AMANI employees.

2.4 At minimum one employee is trained at first aid and is responsible for the first aid equipment at the kindergarten. Every employee is obligated¹⁸ to do first aid.

¹³Measures = hatua

¹⁴Prospective persons = Wanaotazamiwa

¹⁵Consultants = washauri

¹⁶Conviction = kushitakiwa

¹⁷related offense = kosa kuhusiana

¹⁸Obligate = kulazimika



3. Administrative

- 3.1 There is a registration form of every child at the kindergarten.
- 3.2 The registration form has to be filled and signed by the parents/guardians, not later than the first day when the child attends the kindergarten.
- 3.3 The registration form includes contact data to the parents/guardians while the child attends the kindergarten, allergies and healthy problems which are important to know for the teachers/ pedagogues.
- 3.4 The AMANI Kindergarten employees has access to additional material for child protection including child registration form, contacts, child protection incident form, informing procedure in case of an incident and use it.

4. Children behavior and co-determination

- 4.1 Children can do harm or abuse to other children. The AMANI Nursery School employees are responsible to save the children from harm and abuse between children.
- 4.2 Inappropriate behavior between children is a reason for disciplines up to kindergarten exclusion (limited or unlimited). The protection of the causing child has the same priority like the one of the affected child. Therefore disciplines have to be used with caution, considering the individual child situation and family circumstances.
- 4.3 All children have a right of co-determination and education about their rights. This should be considered at the daily work with the children.

5. Parents / Families and Partner

- 5.1 AMANI Kindergarten has parents spokespersons.
These spokespersons are voted by an annual parent-teacher conference, where every family of the current kindergarten children has a vote.
The spokespersons have to be instructed to child protection and the AMANI Nursery School Child Protection Policy by the AMANI employees. The spokespersons have a close contact to the AMANI employees and should help them to protect the children.
- 5.2 Periodic visitations are a method of AMANI child protection. Individual problems could be discussed and solved together with the parents/relatives or legal guardian.
- 5.3 Harm, abuse, neglect and exploitation could happen in families or other communities. If AMANI employees are aware of such an incident, they have to inform the designated AMANI Child Protection Officer and then public authorities.
- 5.4 The AMANI Kindergarten should work with partner organizations and other child education institutions to help each other and to protect the Children of Karatu.



6. Environment

- 6.1 The kindergarten building and estate is a safe place for children and employees. Every risk should be eliminated immediately.
- 6.2 Excursions (e.g. to playgrounds) have to be planned and risks have to be detected and prevented. Excursions should never be done alone. A second responsible adult person has to be there always.
- 6.3 At the kindergarten building and at excursions first aid material (with First Aid gloves) and a possibility to call help should always be available.
- 6.4 The children have a right to clean and safe water and food. Water and food which could be harmful to health has to be disposed.

7. Personal Data, Mass Media and Sponsors

- 7.1 We will not provide children's personal addresses or contact information to sponsors or third person.
- 7.2 We will not disclose children's personal information to sponsors and third person, or disclose information that could be used to identify the location of children within their country on our website or in other mass communications. We expect the same respect for children's protection and privacy from our sponsors and supporters.
- 7.3 The informed consent of a child and/or parent/guardian is always obtained before recording information or obtaining images, and the intended use(s) of such materials are explained.

8. Review and Monitoring

- 8.1 The policy standards and methods are reviewed and monitored regularly by the BoD and AMANI Child Protection Officer.
- 8.2 All involved persons report lack or faults immediately to the Child Protection Officer and the BoD. All cases that could bring children in an unsafe situation have to be eliminated immediately and adapted in the policy.
- 8.3 After every modification of the policy, all involved persons have to sign the new version again.

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Signatures of all involved persons

I have reviewed, understand, and will comply with AMANI Nursery School Child Protection Policy and Standards:

Mimi nimesoma, nimeelewa, nitafuata na kuzingatia sera za kuwalinda watoto katika viwango vya AMANI Nursery School:

Date	Name	Signature

The original remain to the BoD. Every signee has to get a copy.

Additional documents

- Persons with special responsibilities for child protection at AMANI Kindergarten (BoD responsible, child protections officer, parents spokesperson, first aid responsible)
- Contacts for employees (public authorities, persons with special responsible at AMANI Kindergarten)
- Form child protection incident
- Informing procedure by an incident
- Child registration form