



Registered Charity Number 1122410

Village Africa

Child Protection Policy

Village Africa is committed to ensuring that all children involved in our projects are kept safe from all forms of harm and ill-treatment.

Everyone involved in the work of Village Africa projects has a part to play in keeping children safe.

Village Africa will ensure that:

1. Volunteers are suitable to work with children by ensuring that effective recruitment procedures are followed (interview, vetting & reference).
2. Volunteers are briefed about the way they should behave towards children and provided with the Code of Conduct below.
3. Any complaints, allegations or concerns receive appropriate attention and steps are taken to ensure the safety of all concerned.

Volunteers are encouraged to:

1. Co-operate with Village Africa's vetting arrangements and provide the necessary documents and/or consent to ensure that criminal records checks can be completed.
2. Follow Village Africa's Code of Conduct at all times and take action if they witness or suspect someone else is behaving inappropriately.
3. Bring any complaints, allegations or concerns to the attention of Village Africa without delay – regardless of the circumstances.

Volunteers are confirmed as suitable to work with children by ensuring that effective recruitment procedures are followed (interview, vetting & reference).

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Tanzania
info@villageafrica.org.uk
telephone: 0787 972156
www.villageafrica.org.uk

Village Africa
7 Salisbury Rd
New Malden
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Each volunteer applying to participate in a Village Africa project teaching children will be interviewed by an approved interviewer. This interview will include questions about the applicant's motivation and previous work experience with children and young people. Following interview, each successful applicant will be offered a place on the Volunteer Programme, pending a satisfactory reference and vetting.

Village Africa requires appropriate official vetting enquiries to be carried out prior to volunteer participation. The acceptable forms of vetting vary from country to country. Village Africa currently approves the vetting arrangements listed in Annexe A, allowing the participation of volunteers from the following countries: Australia; Canada; Ireland; New Zealand; United Kingdom; United States.

Any costs associated with vetting must be met by the applicant. Village Africa may take steps to ensure the authenticity of any official documents received.

Village Africa will not permit the involvement of anyone who has been convicted of a sexual offence. In all other cases any criminal convictions revealed will be reviewed by Village Africa's Directors before confirming acceptance on the programme.

Each volunteer will also provide a reference from a reputable source. Referees will be specifically asked whether they know of any reason why applicants should not work with children.

Volunteers are briefed about the way they should behave towards children and provided with the Code of Conduct shown below.

Village Africa will require volunteers to commit to our Child Protection Policy. The declaration form signed by volunteers will include the following statement:

“I have read, understood and agree to comply with Village Africa's Child Protection Policy. While on the project I will follow the Code of Conduct provided. I have never been convicted of a criminal offence against a child and there are no reasons why I should not have substantial, unsupervised, contact with children.”

Village Africa's Code of Conduct seeks to ensure that children are kept safe from harm and that volunteers are not placed in a compromising position.



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Code of Conduct

- Do** put the Code of Conduct into practice.
 - Do** remember that Tanzanian culture may be different from your own.
 - Do** plan activities, such that more than one other person is present, or at least you are within sight or hearing of others.
 - Do** work with other volunteers as a team.
 - Do** respect a child's right to personal privacy.
 - Do** listen to children's views and concerns.
 - Do** encourage others to discuss attitudes and behaviour they do not like.
 - Do** remember that someone else might misinterpret your actions.
 - Do** recognise that caution is required even in sensitive moments, such as when dealing with bullying or bereavement.
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- Do NOT** permit abusive peer activities (e.g. bullying).
 - Do NOT** allow children inside volunteer accommodation except in an emergency.
 - Do NOT** play rough physical contact games with children.
 - Do NOT** have any inappropriate physical or verbal contact with others.
 - Do NOT** jump to conclusions about others without checking facts.
 - Do NOT** show favouritism to any individual (e.g. money, gifts etc).
 - Do NOT** give excessive gifts to children or their families (donations can be made through Village Africa).
 - Do NOT** make suggestive remarks or gestures to children, even in fun.
 - Do NOT** ignore others who do not put the Code of Conduct into practice.

Volunteers must report any complaints, allegations or concerns to Village Africa without delay by contacting Anna Donovan at:

anna@villageafrica.org.uk

Do not delay and do not investigate.



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Any complaints, allegations or concerns will receive appropriate attention and steps will be taken to ensure the safety of others.

Village Africa will take seriously any complaints, allegations or concerns made against volunteers or those connected with our projects.

The response to complaints, allegations or concerns against volunteers will be managed by one of Village Africa's Directors. The staff of host agencies may be asked to support any information-gathering or deal with communication difficulties; Village Africa, however, will remain responsible for all decisions regarding a volunteer's continued participation in the programme.

Village Africa reserves the right to suspend any volunteer's involvement with its projects and may do so pending investigation of any complaints, allegations or concerns. Volunteers will be informed of any such action by Village Africa staff or their representatives. Volunteers will only be permitted to resume their participation where this is approved by one of Village Africa's Directors.

Allegations of a criminal nature will be brought to the attention of the local Tanzanian Police. Volunteers are subject to Tanzanian law while in the country. A number of countries have laws enabling the prosecution of their citizens for offences committed overseas. Village Africa may pass details of any complaints, allegations or concerns received to appropriate law enforcement agencies in a volunteer's home country.

The response to complaints, allegations or concerns against the staff or others connected with host agencies will be managed by one of Village Africa's Directors. Village Africa is not responsible for the management of other organisations. Any complaints, allegations or concerns received will be passed to the responsible officers of the appropriate organisations. In the event that the responsible officers of the organisation are the subject of the allegations, Village Africa may pass relevant information to the Tanzanian Police.

Village Africa may suspend its involvement with other organisations that do not take appropriate action to protect children. The decision to suspend involvement with other organisations will rest with one of Village Africa's Directors.

Village Africa will co-operate with any bona-fide investigation resulting from one of its projects. Legal constraints regarding the release of information concerning third parties (such as the UK's Data Protection Act and other nations' equivalents) will be observed; in these circumstances advice may be sought from appropriate sources.

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Annexe A – Approved Vetting Arrangements

<i>Country</i>	<i>Approved Documentation</i>	Method	Cost	<i>Approx timescale</i>
Australia	<u>Criminal History Character Check</u> (via Australian Federal Police)	Applications need to be made on the appropriate form available from the AFP website: www.afp.gov.au	\$36 (2006)	10 working days
Canada	<u>Certified Criminal Record Check</u> (via Royal Canadian Mounted Police)	Applications must be made via your local police service (and not a privately operating fingerprinting firm). Certified Criminal Records Checks require fingerprints to be taken. www.rcmp.ca/crimrec/finger_e.htm	?	In excess of 150 days
Ireland	Subject Access Request (via An Garda Síochána)	Applications for access to information held about you on the computers of An Garda Síochána may be made under the Data Protection Act 1988. Applications must be made in writing to: Inspector in Charge, Garda Central Vetting Unit, Racecourse Road, Thurles, Co. Tipperary. Telephone 00353-50427300 or Fax 00353-50427373.	€6.35 (2006)	?
New Zealand	Police Vetting (via New Zealand Police)	Applications must be made via Village Africa. Village Africa does not require you to forgo your rights under the Clean Slate Act.	?	?
United Kingdom	Enhanced Disclosure (via the Criminal Records Bureau)	Applicants will be contacted by the DDC (Due Diligence Checking) and sent the CRB paperwork through the post.	£16+VAT	?
United States	Local Police Check (Via your local Police Department)	Go to your local police department where you reside or last resided in the United States, request that the police conduct a criminal records search and provide you with a document reflecting that there is no history of a criminal record. Local police departments may require your personal appearance in order to conduct the search. Your local police department can phrase this in whatever way they deem appropriate.	Usually free (2006)	Dependent on area

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