

ANGELS
CENTER OF
HOPE
FOUNDATION

CHILD
PROTECTION
POLICY

July,2025

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CHILD PROTECTION POLICY

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Guidelines

Policy statement

Angels Center of Hope(ACOH) Foundation is committed to safeguarding and promoting the welfare, dignity, and rights of all children. We adopt a zero-tolerance approach to child abuse, exploitation, neglect, and harassment and align our practices with the Children Act, 2022 (Kenya) and ACOH Protection from Sexual Exploitation and Abuse (PSEA) policies.

This policy is guided by:

- Kenya Children Act, 2022¹
- Article 53 of the Constitution of Kenya²
- UN Convention on the Rights of the Child (UNCRC)³
- ACOH-PSEAH and Safeguarding Compliance Requirements
- International safeguarding principles (Do No Harm, Best Interests of the Child)

Key legal principles include:

- Best interests of the child must be the primary consideration in all actions (Kenya Law)
- Every child has the right to protection, survival, development, and participation (Kenya Law)
- Child abuse includes physical, emotional, sexual exploitation, neglect, and harmful practices (Kenya Law)

Purpose

The purpose of this policy is to:

- Protect children from harm, abuse, exploitation, and neglect
- Provide clear safeguarding procedures
- Ensure safe recruitment and conduct of staff and volunteers
- Establish reporting and response mechanisms

Scope

This policy applies to:

- Staff, volunteers, board members
- Consultants and contractors
- Partners and service providers
- Visitors interacting with children

It covers all programs involving individuals below 18 years, as defined under Kenyan law (Kenya Law).

¹ <https://judiciary.go.ke/download/the-children-act-2022/>

² <https://klrc.go.ke/index.php/constitution-of-kenya/110-chapter-four-the-bill-of-rights/113-part-3-specific-application-of-rights/219-53-children>

³ <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

Definitions

- **Child:** Any person below the age of 18 years, as defined under the Children Act, 2022 (Kenya) and international conventions.
- **Child protection:** Measures and actions taken to prevent and respond to abuse, neglect, exploitation, and violence against children, ensuring their safety, dignity, and well-being.
- **Child protection incidents:** Any act or situation where a child is harmed or at risk of harm, including abuse, exploitation, neglect, or violence.
- **Child trafficking:** The recruitment, transportation, transfer, or harboring of a child for exploitation (e.g., forced labor, sexual exploitation, or illegal adoption), regardless of consent.
- **Child abuse:** Any action that harms a child's physical, emotional, or psychological well-being. It includes physical abuse, emotional abuse, sexual abuse, and neglect.
- **Child exploitation:** Using a child for personal, financial, or social gain, often in ways that harm their development (e.g., sexual exploitation, forced labor, or commercial use).
- **Child neglect:** Failure by a caregiver to provide basic needs such as food, shelter, education, healthcare, supervision, and emotional support.
- **Child labor:** Work that deprives a child of their childhood, education, or is harmful to their physical and mental development, especially hazardous or exploitative work.
- **Child bullying:** Repeated aggressive behavior (physical, verbal, or social, including cyberbullying) intended to harm, intimidate, or control a child.
- **Harmful practices to children:** Cultural, social, or traditional practices that negatively affect children's health, dignity, or rights (e.g., early marriage, FGM, or corporal punishment).

Guiding principles

- **Best interests of the Child:** All decisions and actions shall place the child's safety, well-being, and development at the forefront, ensuring that their best interests are the primary consideration at all times.
- **Do No Harm:** All programs, activities, and interventions must be designed and implemented in a manner that avoids exposing children to any form of harm, abuse, or risk.
- **Non-discrimination:** Every child is entitled to equal protection and respect, regardless of gender, age, disability, ethnicity, religion, socio-economic status, or any other characteristic.
- **Child participation:** Children have the right to express their views freely. Their opinions shall be heard, respected, and considered in matters affecting their lives, in line with their age and maturity.
- **Confidentiality and privacy:** Information concerning children shall be handled with the highest level of confidentiality and shared strictly on a need-to-know basis to ensure their protection and dignity.
- **Accountability and responsibility:** All staff, volunteers, partners, and stakeholders share a collective and individual responsibility to safeguard children and are accountable for adhering to child protection standards and reporting concerns.

Legal framework (Kenya)

This policy aligns with:

- Children Act, 2022⁴
- Sexual Offences Act, 2006⁵
- Basic Education Act, 2013⁶
- Data Protection Act, 2019⁷

The law requires protection of children from abuse, neglect, discrimination, and exploitation and mandates reporting of abuse(Kenyan law, Article 53 of the 2010 Constitution and the Children Act, 2022)⁸.

Code of conduct

All staff, volunteers, and partners:

DO's (Expected Behavior)	DON'Ts (Prohibited Behavior)
Treat all children with respect, dignity, and fairness	Do not engage in any form of physical, emotional, or sexual abuse
Act in the best interests of the child at all times	Do not develop inappropriate or exploitative relationships with children
Maintain professional boundaries with children	Do not spend unnecessary time alone with a child in private or isolated settings
Listen to children and take their concerns seriously	Do not ignore, dismiss, or trivialize child protection concerns
Use appropriate, non-offensive language and behavior	Do not use abusive, discriminatory, or inappropriate language
Ensure activities are safe and risk-assessed	Do not expose children to unsafe situations or environments
Report any suspected or actual child protection concerns immediately	Do not conceal, delay, or fail to report safeguarding incidents
Obtain informed consent from parents/guardians where required	Do not engage children in activities without proper consent or supervision
Respect children's privacy and confidentiality	Do not share personal information or images of children without authorization
Follow organizational safeguarding policies and procedures	Do not violate organizational policies or codes of conduct
Promote inclusion and non-discrimination	Do not show favoritism or exclude any child
Be a positive role model at all times	Do not engage in harmful behaviors such as bullying or intimidation

Safe recruitment procedures

ACOH'S recruitment procedures are designed to ensure the protection of all children. The management will :

- Ensure clearly defined roles and responsibilities, including safeguarding duties, in all job descriptions
- Include a child protection and safeguarding statement in all job advertisements
- Require applicants to disclose any past convictions, investigations, or disciplinary actions related to children
- Conduct structured interviews that assess attitudes toward child safeguarding and ethical conduct

⁴ <https://new.kenyalaw.org/akn/ke/act/2022/29/eng@2022-12-31>

⁵ <https://kenyalaw.org/akn/ke/act/2006/3/eng@2024-04-26>

⁶ <https://kenyalaw.org/akn/ke/act/2013/14/eng@2022-12-31>

⁷ <https://www.odpc.go.ke/data-protection-laws-kenya/>

⁸ <https://www.socialprotection.go.ke/sites/default/files/Downloads/GUIDELINES-FOR-CHILD-PROTECTION-CASE-MANAGEMENT-AND-REFERRAL-IN-KENYA.-1.pdf>

- Verify identity documents (e.g., national ID/passport) of all candidates
- Obtain and check at least two professional references, including from previous employers working with children
- Carry out background checks, including police clearance certificates (e.g., Certificate of Good Conduct in Kenya)
- Verify academic and professional qualifications
- Assess gaps in employment history and seek clarification where necessary
- Ensure all successful candidates sign a Child Protection Code of Conduct before engagement
- Provide mandatory safeguarding induction and training upon recruitment
- Implement a probation period with close supervision and performance review
- Provide mandatory safeguarding person and PSEAH training

Risk assessment & mitigation

Before any activity involving children, ACOH management must:

- Identify all planned activities involving children and assess potential safeguarding risks
- Conduct a formal risk assessment covering physical, emotional, and environmental risks
- Evaluate risks related to location, transportation, supervision, and accessibility
- Assess staff/volunteer capacity, qualifications, and safeguarding awareness
- Ensure appropriate adult-to-child supervision ratios are maintained at all times
- Verify that all personnel involved have undergone safe recruitment checks
- Identify children who may be more vulnerable (e.g., disability, age, gender, socio-economic factors)
- Put in place clear mitigation measures to reduce identified risks
- Ensure the activity location is safe, secure, and child-friendly
- Obtain informed consent from parents/guardians and assent from children where appropriate
- Establish clear rules of engagement and behavior guidelines for staff and children
- Put in place emergency procedures (first aid, contacts, evacuation plan)
- Ensure safe transportation arrangements where applicable
- Protect children's data and privacy, including use of photos and information
- Brief all staff, volunteers, and children on safeguarding procedures and expected conduct.
- Set up clear reporting mechanisms for safeguarding concerns or incidents
- Monitor risks continuously during the activity and adjust mitigation measures as needed
- Document risk assessments and mitigation actions for accountability and review

Reporting & Response Mechanism

Reporting channels

Any concern must be reported immediately to:

- **Immediate supervisor/Line manager:** First point of contact for reporting any safeguarding concern or incident.
- **Designated safeguarding officer (DSO):** A trained focal person responsible for receiving, documenting, and managing all child protection concerns confidentially.
- **Senior management/Program lead:** Escalation channel for serious cases or where the concern involves a supervisor or DSO.
- **Confidential reporting mechanisms:** Anonymous reporting options such as suggestion boxes, dedicated phone lines, or secure email addresses.
- **Community-based channels:** Local leaders, child protection committees, or trusted community representatives trained to receive and refer cases.
- **Child-friendly reporting options:** Safe, accessible ways for children to report concerns (e.g., trusted staff, helplines, child-friendly spaces).
- **External authorities (Kenya):** Reports may be made to relevant government agencies such as the Department of Children Services, police, or child helplines (e.g., Childline 116).
- **Partner/Donor reporting:** Mandatory reporting of safeguarding incidents through donor-specific channels in line with compliance requirements.
- **Emergency services:** Immediate reporting to police or emergency responders where a child is in imminent danger.
- **Documentation and case management:** All reports must be recorded accurately, handled confidentially, and followed through using established procedures.
- **Protection against retaliation:** Whistleblowers and reporters are protected from intimidation, discrimination, or retaliation.

Mandatory reporting: Failure to report child abuse is considered an offense under Kenyan law.

Response procedure



Confidentiality

ACOH's confidentiality policy for the protection of children requires all personnel to ensure the following:

- **Respect for privacy:** All information related to a child and safeguarding concerns must be treated with the highest level of confidentiality to protect the child's dignity, safety, and rights.
- **Need-to-know principle:** Information shall only be shared with authorized individuals (e.g., Designated Safeguarding Officer, relevant authorities) strictly on a need-to-know basis for child protection purposes.
- **Legal compliance (Kenya):** Confidentiality shall be maintained in line with the Children Act, 2022 and the Data Protection Act, 2019, while recognizing that information may be disclosed where necessary to protect a child or comply with legal obligations.
- **Informed handling of information:** Children and, where appropriate, their parents/guardians should be informed about how their information will be used, stored, and shared, unless doing so would place the child at further risk.
- **Secure record keeping:** All safeguarding records (reports, case files, personal data) must be stored securely (locked cabinets/password-protected systems) with restricted access.
- **Appropriate communication:** Staff and volunteers must avoid discussing child protection cases in public or informal settings and must use secure communication channels when sharing sensitive information.
- **Limits to confidentiality:** Confidentiality cannot be guaranteed where a child is at risk of harm. In such cases, information must be shared with relevant authorities to ensure the child's safety.
- **Consent and image use:** Personal data, photos, videos, or stories of children shall not be shared publicly without proper informed consent and safeguarding considerations.

- **Data retention and disposal:** Records shall be retained only as long as necessary for safeguarding and legal purposes, and securely destroyed when no longer required.
- **Accountability:** All staff, volunteers, and partners are responsible for maintaining confidentiality and may face disciplinary action for breaches.

Child participation & consent

Any program requiring children participation must ensure:

- **Right to participation:** Children have the right to express their views freely in all matters affecting them, in line with their age, maturity, and evolving capacities.
- **Respect for the child's voice:** Children's opinions shall be actively sought, listened to, and given due consideration in decision-making processes.
- **Best interests of the child:** Participation must always be guided by what is in the child's best interests, ensuring their safety, dignity, and well-being.
- **Informed consent:** Consent must be obtained from parents/guardians before involving children in activities, data collection, media use, or research, except where otherwise permitted by law.
- **Child assent:** In addition to parental consent, children must also give their voluntary agreement (assent) to participate, and they have the right to refuse or withdraw at any time.
- **Safe and inclusive participation:** Participation must be conducted in safe, child-friendly environments that are inclusive and free from discrimination, intimidation, or coercion.
- **Clear communication:** Information must be provided to children in a language and format they understand, explaining the purpose, risks, and benefits of participation.
- **Confidentiality and privacy:** Children's personal information and views must be protected, and participation must not expose them to harm or stigma.
- **Protection from harm:** Participation must not place children at risk of abuse, exploitation, or emotional distress. Safeguards must be in place at all times.
- **Special consideration for vulnerable children:** Additional care and support must be provided to children with disabilities, trauma, or other vulnerabilities to ensure meaningful participation.
- **Documentation and accountability:** Records of consent and participation processes must be maintained securely, ensuring transparency and accountability.

Use of images & media

To ensure that all images, videos, and digital media involving children are collected, stored, and used in a manner that protects children's dignity, privacy, and safety, and prevents exploitation or misuse.

Guiding Principles

- Best interests of the child must always come first
- Respect, dignity, and non-discrimination in representation
- Informed consent is mandatory
- Do no harm approach in all communications
- Data protection and confidentiality must be upheld

Consent Requirements

- Written parent/guardian consent must be obtained before capturing or using any child's image
- Child assent must also be obtained in an age-appropriate manner
- Consent must clearly state: Purpose of use (reports, social media, fundraising, etc.), where the image will appear, and duration of use
- Children and caregivers must be informed of their right to withdraw consent at any time

Appropriate use of images

Staff and partners must:

DO	DO NOT
▪ Use images that portray children in a dignified, respectful, and positive manner ▪ Ensure children are appropriately clothed ▪ Represent children accurately and without stereotyping ▪ Avoid images that could identify sensitive information (e.g., location of shelters, schools for vulnerable children) ▪ Use group images where possible instead of focusing on individual children ▪ Ensure captions are truthful and non-stigmatizing	▪ Use images that are exploitative, degrading, or sexualized ▪ Share images that reveal a child’s identity in sensitive cases (e.g., abuse survivors, children in conflict with the law) ▪ Manipulate images in a way that misrepresents reality ▪ Post children’s images on personal social media accounts ▪ Collect or store images on unauthorized personal devices

Online Safety

Any program requiring children online participation must: Protect children from digital exploitation, monitor online interactions, and prohibit sharing harmful or inappropriate content

Online safety guidelines

Staff & Volunteer Conduct	▪ Use official platforms only for communication ▪ Maintain professional boundaries at all times ▪ Avoid private or one-on-one unsupervised communication ▪ Do not use personal social media or phone numbers to contact children ▪ Report any suspicious or inappropriate behavior immediately
Online Activities & Programs	▪ Conduct a risk assessment before virtual sessions ▪ Use secure platforms (passwords, waiting rooms, moderation) ▪ Ensure adult supervision is present ▪ Obtain parent/guardian consent before participation ▪ Set clear online behavior rules
Child Awareness	▪ Collect only necessary information ▪ Store data in secure systems ▪ Do not share personal data without consent ▪ Avoid posting identifiable details (full names, exact locations)
Incident Reporting	▪ Report all concerns immediately through safeguarding channels ▪ Document using an incident reporting form ▪ Escalate according to response procedures
Parental Engagement	▪ Inform parents about online activities and platforms ▪ Encourage monitoring and open communication
Compliance	▪ Monitor use of digital platforms ▪ Enforce disciplinary action for violations

Partnerships & third parties

ACOH requires all partners, contractors, and third parties working with or on behalf of the organization uphold the same child safeguarding standards, preventing harm, abuse, or exploitation by complying with this policy.

Minimum safeguarding requirements

All partners and third parties must:

- Have a child safeguarding policy (or formally adopt yours)
- Sign a safeguarding code of conduct
- Comply with background checks and safe recruitment standards
- Designate a safeguarding focal point

- Establish reporting and response mechanisms

Visitors & External Stakeholders

All visitors must:

- Sign a code of conduct
- Be supervised when interacting with children
- Not engage in unsupervised contact
- No photography or media interaction without prior approval and consent

Training & awareness

Training will ensure that all staff, volunteers, partners, and stakeholders have the knowledge, skills, and confidence to prevent, identify, and respond to child safeguarding concerns.

ACOH will:

- Provide mandatory safeguarding training for all staff, volunteers, and partners
- Provide induction and annual refresher training required
- Training includes:
 - Child rights and safeguarding principles
 - Recognizing abuse and risks
 - Code of Conduct
 - Reporting and response procedures
 - Confidentiality and online safety
- Provide child-friendly and community awareness sessions
- Use interactive and practical training methods
- Maintain training records and monitor compliance
- Assign clear roles and responsibilities
- Enforce disciplinary action for non-compliance

Monitoring & compliance

Monitoring and compliance will ensure that child safeguarding policies and procedures are effectively implemented, regularly reviewed, and consistently followed across all programs, staff, and partners

ACOH management will:

- Conduct regular audits, assessments, and monitoring visits
- Track training, incidents, and safeguarding practices
- Ensure all staff and partners comply with policy and Code of Conduct
- Maintain secure and confidential records
- Use clear performance indicators (training, reporting, response)
- Assign roles:
 - Management (oversight)
 - Safeguarding focal point (coordination)
- Implement corrective actions for gaps and breaches
- Enforce disciplinary measures for non-compliance
- Carry out annual reviews and continuous improvement

Breach of Policy

Any violation of this policy will be:

- Treated as a serious safeguarding violation
- Immediate action to ensure child safety and prevent further harm
- Prompt reporting and documentation of the incident
- Investigation conducted in line with safeguarding procedures

Disciplinary actions may include:

- Verbal or written warning
- Suspension from duties (especially those involving children)
- Termination of employment or contract
- Removal from partnership or volunteer role

Additional measures

- Referral to relevant authorities where required by law
- Reporting to donors in line with compliance requirements
- Legal action where applicable

Organizational response

- Implementation of corrective actions
- Review and strengthening of policies and procedures
- Additional training and supervision to prevent recurrence

Accountability

- Applies to all staff, volunteers, partners, and third parties
- Zero tolerance for abuse, exploitation, or negligence

Review of Policy

This policy shall be reviewed annually or when legal frameworks change.

Roles & Responsibilities

Role	Key Responsibilities
Board of Directors / Governance	- Provide overall oversight and accountability for safeguarding - Approve safeguarding policy and ensure compliance - Allocate adequate resources for implementation
Executive Director / Senior Management	- Ensure implementation of safeguarding policy across the organization - Promote a culture of child protection - Ensure reporting mechanisms are functional and accessible
Safeguarding Focal Point / Officer	- Lead safeguarding implementation and coordination - Receive and manage safeguarding reports - Maintain confidential records - Provide guidance and support during incidents - Coordinate training and awareness activities
Program Managers / Supervisors	- Ensure safeguarding measures are integrated into programs - Conduct risk assessments before activities - Monitor staff compliance - Report and escalate safeguarding concerns
Staff (All Employees)	- Adhere to safeguarding policy and Code of Conduct - Protect children from harm in all interactions - Report concerns immediately - Participate in mandatory training
Volunteers & Interns	- Follow safeguarding guidelines and Code of Conduct - Work under supervision when interacting with children - Report any concerns or incidents promptly
Partners & Contractors	- Comply with safeguarding standards and contractual obligations - Have or adopt a safeguarding policy - Report incidents and cooperate in investigations
Human Resources (HR)	- Ensure safe recruitment practices (background checks, vetting) - Maintain staff records and compliance - Enforce disciplinary procedures for breaches
Monitoring & Evaluation (M&E) Team	- Track safeguarding indicators and compliance - Support audits and assessments - Document lessons learned and recommend improvements
Communications / Media Team	- Ensure ethical use of images and media involving children - Obtain proper consent before publication - Protect children's identity and dignity
Children	- Participate in programs safely - Be informed of their rights and reporting channels - Report concerns where possible
Parents / Caregivers	- Provide consent for child participation - Support children's safety and well-being - Report concerns or risks affecting children

Commitment Statement

ACOH Foundation is fully committed to protecting all children and young people who come into contact with our programs, staff, and partners. We recognize our responsibility to create and maintain a safe environment that prevents abuse, exploitation, neglect, and harm.

We uphold the principles of the Kenya Children Act (2022) and adhere to international safeguarding standards. We adopt a zero-tolerance approach to all forms of child abuse and exploitation.

We commit to:

- Prioritizing the best interests, dignity, and rights of every child
- Ensuring all staff, volunteers, and partners understand and fulfill their safeguarding responsibilities
- Implementing robust prevention, reporting, and response mechanisms
- Promoting safe recruitment practices and continuous training
- Ensuring confidentiality and respectful handling of all safeguarding concerns
- Actively engaging children, families, and communities in safeguarding efforts
- Holding all personnel and partners accountable for their actions

We expect everyone associated with our organization to uphold this commitment at all times and contribute to a culture where children are respected, protected, and empowered.

Annex I: Staff Safeguarding Declaration Form

Child Protection & PSEAH Commitment Declaration

Organization: Angels Center of Hope Foundation

PERSONAL DETAILS	
Full Name	
ID/Passport No.	
Position/Role	
Phone Number	
Email Address	
DECLARATION	
I, _____, confirm that:	
☐ I have read, understood, and agree to comply with the ACOH Foundation Child Protection Policy and PSEAH guidelines.	
☐ I understand that any form of child abuse, exploitation, or harassment is strictly prohibited.	
☐ I commit to treating all children with respect, dignity, and care.	
☐ I will not engage in any inappropriate behavior with children, including sexual relationships or exploitation.	
☐ I will report any concerns, suspicions, or incidents of abuse immediately using the established procedures.	
☐ I understand that failure to comply may result in disciplinary action, termination, and/or legal consequences.	
Background disclosure	
Have you ever been convicted of, or investigated for, any offense involving children?	☐ Yes ☐ No If yes, provide details: _____ _____ _____
Consent	I consent to background checks and reference verification as required. Signature: _____ Date: _____

Annex 2:Child Consent Form (Assent Form)

Child Participation Assent Form

Organization: Angels Center of Hope Foundation

Hello!

We would like to invite you to take part in our activity/project?	
What is this activity about?	
What will you do?	
How long will it take?	
Will anything be recorded (photos/videos)?	☐ Yes ☐ No
Is it safe?	Yes. We will make sure you are safe and supported at all times.
Your Rights	☐ You can say YES or NO ☐ You can stop at any time ☐ You can ask questions anytime ☐ You will not get in trouble if you say no
Do you agree to participate?	☐ Yes, I agree ☐ No, I do not agree
Child Details	
Child's Name	
Age	
Signature/Thumbprint	
Date	
Staff Name (Witness)	
Signature	

Annex 3:Parental/Guardian Consent Form

Parental Consent for Child Participation

Organization	
Project/Activity	
Child Details	
Name	
Age/DOB	
Gender	
Activity Information	
Description of Activity	
Location	
Dates/Duration	
Will photos/videos be taken?	☐ Yes ☐ No
Potential Risks (if any)	
Safeguards in Place	▪ Supervision by trained staff ▪ Safe environment ▪ Child protection measures
Consent Statement	
I, the undersigned, confirm that: ▪ I have been informed about the activity and understand its purpose ▪ I give permission for my child to participate ▪ I understand that participation is voluntary ▪ I understand that I can withdraw my child at any time ▪ I consent to (tick where applicable): ☐ Participation in activities ☐ Photography/video recording ☐ Use of images for reporting (non-sensitive use only)	

Annex 4:Media Release Form (Child Safeguarding Compliant)

Media consent & release form

Organization	
Project	
Child information	
Name	
Age	
Purpose of media use	
Images/videos may be used for	☐ Reports to donors ☐ Website/social media ☐ Awareness campaigns ☐ Training materials
Safeguarding Commitments	The organization commits that: ▪ Children will be portrayed with dignity and respect ▪ No identifying sensitive information will be shared ▪ Images will not be used in a way that puts the child at risk ▪ No sexualized, exploitative, or inappropriate images will be used ▪ Data protection laws (Kenya Data Protection Act, 2019) will be followed
Consent Options (Tick One)	☐ I give full consent for use of my child’s image ☐ I give limited consent (specify): ☐ I do NOT give consent
Parent/Guardian Details	
Name	
ID/Passport Number	
Signature	
Date	
Phone Number	
Email	
Child Assent (if age-appropriate)	
I understand and agree to my photo/video being used	☐ Yes ☐ No
Child Signature/Thumbprint	
Organization Representative	
Name	
Position	
Phone Number	
Email	
Signature	
Date	

Annex 5:Child Protection Incident Reporting Form

Organization	Angels Center of Hope Foundation
Basic information	
Report ID	
Date of report	
Time of report	
Reported by(Name & role)	
Contact information	Phone:_____ Email:_____
Child details	
Name of child	
Age/DOB	
Gender	
Location	
Parent/Guardian (if known)	
Incident Details	
Date of incident	
Time of incident	
Location of incident	
Type of concern(tick)	☐ Physical Abuse ☐ Emotional Abuse ☐ Sexual Abuse ☐ Neglect ☐ Exploitation ☐ Bullying ☐ Other: _____
Description of Incident (factual, no opinions):	
Alleged Perpetrator (if known)	
Name	
Relationship to child	
Organization/Position (if applicable)	
Immediate Action Taken	
☐ No action taken yet	
☐ Child secured/safe	
☐ Medical assistance provided	
☐ Reported to supervisor	
☐ Reported to authorities	
Details	
_____ _____	
Referral & Reporting	
Reported to DSO	☐ Yes ☐ No
Reported to Authorities	☐ Yes ☐ No
Agency/Office	
Date Reported	
Follow-Up Actions	
Confidentiality Declaration	

This report will be handled with strict confidentiality and shared only on a need-to-know basis for child protection purposes.

Signature (Reporter): _____

Signature (DSO): _____

Date: _____