

# CHILD PROTECTION POLICY

## POLICY SCOPE

### Scope:

This policy is mandatory for CCFC board members, full and part-time staff, volunteers, interns, contractors, donors and other CCFC representatives who may have direct contact with children or access to child information within the context of CCFC; community development, and sponsorship programs.

### Partner Organizations:

Our partners will develop, implement and adhere to their own child protection policies, as per the signed memorandum of agreement with CCFC, and these policies will be consistent with the scope of this policy.

## CCFC'S POSITION

CCFC values and upholds the rights and dignity of every child. We are committed to safeguarding children from intended and unintended harm.

## WHAT IS CHILD PROTECTION?

Child protection is the prevention of and response to violence, exploitation, abuse and neglect against children.

## CHILD PROTECTION AND SPONSORSHIP

### DO:

- Treat children with **respect**
- Strive to **understand the context** in which children live
- **Be aware** of situations which may present risks to children
- **Be visible** to others when working with children
- **Talk to children** so they know how to raise concerns and report abuse
- **Raise your concerns** about child protection. Speak with CCFC's Child Protection Officer.

### DO NOT:

- **Exchange your address, phone number or email** with children, their families or community members
- **Communicate directly** with children via email, telephone, or social media (e.g., Facebook, Skype)
- Offer to **take children out** of the community or invite children to visit Canada
- Arrange an **overnight stay** in the child's community

## WHAT IS CHILD ABUSE?

Child abuse is all forms of physical, sexual, and emotional maltreatment, and neglect or negligent behaviour against those under the age of 18.

Child abuse or maltreatment includes, but is not limited to: physical abuse, sexual abuse, psychological/emotional abuse, neglect, child labour, child trafficking, female genital mutilation, and child marriage.

*Adapted from the World Health Organization: Child Maltreatment Fact Sheet No. 150, 2010.*

## VISITS, RECRUITMENT AND TRAINING

### Sponsor Visits:

All visits must be coordinated through CCFC's Markham office and all visitors must provide a clear vulnerable sector check prior to visiting the child. All visits are supervised by Country Office staff.

### Recruitment

Our recruitment procedures ensure that the best possible people work with CCFC. All applicants are carefully screened and a clear criminal background check is a condition of employment.

### Training

We are committed to increasing awareness of child protection. All personnel are trained on reporting child protection allegations or concerns.

### Reporting and Response

A clear reporting procedure has been established to make it quick and easy to handle any allegations or concerns. All policy adherents, partner personnel, children and members of the community have an obligation to report witnessed or suspected child abuse within 24 hours.

*Unmonitored forms of communication can put children at risk! CCFC reserves the right to end the sponsorship relationship.*

## QUESTIONS OR CONCERNS?

Contact a Donor Relations Associate!

1200 Denison Street,  
Markham, Ontario, Canada, L8R 8G6

**1-800-263-5437**

[www.ccfcanada.ca](http://www.ccfcanada.ca)

