

# WENDO YOUTH AND FAMILY CAMP TRUST

## CHILD PROTECTION POLICY

Version 1.1 | Approved [August 2025 - 2027] | Review Cycle: Every 2 Years

### 1. Purpose

The purpose of this policy is to outline Wendo Camp's commitment to the protection of children and vulnerable people from all forms of abuse. It establishes principles, responsibilities, and procedures that safeguard children while ensuring that Wendo Camp remains a safe and nurturing environment for all participants.

### 2. Scope

This policy applies to:

All Wendo Camp employees, contractors, and sub-contractors.

All volunteers, interns, and program partners.

All guests and visitors, whether paying or non-paying.

All individuals involved in Wendo Camp's programs, both on and off-site, and in any activity conducted under Wendo Camp's name.

### 3. Guiding Principles

Wendo Camp affirms that:

Every child has the right to be safe, respected, valued, and protected from harm (Mark 10:13–16; Matthew 18:5–6).

Child protection is a shared responsibility across the entire Wendo community.

The safety and well-being of children take precedence over all other considerations.

Wendo has zero tolerance for child abuse in any form.

Children living with disabilities and those from vulnerable backgrounds deserve special safeguarding measures.

#### 4. Definitions

Child: Any person under the age of 18.

Staff/Employee: Any person engaged in regular tasks (paid or unpaid) on behalf of Wendo Camp.

Guest: Any person legally using Wendo Camp property or participating in its advertised activities.

Child Protection: Responsibilities and activities aimed at safeguarding children from harm.

Child Abuse: Physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect, or any action that results in actual or potential harm to a child.

Reasonable Grounds for Belief: A belief that abuse has occurred based on objective assessment of facts, not mere speculation.

#### 5. Types and Indicators of Abuse

##### 5.1 Sexual Abuse

Using a child for sexual stimulation or gratification, whether contact or non-contact.

Indicators include: inappropriate sexual knowledge or behavior, sudden fears, bedwetting, disrupted sleep, sexualized play, unexplained emotional distress.

##### 5.2 Physical Abuse

Non-accidental physical harm or threat of harm.

Indicators include: unexplained injuries, inconsistent explanations, fearfulness, delay in medical care, parent showing little concern.

##### 5.3 Emotional Abuse

Persistent verbal, symbolic, or relational mistreatment.

Indicators include: extremes of behavior, low self-esteem, poor peer relationships, delayed development, anxiety, compulsive behavior.

##### 5.4 Neglect

Failure to provide necessary care, supervision, and protection.

Indicators include: poor hygiene, malnutrition, unattended medical needs, frequent absence from activities.

## 6. Policy Statement

Wendo Camp is committed to providing a safe and healthy environment for all children in line with regulatory expectations and biblical values.

The Camp will appoint a Child Safety Officer (CSO) to oversee implementation, reporting, and training.

Wendo Camp will ensure effective screening, selection, and supervision of staff and volunteers.

Wendo Camp will conduct mandatory training for all staff/volunteers on child protection and reporting obligations.

Wendo Camp will regularly review this policy to maintain compliance and effectiveness.

## 7. Roles and Responsibilities

Board of Directors: Approves policy and ensures accountability.

Camp Director: Implements policy, ensures training, reports to Board.

Child Safety Officer: Primary contact for concerns, maintains records, liaises with authorities.

Staff & Volunteers: Comply with policy, attend training, report concerns immediately.

Visitors & Guests: Abide by Wendo Camp's Code of Conduct while on camp property.

## 8. Code of Conduct

All staff, volunteers, and associates must:

- i. Always work in pairs or in sight of others ("Two-Adult Rule").
- ii. Use only appropriate, respectful physical contact (e.g., handshakes, high fives).
- iii. Avoid one-on-one private meetings behind closed doors with children.
- iv. Avoid communicating with children via personal social media or private messaging.
- v. Report any suspicion or disclosure of abuse immediately.
- vi. Never discipline children through physical or humiliating means.
- vii. Model Christ-like care, respect, and encouragement at all times.

## 9. Reporting Procedures

- a. Immediate Response: Any person suspecting abuse must immediately inform the Child Safety Officer (CSO).
- b. Written Report: Complete a Child Protection Incident Form (Annex 1).
- c. Escalation: CSO informs Camp Director and, if warranted, external authorities (police, child protection services).
- d. Confidentiality: All reports handled with strict confidentiality.
- e. Whistleblower Protection: No staff member or volunteer will be penalized for making a report in good faith.

## 10. Training & Awareness

All staff and volunteers must undergo orientation training on child protection before beginning service.

Refresher training will be conducted annually.

Visitors and short-term guests will receive a summarized Code of Conduct briefing.

## 11. Implementation & Monitoring

The Child Safety Officer maintains a log of all reports and training activities.

The Camp Director conducts quarterly checks for compliance.

The Board reviews annual safeguarding reports.

## 12. Review & Accountability

This policy will be reviewed every two years, or sooner if legislation, best practice, or camp operations require.

Updates will be communicated to all stakeholders.

## Annexes

Annex 1 – Child Protection Incident Reporting Form

Annex 2 – Contact List of Authorities & Helplines

Annex 3 – Staff & Volunteer Declaration Form

## Annex 1 – WENDO CAMP - CHILD PROTECTION INCIDENT REPORT FORM

(To be completed as soon as possible after an incident, concern, or disclosure)

### 1. Basic Information

Date of Report: \_\_\_\_\_. Time of Report: \_\_\_\_\_

Location (Camp area / Activity): \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

Role (Staff / Volunteer / Guest / Other): \_\_\_\_\_

Contact Details: \_\_\_\_\_

### 2. Child's Information

Name of Child: \_\_\_\_\_

Age / Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Camp Group / Activity: \_\_\_\_\_

### 3. Incident / Concern Details

Type of Concern (tick all that apply):

☐ Physical Abuse

☐ Sexual Abuse

☐ Emotional Abuse

☐ Neglect

☐ Other (specify): \_\_\_\_\_

Date & Time of Incident / Concern: \_\_\_\_\_

Location of Incident / Concern: \_\_\_\_\_

Description of Incident / Concern (factual, objective – what was seen, heard, or disclosed):

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### 4. Child's Account (if disclosed)

(Record exact words as much as possible. Do not ask leading questions.)

## 5. Actions Taken

Who was informed (tick):

☐ Child Safety Officer (Name: \_\_\_\_\_)

☐ Camp Director (Name: \_\_\_\_\_)

☐ Parent/Guardian

☐ Police / Child Protection Services

☐ Other (specify): \_\_\_\_\_

Immediate Action Taken:

## 6. Reporter's Declaration

I declare that this report is accurate and made in good faith.

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. For Official Use Only (completed by CSO or Camp Director)

Date Report Received: \_\_\_\_\_ Received By (Name & Role): \_\_\_\_\_

Follow-Up Actions / Referrals:

Case Status: ☐ Ongoing ☐ Closed

Signature (CSO / Camp Director): \_\_\_\_\_ Date: \_\_\_\_\_

Annex 3 – WENDO CAMP: Staff & Volunteer Child Protection Declaration Form.

Adventure With a Purpose – Safe for Every Child

Personal Details

Full Name: \_\_\_\_\_ Role / Position: \_\_\_\_\_

Phone / Email: \_\_\_\_\_ ID / Passport No.: \_\_\_\_\_

Declaration of Understanding

I, the undersigned, acknowledge and declare that:

1. I have read, understood, and agree to abide by the Wendo Camp Child Protection Policy.
2. I understand that Wendo Camp has zero tolerance for child abuse and that the Rule of Threes must always be followed.

3. I commit to:

Respect and protect all children under Wendo Camp's care.

Maintain appropriate boundaries with children and avoid one-on-one situations.

Report immediately any concerns, suspicions, or disclosures of abuse to the Child Safety Officer (CSO: Lynn Nyambura) or Camp Director (Aunty Evelyn).


4. I declare that I have no criminal record relating to child abuse or exploitation, and no known circumstances that would render me unsuitable to work with children.

5. I understand that a breach of this policy may result in disciplinary action, termination of my role, and/or reporting to the relevant authorities.

Commitment Statement

By signing this form, I commit myself to the highest standards of integrity, responsibility, and care in all my interactions with children and vulnerable persons at Wendo Camp.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

 "Whoever welcomes one such child in my name welcomes me." – Matthew 18:5