



THE BRIDGE OF HOPE
FOUNDATION

CHILD PROTECTION POLICY HANDBOOK

Document Reference: BHF-CPP-2025-V1

1. Statement of Intent

The Bridge of Hope Foundation believes that every child has an absolute right to protection from violence, abuse, neglect, and exploitation. This handbook outlines our policies and protocols to ensure a safe, nurturing, and protective environment for every child involved in our programs. We maintain a **zero-tolerance** approach to any form of child abuse or exploitation.

2. Scope & Applicability

This policy applies to all staff members, volunteers, trustees, contractors, partners, and visitors who interact with children under the care or supervision of The Bridge of Hope Foundation. Compliance is mandatory.

3. Core Principles

- **Best Interests of the Child:** All actions concerning a child shall take full account of their rights and best interests as the primary consideration.
- **Equal Protection:** Every child has an equal right to protection regardless of gender, race, religion, disability, ethnicity, or socio-economic background.
- **Zero Tolerance:** Immediate disciplinary and, where appropriate, legal action will be taken against any staff member, volunteer, or partner who violates this policy.
- **Accountability:** All personnel are accountable for upholding this policy and for reporting any concerns without fear of reprisal.

4. Code of Conduct for Staff & Volunteers

All representatives of the Foundation must adhere to the following standards:

- Treat all children with dignity, respect, and fairness at all times.
- Maintain clear professional boundaries. Avoid being alone in unmonitored or private settings with a child whenever possible.
- Refrain from using physical punishment, emotionally degrading language, or any form of inappropriate physical contact.
- Do not take, share, or distribute photographs or videos of children without explicit authorization from the Foundation and valid parental/guardian consent.
- Promptly report any suspicions, disclosures, or observations of abuse or policy breaches to the designated Safeguarding Officer.
- Never engage in or facilitate any form of exploitation, including sexual, economic, or labour exploitation of children.

5. Reporting & Incident Response Framework

Step 1 – Reporting: Any suspicion, disclosure, or allegation of harm or breach of this policy must be reported immediately to the designated Safeguarding Officer.

Step 2 – Immediate Safety: The Foundation will prioritize the immediate safety, medical treatment (if needed), and psychological support of the child concerned.

Step 3 – Investigation: An internal review will commence within 24 hours. Where appropriate, cases will be formally referred to local child protection authorities and statutory law enforcement agencies.

Step 4 – Follow-up: Appropriate support will be provided to the child and family. Disciplinary or legal measures will be applied to any person found to have violated this policy.

6. Policy Review

This Child Protection Policy Handbook will be reviewed at least annually, or sooner if required by changes in legislation, best practice, or organizational circumstances. The current version (BHF-CPP-2025-V1) is effective from January 2025.

