

Tamtam Education Society Safeguarding and Child Protection Policy

EIN 41-3348298

1. Purpose

Tamtam Education Society is committed to providing a safe, supportive, and respectful environment for all children participating in our educational programs, schools, robotics initiatives, cultural classes, and community activities. This policy establishes clear expectations and procedures to protect children from abuse, neglect, exploitation, and harm.

2. Scope

This policy applies to:

- All employees (full-time, part-time, contractual)
- Volunteers and interns
- Board members
- Contractors, vendors, and service providers
- Visitors participating in school or program activities
- Partner organizations working with Tamtam Education Society

It covers all settings where children may be present, including classrooms, transportation, events, online learning, and off-site activities.

3. Policy Statement

Tamtam Education Society maintains **zero tolerance** for any form of child abuse, neglect, exploitation, or inappropriate behavior. All adults associated with the organization share responsibility for safeguarding children and must act immediately if concerns arise.

We are committed to:

- Protecting children from physical, emotional, sexual, and online harm
- Creating a culture where children feel safe to speak up
- Ensuring staff and volunteers understand their safeguarding duties
- Responding promptly and appropriately to concerns or allegations

4. Definitions

Child: Any person under the age of 18. **Safeguarding:** Preventing harm, promoting welfare, and creating safe environments. **Child Abuse:** Physical, emotional, sexual abuse, neglect, exploitation, or bullying. **Designated Safeguarding Officer (DSO):** The individual responsible for receiving and managing safeguarding concerns.

5. Roles and Responsibilities

5.1 Board of Directors

- Ensures safeguarding is embedded in governance and oversight
- Approves and reviews this policy annually

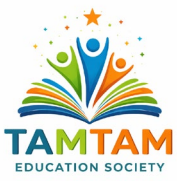
5.2 Management / School Leadership

- Implements safeguarding procedures

15911 E Boxthorn St, Wichita, KS 67228

Tamtam.educationsociety@gmail.com

<https://www.tamtameducationsociety.org>



Tamtam Education Society

Safeguarding and Child Protection Policy

EIN 41-3348298

- Ensures staff training and compliance
- Maintains reporting and documentation systems

5.3 Designated Safeguarding Officer (DSO)

- Receives and investigates concerns
- Coordinates with law enforcement or child protection authorities
- Maintains confidential records

5.4 Staff, Volunteers, and Contractors

- Must follow this policy at all times
- Must report concerns immediately
- Must maintain professional boundaries

6. Safe Recruitment Practices

Tamtam Education Society follows strict recruitment procedures, including:

- Background checks (as applicable by country)
- Verification of identity and qualifications
- Reference checks
- Mandatory safeguarding training before assignment

7. Code of Conduct for Adults Working With Children

All adults must:

- Treat children with respect and dignity
- Maintain appropriate physical and emotional boundaries
- Use positive, non-violent discipline methods
- Avoid being alone with a child in a private or unobservable space
- Never engage in physical punishment, harassment, or sexualized behavior
- Never exchange personal contact information or communicate privately online

8. Online Safety

We ensure:

- Safe use of digital platforms
- Monitoring of online interactions
- Prohibition of private messaging between staff and children
- Protection of children's personal data and images

9. Reporting Concerns

Any adult who suspects a child is at risk **must report immediately** to the DSO.

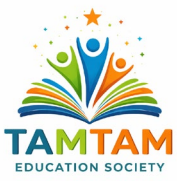
Reportable concerns include:

- Signs of physical injury
- Sudden behavioral changes
- Disclosure by a child
- Inappropriate behavior by staff or volunteers

15911 E Boxthorn St, Wichita, KS 67228

Tamtam.educationsociety@gmail.com

<https://www.tamtameducationsociety.org>



Tamtam Education Society

Safeguarding and Child Protection Policy

EIN 41-3348298

- Online grooming or suspicious communication

Reporting Procedure

1. Ensure the child is safe
2. Report to the DSO within the same day
3. DSO documents the concern
4. DSO notifies authorities when required
5. No staff member may investigate independently

Retaliation against anyone who reports a concern is strictly prohibited.

10. Responding to Allegations Against Staff

If an allegation is made:

- The staff member may be removed from duties pending review
- The DSO conducts an initial assessment
- Authorities are notified as required by law
- Confidentiality is maintained throughout

11. Training and Awareness

All staff and volunteers must complete:

- Initial safeguarding training
- Annual refresher training
- Specialized training for those working directly with children

12. Record Keeping

The DSO maintains secure, confidential records of:

- Reports and concerns
- Actions taken
- Communications with authorities

Records are retained according to legal requirements.

13. Policy Review

This policy will be reviewed **annually** or sooner if:

- Laws change
- New risks are identified
- Significant incidents occur

14. Approval

This policy is approved by the Board of Directors of Tamtam Education Society and is effective immediately across all programs and locations.