



ChildFund[®]
Alliance

keeping **CHILDREN SAFE**

Child Safeguarding Policy Guidelines
with
Sample Child Safeguarding Procedures
Sample Code of Conduct

April 2017

free^B from violence and exploitation





ChildFund Alliance is a global network of 11 child-focused development organizations working in more than 50 countries to create opportunities for children and youth, their families and communities.

The members of the Alliance are:

Barnfonden (Sweden)

ChildFund Australia

ChildFund Deutschland (Germany)

ChildFund Ireland

ChildFund International (USA)

ChildFund Japan

ChildFund Korea

ChildFund New Zealand

Christian Children's Fund of Canada

Educo (Spain)

Un Enfant par la Main (France)

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Child Safeguarding Policy Guidelines

1.0 How to Use the Guidelines

Working together with children, their families and communities, ChildFund will take all steps possible to create safe environments for children in all aspects of our work.

The child safeguarding policy guidelines set forth our core values and commitments to children in line with the United Nations Convention on the Rights of the Child.¹ These values and commitments define ChildFund's collective identity, establish our accountability, require adherence to the highest standards and promote an organizational environment supportive of our work to ensure children's protection, rights and well-being.

These policy guidelines also recommend the minimum standards for members of ChildFund Alliance for child safeguarding. Each member should have its own contextualized safeguarding policy, using this document as its guide to ensure consistency across the Alliance. Responsibility for compliance lies with each member.

When members form local partnerships for the delivery of programs, they are urged to promote and provide support to these local organizations to ensure that corresponding standards are adapted to these programs.

2.0 Guiding Principles

ChildFund Alliance members agree to the following values regarding children.

Dignity and worth of every child: We facilitate the creation of a safe environment that promotes the dignity and worth of each child, regardless of ethnicity, race, color, language, religion, opinion, gender, origins, birth status, ability or membership in a particular group. We prohibit our representatives from discrimination.

Children's right to participate: We recognize that children are active and competent contributors to their development, with the right to participate in decisions affecting their lives.

Empowerment: We encourage the empowerment of children to develop capacities for self-protection and to advocate for issues that concern them.

¹ United Nations Convention on the Rights of the Child (1989).
<http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>



Respect for children's rights: We respect the UN Convention on the Rights of the Child and promote the four core principles of the Convention: non-discrimination; the best interest of the child; the right to life, survival and development; and respect for the views of the child.

2.1 Key Principles for Safeguarding Decisions and Actions

Openness: We will create a conducive environment wherein knowledge regarding child safeguarding measures will be shared, and concerns openly raised and discussed.

Confidentiality. All safeguarding concerns and investigations will be dealt with on a need-to-know basis. Records and communication will be handled securely.

Timeliness: Given the nature of concerns relating to child safeguarding, and the potential for increased or repeated abuse, timely responses to concerns are essential. Reporting procedures establish mandatory time frames on reporting and responding to concerns once raised.

Partnership: We will work with partner organizations to promote corresponding standards as described in the Child Safeguarding Policy Guidelines. We will network with other agencies to promote child safeguarding within their organizations and the wider community in which they operate.

Compliance: ChildFund members are encouraged to comply with the Alliance's Child Safeguarding Policy Guidelines by ensuring that their own policies and procedures meet the same standards. Members must also comply with all relevant laws in countries where we operate, and policies should reflect this. However, our guidelines and procedures sometimes go beyond local laws, with more rigorous expectations.

3.0 Definition of Terms

Alliance members

Alliance members in the framework of this document is the term used to refer to the **members of ChildFund Alliance**.

Bullying

Bullying is **unwanted, aggressive behavior that involves a real or perceived power imbalance**. The behavior is repeated or has the potential to be repeated, over time.² Bullying can happen online, in person, through texting and posts on social media.

Child

For the purpose of this policy, and in line with the United Nations Convention on the

² Definition adapted from stopbullying. <http://www.stopbullying.gov/what-is-bullying/definition>

Rights of the Child, a child is defined as anyone **under the age of 18 years**.³

Child abuse

Child abuse is defined as **acts that damage the child's prospect of a safe and healthy growth and development into adulthood**. It may be a deliberate act, or it may result from a failure to ensure a reasonable standard of care and protection. The main categories of abuse are defined by the World Health Organization (WHO) as:

- physical abuse
- emotional abuse
- neglect and negligent treatment
- sexual abuse
- sexual and commercial exploitation.

Child abuse images

Child abuse images (formerly known as child pornography) are defined as **any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities, or any representation of the sexual parts of a child for sexual purposes**.

Child safeguarding

Child safeguarding within ChildFund Alliance refers to the **set of organizational guidelines, procedures and practices that we employ to ensure that we do no harm to children**. Our aim is to ensure that everyone associated with the Alliance is aware of and responds appropriately to issues of violence, exploitation, abuse and neglect towards children.

Child sexual abuse

The **involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society**. Child sexual abuse is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include, but is not limited to, the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performances, internet pictures and materials.⁴ The recent use of technology such as the internet by adults to entice children to meet or participate in virtual sex is also abuse.

- In line with these policy guidelines, any sexual activity with a child who is under the legal age of consent of the country in which she/he lives, and in which the offense occurs regardless of whether they consent, is child abuse and is a crime.

³ United Nations Convention on the Rights of the Child (1989)

<http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

⁴ World Health Organization, *Report on the Consultation on Child Abuse Prevention*, Geneva, March 29-31, 1999.



- Sexual activity with a child over the legal age of consent of the country in which she/he lives and in which the offense occurs, but is below 18 years, will be dealt with as a breach of the child safeguarding policy guidelines and the code of conduct, whether or not the act is criminalized in that country. **Mistaken belief in the age of the child is not a defense.**

Children with disabilities and abuse

Children with disabilities can be more vulnerable to child abuse. What might be considered harmful or abusive treatment of a non-disabled child is sometimes seen as normal for a child with disabilities to experience.

For children with disabilities, indicators of abuse may be masked or confused by their disability. The safeguarding of children with disabilities may need extra thought and attention, especially when a community or society does not recognize the human rights of children with disabilities.

Commercial or other exploitation of a child

The **use of the child in work or other activities for the benefit of others.** This includes, but is not limited to, child labor. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.⁵ Children being recruited in to the army would also come under this category.

Emotional abuse

The **failure to provide a developmentally appropriate, supportive environment,** including the availability of a primary attachment figure, so that the child can reach their full potential in the context of the society in which the child lives. There may also be acts toward the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, degrading, humiliating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.⁶

Grooming

Grooming, in general, refers to **behavior that makes it easier for an offender to procure a child for sexual activity.** It also includes online grooming, which is the act of sending an electronic message by an adult to a recipient whom the sender believes to be under 18 years of age, with the intention of establishing a sexual relationship.⁷

⁵ Ibid.

⁶ Ibid.

⁷ ChildFund Australia.

Harassment

Harassment consists of **inappropriate comments or behavior that is demeaning, suggestive, offensive or physically harmful**. It may include physical harassment, assaults, impeding movement or blocking movements, unwanted attention or verbal harassment, such as name calling and labeling.

Local partner

An **organization that works with ChildFund to deliver projects and program activities in the field**.

Neglect and negligent treatment

The **inattention or omission on the part of the caregiver to provide for the development of the child in: health, education, emotional development, nutrition, shelter and safe living conditions**, in the context of resources reasonably available to the family or caretakers and which causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and safeguard children from harm as much as is feasible.⁸

Partner organizations

Partner organizations include **local partners, networking agencies, contractors and suppliers** with which ChildFund is involved for the delivery of services to children.

Physical abuse of a child

The actual or potential **physical harm from an interaction or lack of interaction**, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents.⁹

Sexual exploitation

The **abuse of a position of vulnerability, differential power or trust for sexual purposes**; this includes profiting monetarily, socially or politically from the exploitation of another. Child prostitution and trafficking of children for sexual abuse and exploitation are examples. A child cannot legally give informed consent to sexual exploitation.

Traveling sex offenders

Traveling sex offenders is defined as the **commercial sexual exploitation of children by men and women who travel from one place to another, and engage in sexual acts with children**. The broad term "child prostitution" is often associated with child sex tourism.¹⁰

⁸ World Health Organization, *Report on the Consultation on Child Abuse Prevention*, Geneva, March 29-31, 1999

⁹ Ibid.

¹⁰ Child Wise Tourism, ECPAT Australia, p 3. <http://www.ecpat.org>



4.0 Scope

All Members of ChildFund Alliance are encouraged to adopt the standards set out in these policy guidelines. These policy guidelines apply to all of the following:

- Staff members (full time, part time, international and national)
- Interns and volunteers
- Local partner organizations and their staff (when working on ChildFund activities)
- Contractors
- Consultants
- Members of governing bodies (e.g., board members)

Furthermore, these policy guidelines and procedures should also be followed in working with “other representatives” who may become engaged with ChildFund activities, including:

- Journalists
- Sponsors
- Donors
- Supporters
- Celebrities
- Politicians

For example, documentation may refer to keeping detailed records or logs to show that representatives have been briefed about the ChildFund member’s child safeguarding policy, know and have agreed to the policy. Similarly, attention and documentation are needed in supervising these other representatives when they are engaged with or visiting ChildFund programs, or interacting with children and beneficiary communities (such as when communicating with sponsored children).

5.0 Accountability, Monitoring and Reporting

5.1 Accountability

The boards of directors of ChildFund Alliance members are ultimately accountable for child safeguarding. The CEOs of member organizations and national directors (or the person appointed to oversee implementation) at the country level are responsible for implementing child safeguarding procedures that comply with these Alliance policy guidelines.

5.2 Monitoring

To monitor adherence to these policy guidelines, all Alliance members are required to document their child safeguarding procedures and codes of conduct to demonstrate active use of, and compliance with, these policy guidelines.

5.3 Reporting and Responding

All ChildFund Alliance staff and representatives must report concerns regarding child safeguarding. Alliance members must ensure that their guidelines or policies stipulate that **reporting concerns is an obligation; it is not a choice**. For example, you must report if:

- you see or hear of abuse or suspect a case of abuse;
- a staff member tells you about an allegation of abuse;
- a child discloses an incident of abuse.

All child safeguarding concerns must be reported within 24 hours using clearly documented procedures set in place by each Alliance member. This must include a written report. (See Annex 1: Sample Reporting Procedures Flowchart and Annex 2: Sample Incident Reporting Form.)

An initial response will be given within 72 hours of learning of the report.

It is important for all staff to remember that their **responsibility is to report concerns, not to conduct investigations**. In all cases, maintain confidentiality by reporting concerns only to the appropriate person.

- Report **internal cases (which involve staff and other representatives)** to a designated child safeguarding focal point within the Alliance member.
- Report **external cases (which involve community members and other agencies)** to the relevant community authorities and the organization concerned.
 - Serious external cases (e.g., sexual violence, torture or severe physical abuse) where the alleged perpetrator is not a representative of ChildFund must also be reported to the local authorities.
 - External cases where the alleged perpetrator is a staff member or representative of another organization must be reported to the designated person within that organization.

All ChildFund Alliance members should have in place a child-friendly way for children to report concerns. They should also have child-friendly methods to demonstrate transparency and accountability.





5.4 Recruitment

Child safeguarding policies of national member organizations will stipulate how to take all reasonable precautions to ensure that staff, volunteers and interns do not pose a risk to children.

All members will consistently apply robust recruitment procedures for all staff, volunteers and interns that include:

- a criminal record check (or alternative in some country contexts) (see Annex 3: Sample Disclosure of Convictions); and
- at least two verbal reference checks (see Annex 4: Sample Character Reference Template).

5.5 Code of Conduct

Clear guidelines for behavior of our staff and representatives are essential to ensure staff and others do no harm to children. All members of ChildFund Alliance must agree to and sign their organization's code of conduct.

Alliance members should have a code of conduct that all staff are required to sign and abide by as a condition of their employment. (See Annex 5: Code of Conduct Sample Signing Sheet.)

5.6 Marketing and Communications

All members of the Alliance should undertake precautions when sharing information about children in our marketing and communications. Practices should reflect general principles of protection:

- Do not disclose information that could reveal the identity of a child (date of birth, full name, location, etc.).
- Explain requirements for how images can be used, and for obtaining formal consent about their usage.
- Give clear guidelines on how to portray children in images and reporting.

5.7 Responsibilities of Staff and Representatives:

ChildFund Alliance members should ensure that all staff and other representatives are fully aware of, and adhere to, the child safeguarding policy guidelines and procedures. All members should be vigilant in ensuring that their procedures around recruitment, staff induction and training, and management responsibilities promote and support these guidelines.

All ChildFund staff and other representatives are urged to:

- become familiar with and understand local procedures for reporting and responding to individual or specific cases of child abuse;¹¹
- immediately report concerns that a child is a victim of child abuse or sexual exploitation in accordance with these local procedures;
- respond to a child who has been or fears being at risk of abuse or exploitation in accordance with these local procedures and with the child's best interest and safety in mind;
- cooperate fully and confidentially in any investigation of concerns or allegations.

Breaches of these guidelines and failure to comply with these responsibilities may result in the following sanctions:

- For staff and managers: disciplinary action leading to possible dismissal.
- For local partners and other representatives associated with ChildFund: actions up to and including termination of all relations, including contractual and partnership agreements.
- Where relevant, legal action.

All ChildFund representatives are obliged to report violations of these guidelines in keeping with the child safeguarding procedures or other policies established by their member organization and as required by local laws in the countries of operation.

Concerns and breaches will be investigated and, where appropriate, will be referred to statutory authorities for criminal investigation under the law of the country in which the member works and in accordance with disciplinary procedures. If a legitimate concern about suspected child abuse is raised that proves to be unfounded after investigation, no action will be taken against the reporter. However, false and malicious reporting will be investigated, and appropriate actions will be taken.

See Annex 6: Sample Declaration of Acceptance

¹¹ Local procedures will be developed in line with the local resources and laws in the countries where the policy guidelines are implemented.





ChildFund Alliance

Sample Child Safeguarding Procedures

Section I

1.0 General Statement of Intent

ChildFund Alliance believes in a world that respects the rights of all children and where children will grow up safe from harm to reach their full potential in life. This means that during our engagements with children in our programs and projects, we are obliged to provide the highest level of care.

ChildFund Alliance's "Child Safeguarding Policy Guidelines," along with its sample "Code of Conduct," broadly outline the steps and responsibilities ChildFund takes to ensure that no harm is done to children.

These sample "Child Safeguarding Procedures" explain the practical actions to take for implementing the policy guidelines and outline how to ensure compliance with standards and laws to make the Alliance a child-safe organization. All staff and other representatives should follow these procedures.

2.0 Scope

These procedures apply to the ChildFund Secretariat, ChildFund Alliance members, other representatives listed in the guidelines, local partners and their staff. ChildFund will work with local partners to ensure that they understand the procedures and standards required of them by their association with the Alliance.

As a child-focused organization, we aim to observe the laws, customs and traditions of the countries we work in or visit. We acknowledge that the laws and childcare practices in some countries differ. In cases where such laws, customs or traditions contravene the UN Convention on the Rights of the Child¹² and the Universal Declaration of Human Rights,¹³ these latter two shall prevail.

¹² United Nations Convention on the Rights of the Child (1989).
<http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

¹³ United Nations Universal Declaration of Human Rights (1948).
<http://www.un.org/en/universal-declaration-human-rights/>



3.0 Local Translation

ChildFund Alliance's "Child Safeguarding Policy Guidelines" (or the Member's Child Safeguarding Policy), "Child Safeguarding Procedures" and Code of Conduct should be translated into local languages to ensure that all staff and partners understand them and can easily refer to and apply them.

3.1 Definitions

The definitions covered in the "Child Safeguarding Policy Guidelines" also apply to the procedures (see page 2).

Section II

4.0 Strategies for Prevention and Awareness

4.1 Recruitment and Selection Processes

ChildFund Alliance members should follow strict procedures in line with safeguarding principles to ensure that they only employ staff, consultants, volunteers or other representatives who are suitable to work with children. Guidelines for choosing persons who will have direct contact with children should integrate safeguarding considerations into all stages of the process, from the job advertisement to the final job offer and signing.

4.2 Recruitment of Staff, Consultants and Other Representatives

Where applicable, ChildFund Alliance will require prospective employees and other representatives to be subject to:

- a. interview questions during recruitment that explore their suitability to work with children;
- b. a criminal record check, to completely exclude those with a record of sexual offenses or child abuse/exploitation, especially for posts that involve direct work with children (see Annex 3: Sample Disclosure of Convictions);
- c. an employment history check, with at least two references who can confirm their suitability to work with children (see Annex 4: Sample Character Reference Template);
- d. signing the "Declaration of Acceptance" in line with the Child Safeguarding Guidelines and Code of Conduct (see Annex 6: Sample Declaration of Acceptance);
- e. induction training on child safeguarding and protection issues and the code of conduct relevant to the post.

Measure: Recruitment and selection of staff and others must reflect safeguarding principles by ensuring that checks and procedures are in place to screen out anyone who may be unsuitable to work with children.

Measures to be taken	How to implement
Job advertisements should contain a reference to ChildFund's Child Safeguarding Policy Guidelines. For example, "The post holder will perform all tasks in line with the child safeguarding policy guidelines."	Job advertisement: <ul style="list-style-type: none"> Place child safeguarding statement in the advertisement for the post. Include child safeguarding statement and specific responsibilities of the post holder in the job description.
Information to candidates should include reference to child safeguarding and child safeguarding recruitment and selection procedures.	Information to applicants includes: <ul style="list-style-type: none"> Summary of child safeguarding policy guidelines. "Disclosure of Convictions Form." Consent to "Criminal Records Check Form."
Employment interviews pay attention to child safeguarding factors and suitability of the candidate to work with children.	Employment interview: <ul style="list-style-type: none"> Develop interview questions to determine attitudes, perceptions and behaviors toward children and child safeguarding issues. Questions should be general, but also specific to the position. Identify and resolve employment gaps. Ask about any convictions or disciplinary record. Ask about child safeguarding issues relevant to the role.
Successful candidates are subject to thorough background checks prior to employment being confirmed.	Pre-employment vetting: <ul style="list-style-type: none"> Do criminal records check. Ask references (see sample "Reference Inquiry Form") specifically about the candidate's work with children. Ask about the candidate's previous professional or personal conduct around children (and any concerns). Do a sight check on qualifications claimed on the application form. Review job history. Request a passport where available, as proof of identity.
Any employee who has access to children's data must have the same background checks as those employees who have direct contact with children.	



4.3 Recruitment and Selection of Local Partner Organizations

A critical aspect of ChildFund's strategy is to work collaboratively with partners. It is essential to integrate elements of the child safeguarding policy guidelines and good practice into our planning with partners.

Local partners, individuals and agencies contracted to provide services that may involve direct or indirect contact with children should be recruited in a safe manner. Partners include field-based organizations, contractors and suppliers involved in the delivery of program activities and operations.

ChildFund Alliance members will work proactively with local partners to ensure that measures are taken to minimize the risk of harm to children in programs and project activities, operations and management processes.

Members are urged to use a "Risk Assessment Tool" (see Annex 3, page 30, for sample) to evaluate high-risk programs and activities that involve children. Use the "Partnership Assessment Tool" for every project that involves contact with children, to identify risks and develop a mitigation strategy to minimize harm.

Local partners should be supported with training, mentoring and information resources. In some instances, local partners will need assistance in developing their child safeguarding policy, with similar standards to ChildFund's policy guidelines and code of conduct.

The recruiting officer and ChildFund staff should:

- a. Inform the local partners of their status and obligations to deliver safe programs and protect children.
- b. Be sure that partnership agreements include a statement of commitment to implement child safeguarding policy guidelines and procedures.
- c. Ensure that local partners make clear their position and approach to working with children and how they propose to respond to any instances of abuse.
- d. Confirm with others — such as contractors and suppliers who have no direct contact with children but who are linked to ChildFund programs — that they understand the standards required of them by their association with the Alliance. They are also expected to abide by the child safeguarding policy guidelines and code of conduct.
- e. State that ChildFund will respond promptly to any concerns and allegations of abuse, and liaise closely with local partners and statutory agencies to ensure they are dealt with properly.

- f. Clearly outline in the partnership agreements agreed procedures for reporting and investigating concerns involving breaches of child safeguarding policy guidelines, such as child abuse and exploitation.

Measures Required of Local Partners – External

Measures to be taken	How to implement
Child safeguarding materials disseminated to local partners/ other key actors. (These should include the child safeguarding policy guidelines, local reporting procedures and code of conduct.)	<ul style="list-style-type: none"> List local partners/key actors who should receive child safeguarding materials. Provide a condensed version of the policy guidelines in relevant language(s) accompanied by a cover letter of explanation (which should indicate plans for subsequent training sessions).
All partners fully briefed/ trained/supported on child safeguarding policy guidelines.	<ul style="list-style-type: none"> Prepare a checklist of formal and informal partners who will require briefing. Develop and carry out a work plan for training. Organize a system to track and document all training and briefing sessions. Identify any support that may be needed beyond training and briefings. Plan for and provide support. Document this work all along the way. Double check everything as your program processes unfold. Review training notes and workshop reports to stay informed – look for evidence that partners are aware of and implementing child safeguarding policy guidelines. Distribute “Keeping Children Safe” standards-based training materials to partners, e.g., through workshops.

5.0 Supporter Relations

ChildFund Alliance recognizes that supporters would like to have a relationship with their sponsored child(ren). This aspect of the program occurs through letters, emails, social media and sponsor visits to the child and the community. Steps must be taken to protect the sponsored children, ChildFund and the supporter reputation. To ensure that children are not at risk from unapproved, unsupervised or inappropriate contact with supporters:





- a. Brief and orient supporters on the nature of the visit and their relationship with the child and the community.
- b. Have the Supporter Relations Department review communication and correspondence between supporters and children to ensure they are appropriate and respectful of the child's family and culture. Protect the privacy of the child, the supporter address and contact details. ChildFund will consider any unmediated contact between a child and supporter in the same light as an unauthorized contact.
- c. Do not allow supporters to place photos or personal information of children on websites or intranets, due to privacy and security risks. Supporters who wish to share photos or stories should contact the communications team of the ChildFund member for more information.

See Annex 7: Sample Child Safeguarding Values for Supporters and Annex 8: Sample Behavioral Expectations for Supporter Visits.

6.0 Child Safeguarding in Programs

ChildFund Alliance and its members seek to promote the protection of children's rights in all development and humanitarian programs. The Alliance Program Standards¹⁴ aim to integrate safeguarding principles throughout the program cycle of program planning, design, implementation, monitoring and evaluation.

Strengthening child protection will be an ongoing focus in ChildFund's programmatic practices, particularly around the dangers children might face in their communities. To protect children from the risk of abuse, neglect, violence and exploitation, all programs and projects should be designed, implemented and monitored using processes that actively assess safeguarding risks; and actions will be taken to eliminate or minimize these risks. A simple assessment tool appears in Annex 3.

In addition, when developing projects for children, these five steps are essential:

- Detail potential safeguarding risks, mitigation and risk assessment measures.
- Assess the potential capacity of project partners for child safeguarding, as well as their overall capacity to support the project. Use the risk management tool (see Annex 9: Sample Risk Assessment Form)).
- Follow up on child safeguarding risks in the project's monitoring and evaluation activities.
- Train local partners on ChildFund's child safeguarding policy guidelines and procedures.

¹⁴ ChildFund Alliance, Program Standards (2017). <http://cfa.ms/prog-standards>



- Supervise all staff compliance with child safeguarding policy guidelines and procedures, including signing the Code of conduct.
- Remain alert and responsive to child safeguarding issues.

Risk Assessment and Risk Management in Programs

Measure: All activities, especially those involving direct contact with children, should be evaluated to ensure that any child safeguarding risks are identified, and adequate controls developed to mitigate risk.

Measures to be taken	How to implement
In order to safeguard children and to reduce the possibility of incidents, risks have been assessed and controls developed in the following areas:	
Practice (measured against child safeguarding policy guidelines/code of conduct)	<ul style="list-style-type: none"> • Set systems in place to monitor staff behaviors, attitudes and perceptions. • Address concerns specifically and generally through ongoing meetings.
Program activity – e.g., temporary care of children = high risk	<ul style="list-style-type: none"> • Identify areas of risk and update them regularly. • Put mechanisms in place to manage and decrease risks. • Set up systems to monitor the degree to which child safeguarding policy guidelines have been incorporated into activities.
Management/staffing – levels/profile/competence/deployment/monitoring	<ul style="list-style-type: none"> • Make a visual map/chart of the above actions. • Identify potential risks at individual and program levels; e.g., gender mix, the level of contact with children, turnover. • Organize systems to manage possible risk areas.
External environment – local child safeguarding risks addressed as far as possible	<ul style="list-style-type: none"> • Establish a process to monitor, discuss and document external risks to children (e.g., linked to security, cultural, socio-economic concerns). • Set up systems to address these issues (e.g., community and children's awareness-raising/ community-based responses).

7.0 Marketing and Communications

Take all actions possible to protect the information of children (including those enrolled for sponsorship), families, community members and supporters. All staff and others must adhere to ChildFund policies and guidelines on privacy, communications

and reporting about children, in addition to child safeguarding policy guidelines and procedures.

- Hold all children's information in a secure location. Restrict access to authorized users only.
- Do not portray children with images or information that could put them at risk of being easily identified or located. Authorized use is required in line with communications and marketing guidelines.
- Explain the child safeguarding policy guidelines to photographers contracted to work for the Alliance. Get their signature on the form saying that they will follow the rules.
- Portray children respectfully and with dignity.
- Get informed consent from a parent/guardian/responsible adult before taking photographs of children. Show them how the pictures may be used.
- Follow the code of conduct in this document.

See Annex 10: Sample Informed Consent Form (for Child); Annex 11: Sample Parental Permission Form for Child Participation; Annex 12: Sample Policy on Use of Visual Images; Annex 13: Sample Media Consent Form; and Annex 14: Sample Child-friendly Media Consent Form

8.0 Reporting and Responding to Allegations of Abuse

Four building blocks ensure child safeguarding across ChildFund Alliance:

1. Awareness strategies
2. Prevention strategies
3. Reporting allegations of abuse
4. Responding to allegations of abuse

All efforts will be made to raise awareness and prevent abuse from occurring. We will respond to any allegation of abuse within 24 hours when a report is made.

To this end, all ChildFund staff and representatives must be aware that any allegation of abuse or exploitation of children made against them will be investigated.

Employees who do not act in accordance with ChildFund's disciplinary procedures may be dismissed. Under the law of the relevant country, statutory authorities may also be notified of criminal investigation and prosecution. This also applies to any representative or staff of any local partner agency with whom ChildFund has agreed on child protection protocols.





8.1 Reporting Concerns

Everyone covered by ChildFund's child safeguarding policy guidelines has an obligation to report concerns about the safety of a child. It is critical that staff and others are clear on what steps to take so that they can quickly and appropriately respond.

You must report your concern within 24 hours if:

- a. you see or hear of abuse or suspect a case of abuse
- b. an allegation of abuse is made to you
- c. a child discloses an incident of abuse.

Reporting concerns is not a choice; it is an obligation. Tell the relevant person in ChildFund, based on the local procedures that have been developed for your office or member. Local procedures within each country or location explain exactly who is responsible for receiving your report. These procedures are based on a thorough mapping of the child safeguarding environment and infrastructure of the country. They must be widely available to staff.

The procedures must ensure that the confidentiality of all of the persons involved in the process is maintained.

If a staff member feels that he or she cannot report a child safeguarding concern in accordance with these safeguarding policy guidelines and procedures due to a genuinely held belief that the guidelines have been compromised, he or she must report it in keeping with other organizational protocols, such as the whistleblower policy/anonymous reporting mechanism.

See Annex 1: Sample Reporting Procedures Flowchart; Annex 2: Sample Incident Reporting Form; and Annex 15: Sample Whistleblower Policy

8.2 Responding to Concerns

When children have possibly been abused, action is critical for their safety, protection and support — as well as for the accountability process. To meet the above standards of reporting and responding, ChildFund will:

- a. take seriously any concerns raised;
- b. take positive steps to ensure the protection of children who are the subject of any concerns;
- c. support children, staff or other adults who raise concerns or are the subject of concerns;
- d. act appropriately and effectively in instigating or cooperating with any subsequent process of investigation;
- e. be guided through the child safeguarding process by the principle of “best interests of the child”;



- f. listen to and take the views and wishes of children seriously; and
- g. work in partnership with parents, carers and/or other professionals to ensure the protection of children.

Take the highest level of care to maintain confidentiality and to respect the integrity of the investigation process. Information will be shared on a need-to-know basis. The safety of everyone involved will be considered.

8.3 Documentation

Document your child safeguarding concerns on your organization's incident reporting form. All documentation and notes are sensitive and must be handled with care and confidentiality. Number the form by case and hold it in a secure location for evidence on your response to incidents.

The person documenting the incident will be responsible for making sure that the case file is maintained and updated as necessary.

See Annex 2: Sample Incident Reporting Form.

9.0 Learning and Development

All new staff and persons covered by the scope of these policy guidelines should undergo an induction session during orientation that includes information about the child safeguarding policy guidelines and procedures. The human resources (HR) department or CEO (or child safeguarding focal point) will conduct this session, with support from the child safeguarding focal point. New staff should sign the declaration of acceptance indicating compliance with the rules within the policy guidelines and code of conduct. Records and documentation of this process must be on file with HR for compliance and auditing purposes.

Provide refresher training at least once a year for all staff. The child safeguarding focal point should organize additional specific training relevant to the roles of staff. The training manual should include topics on child abuse and other harmful practices relating to children's rights.

Measure: Staff and other stakeholders are supported in order to develop child safeguarding skills, knowledge and experience appropriate to their roles.

Measures to be taken	How to implement
Induction processes include thorough briefing/introduction to the Child Safeguarding policy Guidelines and code of conduct.	<ul style="list-style-type: none"> • Conduct the briefing. Follow up with other training/learning on child safeguarding. • Use resources such as the "Keeping Children Safe"* materials. <p>* http://www.keepingchildrensafe.org.uk/</p>

A process exists for evaluation of learning and development needs.	<ul style="list-style-type: none"> Identify child safeguarding learning needs (e.g., via appraisal system) and ensure they are met. Make child safeguarding policies, guidance and materials available through the human resources department.
Issues relating to child abuse and child safeguarding are integrated into existing management processes such as induction, supervision, annual review, team meetings and debriefings.	<ul style="list-style-type: none"> Use existing forums, such as team/staff meetings, for discussion/exchange on child safeguarding. Ask staff, within performance management and annual appraisal, questions on what they have done to implement child safeguarding in the last 12 months.

See Annex 16: Sample Summary of Implementation Plan and Annex 17: Sample Specific responsibilities for the implementation of the Safeguarding Policy





ChildFund Alliance Child Safeguarding Sample Code of Conduct

This child safeguarding code of conduct will be used in tandem with the child safeguarding policy guidelines and procedures, ChildFund Alliance program standards and other policies.

A. Scope

All ChildFund Alliance members and their representatives are encouraged to adhere to the common values and commitments outlined in this code of conduct in their work with or through ChildFund.

- Staff
- Contractors
- Volunteers
- Interns
- Local partners
- Members of governing bodies (i.e., board members)
- Other organizational representatives (all of whom are collectively referred to hereafter as “ChildFund representatives”)

Each ChildFund Alliance member may have its own code of conduct, which should comply with the commitments outlined in this Alliance code of conduct.

ChildFund sponsors, donors and supporters are required to comply with the member’s code of conduct when interacting directly with children and beneficiary communities, for example, when visiting or communicating with sponsored children.

B. Guiding Principles

ChildFund Alliance members are encouraged to adopt the following values:

Honesty and integrity: We see honesty and integrity as necessary for being accountable to sponsors, donors, partners, communities and the children and families we serve.

Cultural sensitivity: We value cultural diversity and expect everyone associated with ChildFund to respect other cultures and to be sensitive to the ways in which their behavior, dress and practices may be offensive to local people.

Dignity and respect: We view every child, fellow workers and the governments,



communities and families we work with as entitled to be treated with dignity and respect.

Confidentiality and informed consent: We work in an ethical manner that respects the principles of confidentiality and informed consent.

International human rights: We support international human rights standards, especially the UN Convention on the Rights of the Child and its Optional Protocols, and we view ChildFund programs as a means of helping to fulfill children's rights.

Humanitarian principles: We see our work as humanitarian and seek to adhere to principles of non-discrimination, Do No Harm, gender equity, harmonization and neutrality; that is, not taking sides or playing favorites in a conflict.

Strength-based development: We recognize the strengths, capacities and assets inherent in communities and support them to lead and forge the changes they wish to see.

C. Core Commitments

ChildFund Alliance holds these commitments to be inviolable:

Integrity and honesty: All ChildFund representatives must be forthright, transparent and accurate in their dealings with others; accurate and honest in their communications; and avoid any involvement in crime, corruption or practices that could tarnish the reputation of ChildFund or impair its work, or place children and families at risk.

Accountability/stewardship: All ChildFund representatives must be transparent, honest and lawful in all financial matters; exercise moral and legal responsibility; and show good stewardship in managing the resources of sponsors, donors and partners.

Respect: All ChildFund representatives must treat each other and those whom they serve with dignity and respect.

Cultural sensitivity: All ChildFund representatives should demonstrate among themselves and with others an appreciation of the values and practices of different ethnic and religious groups. They should be aware of local cultural beliefs and norms, respect non-harmful local practices such as norms of dress and behavior, and avoid demeaning local people and customs.

Sexual conduct: ChildFund representatives must create a work environment free of sexual harassment. They must not abuse their power and authority by tacitly or explicitly demanding sex from a subordinate or a beneficiary or by engaging in other forms of sexual exploitation, such as having sex with a prostitute in a program country. Relationships that are based on a tacit or explicit abuse of power will be regarded as violations of this code of conduct.

Promote human rights: All ChildFund representatives must respect human rights,

including gender equity and non-discrimination. Discrimination, harassment, sexual harassment and exploitation, including sexual exploitation, are expressly prohibited. These terms are defined in the ChildFund Child Safeguarding Policy Guidelines and are extended here to adults.

Reporting: All ChildFund representatives are obligated to report violations of the code of conduct in accordance with procedures established by their respective member organization and as required by local law.

D. The Code of Conduct in Practice

As employees or representatives of ChildFund Alliance, you are required to promote the organization's core values, core commitments and principles.

You will:

- work actively to protect children and comply with the child safeguarding policy guidelines and procedures;
- protect the safety and well-being of others, as well as yourself;
- protect the organization's assets and resources;
- maintain confidentiality of sensitive information;
- respect and listen to the opinions of young people;
- report any matter that breaks the standards contained in this code of conduct.

Maintaining high standards of personal and professional conduct means you will not behave in a way that breaches the code of conduct, or undermines your ability to do your job or brings ChildFund's reputation into disrepute.

You will not:

- engage in sexual relations with anyone under the age of 18, even if the age of consent is lower;
- abuse or exploit a child in any way;
- exchange money, employment, goods or services for sexual favors;
- drink alcohol or use any other substances in a way that adversely affects your ability to do your job or affects the reputation of the organization;
- possess or profit from the sale of illegal goods or substances;
- accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of your employment;
- undertake business for the supply of goods or services with family, friends or personal contacts or use the organization's assets for personal benefit;
- behave in a way that threatens the safety or security of yourself or others or contravenes the law of the country in which your work is taking place;
- use the organization's computer or other equipment to view, download, create or distribute inappropriate material.



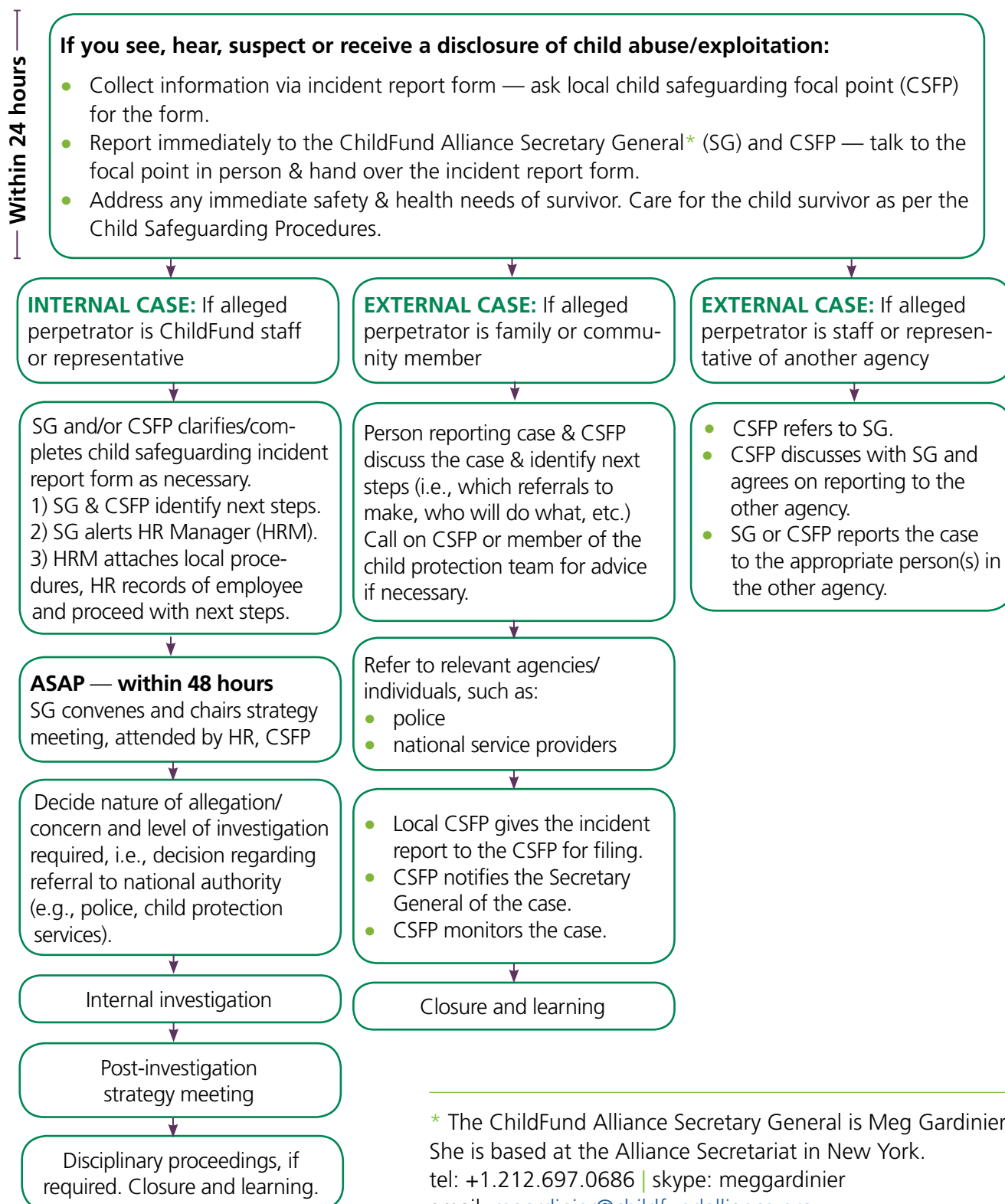


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Annex 1: Sample Reporting Procedures Flowchart



Annex 2: Sample Incident Reporting Form

(adapted from Educo)

Part 1. About you	
Name	
Role in [ChildFund Member Org]	
Detail of the organization involved [ChildFund or other]	
Your relationship with the affected child or children	
Part 2. About the child or young person involved	
Name	
Male or female	
Age	
Address	
Who the child lives with	
Part 3. The concern, suspicion or complaint	
Describe what has prompted your concern or suspicion of maltreatment or violence against a child	
Have allegations of maltreatment or violence been made by the affected child or children or by other children or adults?	
Time, date and place of the incident	
Type of concern (type of maltreatment, abuse, etc.)	
Any observations you have made (for example, the child's emotional or physical state)	
Describe exactly what the child said and what you said to the child	
Please include any other information you consider relevant	
Are any other children involved in or aware of this incident?	
Have you informed the parents or legal guardians or any child protection agency?	
Reporting time and date	
Counseling or guidance received	
Actions taken	
Signature	Date



Annex 3: Sample Disclosure of Convictions

Declaration from all persons working with children and young people

Confidential

The UN Convention on the Rights of the Child (1989) states that a child is under the age of 18 years of age. The convention, which takes due account of the importance of traditions and cultural values for the protection and harmonious development of the child, states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse. All countries, except the USA, have signed in agreement with the convention and agreed to adopt it into international law in 1990.

In accordance with this convention, we ask that all persons working or volunteering with us abide by good practice and agree to keep children safe from harm when relating and working with children. In addition we ask that all persons declare the following:

Have you ever been convicted of a criminal offence or been the subject of a caution or of a Bound Over Order (please tick)

☐ YES

☐ NO

If yes, please state below the nature and date(s) of the offense(s):

FULL NAME (PRINT):

ANY SURNAME PREVIOUSLY KNOWN BY:

ADDRESS:

POSTCODE:

DATE OF BIRTH:

PLACE OF BIRTH:

Declaration

I understand that, if it is found that I have withheld information or included any false or misleading information above, I will be removed from my post, whether paid or voluntary, without notice. I understand that the information will be kept securely by the organization.

I hereby declare the information I have provided is accurate.

Signed:

Date:

Annex 4: Sample Character Reference Template

Character Reference – where overseas police check is unavailable

Date	
Applicant	
Position	
Referee	
Country of Residence	
Dates and place of residence	

_____ has applied for a position with [ChildFund Member] and has advised us that you knew her/him when he/she lived in _____ from _____ to _____.

It is important to ChildFund that all people we recruit are able to demonstrate:

- that they do not have violent or child-related offenses on a police record in any countries in which they have lived;
- that they are/have been respected members of communities in which they have lived.

Could you tell me a little about your community and what your position is within the community?	
How long have you lived in this community?	
How did you get to know _____? How long did you know him/her? How often did you see him/her in the community?	
To the best of your knowledge, was _____ involved in or convicted of any crimes, particularly crimes related to children?	
If _____ had any issues with the police or authorities while they lived in _____ would you have known about it?	
How did he/she interact with people within the community generally?	



Annex 5: Code of Conduct Sample Signing Sheet

CHILDFUND ALLIANCE CODE OF CONDUCT Sample Signing Sheet

I have received the ChildFund Alliance Code of Conduct (or Member Code of Conduct). I have discussed the contents and raised my concerns and questions, and I agree to be bound by them.

Name: _____

Position: _____

Program/Department: _____

Location: _____

Signature: _____

Date: _____

To be completed by manager/human resources/person doing the induction

I have discussed the contents of the ChildFund Alliance Code of Conduct with the above named. He/she has indicated his/her agreement to be bound by them.

Name: _____

Position and location: _____

Date ChildFund Alliance Code of Conduct (or Member Code of Conduct) was discussed: _____

Signature: _____

Date: _____

Annex 6: Sample Declaration of Acceptance

CHILDFUND ALLIANCE CHILD SAFEGUARDING Sample Declaration of Acceptance

Keeping Children Safe: Providing a protective environment for children

I have received:

- ☐ The ChildFund Alliance Child Safeguarding Policy Guidelines
- ☐ The Child Safeguarding Local Procedures (Headquarters, Regional or Country Office)
- ☐ The ChildFund Alliance Code of Conduct (or Member Code of Conduct)

I have discussed the contents with my manager, and I agree to be bound by them.

Name: _____

Position: _____

Program/Department: _____

Location: _____

Signature: _____

Date: _____

To be completed by manager/person doing the induction:

I have shared and discussed the contents of:

- ☐ The ChildFund Alliance Child Safeguarding Policy Guidelines
- ☐ The Child Safeguarding Local Procedures (Headquarters, Regional or Country Office)
- ☐ The ChildFund Alliance Code of Conduct (or Member Code of Conduct)

with the person named above. He/she has indicated his/her agreement to be bound by them.

Name of manager: _____

Position and location: _____

Date policy discussed: _____

Signature: _____

Date: _____



Annex 7: Sample Child Safeguarding Values for Supporters

We know as a Supporter that you are committed to helping children living in poverty. We hope that this experience allows you to build a stronger connection with a family in our global neighborhood, and that is a rewarding experience for both you and your sponsored child.

Child safeguarding is vital at all times, so we ask all Supporters to uphold these values:

- **Do no harm.** It may sound like common sense, but your contact with your sponsored child should never cause harm to them, their family or community. Be sensitive to the cultural values of your child, and don't disclose any information which might be put them at risk.
- **Safety.** If you share your sponsorship story with your friends and family (including online), make sure you do not endanger your sponsored child by publicly disclosing their full name, where they live, private information (such as HIV status) or expose them to negative reprisals (e.g., linking them to political positions).
- **Positive Contact.** All contact needs to be mediated to protect both you and the child. So all correspondence and visits are managed by [*ChildFund Member*] and the ChildFund country office where your child resides. Don't engage in any non-mediated contact, including through social media or phone.
- **Be Role Models.** Set an example of good child safeguarding practice, e.g. avoid sharing pictures that may be seen as sexually suggestive or asking children to keep secrets.

You can share the child's photo, with first name and community name, but for safety reasons no further information. We have designed the folder we share with you so that you can easily share the photo and information on the front of the folder.

Annex 8: Sample Behavioral Expectations for Supporter Visits

I _____ (insert name) acknowledge that I have read and understood [*ChildFund Alliance Member's*] Child Safeguarding Policy and agree to abide by it and the following expectations during any contact with children throughout my supervised visit. I understand that complying with these expectations helps ChildFund to ensure safe environments for children.

I will:

- Remain with ChildFund staff/representative and ensure that I am in public places, in sight of staff throughout the visit;
- Not visit the home of the child or family or ask about its location;
- Not encourage visits by the child or family to my accommodation or to my home country;
- Be respectful and use polite language when speaking to children, and not discriminate for any reason;
- Never use physical punishment with children at any time;
- Never use language or behavior that will shame or belittle children;
- Undertake not to hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way;
- Undertake not to develop physical/sexual relationships with the children or other members of the community;
- Never take children, young people or families out of the community for any reason;
- Only take photographs with permission from the children, their families and ChildFund staff/representative;
- Only take photographs and images of children, young people, families or community members that are dignified and respectful and will ensure that children are adequately clothed in photos;
- Never use their images on the internet or public material without explicit consent, or use them in any way in which their location could be identified or their confidentiality or dignity could be breached;
- Not return unaccompanied to the location of the visit;
- Keep my personal contact details confidential, including social media accounts, and not ask for details of the child or family (this is to ensure any contact is mediated by ChildFund);
- Report any inappropriate or suspicious behavior by ChildFund staff/representatives or other supporters, or other child safeguarding concerns to the Country Director or use the email [*INSERT EMAIL*].

_____ Print Name _____ Signature _____ Date



Annex 9: Sample Risk Assessment Form

Description of activity/event:

Location: _____

Date(s): _____

Organizer: _____

Contact Details: _____

Child Safeguarding Coordinator: _____

Contact Details: _____

Lead Manager: _____

Sign-Off: _____

Date: _____

National Director or Child Safeguarding Focal Point (e.g., Child Safeguarding Advisor):

Sign-off: _____

Date: _____



RISK ASSESSMENT FORM						
Activity	Hazards (something that can cause harm)	Who might be harmed?	Existing control measures	Assess risk, consider control measures, identi- fy further action needed	Assessor's signature	

Annex 10: Sample Informed Consent Form (for Child)

My name is *[name of information/data collector]* and I am here to collect information/data to help protect and support the well-being of you and other children in this area. I am a *[title]* with *[ChildFund Member]*, and my role is to *[visit and learn about difficulties that children and families may be facing INSERT RELEVANT INFO]*.

What We Are Asking You to Do

What I will do is ask you some questions to gather information about you and your life, *[such as schooling, registration, FGM, violence and child marriage]*. The purpose of doing this is for me to learn about your situation so we can provide you with information about the services available and help you connect with these service providers. Another purpose of doing this is to help our community and partners work together to take collective action to keep children safe and promote their rights.

Will being in this study hurt or help me in any way?

The benefits for sharing information/data include helping you access *[insert description of services available such as medical, psychosocial, legal/justice, and safety opportunities in your community]*.

There are limited risks to sharing information/data *[insert risks based on your local settings/program e.g. very small chance others could find out]*.

What will you do with information about me?

I will keep what you tell me confidential, including the notes that I write down. I will store your information/data safely and securely. I will share your name information with other people in the community and ChildFund who need to know and who will also keep your information/data confidential. If you ask me to share your information/data with someone, I will. If you are in serious danger, I will share your information/data with the proper authorities who can help, such as the Ministry of *[insert appropriate ministry here]*.

I will also share some of your information/data with others, but your name will not be on it and it will most often be combined with information/data gathered from other children. I will share this information to plan programs to protect children, to advocate for child rights, and to show others that the actions we are taking to protect children are effective.

Do I have to take part?

Before we begin, I would also like to share with you your rights as we speak together. I share this same information with everyone I speak with:

- You have the right to refuse to share your information/data, or only parts of your information/data. Sharing your information/data is voluntary.
- You have the right not to answer any question that I ask you.

- You have the right to ask me to stop at any time.
- [For children ages 15+] You have the right to be interviewed alone or with a caregiver/trusted person with you. This is your decision.
- You have the right to ask me any questions you want to, to ask me to slow down at any time, or to let me know if you do not understand something I say.
- You have a right to take a break from speaking with me for any amount of time, and still share your information.
- You have the right to take back your information/data at any time without consequence to your relationships with family, friends, community-groups or anyone else.
- Your rights will be respected at all times.

If you have questions about the interview /discussion/study, contact:

Name of Staff: _____

If you have questions about your rights in the interview/discussion/study, contact:

Name: _____, Contact #: _____ ChildFund
Focal Point responsible for implementation of the Ethical Behavior Toward Children Policy in your Country Office

Name: _____, Contact #: _____ UNICEF or
Government of [country name] focal point

Agreement:

By signing this form, I agree to participate in, and/or for my child to participate in, the information/data collection described above.

Caregiver's Name: _____

Caregiver's Signature: _____ Date: _____

Child's Name: _____

You will receive a copy of this form.

Name of staff obtaining Consent: _____ Title: _____

Signature: _____ Date: _____

Information gathered from: caregiver ☐ child ☐ caregiver & child ☐



Annex 11: Sample Parental Permission Form for Child Participation

EXAMPLE: Disaster Risk Management Research: Capture and Build Evidence for Child Protection in Emergencies & Youth-led Disaster Risk Reduction

Research Consultant: [NAME]

ChildFund Officer Overseeing Interview, Research, Discussion, Study Project: [NAME]

ChildFund Child Protection Officer/Focal Person: [NAME]

Your child is being asked to take part in a [ChildFund Member] [name activity here (e.g. interview, drawing activity)] to help us document and learn about our best practices for protecting children in emergencies.. This form has important information about the reason for doing this study, what we will ask your child to do, and the way we would like to use information about your child if you choose to allow your child to be in the study.

Why are you doing this activity?

Your child is being asked to participate in a [name activity here (e.g. interview, drawing activity)] to help us document and learn about our best practices for protecting children in emergencies and to get suggestions of how these issues can be done more often and better by the community, government or NGOs.

The purpose of the interview/discussion/study is to learn about:

- a. the things that children like and the ones they don't like about ChildFund programs to protect children and keep them safe

What will my child be asked to do if my child is in this research?

- a. Your child will be asked [name activity here (e.g. interview, drawing activity)] about the things he or she likes about ChildFund programs that aim to protect children and keep them safe, the things he/she doesn't like about ChildFund programs that aim to protect children and keep them safe. He/she will also be asked to suggest ways of how the things he/she likes can continue in the ChildFund programs that aim to protect children and keep them safe and how to stop the things he/she doesn't like from happening in the ChildFund programs that aim to protect children and keep them safe.
- b. Your child will be asked about ChildFund's work in your community. What he/she likes about ChildFund's work and what he/she don't like about the way ChildFund is working with children in your community. Your child will also be asked to suggest ways of which ChildFund can make our work with children better.

We would like to take notes on what your child says (or draws) as he/she is talking to us to make sure

that we remember correctly all the information you child is giving us. ChildFund will keep these notes securely in our office and they will only be used in the report of this interview/discussion/study.

We would also like ask if we may take your child's photo while she/he is engaged in the activity, to possibly include in the research report. ChildFund will keep these photos securely in our office and they will only be used in the report of this research.

What are the possible risks or discomforts to my child?

- a. Your child's participation in this study does not involve any physical or emotional risk beyond that of everyday life.

As with all research, there is a chance that confidentiality of the information we collect about your child could be breached – we will take steps to minimize this risk. These steps include not identifying your child's material with him/her personally, and keeping all information we collect from your child protected on password-protected computers and in locked file cabinets.

- a. Your child's participation in this research may involve the following risks:
 1. Other children or community members may know or find out that your child has participated in the research, including [*name activity here (e.g. interview, drawing activity)*].

What are the possible benefits for my child or others?

Your child is not likely to have any direct benefit from being in this research. This activity is designed to learn more about children, the issues they are faced with in the community and get suggestions of how those issues can be addressed by the community, government or NGOs. The research results may be used to help other people/children in the future.

How will you protect the information you collect about my child, and how will that information be shared?

Results of this research may be used in ChildFund publications and presentations. If you and your child agree, then his/her photo may possibly appear in the research report.

We will not ask about child abuse or neglect, but if your child tells us about child abuse or neglect we will report that information to the appropriate authorities because ChildFund is obligated by law to do so.

Financial information

Participation in this study will involve no cost to you or your child. Your child will not be paid for participating in this research.

What are my child's rights as a participant?

Participation in this research is voluntary. Your child may withdraw from this activity at any time — you and your child will not be penalized in any way or lose any sort of benefits for deciding to stop participation.



If your child decides to withdraw from this research, the person talking to your child will ask if the information already collected from your child can be used.

Who can I contact if I have questions or concerns about this research study?

If you or your child has any questions, you may contact:

Name: _____

Cell#: _____ email: _____

If you have any questions about your child's rights as a participant in this activity, you can contact:

Name: _____

Cell#: _____ email: _____

ChildFund Focal Point for the Ethical Behavior with Children in the Country Office

Questions

What questions do you have about this research?

Parental Permission for Child's Participation in Research

I have read this form and the research has been explained to me. I have been given the opportunity to ask questions and my questions have been answered. If I have additional questions, I have been told whom to contact. I give permission for my child to participate in the research described above and will receive a copy of this Parental Permission form after I sign it.

_____	_____
Name of child for which parent/legal guardian permission is obtained	Date
_____	_____
Parent/Legal Guardian's Name (printed) and Signature	Date
_____	_____
Name of Person Obtaining Parental Permission	Date

Annex 12: Sample Policy on Use of Visual Images

(adapted from EveryChild)

General

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities.

Background

ChildFund Alliance, a network of development organizations working alongside local partner organizations to improve the lives of children around the world, welcomes all efforts to protect children from exploitation of any kind, whether sexual, commercial, physical or emotional. (See ChildFund Alliance's Child Safeguarding Policy Guidelines and Procedures).

ChildFund Alliance strongly supports the United Nations Convention on the Rights of the Child, which makes the best interests of the child a primary consideration (Art. 3), states that every child has the right to privacy (Art. 16) and protection from all forms of exploitation (Art. 36). Whilst we acknowledge that images are an essential element in portraying our work to the general public and other constituencies and for raising funds, we strive to maintain the dignity of everyone with whom we work and will not use images that are disrespectful or demeaning.

Aim

This document sets out the principles ChildFund Alliance employs to regulate our use of images of children and their families. The guidelines that follow will be of particular use to staff in the field in contact with children and families.

Policy

In our use of visual images we adhere to the following principles:

1. We respect the dignity of the subject.

- We will always seek to ask permission when taking photographs or video footage of individuals.
- Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility or from the children directly when they are of sufficient age and understanding.
- Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters to accurately portray context and maintain dignity.
- Wherever possible, we explain to the subject the likely use of the images.
- We never take pictures of people who say they don't want to be photographed.



2. We do not exploit the subject.

- We do not manipulate the subject in a way which distorts the reality of the situation (e.g., we do not ask them to cry for the camera).
- If necessary to protect confidentiality, the names of children and families will be changed. Never would a child's full name and contact details be published.

3. We aim to provide a balanced portrayal of reality in the developing world.

- We avoid stereotypes (e.g., Western aid worker tends helpless victim, etc.)
- We show people helping, and working for, themselves, not as victims.

4. We use images truthfully.

- Case histories/descriptions are not fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.
- We do not use an image of one thing and describe it as, or imply it is, an image of another (e.g., we do not use an image of one project to illustrate the work of another).
- Where possible, we use a balance of images (e.g., positive and negative) to reflect the reality of a situation.
- If we use an image in a general way (e.g., illustrating a project similar to the one being described) we make this clear in the caption.
- We do not use an image in a way which deliberately misinterprets the true situation.
- If an image represents an exceptional situation, we do not use it in a way which suggests it is generally true.
- We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. We maintain standards of taste and decency consistent with our values and those of our supporters.

- We do not use images which are erotic, pornographic or obscene.
- We do not use images of dead or naked bodies, only in exceptional circumstances.
- We do not make gratuitous use of images of extreme suffering.

6. We respect the view of our overseas staff and partner organizations.

- We are sensitive to the concerns and advice of our overseas staff and partner organizations in our gathering and use of visual material.

7. In disaster situations, we will treat the people whom we are helping positively.

- In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information:
"In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects."

- In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears.
- We will not lose respect for those affected, but treat them as equal partners in action.
- We will co-operate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence.

8. We maintain high technical standards.

- We aim to use only high-quality images.
- We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.
- We do not crop an image in a way which misleadingly distorts the reality of the situation.
- In video editing, we do not misleadingly distort the reality of the situation.

9. We will maintain a suitable photo library.

- Images will be current and appropriate.
- All images will be kept centrally and fully documented.
- Old images will be archived.

Practice guidance

- During the process of seeking consent the purpose of photographs and case studies should be explained and, if possible, samples of publications in which the photograph or case study may appear shown to parents and children, preferably by a local staff member known to the family.
- The process of explanation and seeking of consent described should apply to photographs and also case studies used for child sponsorship and the website.
- Photographers sent to the field should be carefully briefed regarding the taking of suitable photographs and allowing subjects to withhold consent if they do not wish to be involved.
- Photographers should be accompanied by a local staff member whenever possible.
- Photographers sent to the field will be asked to undergo a background check through the disclosure service of the Criminal Records Bureau or a national equivalent, if practically possible.
- Records should be kept of when photographs have been used in publications to avoid using the same image to depict differing situations.

Consent

I hereby agree to the above conditions and guidelines set out by ChildFund Alliance.

Print Name: _____

Signed: _____

Date: _____



Annex 13: Sample Media Consent Form

(adapted from *Girls Not Brides*)

[ChildFund Member] has commissioned a photographer/filmmaker/journalist [delete as appropriate] to highlight the issue of [insert issue] in [insert where]. [Insert name of the consultant/ staff member] will be present [insert where and when]. We would like to ask for your and your parent/ guardian's consent to participate and be filmed/photographed/interviewed for ChildFund's communications purposes [delete as appropriate].

ChildFund will use the photographs/footage/messages/case studies to promote the specific activity/ event you are participating in. However, the materials may also be used in any media and in any format we deem appropriate (including in presentations or on websites). The photos/footage/messages/case studies may be given to the media (print, broadcast and online) to be included in news or feature articles; or to our members or partner organizations also involved in our areas of work.

By signing/finger printing below you give your consent to participate in the meeting/event and be filmed/photographed/interviewed [delete as appropriate] and you also give consent for ChildFund to use the photos/footage/ story in all the ways specified above.

Name of the child _____
participating in the event/ appearing in the photo/film/interview, etc.

Child's address: _____

I _____ [insert child's name] confirm that I have read/understood the contents of this consent form and agree to it. I understand that any material that I appear in may be used by ChildFund in the way indicated above. I accept that ChildFund owns the material and all rights to it.

Signature/finger print of child in photo/film/interview Date:

I _____ [insert parent's name] confirm that I have read/understood the contents of this consent form and agree to my child taking part. I understand that any material that my child appears in may be used by ChildFund in the way indicated above. I accept that ChildFund owns the material and all rights to it.

Signature/finger print of child's parent/caregiver Date:

Name of child's parent/caregiver: _____

Address of parent/caregiver: _____

If you would like your child to take part in the meeting/event, but not appear in photos/ film [delete as appropriate], please sign/finger print below:

I confirm that I have read/understood the content of this consent form and would like the child to participate, but do not wish for the child to be filmed /photographed.

Name: _____ Signature: _____



Annex 14: Sample Child-friendly Media Consent Form

(adapted from Save the Children)

MEDIA CONSENT FORM

For Young Participants

[conference]

[location]

[date]

I _____ (Name of child/ young person)

Full address: _____

Age (optional) _____

... give my permission for any photos, video or interviews taken of me by the organizers or any media during the [conference] to be used for advocacy, news stories, and human interest stories on the internet, television or print publications. These materials will only be used to promote the events and contribute to creating more awareness about children's rights and children's participation.

In return, all media interviews will be conducted in consultation and in the presence of my accompanying adult / a media focal person from the organizing agencies. I also understand that I will have the right not to respond to any questions that I don't want to answer.

Signature or thumb print: _____

Date: _____

Annex 15: Sample Whistleblower Policy

(adapted from ChildFund International)

1. PURPOSE

[ChildFund Member] the “Organization”) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and ChildFund’s commitment to open communication, this policy aims to provide an avenue for the Board of Directors, employees, consultants and third parties to raise concerns and complaints. The policy is intended as reassurance that complainants will be protected from reprisals or victimization for whistleblowing.

2. POLICY

[ChildFund Member] will provide an avenue for Board of Directors, employees, consultants and third parties to raise concerns and complaints. The organization will not tolerate retaliation, harassment or victimization against its Board of Directors, employees or contractors for reporting concerns or complaints in good faith.

3. DEFINITIONS

Retaliation means any direct or indirect detrimental action recommended, threatened or taken toward an individual who has reported misconduct or provided information concerning the same. When established, retaliation in itself constitutes misconduct, for which appropriate action will be taken.

4. RESPONSIBILITIES

- 4.1 It is the duty of the [ChildFund Member] Board of Directors, employees and contractors to report any misconduct or wrongdoing through the appropriate channel.
- 4.2 It is the responsibility of management to take appropriate action.
- 4.3 The [Name of Department] will be responsible for monitoring compliance with this policy.

5. EXCEPTIONS

- 5.1 None

6. RELATED REGULATORY REQUIREMENTS

- 6.1 None

7. RELATED CHILDFUND INTERNATIONAL POLICIES

- 7.1 Conflict of Interest
- 7.2 Code of Ethics and Business Conduct
- 7.3 Fraud Prevention and Awareness



Annex 16: Sample Summary of Implementation Plan

(adapted from Educo)

Objective 1. The Child Safeguarding Policy is adopted and implemented. The staff, partners and children with whom Educo works are aware of, understand and use the Policy.			
Actions	Timeframe	Indicators	Responsibilities/Resources
1.1 The Policy is made public, translated to local languages, promoted and distributed			
1.2 All staff sign the Code of Conduct			
1.3 Disciplinary processes include breaches of the Safeguarding Policy			
1.4 All staff is trained in accordance with their responsibility level			
Objective 2. The operating plans integrate the Safeguarding policy and related procedures.			
Actions	Timeframe	Indicators	Responsibilities/Resources
2.1 All programs integrate the analysis and management of risk			
Objective 3. Clear procedures have been established for protecting children			
Actions	Timeframe	Indicators	Responsibilities/Resources
3.1 A manual is created with step-by-step guidance on how to proceed in cases of concerns or suspicion of maltreatment or violence against children			
3.2 A person in each office is designated as a Safeguarding Focal Point			
Objective 4. The commitment to preventing maltreatment and violence and promoting child safeguarding is articulated in the development and implementation of appropriate systems.			
Actions	Timeframe	Indicators	Responsibilities/Resources
4.1. Staff recruitment and selection procedure comply with the Policy			

Objective 4 (continued)			
Actions	Timeframe	Indicators	Responsibilities/Resources
4.2 Staff induction includes training on child protection and safeguarding			
4.3 Risk assessment and management is practiced in all activities involving direct contact with children			
4.4 Information and Communication Technologies prohibit users from accessing inappropriate materials			
4.5 Guidelines for depicting and referencing children in communication media and social networks integrate the Safeguarding Policy			



Annex 17: Sample Specific responsibilities for the implementation of the Safeguarding Policy

(adapted from Educo)

Position	Responsibilities*
1. Human Resources Director	<p>1.1 Ensure that all new employees receive a copy of the Child Safeguarding Policy and Code of Conduct prior to or at the time of issuing an employment contract; and that they read it, show that they understand it, sign it and send a signed copy to show that they are aware of and agree to act in accordance with the Policy and the Code of Conduct. Signed copies must be saved in their personnel file.</p> <p>1.2 Ensure that all new employees (during their induction program) and all staff receive child safeguarding training that is relevant and appropriate to their engagement with the Organization.</p>
2. Regional and Country Directors	<p>2.1 Ensure that each office has established local procedures that are consistent with the institutional Safeguarding Policy to respond to incidents of child maltreatment. Local procedures should be developed with the assistance of local advisors in accordance with local law. Any deviation from the institutional policy must have prior formal approval from the relevant Regional Child Rights Coordinator or Country Director. Local procedures should be made available in local languages and child-friendly formats, where applicable.</p>
3. Safeguarding Officer or Focal Point	<p>3.1 Request guidance from the Management.</p> <p>3.2 Act as a focal point for receiving information.</p> <p>3.3 Respond quickly to any request for information or concern.</p> <p>3.4 Assess the risk.</p> <p>2.1 Ensure that all information regarding incidents is recorded in the corresponding forms.</p>
4. Coordinators and managers	<p>4.1 Ensure that all collaborators within their area of responsibility are informed of and adhere to the Safeguarding Policy (and the Code of Conduct) and the applicable local procedures while working with or for the organization.</p> <p>4.2 Ensure that all visitors to their area of responsibility who are in contact with children through the organization are provided with, and have signed and returned a copy of the Child Safeguarding Policy and Code of Conduct (or an adapted version of the same). Visitors should be informed of their duty to comply with the Policy in their contact and communication with children throughout their visit.</p> <p>4.3 Ensure that the children and families with whom the organization works are aware of the Child Safeguarding Policy and local applicable procedures, so that they know what behaviors they can expect from staff, collaborators and visitors and who to inform of any concerns.</p>
5. Internal Audit	<p>5.1. Validate compliance with the Policy.</p>

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Raihana, 12, jumps rope at a Child Safe Space in Afghanistan.

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Noah, 12, of Myanmar, participated in the Small Voices, Big Dreams survey in 2016.

Inside back cover

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free  from violence and exploitation

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