# Guidance: How to develop a Child Safeguarding and Protection Policy for your organisation

# Impressum

# Acknowledgements

# Foreward

It is with great pleasure that the Danish Child Protection Network presents our new publication, "Guidance: How to develop a Child Safeguarding and Protection Policy for your Organisation".

This guide will help any organisation make sure they do not inadvertently harm children as they implement projects regardless of whether they have children as a direct target group or not.

It may help organisations that receive funding either directly from Danida or indirectly through the pool funds, CISU, CKU, DUF and DH to "abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions" as the direct requirement reads from Danida. Danida specifically mentions the need to prevent child labour but it is also clear that there are other important considerations for safeguarding and protection of children when implementing projects.

Poverty and social marginalisation can be stressors that add additional pressure on the coping mechanisms of parents and protection mechanisms in communities. But safeguarding and protection risks can be found in all levels of societies regardless of income level. Such risks may involve physical, sexual, and emotional abuse as well as exploitation, violence, and neglect in families, communities, organisations, private and public places. Children can be exploited and abused by a variety of people, including staff, volunteers, and other people associated with your and other organisations. In many cases, children suffer at the hands of the people they trust. Children have a right to be protected from any harm, therefore, it is the responsibility and duty of all adults to make sure systems and procedures are in place to prevent, protect and respond in situations where children may be at risk.

In Denmark a variety of civil society organisations work alongside partners across the globe to strengthen civil society and empower communities to address their own particular challenges. All of these organisations directly, or indirectly, are in contact with children and therefore the commitment to the principles of Do No Harm must consider safeguarding and protection of all these children.

With this resource document we hope to facilitate and guide your organisations and partners step by step in how to develop policies, procedures and norms to prevent, protect and respond to any child abuse.

We hope you find this guide informative and useful in your efforts to promote child safeguarding and well-being.


Danish Child Protection Network.

# Contents

# Introduction

It is important that organisations working directly with children, or supporting projects that might have an impact on the safety of children, have a Child Safeguarding and Protection Policy. The aim of such policy is to help prevent any harm that might be caused intentionally or inadvertently to children. This means preventing people in your organisation, including staff, volunteers, consultants, contractors, etc. as well as those connected to projects you fund or support in another way, from committing child abuse. In addition, it will help ensure the projects you directly run, or indirectly support, do not cause harm to children.

Without clear written policies and procedures on child safeguarding and protection, it may be difficult for those who are associated with your organisation, or partners who you support, to know how to prevent harm to children, and what they should do to respond appropriately and consistently when concerns are raised.

This document, "Guidance: How to develop a Child Safeguarding and Protection Policy for your organisation," has been written with the aim of helping your organisation take steps to prevent children being harmed. To do this, the document provides a brief description of:

- What is meant by child safeguarding and child protection

- What should be included in your organisation's Child Safeguarding and Protection Policy

- Some ideas and tools for planning and implementing a Child Safeguarding and Protection Policy

The guide is split into sections. Some sections provide information relevant to internal procedures within your own organisation whilst others are appliable to working with partners.

The development of an organisation's Child Safeguarding and Protection Policy is the responsibility of management but should involve different stakeholders, including children themselves.

Your organisation might already have a Child Safeguarding and/or Child Protection Policy in which case, this document might help in assessing the strength of the Policy and whether any changes are required.

# **Section 1.** Child Safeguarding and Child Protection

## 1. **What is the difference between Child Safeguarding and Child Protection?**

*Figure 1. Child Safeguarding and Child Protection*

**Child Safeguarding**
Policies, procedures and practices  - to make sure the people who are directly part of your organisation, as for example, staff and volunteers, do not harm children.

**Child Protection**
Policies, procedures and practices – to make sure the activities you run, commission, fund, and help develop or support in some other way, will not directly or inadvertently harm children.

## 2. **What is the difference between a Child Safeguarding Policy and a Child Protection Policy?**

**The component of your Policy that focuses on child safeguarding clearly explains:**

- What your organisation will do - your procedures and practices - to make sure the people who directly 'work' in your organisation do not harm children. For the purposes of this guidance the definition of those who 'work' in an organisation will include, paid staff, volunteers, consultants etc

- It provides guidance and rules on appropriate behaviour and conduct whenever someone in your organisation comes into contact with children.

- It explains what will happen - the reporting and response process - if someone in your organisation is suspected of harming a child.

**The component of your Policy that covers child protection clearly explains:**

- What your organisation will do - your procedures and practices – to make sure the projects you run, commission, help develop, fund, or support in some other way will not directly or inadvertently harm children. In this way the policy also outlines expectations of those in partner organisations who are implementing projects to also safeguard children.

Your organisation, whether employing 2 or 200 people, should have a Child Safeguarding and Protection Policy.

## 3. What should you include in your organisation's Child Safeguarding and Protection Policy?

*Figure 2. Components of a Child Safeguarding and Child Protection Policy*
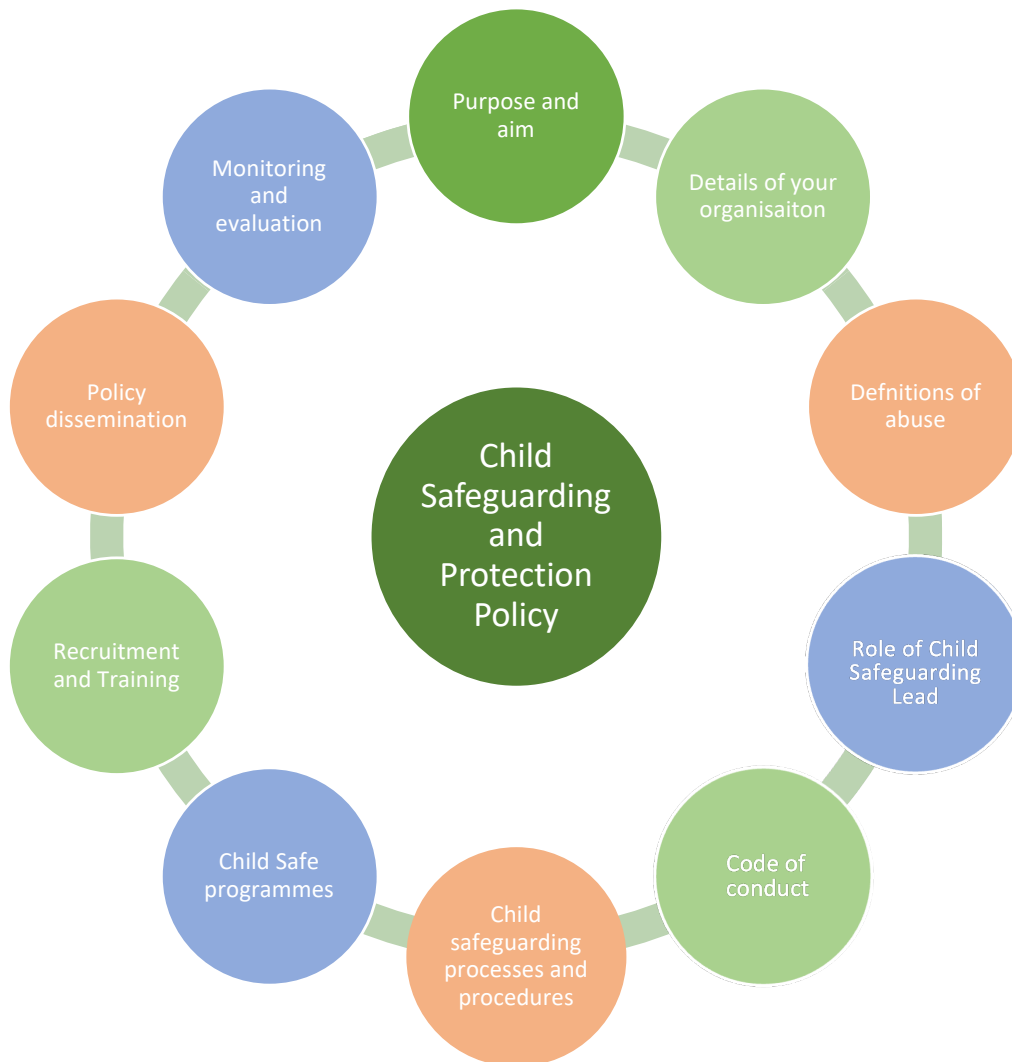


Your Child Safeguarding and Protection Policy should include details on:

- The purpose and aim of your Child Safeguarding and Protection Policy

- Name of your organisation, purpose and function

- Definitions of child abuse and guidance on identifying protection concerns

- The role of someone designated as the lead person for safeguarding and protection in your organisation- sometimes known as a Child Safeguarding Lead

- A code of conduct

- Child safeguarding processes and procedures for:

  » an adult to report a concern (sometimes called whistleblowing)
  » a child to report a concern
  » how to manage a disclosure/allegation about the harm of a child
  » who to refer the case to and how to share information in a safe and confidential way

- Child safe programming and use of safeguarding and protection procedures when working with partner organisations

- Recruitment procedures

- Training

- How your Child Safeguarding and Protection Policy will be disseminated

- Monitoring and evaluating the effectiveness of your Policy

This might seem a long list of things to prepare but the information in this document will explain, and take you through the development of each step.

**Examples of child safeguarding and child protection policies and how to develop them can be found at these links:**

https://www.savethechildren.net/sites/www.savethechildren.net/files/SCI_HR_POL_Child%20 Safeguarding%20External%20Policy_EN.docx.pdf

This webpage has examples of different safeguarding policies available in English, Arabic, French, Swahili, Amharic and Hausa:
https://www.bond.org.uk/resources/safeguarding-policy-templates/

https://www.tdh.org/en/digital-library/documents/child-safeguarding-policy

https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/

https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/safeguarding/ safeguarding-forms-and-templates

https://www.thorntons-law.co.uk/knowledge/a-new-child-centred-approach-to-safeguarding-in-sport

# Section 2. Beginning to develop your Child Safeguarding and Protection Policy

If you are a very small organisation with just a few people working for you, you might want to give the responsibility of writing the Policy to one person, or it might be a team effort, or you might want to seek outside help. If you are a larger organisation we suggest you form a small working group and share the responsibility.

Your policy should be relevant and made available to:

- All adults who are 'working' with your organisation.

- Children your organisation comes into contact with – either directly or indirectly through partner organisation

- Partners and other organisations you work with.

## 1  A statement showing the purpose and aim of a Child Safeguarding and Protection Policy

Your Child Safeguarding and Protection Policy should start with a short statement to show that your organisation has a commitment to keeping children safe from harm, including preventing sexual harassment, exploitation and abuse (PSHEA).

An example of a statement might be: "Our organisation believes everyone has a responsibility for keeping all children protected and the importance of providing our support and services in a way that keeps them safe. We will give equal priority to keeping all children safe regardless of their age, disability, race, religion or belief, sex, or sexual orientation."

## 2  Name of your organisation, purpose and function

You should write a short paragraph about your organisation – what it does, and it's aims and objectives.

## 3  Who does the Child Safeguarding and Protection Policy apply to?

Your Child Safeguarding and Protection should clearly state who it applies to.

- The safeguarding component of your policy should apply to anyone who is directly 'working' with your organisation i.e., people who are paid staff members, volunteers, consultants etc. who are directly carrying out duties as part of your organisation.

- The child protection component of your policy should apply to everyone who is involved in the projects your organisation directly develops and runs as well as the projects you support through partner organisations.

# 4 Definitions of child abuse and identifying protection concerns

It is important that everyone understands the different forms of abuse adults can inflict on children - also sometimes described as violence against children. This means you should provide clear definitions of child abuse in your Policy.

The information below divides violence against children into the different categories. It is information that draws on definitions developed by such organisations as UNICEF, the World Health Organisation (WHO), and Save the Children.

**Physical violence -** consists of any non-accidental form of injury or serious physical harm inflicted on a child by any person. It includes hitting with hands or objects; kicking; shaking; burning; biting; throwing; scratching; breaking bones; drowning; poisoning; and assault with implements. Physical abuse also includes Female Genital Mutilation and Cutting (FGM/C).

**Sexual violence –** Sexual abuse is the actual or threatened physical intrusion of a sexual nature. It can include causing or inciting a child to watch or engage in sexual activities; encouraging a child to behave in sexually inappropriate ways; involving a child in looking at sexual images or videos; involving a child in the production of sexual images or videos; grooming a child in preparation for abuse (including via the internet).  Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. For example, trafficking of children into prostitution.

**Exploitation –** includes such acts as all forms of child labour, early and forced marriage, sexual exploitation, and trafficking.

**Emotional/psychological violence –** includes restricting movements, denigration, ridicule, threats and intimidation, discrimination, rejection and other non-physical forms of hostile treatment. For example, being made to feel inadequate; worthless or unloved; being unfairly blamed; being bullied, including over the internet (cyber-bullying); being made to feel frightened or in danger; witnessing the abuse of others such as domestic violence.

**Neglect -** includes failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health or development of the child is significantly impaired or placed at serious risk. Chronic neglect or serious neglect includes situations where a child's basic needs are consistently unmet and the consequences for the child are severe.

When you are writing your definitions, it would be helpful to explore how childhood and child protection is defined locally, nationally, and internationally. Using the United Nations Convention on the Rights of the Child might help with conversations about childhood and child protection with people in your organisation and in partner organisations. It will show that countries across the world, including yours (unless you are in the USA), have agreed to uphold the Convention, that all children have a right to protection, and to reflect this in their national legislation. Looking at your national laws and statutory guidance will also help you think about definitions.

**Further information on definitions of violence** can be found in a WHO publication at this link:
https://www.who.int/publications/i/item/9789240048737

## 5 Identifying abuse

Your Child Safeguarding and Protection Policy should include a section about ways people might identify a child who is being abused or, at risk of abuse.   An example of information to help identify abuse can be found in Annexe 1.  However, this is a very complex issue and although a checklist of indicators will be helpful, it is recommended your organisation provides training on this topic.

> **Further information on how to identify child abuse** can be found in publications at these links:
> https://www.who.int/publications/i/item/9789240048737
>
> https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse

## 6 Risk Assessments

To inform the development of your Policy it is important to help understand how and where children may be placed at risk. To do this, we suggest you carry out risk assessments. This includes gathering different types of information including:

- A risk assessment to evaluate any risk of harm to children by those 'working' in your organisation.

- A risk assessment to evaluate whether a project your organisation runs, or a project you support through a partner, might directly or inadvertently cause children harm.

- A risk assessment to evaluate knowledge and understanding of child safeguarding by those 'working' in your organisation as well as service providers you may be referring children to.

It is important to carefully involve children in your risk assessments.

You might also want to assess a partner's organisational Child Safeguarding and Protection Policy. If they do not have one, we suggest you help them develop one.

You will find some guidance on how to conduct risk assessments in Annex 2.

## 7 Role of a designated 'Child Safeguarding Lead'

Your organisation's Child Safeguarding and Protection Policy should name a member of staff who will take the lead for child safeguarding. In some organisations, this person is known as the 'Child Safeguarding Lead' or a 'Child Protection Officer'. For the purposes of this guide, we will continue to refer to this person as the Child Safeguarding Lead.

If your organisation is a very large one, the role of Child Safeguarding Lead may be a specific post. However, if your organisation is small, it may be a role undertaken by a current member of staff as an additional responsibility. If necessary, they should be offered training to take on this role.

Your organisation's Child Safeguarding and Protection Policy should contain written details of the Child Lead's role. This role should include:

- Being the person who receives and makes a written record of any reported allegations that a child is, or is at risk of, being harmed, i.e., this should be the person all line managers/staff must contact once a case has been reported to them).

- Being the person who informs the Head of the organisation about the allegation (unless it is the Head of the organisation who is the alleged perpetrator. Then it should go directly to a Child Safeguarding Group or committee – the role of this group is explained in more detail later in this guide).

- When the allegation concerns someone 'working' for your organisation, being responsible for:

  » Deciding whether the case requires urgent action, such as, for example, an immediate referral to a statutory child protection authority or police.
  » Gathering all the necessary information about the case - including ongoing discussions with the child/ren and anyone else who is involved.
  » Making sure any child/ren - and anyone else - including the child's family - that are involved in the case get the support they need.
  » Making written recommendations for consideration by the organisation's child protection group/committee (you will find more details about this group later in this guide).
  » Providing guidance to the alleged perpetrator.

- If the allegation concerns children who are being harmed due to the actions of your partner organisation, being responsible for:

  » Gathering all additional information about the case.
  » Passing all gathered information to the Head of your organisation so that a decision can be taken on how to proceed with the partner organisation and whether the case should be reported to the statutory authorities.

Everyone in the organisation should be made aware of who the Child Safeguarding Lead is and what their role includes. There should be someone responsible for child safeguarding at all times. This means someone should be identified to take on the role in the absence of the nominated Child Safeguarding Lead.

> **Examples of Terms of Reference for a Child Safeguarding Lead** can be found at this these links:
> https://learning.nspcc.org.uk/media/1587/role-description-for-child-protection-lead.pdf
>
> https://thecpsu.org.uk/media/446257/lead-protectionofficer-job-description-final.pdf

https://learning.nspcc.org.uk/media/1587/role-description-for-child-protection-lead.pdf

# Section 3. Child safeguarding procedures that are internal to your organisation

Your Child Safeguarding and Protection Policy should contain details of different processes and procedures that are internal to your organisation i.e. when a safeguarding concern involves someone 'working' for your organisation. These procedures should include:

- a Code of Conduct to be signed by everyone involved in the organisation.

- how adults and children can report child protection concerns.

- how protection allegations will be managed.

- how information will be handled in a confidential manner.

## 1  A Code of Conduct for people working in your organisation

Your Child Safeguarding and Protection Policy should include a written Code of Conduct for people 'working' in the organisation. You should provide a clear and concise guide of what is, and what is not, acceptable behaviour in relation to child protection. A Code of Conduct should also clearly state what actions your organisation will take if someone does not abide by the regulations. For example, what happens if someone harms a child, or what happens if someone ignores a child who reports a concern, and any disciplinary procedures that might be followed. A Code of Conduct should be clear that those working in your organisation must uphold these standards at   all times and not just during working hours. All adults 'working' in your organisation should be asked to read and sign a copy of the Code of Conduct. The wording of the Code should be written into your Child Safeguarding and Protection Policy.

A written copy of the Code of Conduct should be included in your Policy.

**Examples of a code of conduct can be found at these links:**

https://www.bond.org.uk/resources/protection-Policy-templates/

https://www.childrightsconnect.org/wp-content/uploads/2021/08/crcnct-child-safeguarding-policy-procedure.pdf  (Appendix 8)

https://www.tdh.org/en/digital-library/documents/child-safeguarding-policy

(Page 32)

## 2 Procedures for reporting and responding to safeguarding allegations

The diagram below is an example of the different decisions to be taken during a child safeguarding process. Your Child Safeguarding and Protection Policy should include written guidance that explains each procedure, i.e. what should happen in each of these different steps so that everyone is clear about who should do what and in what time frame. The left hand column explains internal safeguarding procedures. The right hand column illustrates protection procedures.

*Figure 3. An example of a child safeguarding process[1]*



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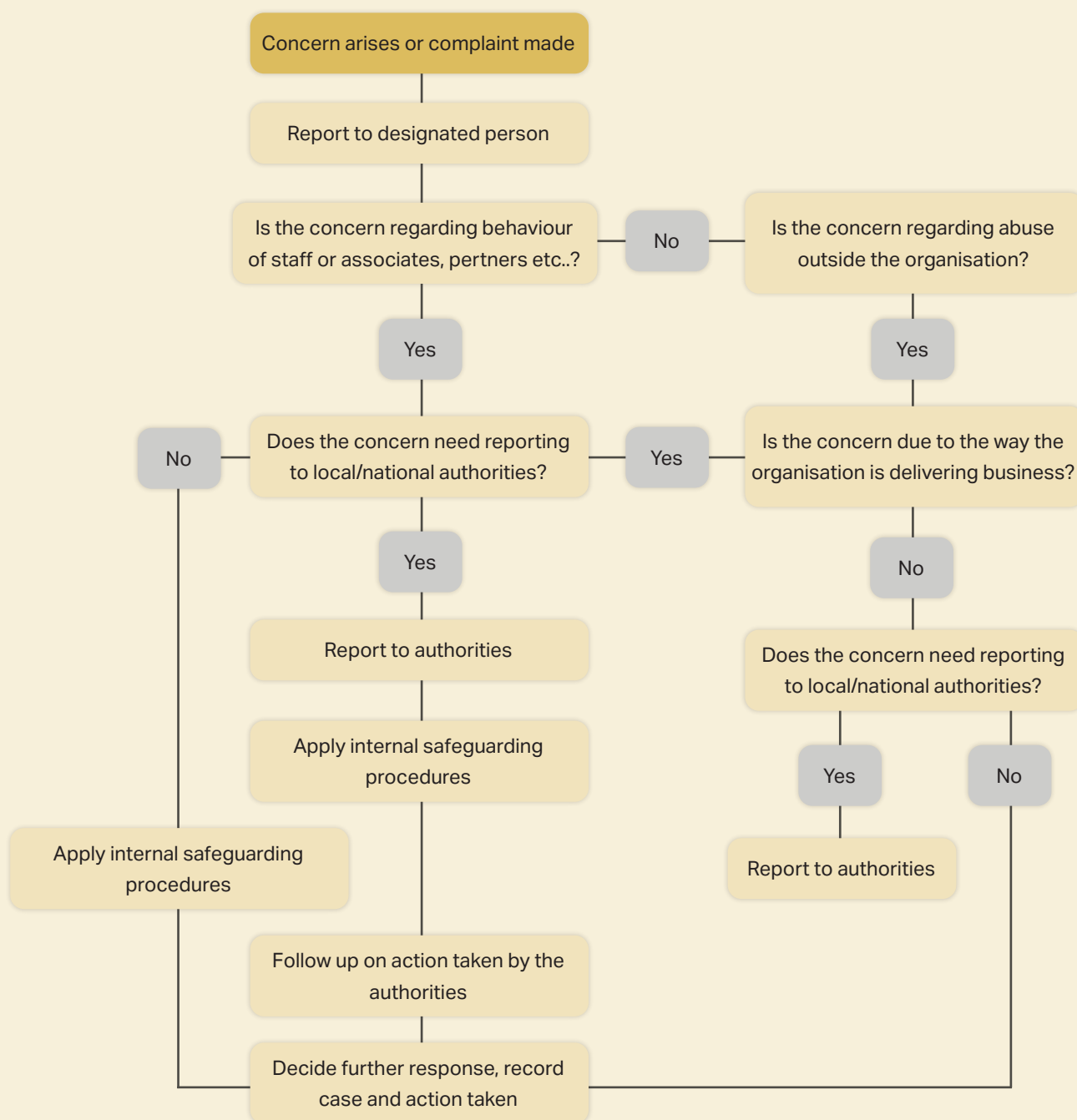
1    This diagram has been adapted from a publication issued by Keeping Children Safe: Developing Child Protection Policies and Procedures. Available at: https://www.keepingchildrensafe.global/wp-content/uploads/2023/09/KCS-Developing-Child-Safeguarding-200218.pdf

Your Policy should make it clear that any report related to child abuse is still alleged until proven true or false. To this end, your Policy should reflect a process that means:

- Each case will be treated in a fair and transparent manner.

- The person who is the alleged abuser, or identified as someone who might abuse, will be provided with clear guidance about what will happen and given any support they need during an enquiry process.

- A child, and anyone else who reports an alleged abuse, will be taken seriously.

## 3 The procedure for an adult to report a child protection concern

Details of how someone can report a concern should be clearly written into your Child Safeguarding and Protection Policy. It is recommended this includes information about the following:

- The different ways people can report an alleged case e.g., in person, by phone, through an anonymous letter box and who they should first report the case to (e.g. a line manager or the Child Safeguarding Lead)

- A guarantee that all allegations will be taken seriously.

- A guarantee that the person who is making the report can choose to have their identity kept anonymous.

- The information you would like the person reporting a concern to provide including:

  » the reason they have a concern and any other information about the alleged case.
  » when they became aware of the alleged harm.
  » names of those involved.
  » dates and places where the alleged harm of a child took place.

- The information that the person reporting the allegation should receive when they first report a case. For example, information the person reporting the allegation should receive when they first report a case. For example,

  » who will see the information they provide.
  » what will happen and within what time frame.
  » how they will be kept informed of any investigation and/or decisions that are taken about the case.

- It is very important that everything about a case is written down and there is a clear record of what has happened, when decisions are taken and by whom etc. Once an alleged protection concern has been reported, the Child Safeguarding Lead should start to record all the information related to the case in an Incident Report Form. The first part of the form should be used to record any initial information given to the Line Manager, Child Safeguarding Lead, or whoever else first receives details of the allegation. All subsequent information and decisions and actions should be recorded in the Form as the case pro-gresses. Please see Annex 3 for more guidance on the information the Form should contain.

- If the first report of an allegation was not made directly to the Child Safeguarding Lead, the timeline (e.g., within 3 hours) the person who did receive the allegation should pass it on to them.

- A guarantee that all information will be kept confidential and only shared with the necessary people.

**Note:** If a child requires emergency medical care or there is an immediate risk of ongoing harm that requires attention of the police, health or social services, there should be no delay in taking steps to get the help and support needed. The Child Safeguarding Lead should be informed immediately so they can make this decision.

**Note:** Reporting a concern of child protection is sometimes called 'whistleblowing'. It is important to have a culture within your organisation that promotes the safety of children so that reporting concerns is an accepted and encouraged behaviour. It must also be clear that whistleblowing is an important responsibility. But it should not be done for the wrong purposes, e.g., someone should not make a totally false accusation because they want to hurt a colleague. It should also be understood that a whistle-blower's identity will be protected as much as possible and they will also be supported through any enquiry process.

**An example of whistleblowing policies can be found at this link:**
https://www.nspcc.org.uk/globalassets/documents/about-us/nspcc-staff-whistleblowing-Policy.pdf

## 4 The procedure for children when they want to disclose any harm

Disclosure is the process by which children start to share their experiences of abuse, fears they might be harmed, or concerns another child is being hurt.

Your Child Safeguarding and Protection Policy should provide written details about:

- The ways children can report concerns – for example, who are the adults in your organisation who are trained to listen to them, a telephone number they can call, or a 'post box' they can leave a message in.

- Guaranteeing that their case will be taken seriously and followed up quickly.

- Information that will be given to a child about the process i.e.

  » what will happen next.
  » who will know what they said.
  » who will be involved in any inquiry.
  » who will make decisions and how.

- What support they will receive and from whom.

- Guidance for anyone in the organisation who is approached by a child about how to record what a child has told them and pass it on to the Child Safeguarding Lead.

Whilst in the process of developing your Child Safeguarding and Protection Policy it will be helpful to consult with children about the ways they will feel safe to report a concern.

More guidance on how to listen to and speak with children in a caring and child friendly manner can be found in Annex 4.

> **Note:** It takes courage for a child to report abuse. This might a process that needs to take place over a long period of time – it is a journey, not one act or action. Children might disclose abuse in a direct manner but they might need reveal something in a more indirect way.

> **Note:** It is important your organisation provides adults with the skills and qualities so children and young people trust them and make them feel safe and confident enough to report protection concerns.

## 5 The procedure after your organisation receives an initial report of a child protection concern

The Child Safeguarding Lead should continue to hold responsibility for the case and record all information in the Incident Report Form.

Your Child Safeguarding and Protection Policy should contain written details about the procedure that the Child Safeguarding Lead should now follow. This includes:

- A decision whether the case should be immediately referred to an authorised body, e.g., a social work office or police.

- Opening a case file for the child. If there is more than one child involved, there should be a case file opened for each child.

- The steps they should take to further investigate the case and fill in all the other necessary information in the Safeguarding Incident Report Form.

- The time frame by which all the information should be collected and the completed Child Safeguarding Incident Report Form passed on to the organisation's child protection group/committee.

- Guidance on how to involve parents and/or other legal primary or customary caregiver.

> **Note:** If the allegation is very serious and needs immediate attention, there might be need for emergency action to suspend the alleged perpetrator requiring an emergency meeting of the child protection group/committee and immediate involvement of the Head of the organisation. This should be discussed with the Head of the organisation.

## 6 Procedures for your organisation's Child Safeguarding Group or Committee

To make sure there is a fair and open process when there is a reported case of child safeguarding, your organisation should have procedures that involve different people in different types and levels of decision making, i.e., to ensure fairness and impartiality, decisions should be shared between different people.

This means:
Your Child Safeguarding Lead - is the person who makes a full investigation of the case and makes recommendations for further actions.
Your Head of Organisation discusses the case with the Child Safeguarding Lead and is involved in the decision to pass the case to a Child Safeguarding Group or Committee.

A Child Safeguarding Group or Committee is a group of people who review a case on behalf of your organisation and make final decisions. If you are a larger organisation, you might have a board of trustees or enough staff to form an independent child protection group/committee. If you are a small organisation you might want to consider asking people from other organisations to volunteer to be part of this group/committee. (Please note, they should sign a confidentiality agreement and be provided with very clear guidelines about their role).

The role of a Child Protection Group/Committee: Your Child Safeguarding and Protection Policy should include the role and responsibilities of the Child Safeguarding Group or Committee. The principal role of the group is to consider all the details of a case and take decisions about any response and actions necessary. There should be at least 3 people in this Group. The Child Safeguarding Lead should not be a member but they can offer recommendations based on the information they collect and provide the Group in the Child Safeguarding Incident Report Form.

Role and responsibility of the Child Protection Group/Committee and Guidance on decision making:

• What information members of the group should receive including a completed copy of the Incident Report Form and recommendations from the Child Safeguarding Lead and/or Head of Organisation).

The Group should also be provided with:
   » A form to request additional information
   » A form to record decisions and why they were taken including:
   » If case can be closed with no further action being taken
   » If a case is to be reported to statutory authorities
   » Any dismissal or disciplinary actions to be taken
   » What ongoing support should be offered to all those involved

Any form should then be passed back to, and discussed with, the Child Safeguarding Lead and the Head of the organisation so they can take further action as per the decisions and recommendations.
If a person against whom the allegation was made is not satisfied with the way the case has been dealt with, even if there is a decision to take no further action, there should be guidance on who they can make a complaint to.

**Note:** Your organisation's policies and procedures should have appropriate disciplinary measures that ensures children are protected from any further potential harm. This may include the immediate suspension of an alleged abuser until such time as the allegations are followed up and either substantiated or refuted.

## 7 Procedures for developing a Child Support and Safety Plan

Your Child Safeguarding and Protection Policy should contain clear written guidance on the use of Child Support and Safety Plan. Sometimes known as a child case management plan, for any child that has been affected by the behaviour and actions of those 'working' for your organisation. These Plans should be used when there is a need for ongoing support and protection of a child. A standardised form should be developed and used to show all the details of a child's Plan. This is a separate file to the Child Safeguarding Incident Report Form so that it can be shared with people who will support the child without them having to see other confidential information in the file.

Plan:

A Child Support and Safety Plan should contain relevant information including:

- The name of the Child Safeguarding Lead who has responsibility for the management and oversight of the Plan.

- An overview of the case e.g. who was involved and what happened providing the necessary information whilst also maintaining confidentiality.

- Information about the child and any specific concerns.

- How the child will be involved in any process e.g., any investigation.

- The support that will be offered to the child, by whom and by when, how their safety will be maintained, and who they can and should not have contact with.

- If the child is being referred to other agencies and services, who they are, why the referral is being made, and any agreed follow-up.

- Contact details of parents, other primary caregivers, and any other relevant individuals, and how they will be involved.

- How the Plan should be monitored – by whom and when etc.

**The plan should always be discussed with the child** and they should be given a version of the Plan that is appropriate for their age and level of understanding

## 8 Procedures for when and how to report externally and working within national child protection procedures.

Your Child Safeguarding and Protection Policy should provide clear guidance and procedures on when and how to refer a case to a statutory body such as social services or the police. It should also include information on when and how to use the services of other organisations e.g. if a child needs counselling.

Details of when and how to report cases to services outside your organisation should take into consideration:

- National laws, policies and statutory guidance including mandatory reporting procedures in cases of alleged or proven child abuse.

- Understanding the roles and responsibilities of statutory agencies including social work departments and police. If possible, include a list of named contacts within these agencies.

- Understanding the roles and responsibilities of different organisations that can offer support e.g. psychosocial counselling, medical services, etc. If possible, include a list of named contacts for specialist advice and information.

## 9 Procedures for confidentiality and information sharing and storing

Your Child Safeguarding and Protection Policy should have written procedures so that everyone is clear about issues of confidentiality and protection of information.

Below are some things to consider and include in your information sharing procedures and guidance on storing information:

**Confidentiality**
- Guidance on how anyone involved in a case must keep all the information they receive confidential - unless they are specifically told to share it with other people.

- Guidance on how to share information with specific people on a 'need to know' basis only. Your Policy should identify what information can be shared when, and with whom.

- Guidance on how information sharing needs to conform to national legislation. For example, in cases of violence against children there might be a legal duty to share information with the local social work services or police.

- An explanation that information sharing should be based on the facts and not on opinions.

- Procedures for letting children know what information is being gathered about them, how it will be recorded, who it might be shared with, and how it may be used.

- Procedures for seeking consent to share information about someone both internally and externally. This might include:

  » Making sure the person/child who is being asked for consent understands what and how information will be shared and why.
  » Asking for their consent in writing - and if this is not possible and consent is only given verbally (making sure there is a written record why consent was given this way).
  » Allowing someone to withdraw consent.

- Procedures if someone refused to give their consent for their information to be shared with anyone else. For example when is it in the best interest of the child, or the accused adult, to share information with relevant professionals without their consent.   If information is shared without consent a written record should outline:

  » what steps were taken to get consent.
  » the reasons the person did not give consent (if known).
  » why it was decided it would be necessary to share information without consent.

**Note:** Children should always be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions ask their parent or other primary or customary carer (unless doing so would put the child at risk of harm).

**Storing information**

Your Child Safeguarding and Protection Policy should provide guidelines on how to store confidential information safely and securely. This might include:

- Placing a reference number for a child rather than their name on their file with only an authorised person/s knowing who the file belongs to and holding a separate list of names.

- Storing documents in locked cabinets and using password protected electronic files on computers.

- Avoid the sharing of identifiable information by email that names someone

**For example of a data protection protocol** can be found on page 108 of the Inter-Agency Guidelines for Case Management and Child Protection available at: https://resourcecentre.savethechildren.net/document/inter-agency-guidelines-case-management-and-child-protection/

correct link but does not work

## 10 Recruitment procedures

Your organisation's Child Safeguarding and Protection Policy should include written information that outlines the steps you will take to make sure protection of children is included in any process to recruit/accept people to 'work' in your organisation. Even if you are recruiting volunteers, it is still important to go through a rigorous process before they 'work' in your organisation.

This means your Policy should include written details about your recruitment process and how it will:

- Let applicants know that everyone 'working' in the organisation is expected to sign and follow the Child Safeguarding and Protection Policy. This should be mentioned in any advertisement.

- Follow procedures if it is a legal requirement in your country to get police certificate/police checks for anyone 'working' in an organisation where they might come into contact with children. If this is not a legal requirement you should think about what other proof you might request that will show an applicant doesn't have a criminal record.

- Require any shortlisting of applications to be carried out by at least two people.

- Require people to provide at least two referees.

- Letting applicants know that checks will be made with their referees to make sure they are suitable to 'work' in an organisation where they might come into contact with children.

- Provide details of any interview process including:

- » Making sure at least two people from your organisation conduct any interviews/selection meeting.
- » Reminding applicants about your organisation's commitment to child protection and details of the Child Safeguarding and Protection Policy that everyone is required to sign and uphold.
- » Asking about previous experience working or interacting with children.
- » Asking about their understanding of child protection.
- » Reminding people that your organisation will check references, and if a legal requirement, police checks/identification checks.
- » Asking people to explain any gaps in their work/personal history.
- » A requirement that any recruitment decisions are recorded in writing.

Any terms of engagement for people 'working' in your organisation **MUST** include the requirement they read and sign the Child Safeguarding and Protection Policy.

**Further information on safe recruiting procedures** can be found at this link: https://www.proceduresonline.com/northyorkshire/scb/g_safe_rec.html

## 11 Training opportunities

Everyone 'working' in your organisation should not only be provided with a written copy of the organisation's Child Safeguarding and Protection Policy to read and sign, but it will be a great benefit if you can offer them training to help them understand what it means and their roles and responsibilities.

It is suggested training should include the following topics:
- What is child safeguarding and protection.

- Why your organisation thinks it is important to safeguard children.

- How to recognise child safeguarding concerns.

- Different roles and responsibilities in the organisation with a responsibility for safeguarding children.

- The procedures and processes for receiving, reporting, and managing child safeguarding allegations.

- Information sharing and confidentiality

- Local child protection and safeguarding legislation, procedures and working with other organisations

# Section 4. Considering **child protection** in the development and implementation of projects and working with partner organisations

This section of the guidance applies to projects that are directly organised and run by your organisation as well as projects you support but are managed and implemented by partner organisations (this might be a government agency, NGO, CBO, contractor etc.). It contains procedures you should include in your Child Safeguarding and Child Protection Policy so that projects, and the people working in them, keep children safe from harm.

## 1  Child Safe programming

Child safe programming means:

- Doing everything possible to make sure the projects and programmes **your organisation directly develop and implement** do not place children at risk of neglect, physical or sexual abuse and exploitation, injury and any other harm. That means the activities of the projects, and the people who work in them, do not directly or inadvertently cause harm to children.

- Taking responsibility to ensure **projects and programmes you support, fund, or are part of in some other way**, are designed and implemented in a way that are safe for children. This also means individuals working on a project should follow child safeguarding procedures.

Below are two short case studies that examples where the protection of children were not considered at the inception, design or implementation phases of a project:

**Case study 1.** Your organisation is running better parenting classes for parents who are at risk of losing their children into alternative care. Six months after the course you evaluate the impact of the training. You discover that parents are using corporal punishment as a way of discipling their children. You realise you did not make an assessment of family behaviours before developing the course and therefore, did not include information in the training that would guide parents away from using such harmful practices.

**Case study 2.** Your organisation is funding a partner organisation running an income generation scheme for village communities. The project provides training and start-up costs. One of the community groups has established a brick making business.  However, some of the members have taken their children out of school to work fetching and carrying the heavy raw materials necessary to make the bricks and operating the brick making machinery. This is child labour.

Child safe programming requires:
1.  A risk assessment and child protection approach is applied to project design and implementation.

2.  All staff, members of partner organisations, and others working or associated with a project know their obligations to safeguard children and prevent harm.

3.  A child protection approach being applied to project monitoring and evaluation. This means any monitoring or evaluation process should specifically look at whether child abuse might be, or is being, committed.

## 1 Applying a child protection risk assessment to project design and implementation

Virtually any type of project or programme has the potential to expose children to the risk of child abuse, exploitation, or neglect. As mentioned above, it is important to assess the risks if:

- Your organisation is responsible for the direct development and implementation of projects.

- Your organisation is working with partners in different ways. For example, offering expert advice, money, capacity building, staff secondments etc.   You might form a partnership at the inception phase of a project or you might join once a project has started.

In any of these circumstances steps should be taken to assess all projects to see if they might directly or inadvertently cause children harm and steps should be taken to address and mitigate any risks. Part of the assessment process should also consider the safeguarding responsibilities of individuals associated with a project. (Please refer to Section 3 for more information on safeguarding).

You will find some guidance on how to conduct different risk assessments and consider child protection in project design and implementation in Annex 2.

## 2 Adopting child protection standards and procedures in project partnerships

It is important to insert child safeguarding and protection clauses into contracts/agreements with partner organisations. The contract or agreement should require the partner organisation to hold their own staff, and others who may come into contact with children e.g. volunteers, board members, visitors, and contractors etc. to child safeguarding standards. It should also require partner organisations to participate in risk assessments that evaluate whether the project you are supporting might directly or inadvertently cause harm to children.  To this end clauses in the agreement should include:

- Definitions of child abuse.

- Compliance with host country child protection legislation (and/or international standards, if these offer greater protection to children).

- Prohibiting all forms of child abuse in programmes/projects and taking all necessary measures and actions to mitigate such risks.

- A requirement that an assessment of risks associated with child safeguarding and protection is undertaken during project planning, implementation, monitoring and evaluation to determine and eliminate any potential risks

- Requiring the organisation to have child safeguarding procedures for identifying, reporting and responding to allegations of child abuse and making sure all those working/associated with a project are aware of them. This should include:

  » Requiring those working on a project to sign a Code of Conduct agreement (please refer to Section 3).
  » Requiring anyone involved in a project to report allegations of child abuse and are aware of the procedures to do this.

- » Taking appropriate action, including investigation and other appropriate response, to all allegations of child abuse.
- » Use of child safeguarding screening procedures for personnel, particularly those whose work will bring them into direct contact with children.

An example of such provisions that have been included in a donor contract can be found in Annex 5.

You should also assess your partner's Child Safeguarding and Protection Policy. **If they do not have one, we suggest you help them develop one.**

**Further information about safeguarding, working with partners, and information to be included in partnership contracts and agreements** can be found at these links:
https://www.usaid.gov/safeguarding-and-compliance/partners/child-safeguarding/FAQs

https://www.end-violence.org/sites/default/files/paragraphs/download/UNICEF_ChildSafeguarding-Toolkit_FINAL.pdf
https://www.unicef.ca/sites/default/files/2020-12/UNICEF_ChildSafeguardingToolkit_FINAL.pdf

**Examples of codes of conduct** can be found in these documents: https://www.bond.org.uk/resources/safeguarding-policy-templates/
https://www.bond.org.uk/resources/protection-Policy-templates/
https://www.childrightsconnect.org/wp-content/uploads/2021/08/crcnct-child-safeguarding-policy-procedure.pdf (Appendix 8)
https://childrightsconnect.org/wp-content/uploads/2021/08/crcnct-child-safeguarding-policy-procedure.pdf
https://www.tdh.org/en/digital-library/documents/child-safeguarding-policy (Page 32)

**Further information on monitoring and evaluating projects and programmes with a child protection lens** can be found at this link: https://www.end-violence.org/sites/default/files/paragraphs/download/SAVE%20THE%20CHILDREN%20Child%20Safe%20Programming%20Guidelines.pdf (Page 27)
https://resourcecentre.savethechildren.net/document/mapping-child-protection-me-tools-final-report-unicef/

# **Section 5.** Sharing and distributing your Child Safeguarding and Protection Policy

## 1. Distributing your Child Safeguarding and Protection Policy

Your Child Safeguarding and Protection Policy should be given to:

- Everyone 'working' in your organisation.

- Children - It is important to develop a child friendly version of the Policy. This should provide children with clear guidance about who they can turn to, and how they can share any protection concerns - if they are victims, witnesses, or know someone else who is at risk of harm.

- Partner organisations

- Other stakeholders, including parents and other primary caregivers and people working in other organisations with whom you have contact with. (You might consider inviting them to information sessions so that you can explain the Policy.)

## 2. A Child Safeguarding and Protection Policy statement

One way of letting people know you have a Child Safeguarding and Protection Policy is to produce and distribute a Child Safeguarding and Protection Policy Statement. This is a short document (no longer that 1 or 2 pages) that lets everyone know your organisation's intention to safeguard children and how you will do it. This statement should provide clear information about the different elements of your Policy including a few sentences on each the following:

- How your organisation's has a commitment to keeping children safe.

- The person/body in the organisation with overall responsibility for protection.

- Who the Child Safeguarding and Protection Policy applies to.

- The role of the key person (the Child Safeguarding Lead) in your organisation with responsibility for safeguarding and protection.

- The role and responsibilities of others in your organisation for protection e.g. if you have a protection group/committee.

- A few words explaining how your Child Safeguarding and Protection Policy will work. For example, how your organisation will:

  » promote and prioritise the safety and wellbeing of children.
  » ensure everyone understands their roles and responsibilities to safeguard children.
  » ensure appropriate action is taken in the event someone reports a protection concerns and what these actions will include.
  » ensure the process will take care to maintain confidentiality.

» prevent the engagement of unsuitable adults in the organisation.

» what will happen if someone fails to comply with the Policy and procedures.

The statement should then be signed and dated by the most senior person in the organisation who has responsibility for protection

You should also create a **child friendly version** of the statement.

There is no one single standardised format for a Child Safeguarding and Protection Policy statement but some **examples of Child Safeguarding and Protection Policy statements** can be found at these links:
https://mantellgwynedd.com/downloads/280114-safeguarding-policy-template-eng.pdf

https://mantellgwynedd.com/downloads/280114-sample-protection-Policy-statement.pdf

https://thecpsu.org.uk/media/446145/sample-protection-Policy-statement.pdf
https://thecpsu.org.uk/resource-library/policies/sample-safeguarding-policy-statement/

https://www.sos-childrensvillages.org/getmedia/4e73783b-610a-473b-b40c-d7e7e6f14797/Child_protection_Policy_English_version_2017.pdf

https://www.foroige.ie/sites/default/files/child_protection_statement_2022-webfinal.pdf

https://www.belongto.org/wp-content/uploads/2018/01/Child-Protection-Statement.pdf
https://www.belongto.org/app/uploads/2024/03/Child-Safegaurding-Statement-March-2024-signed.pdf

https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-protection-statement/child-protection-statement-template.pdf
https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/child-safeguarding-statement/

# **Section 6.** Monitoring and evaluation of the Child Safeguarding and Protection Policy

The use and impact of your Child Safeguarding and Protection Policy should be regularly monitored and evaluated. To do this you should consider:

- Measuring if and how the Policy has been distributed and understood.

- Measuring the use of the Policy– e.g. who is using it and how well the different procedures are being carried out.

- Measuring any impact it has had on protection children.

- Who is involved in making recommendations for any revision of the Policy based upon the findings of the evaluation.

It is recommended you carry out further child protection risk assessments at regular intervals. This will help you find out if any positive changes have occurred and if there is need to make further changes.

# Good luck with the writing of your **child safeguarding and protection policy**

# ANNEXES

## Annex 1.  Recognising indications of potential abuse
(adapted from Kidscape: https://www.kidscape.org.uk/)

**Possible signs of physical abuse**
- Unexplained recurrent injuries or burns

- Improbable excuses or refusal to explain injuries

- Wearing clothes to cover injuries, even in hot weather

- Refusal to undress for gym

- Bald patches

- Chronic running away

- Fear of medical help or examination

- Self-destructive tendencies

- Aggression towards others

- Fear of physical contact – shrinking back if touched

- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to "make him study")

- Fear of suspected abuser being contacted

**Possible signs of emotional abuse**
- Physical, mental and emotional development lags

- Sudden speech disorders

- Continual self-depreciation ("I'm stupid, ugly, worthless, etc.")

- Overreaction to mistakes

- Extreme fear of any new situation

- Inappropriate response to pain ("I deserve this")

- Neurotic behaviour (rocking, hair twisting, self-mutilation)

- Extremes of passivity or aggression

**Possible signs of neglect**
- Constant hunger

- Poor personal hygiene

- Constant tiredness

- Poor state of clothing

- Emaciation

- Untreated medical problems

- No social relationships

- Compulsive scavenging

- Destructive tendencies

**Possible signs of sexual abuse:**
- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age

- Medical problems such as chronic itching, pain in the genitals, sexually transmitted infections (STIs), pregnancy

- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia

- Personality changes such as becoming insecure or clinging

- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys

- Sudden loss of appetite or compulsive eating

- Being isolated or withdrawn

- Inability to concentrate

- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder

- Starting to wet again, day or night/nightmares

- Become worried about clothing being removed

- Suddenly drawing sexually explicit pictures

- Trying to be "ultra-good" or perfect; overreacting to criticism

A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

# Annex 2. Conducting risk assessments

To develop effective policies and practices that protect children you must understand all the reasons they might be at risk of harm whilst in contact with people they come into contact with and the locations they are most at risk.

To ensure projects do not directly or inadvertently harm children, it is important to carefully evaluate the different risks a project might directly or inadvertently cause.

All of this information can be achieved by undertaking different risk assessments.

**Safeguarding risk assessments undertaken by adults**
A risk assessment should be a participatory process involving adults working in your organisation. It should identify the times, places etc. that different adults carrying out projects for your organisations come into contact with children. Remember, violence against children can happen in places and spaces that may be out of the vision of other adults. This includes in changing rooms, toilets and shower rooms for example. It is important to consider the possibilities adults might have to be alone with a child: for example, if you are providing residential care and children have their own bedrooms that staff can enter, or if sports coaches or teachers are giving one to one lessons.

**Safeguarding risk assessments with children**
It is also important to carry out a risk assessment with children themselves.  They will know a lot about the risks that exist, as well as having good ideas about ways they could be addressed.  However, asking children and young people to talk about, and maybe reveal times, events and spaces in which children are, or have been, more exposed to abuse is a sensitive process. It can bring back memories of actual experiences. So it is important to make sure the way you gather information is safe, guarantees confidentiality, and thinks about how to look after the children involved in the assessment. That means a risk assessment should be led by those trained to undertake such exercises and carefully led by adults that children have identified as people they trust.

An example of a risk assessment in a school might be a mapping exercise. For example asking children to draw a map of the school, to walk around the schools, and to use colorbred stickers to show where they feel safe or unsafe from adults (e.g. green for safe – red for unsafe).  Or if this might be highly sensitive, this exercise could be undertaken by individual children followed up with one on one discussions.  You might also think about carrying out an anonymous survey with children about the risks they face when engaging with members who 'work' for your organisation.

**Project risk assessment**
The check list below might also help you consider some of the different steps to be taken when undertaking an assessment of a project to see if it poses child protection risks and whether everyone who will potentially come into contact with children understand the duty to safeguard children.

|  |  | Tick when assessed |
|---|---|---|
| Safeguarding Inside your organisation | Have you identified all the people working volunteering or directly associated in another way with your organisation, that will be involved in the design and implementation of the project?<br><br>Have all those working, volunteering or associated in another way with your organisation who will be involved in the project read and signed your organisation's Child Safeguarding and Protection Policy and Code of Conduct? |  |
| Safeguarding inside partner organisations | Have assessments of your partner organisations included an evaluation of their knowledge and understanding of child safeguarding and protection? Do they have a Child Safeguarding and Protection Policy? Is there are need to help them develop child safeguarding and protection capacity?<br><br>Have you inserted child protection clauses in any contract or other form of written agreement you have with a partner organisation?<br><br>Do all adults working for, and associated with, partner organisations - and others responsible for implementation of the project - understand their obligations to safeguard children (e.g. teachers, health workers, builders, consultants, researchers etc.) Have they signed a Child Safeguarding Code of Conduct agreement? |  |
| Project risk assessments | Has the design of each project incorporated a child protection risk assessment? Have children been involved in a risk assessment? Do you know what makes them feel safe/unsafe and where do they feel safe and unsafe?<br><br>Does the project deliver services to adults which may inadvertently affect children and place them at risk of harm e.g. an income generation scheme that results in young children being left home alone, taken to sit at the side of a road all day, or left in the care of strangers whilst their parents work. Or an employment project that ends up using child labour? |  |
| Who else might come into contact with children | Have you anticipated who else might come into contact with children in the projects you run or support – visitors, donors, journalists, researchers, external evaluators etc.? Do you or your partners have a process for ensuring they sign a child protection code of conduct agreement? |  |

| | | |
|---|---|---|
| Who are the children that will be the direct recipients of the project | Is there anything that might make children who are direct recipients of the project particularly vulnerable to risk of abuse, e.g. gender, age, disability, levels of education, socio-economic background etc.?<br><br>Do children know where to go for help if they feel unsafe or are being abused? | |
| Location of the projects | If children are direct recipients of projects, is it safe for children to travel to and from the location etc.? | |
| Monitoring and evaluation | Do monitoring and evaluation processes also take child protection into consideration? | |

**More information on risk mapping with children** can be found at the following websites:
   https://proceduresonline.com/trixcms1/media/7276/whats-happening-tool.pdf
file:///C:/Users/chris/Downloads/Whats_happening_tool.pdf (this tool can be adapted to fit the services and activities your organisation provides)

https://aifs.gov.au/sites/default/files/publication-documents/protection_through_participation_0.pdf (see pages 4 + 5)

## Annex 3. A Safeguarding Incident Report Form

A Safeguarding Incident Report Form should include all the information related to the child protection case. It provides information so that accurate decisions can be made. If more than one child is involved in the case, there should be a Form for each child.

The Safeguarding Incident Report Form should include the following information:
- Details of the person reporting the concern

- Name and address of the child

- Age/date of birth of the child

- Date, time and place of the alleged incident/s

- Name and address of the alleged adult/s involved

- Position in the organisation

- Nature of the alleged abusive behaviour

- The alleged adult's explanation of what did or did not happen

- Consideration of the alleged adult's previous conduct if applicable

- The child's explanation in their own words of what did or did not happen (please see below for more information on supporting and interviewing children)

- Any impact on the child

- The explanation of any witnesses or others who have relevant information

- Contact with parents or other legal primary caregivers

- A record of the answers to any questions that were asked of anyone interviewed

- Recommendations for actions to be taken

- Details of any recommended support/follow up for the child

- The date and time the Safeguarding Incident Report Form is finalised and passed to the Head of Office and Child Protection Group/Committee

- Signature of the Child Safeguarding Lead

Recording information should be detailed and precise. It should focus on what was said, what was observed, who was present, and what allegedly happened, and any impact on individuals.

**An example of a Child Safeguarding Incident Report Form** (in this instance called a Protection Unit Referral Form, can be found at this link:
https://www.protectionchildren.co.uk/professionals/forms-and-tools/
https://nawo.org.uk/wp-content/uploads/2020/07/Safeguarding-Form.pdf

## Annex 4. How to respond, listen to, and care for a child of concern

It is important to respond to and support a child in a child friendly manner. This includes:

- Responding with a child-centred, gender sensitive, and non-judgemental approach.

- Reacting positively and calmly in a supportive and caring manner.

- Not promising a child their information will necessarily remain confidential and explaining what this means, who you might have to share information with, and why.

- Being compassionate, understanding and reassuring and let a child know they will always be supported.

- Provide a comfortable and quiet space where you can speak with a child privately.

One appropriate way of connecting with children is through 'active listening'. You can find some advice on how to implement active listening in the panel below.

**Active listening**

Active listening is when you very carefully listen to the child without immediately offering advice or suggestions. Your aim is to understand what the child is saying and to let them know that you really hear them. Here are some steps to consider in this process.

- Listen carefully by giving your full attention to the child when they are speaking. Make sure you do not give the impression you are not interested in what they are saying or it is unimportant or 'boring'. For example, do not be distracted by checking your mobile phone or checking the time on your watch when listening to them.

- Showing you are listening by maintaining eye contact, nodding your head, saying 'yes' or simply encouraging to continue by saying 'go on', 'ok', and using your voice to encourage someone by saying 'aha' etc.

- Try to understand the emotional content of what the child is telling you as well as the facts. This means recognising and responding to a child's body language. For example, do they seem angry? frightened? depressed?

- Let the child know that you have been listening and you understand what they are telling you by rephrasing what they say and relaying this back to them.

- Avoid the use of leading questions. Use encouraging open questions such as: 'Can you tell me more about this' or 'could you give an example'.

- Wait for the child to go at their own pace. Take time, respect pauses, and do not interrupt them when they are speaking.

- Be patient - it may take several conversations before a child is fully able to share what or what has not happened to them.

- If the child has challenges in communicating, as for example due to a disability or because of their young age, you can try to communicate your understanding in a non-verbal way or find help from someone who can communicate with them.

- Create a warm and non-threatening environment for the child. For example, whilst being mindful of their personal space, sit alongside them rather than behind a desk. Use soft seating if you can but also be mindful of maintaining comfortable personal space between the two of you. Sit at the same level as the child.

**Note:** It is important to build an organisational culture that is non-judgmental and offers training to adults so they can engage with children using 'active' listening techniques.

Training can help increase adults' confidence in recognising the indicators of abuse and understanding the different ways a child might try to share what they have experienced

Further information on active listening can be found here: https://www.skillsyouneed.com/ips/active-listening.html

https://www.skillsyouneed.com/ips/active-listening.html

https://plan-international.org/uploads/2022/01/2009_positive_discipline_part_5_en.pdf

https://plan-international.org/uploads/2022/01/2009_positive_discipline_part_5_en.pdf

# Annex 5. Examples of a safeguarding provision in contracts signed with a partner organisation.

Below is an example of the provisions inserted into **DANIDA partner agreements:**

**SAFEGUARDING AGAINST CHILD LABOUR AND SEXUAL EXPLOITATION, ABUSE AND HARASSMENT:**

The MFA's anti child labour clause has to be applied when the organisation signs agreements and contracts with partners:
"The Implementing Partner shall abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions. Any violation will be ground for immediate termination of the Agreement."

The MFA's **PSEAH clause** has to be applied when the organisation signs agreements and contracts with partners:
 "The Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (SEAH2) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Implementing Partner, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Implementing Partner receives reports of allegations of SEAH, the Implementing Partner will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action. Any violation of this clause will be ground for the immediate termination of this Agreement." Sexual harassment is understood as any kind of unwanted verbal, non-verbal or physical behavior of a sexual nature with the aim or impact that a person's dignity is violated, especially if it happens in a threatening, hostile, degrading, humiliating or offensive environment. Sexual exploitation is understood as attempts or actual abuse of position of power to exploit a person's vulnerability for sexual gain. This also applies to relationships where economic, social or political advantage is gained from another person on the basis of sexual exploitation. Sexual abuse can consist of either a threat of or actual physical abuse of a sexual nature.

Below is an example of the provisions inserted into **USAID partner agreements:**

**SAFEGUARDING AGAINST EXPLOITATION, SEXUAL ABUSE, CHILD ABUSE, AND CHILD NEGLECT:**

(Available at: https://www. usaid.gov/about-us/agency-policy/series-300/references-chapter/303mab)

(a) Definitions for the purposes of this provision.

"Agent" means any individual, including a director, an officer, or an independent contractor, authorized to act on behalf of an organization

"Child" means a person younger than 18 years of age.

"Child abuse" means emotional, physical, sexual, or any other ill-treatment carried out against a child by an adult.

"Child neglect" means failure to provide for a child's basic needs in the absence of the child's parent or guardian, when the care of the child is associated with the award activities.

"Emotional child abuse or ill-treatment" means injury to the psychological capacity or emotional stability of the child caused by acts, threats of acts, or coercive tactics.

"Employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

"Exploitation" constitutes any actual or attempted abuse of a position of vulnerability, differential power, or trust, including for the purposes of profiting monetarily, socially, or politically. When carried out for a sexual purpose this constitutes sexual exploitation.

"Physical child abuse" means acts or failures to act resulting in injury (not necessarily visible) or unnecessary or unjustified pain, or suffering without causing injury, harm, or risk of harm to a child's health or welfare, or death.

"Sexual abuse" constitutes any actual or threatened physical intrusion of a sexual nature toward another person whether by force or under unequal or coercive conditions. When carried out against a child by an adult, such conduct is considered sexual abuse even in the absence of force or unequal or coercive conditions.

(b) Requirements. In the performance of this award, the recipient must have and implement a set of publicly available standards, policies, or procedures to prevent, detect, address, and respond to allegations of exploitation, sexual abuse, child abuse, and child neglect that:

(1)     Prohibit employees, agents, interns, or any other persons provided access or contact with beneficiaries, from engaging in any exploitation, sexual abuse, child abuse, and child neglect of any person during the period of performance, supporting or advancing these actions, or intentionally ignoring, or failing to act upon allegations of these actions;

https://psea.interagencystandingcommittee.org/update/iasc-six-core-principles

(2)     Are consistent with the Inter-Agency Standing Committee's Six Core Principles Relating to Sexual Exploitation and Abuse, as amended, available at https://psea.interagencystandingcommittee.org/update/iasc-six-core-principles and the Keeping Children Safe Standards, available at https://www.keepingchildren safe.global/accountability/;

https://www.keepingchildrensafe.global/resources/

(3)     Require reporting of suspicions or concerns related to violations of the prohibitions in paragraph (1) to the recipient;

(4)     Require a "survivor-centered approach" for responding to alleged violations of the prohibitions. Such an approach must ensure the survivor's dignity, experiences, considerations, needs, and resiliencies are placed at the center of the process;

(5)     When a child is involved, require a "best interest of the child determination" for responding to alleged violations of the prohibitions. This determination considers the best possible outcome for a vulnerable child who has been exposed to violence, abuse, exploitation, or neglect;

(6)     Include remedies for violations;

(7)     Monitor sub-recipients, employees, agents, interns, or any other person provided access or contact with beneficiaries;

(8)     Details the actions that may be taken against sub-recipients, employees, agents, interns, or any

other person provided access or contact under the award who commit exploitation, sexual abuse, child abuse, and child neglect of any person, or who fail to take reasonable steps to prevent it; and

(9)       Provide transparency on hiring, screening, and employment practices, including on rehiring or transfer and referencing for subsequent employers.

(c) Compliance Plan. For awards exceeding $500,000, the recipient must develop, implement, and maintain a compliance plan, either in conjunction with or separate from the Trafficking in Persons Compliance Plan, that details risk analysis and mitigation measures that will be implemented during the period of performance of the award to prevent and address exploitation, sexual abuse, child abuse, and child neglect of any person, consistent with the requirements in paragraph (b) of this provision.

(1)      The recipient's compliance plan must be appropriate to the size and complexity of the award and  to the nature and scope of the activities, including the particular risks presented by the operating context. The plan must include, at a minimum, the following:

(i)       Reasonable measures to reduce the risk of exploitation, sexual abuse, child abuse, and child neglect. Where implementation of projects under this award may involve children, this includes limiting unsupervised interactions with children and complying with applicable laws, regulations, or customs regarding harmful image-generating activities of children;

(ii)      An awareness program to inform employees, agents, interns, or any other person provided access or contact with beneficiaries about the requirements of this provision, including the activities prohibited, the action that will be taken in response to violations, and the mechanism(s) for reporting allegations;

(iii)      A description of how beneficiaries and local community members:

A.      Are made aware of the prohibited activities,

B.       How they may report allegations, and

C. How (A) and (B) are carried out in a manner that is inclusive, culturally appropriate, and sensitive to the context;

(iv)      Safe, accessible, and publicly available reporting mechanism(s) that may be integrated with any existing or similar such mechanisms, for anyone to confidentially report exploitation, sexual abuse, child abuse, and child neglect, with appropriate safeguards to protect whistleblowers and survivors, including express protection against retaliation for reporting, and documented procedures for protecting personally identifiable information (PII) from unauthorized access and disclosure; and

(v)       Appropriate measures to protect survivors of, or witnesses to, activities prohibited in paragraph (b) (1) of this provision and not prevent or hinder cooperating fully with U.S. Government authorities.

(2)      The recipient must provide a copy of the compliance plan to the Agreement Officer upon request.

(d) Notification.

(1)      The recipient must immediately inform, in writing, the Bureau for Management, Office of Management Policy, Budget, and Performance, Responsibility, Safeguarding, and Compliance Division (M/MPBP/RSC) at disclosures@usaid.gov, with a copy to the Agreement Officer, and the USAID Office of Inspector General (OIG) whenever the recipient receives credible information from any source that alleges

the recipient, sub-recipient, employee, agent, intern, or any other person provided access or contact with beneficiaries under the award has engaged in activities prohibited in paragraph (b)(1) of this provision; and

(2)     As soon as practicable, the recipient must provide in writing, as specified above: (i) additional information on any actions planned or taken in response to the allegation; and (ii) any actions planned or taken to assess, address, or mitigate factors that contributed to the incident.

(3)     The Agreement Officer authorizes M/MPBP/RSC to correspond with the recipient for further information relating to the notification.

(4)      In providing any notifications under this subsection, the recipient should not share PII, unless specifically requested by the Agency or USAID OIG.

(e) Remedies. In addition to other remedies available to the U.S. Government, the recipient's failure to comply with the requirements of paragraphs (b), (c), and (d) of this provision may also result in the Agency initiating suspension or debarment proceedings.

(f) Sub-recipients. The recipient must insert the terms of this provision, including this paragraph (f), in all Sub-awards except to require sub-recipients to notify the recipient. The recipient must forward such notifications as required in paragraph (d).

[End of Provision]