

CHILD SAFEGUARD
POLICY OF **ABD**

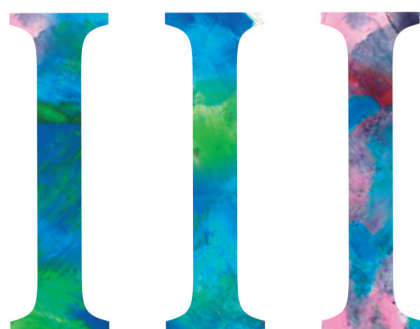


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INTRODUCTION

INTRODUCTION

Childhood is an especially vulnerable phase; the human being has not yet finished developing physically or mentally. Because we believe that children have the right to be protected from harm and that they require a special attention, we have elaborated a Child Safeguard Policy that establishes the main points that any person involved with ABD must follow on this matter.

We are compromised with children's well-being and in that spirit we have develop an strict policy that has a clear set of guidelines for staff, volunteers, representatives supporters, trustees or visitors about how to keep children safe and to respond to children concerns.

The aim of the policy is to prevent and protect minors from abuse, maltreatment and exploitation, as well as promoting health, development and well-being of children and creating safe environments. We are committed to work and act in a way that protects them and we consider the responsibility to develop the awareness of the issue.

With our Child Safeguard Policy we want to ensure that ABD takes all possible steps to assure the protection of children against all forms of child abuse. This policy gives an overview of the responsibilities for any ABD's participant o collaborator and is meant to be useful tool for any other social entity or enterprise that works directly or indirectly for children's wellbeing.





POLICY

POLICY

1. The purpose of the policy:

- To protect from harm children and young people who are attending the ABD projects. This includes all the children who use or receive our services and/or take part in the organized activities and/or events;
- To provide staff, volunteers, representatives, supporters, trustees or visitors of our work with the overarching principles that guide the approach to child protection;
- To regulate how we work so that the children with whom we are in direct or indirect contact are safeguarded.

2. Policy statement:

ABD Asociación Bienestar y Desarrollo and all those working with or on behalf of ABD believe that children should never experience abuse of any kind. We are responsible of promotion of the welfare of all children and young people and of keeping them safe. The aim of the policy is to prevent and protect minors from abuse, maltreatment and exploitation, promoting health, development and well-being of children and creating safe environments. We are committed to work and act in a way that protects them and we consider the responsibility to develop the awareness of the issue.

- The Safeguarding Policy applies to all those working within or on behalf of the ABD projects (e.g. staff, volunteers, representatives, supporters, trustees, occasional workers or visitors of our work). By

agreeing to work with/for the project leaders, it is implied that the terms and conditions of the Safeguarding Policy have been accepted as a condition of involvement;

- Depending on the nature of the undertaken work, the role of the worker and her or his personal experience and background, specialist training regarding child protection, safeguarding and welfare should be provided;
- All those who participate in any project are required to sign and strictly obey the Code of Conduct (Attachment number 1) as a condition of their involvement in the project;
- In case of any doubt all adults are personally responsible to seek any further necessary clarification where they are not clear about what is expected of them;
- Breaching the Code of Conduct or contravening the Child Safeguard Policy may lead to suspension;
- The Safeguarding Policy applies to all children regardless of gender, ethnicity, disability, sexuality, religion and any other factor;
- We will endeavor to safeguard children by:
 - Ensuring all interested parties are subject to careful and safe recruitment and selection;
 - Adopting a Code of Conduct for working with and interacting with children;
 - Establishing clear procedures for responding and reporting on child protection matters;
 - Designating the Child Safeguarding Officers (CSO)
 - Ensuring all interested parties (especially staff, partner organizations, volunteers, representatives, supporters, trustees or visitors of our work, parents/careers, communities where the project is carried out) are aware of our safeguarding policy and reporting procedures.

3. Legal framework:

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- International Covenant on Civil and Political Rights, United Nations, 1966

- EU Charter of Fundamental Rights, especially the 24th article referencing to the rights of minors
- European Convention on the Exercise of Children's Rights 1996
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse
- Ley Orgánica 8/2015, de 22 de julio, de modificación del sistema de protección a la infancia y a la adolescencia, Jefatura del Estado del Gobierno de España
- Relevant government guidance on safeguarding children
- Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data (Data Protection Directive), 1995

4. Definitions:

Child or Children: Anyone under 18 years of age.

Child Abuse: Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect and Negligent Treatment, Sexual Abuse, and Sexual Exploitation.

- Physical Abuse: The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture);
- Emotional abuse: Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, humiliating, degrading, bullying, threatening, scaring, discriminating, ridiculing, solitary confinement and isolation, restriction of movement or other non-physical forms of hostile or rejecting treatment;
- Neglect/negligent treatment: Persistent failure to meet a child's basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment;

- **Sexual abuse:** All forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material;
- **Sexual exploitation:** 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. This includes exchange of assistance due to children benefiting from Save the Children programming. The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense.

Direct contact with children: Being in the physical presence of children whether contact is occasional or regular, short or long term. This includes providing services or engaging children and families in projects.

Indirect contact with children: Having access to information on children, such as children's names, locations (addresses of individuals or organizations/schools/projects), photographs or case studies; social media access to children or their information. Albeit indirectly, this nonetheless has an impact on children, and therefore a responsibility arises for child safeguarding and protection. [This list of examples is not exhaustive].

Partner organizations: An independent organization that ABD co-operates with to achieve shared goals. For simplicity this policy will refer to the Implementing Partner: Usually a Non-Governmental Organization (NGO) or Community Based Organization (CBO) that implement projects, provide services or run advocacy, campaigns, policy work in the fields where we work.

The partnership may be based on a shared project.

ABD direct programme/projects: Projects or services that are directly implemented or provided by ABD and its staff, volunteers, contractors.
Partnership programme/projects: Projects or services that are managed and implemented by a Partner Organization but for which ABD has a partnership agreement and/or provides funds to support.

Representatives of ABD: Employees, volunteers, interns, consultants, Board members, Partners and others who work with children on ABD's behalf, visit ABD's programs, or who have access to sensitive information about children in ABD's programs.



PEOPLE

5. Awareness rising/risk mitigation:

To mitigate the possible risks and to raise awareness between all the stakeholders including children participating in the any ABD projects we create and adopt the following preventive measures:

- Staff, partner organizations, volunteers, representatives, supporters, trustees or visitors of our work, parents/careers, communities and other stakeholders should be aware of the Child Safeguarding Policy and reporting procedures. The rules should be accessible to all the interested parties at any time;
- The original version of the Child Safeguarding Policy should be translated into local languages and made available and comprehensible. Depending on the context and special, local needs this should be provided in various formats like paper documents and pdf files as well as illustrated posters or booklets;
- Each staff member should be aware of child protection issue and should be provided with necessary materials corresponding to undertaken work, her or his role, experience and background;
- Special consideration must be given while raising awareness about the policy and ways of self-protection between children;
- Before activities within undertaken projects are conducted, the written permission of both parents and children must be obtained;
- Each participant is obliged to report any concern of child abuse to the Child Safeguarding Policy and to the relevant country authorities and law forces is necessary;

- Always when possible 'two-adult rule' should be followed;
- Staff, volunteers and any third party engaged in any Project must be supervised on a regular basis and should be provided with the opportunity to participate in debates regarding child protection issues;
- Safeguarding must be considered and constantly reviewed at every stage;



- Involved in the project should not discriminate, show differential treatment towards, or in favor of particular children;
- Safe recruitment:
 - Recruitment procedures must be based on a detailed analysis of each job to be undertaken and of the level of contact with a children (either direct or indirect);
 - Until the safe recruitment process is not fulfilled the work should not commence. Some exceptional circumstances will be recognized as there may be a long delay. In such cases, additional measures must be placed to be confident about the mitigation of risk of harm to children.
 - Documentation and evidences of a safe recruitment process must be kept until the end of the Project and once it is finished, the information must be kept or destroyed in accordance with applicable data protection rules;
 - All of the candidates willing to participate in the Project are required to present their background and/or good character certification and will be a subject of criminal record checks (especially the Certificate of Sexual Offences);
 - All prospective project staff, volunteers and representatives will be asked to sign a declaration of criminal convictions as part of the application process. During the interview process applicants will be asked about previous work with children;
 - Each participant is provided with a copy of the Child Safeguarding Policy in original and translated into his/her language version.

6. Child Safeguarding Officer:

There will be a Child Safeguarding Officer designated. The role of the CSO is to:

- Promote awareness of the Child Safeguarding Policy and reporting procedures among all the stakeholders so as to make them all conscious of the policy and the personal responsibilities regarding the participation in the projects;
- To train and enable others to provide inductions or briefings in relation to the existing Child Safeguarding Policy;
- To contact, support and assist teams in the implementation of the Child Safeguarding Policy;
- To assist ABD'S Human Resources Manager [or person with HR responsibilities] in the induction and training on child safeguarding matters, this includes advising on any specific child safeguarding trainings and safe recruitment process;
- To be the focal point for receiving reports of child protection concerns, suspicions of abuse of minors or disclosures;
- To be the focal point for receiving reports of child protection concerns or disclosures;
- To keep secure written records and advise of appropriate keeping of children's data;
- To seek advice from senior management, relevant bodies and to be in touch with relevant country authorities and law forces (e.g. police or social services);
- To advice and recommend on review, actualization or amendment of the Child Safeguarding Policy and procedures in accordance with changes in legislation or best practices.

It is not the role of a CSO to decide if a child has been abused or take sole responsibility for decisions and actions following a reported concern, rather their role is to ensure reported concerns are handled according to this policy, enabling ABD to fulfill its organizational responsibility.

The project leaders will ensure that its designated CSOs receives appropriate training to fulfill this role which will be specifically addressed as a part of personal development plans and annual appraisal processes.

It should be underlined, understood and widely accepted that the Child Safeguarding Officer is not solely responsible for child safeguarding as the responsibility on the matter rests with each person engaged in the project.

7. Partners:

ABD requires all its Partner Organizations to be committed to implement and follow the Child Safeguarding Policy and to have (or to commit to a timescale for putting in place) policies and practices that protect children from harm and prevent any kind of abuses including the physical, sexual and emotional ones.

- While selecting partner organizations, special consideration should be made with respect to the potential partner's suitability and experience in working with children;
- Signing the Statement of Commitment is a pre-requisite and requirement for a partnership with the leader organization ABD Welfare and Development Association Barcelona;
- Implementing partners with existing Child Protection Policies are required to:
 - Submit a copy of the policy to ABD's Programme & Partnerships Manager. If there are any queries or gaps in the policy, ABD will discuss this with the organization concerned to agree any changes that may be required;
 - Provide ABD with the name of a Child Protection Officer (or lead person) within the organization with responsibility for and communication on child protection issues;
 - Sign ABD's "Statement of Commitment" to child safeguarding.
- Implementing partners without an existing Child Protection Policy are required to:
 - To develop their own Child Protection Policy or adapt ABD's own Child Safeguarding Policy for their own use (assistance with either process will be available from ABD Representative or Programme & Partnerships Manager) within the previously stated time;
 - Sign the "Statement of Commitment" before an Agreement or receiving any funds;
 - Provide the contact name of a CSO within the organization to be the contact for communication on child protection issues;



8. Code of Conduct:

- ABD has a Code of Conduct that gives clear boundaries for behaviour when working and inter-acting with children. The “Code of Conduct” can be found in Annex 1 and it applies to all ABD staff, volunteers, representatives, consultants, contractors and visitors to ABD’s projects.
- The Code of conduct should be displayed and accessible at any moment to all the interested parties;
- Any breach of the Code of Conduct must be reported. In case of the persons connected to ADB this must be reported to the line manager. In case of visitors, partners or any kind of a third party the concern should be reported to any ABD member of staff who is in turn obliged to report this to his or her line manager as previously stated. Any concern must be reported to the CSO;
- All the reported breaches will be investigated and the adequate steps will be taken;
- Breaches of the Code of Conduct may lead to suspension as stated in the second paragraph Policy Statement;
- The ADB Project leaders will ensure all the partner organizations, participating children, families and any third parties are aware of the Code of Conduct and the corresponding reporting process.



PROCEDURES

PROCEDURES

9. Children's data:

A child as a human being in the complete sense of the world is a subject of all the rights of a person which includes the right to the personal data protection. The core principle of all the projects that involve contact with children is the one of the best interest of children and their right to privacy. Accordingly, we are committed to:

- Keeping personal data and information about children and their families safe in locked cabinets and/or password-protected electronic files/folders with strictly selected staff that need to know this information;
- Keeping secure any information related to child protection concern, abuse suspicion or disclosure, electronic correspondence on the matter will be conducted with restrictions – password-protected, controlled documents;
- The transfer of personal information collected to third parties must be subject to the explicit and verifiable consent of the child's parent/ carer;
- Anyone working with the personal data is obliged to follow the Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

10. Marketing & Media Materials:

It is unquestionable that apart from protecting the personal data of children, we are concerned about any kind of the protection of children and in the context of the online environment and the growing perception of new technologies also used in our Project we establish the rules that follow:

- Ensure the dissemination of the images of children's home, community or environment is not compromised;
- If parental or legal representative consent is necessary, some safeguards should be applied in order to ensure the protection of the child;
- Be accompanied by other Project member while preparing videos, taking photos, etc.;
- Obtain the consent from the child and the parent/carer to make a report;
- Ensure that the child does not pose in any inappropriate manner (the images should not be provocative);
- Do not take or publish photos of children who are naked, dresses inappropriately;
- Do respect the child's dignity and the right to privacy;
- Do not publish the images or written materials that could be used to identify the protagonist, his or her living conditions or the address;
- Any web forum or social network established or linked to the Project should be continuously monitored to ensure there is no risk of children's abuse. Any information that would pose risk to the children must be removed immediately by any project member;
- Any material from the partner organization needs a written permission it could be further used by the ABD;
- Individuals or organizations requesting the use of project's resources such as images or written materials are required to sign an agreement with the leaders (ABD) as to the proper use of such materials. Failure to adhere to the agreed use of the material will result in the termination of the organization's permission to use the subject materials and/or require immediate return of all materials (including any copies made) provided by the organization and could be subject to legal action;

Every child has a right to be represented with dignity. Text and pictures included in any print, broadcast or electronic materials such as brochures, publications, reports, videos or websites should depict an adequate and balanced image of children and their circumstances. Sufficient information should be provided where possible as to their social, cultural and economic environment;

Guidelines on taking and using images or stories from children will be provided for all the Project participants and the interested parties so as to ensure the child safeguarding standards.

11. Reporting Concerns or Disclosures and Policy Implementation:

A disclosure is when a child tells a person that they have been or are being abused.

A concern is a possibility or suspicion that a child is suffering or is at risk of abuse.

- Reports on concerns and/or disclosures might be received from a variety of sources like staff members, partner organizations members, volunteers, children, families, community members and so on. No matter the origin all the reports must be taken seriously;
- Each report with no exceptions must be passed to the CSO;
- The decision about the child protection and the investigation of the case must not be carried out by the individual worker in isolation;
- Local contacts with child protection agencies and law enforcement should be identified in advance to enable a referral to an outside agency if required to protect the child. Contact details should be accessible to any interested party to make the process of reporting fluent and transparent;
- Any interested party should be made aware what and how practically report the incident and how to deal with a child victim of violation.



12. Responding to Child Safeguarding Incidents:

Any allegation of a violation of the Policy will be taken seriously as the welfare, safety and health of children are of prime importance. The Child Safeguard Officer is responsible to ensure all credible allegations are tracked and all those who are involved in the Project are obliged to cooperate with the investigation as well as to preserve all the records related to any kind of violation or suspicion of one. The steps to be undertaken in case of the Child Safeguarding Incident:

- 🌍 Initial assessment: once the report of a violation is receipted, the initial assessment will be done. Any further action will be noted and preserved on the Reporting Form (annex 3). Previously designated team with the CSO will consider all the circumstances occurred, analyse the case with advice of applicable official authorities if necessary and then define next steps;
- 🌱 The CSO will demand any information necessary so as to be able to investigate the case properly and take appropriate further steps;
- 🌸 The applicable official authorities could be police, social workers, children's services or others depending on the incident. The report must be done as soon as possible within the period of time not exceeding one working day;
- 🌍 All the records that relate to child abuse disclosures or concerns are confidential and must be treated with the highest security measures on the 'need-to-know' basis.



ACCOUNTABILITY

ACCOUNTABILITY

13. Monitoring and reviews:

To ensure we make no harm to children we are committed to monitor and review constantly and regularly our safeguarding measures.

- The activities to be undertaken will be monitored at all levels including the implementation process, its duration and finalization;
- All the activities before conducting them will be assessed according to the Risk Assessment Form (Annex 3);
- Self-assessment will be done annually,
- Each time the overall post-assessment will be done by the external entity;
- Ensuring the Policy is being implemented at any time is a responsible of everyone;
- Each partner is obliged to do a self-assessment of safeguarding and implementation of the Policy within the previously stated period of time; the assessment will be done using a prescribed template;
- According to the self-assessments the Child Safeguarding Policy will be actualized and amended any time needed.



ANNEX I



ABD's Code of Conduct

This code of conduct sets out rules for what is, and is not, appropriate and acceptable behaviour around children. These are designed to protect children but are also intended to protect adults from false accusations of inappropriate behaviour or abuse.

This Code of Conduct applies to ALL ABD staff, volunteers, consultants, contractors, trustees, advisory committee members, patrons, other ABD representatives and supporters or visitors to our projects.

In case of doubt do not hesitate to seek for advice from ABD's Child Safeguarding Officer or any ABD staff member.

Key Principles

- Remember you are in a position of trust and always behave professionally and appropriately. Speak and act in a way that respects children, treats them fairly, equally and keeps them safe from harm.
- As an adult you are always the responsible person responsible of your actions. Mistaken belief in the age of a child is not a defence.
- Always report any disclosure or concern about a child or the behaviour of another person, no matter who this is.

DON'TS

- Carry out physical punishments, hit, slap or pinch a child; restrain or hold a child in a way that causes physical pain or discomfort.
- Do things of a personal nature that children could do themselves, including dressing, removing clothing, bathing or personal grooming. Where your role is to provide intimate care to children (e.g. young or with special needs) follow the guidelines given for these roles strictly.
- Be alone with a child, including (but this is not an exhaustive list) in the following situations: in a car (no matter how short the journey); overnight (no matter where the accommodation); share a room or a bed with a child; visit a child's home unaccompanied even if with a parent/carer; invite a child to your home. Where your role may require these (e.g. home visits) or where it may occur as a part of your role (e.g. escorting children on trips or to hospital) follow the guidelines given for these roles strictly.

If you end up in any of these situations you must report this immediately to your manager explaining the situation surrounding the incident. This report must be sent to the CSO for that country.

- Engage in or allow sexually provocative games with children to take place; kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way; expose children to sexually explicit images and media materials (magazines, videos etc) or use sexually suggestive language to, about or in front of a child.
- Use language or behave in ways that may frighten, embarrass, shame or humiliate a child; use derogatory language or show discrimination on grounds of race, culture, age, gender, disability, religion, sexuality, or political persuasion.
- Give alcohol, drugs or cigarettes to children; drink, smoke or use drugs in front of children.
- Show favouritism or make promises e.g. “I will pay for you to go school” “I will send you a football kit when I get home”
- Share your personal contact details (phone, email or personal social media details) with a child.

DOS

- Wait for appropriate physical contact, to be initiated by the child e.g. holding hands.
- Use the “two-adult” rule, wherein two or more adults supervise all activities where children are involved and are present at all times.
- Be aware of the potential for child to child (peer) abuse; develop special measures/supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children); report any peer-to-peer abuse or concerns about sexual activity between children as this will also constitute abuse (by a child towards another child).
- Report inappropriate language or behaviour and other breaches of this Code of Conduct to your line manager or Child Safeguarding Officer directly.
- Seek advice from your manager, Child Safeguarding Officer or ABD staff member if in any doubt considering appropriate behaviour and interactions with children.



Sexual Activity, Relationships and Exploitation

- A sexual activity with a child is always prohibited, regardless of the legal age of consent in the country concerned. Mistaken belief of the age of the child is not a defence. In most cases and countries a sexual relationship with a child will also be illegal and will be reported to police/law enforcers but even if not illegal would be a breach of this policy. A child is not in a position to give consent and so the relationship is not consensual.
- Sexual relationships between ABD staff, volunteers, representatives and young people in our projects (albeit over the age of 18) are prohibited.
- Exchange of money, employment, goods or services for sex between ABD staff, volunteers, representatives or visitors to our projects and beneficiaries in ABD's direct or partnership projects is prohibited. This includes exchange of services/assistance that is due to those beneficiaries.

Employment of children

- ABD Staff, volunteers and representatives should not employ children as "house help" or otherwise employ children below the age of 18 regardless of the legal working age in that country.

Giving and Receiving of Gifts

Gifts are usually given, and received, with good intentions. ABD does not want to prohibit these. However, in some contexts or between people of different situations (e.g. a mother with little money and a relatively wealthy employee at ABD or visitor) gifts could be used negatively and become a part of grooming, leading into the abuse of vulnerable children.

For this reason you should speak to ABDs Programme Manager or Country Representative if you wish to give a gift, so that the appropriateness of this can be discussed and if given it is done transparently. The giving of gifts (even with this agreement of ABD) should never be a regular pattern.

If you are offered a gift by a specific child/parent (rather than a whole project) then politely decline or if this would cause offence then inform member of ABD staff so that it can be recorded and a decision made on whether it should be kept, shared amongst the team or returned. A gift is something of monetary value where it appears the person has had to purchase or give something of value relative to their means.

STATEMENT OF COMMITMENT

To ABD for Children's Child Safeguarding Policy

1) FOR INDIVIDUALS (ABD staff, volunteers, representatives and consultants and contractors)

"I *[name of individual]* have read and understood ABD's Child Safeguarding Policy including ABD's Code of Conduct and the guidelines contained within it.

I agree with the principles contained in the Policy and undertake to comply fully with its requirements while working/associated with ABD.

I accept that I am subject to policies and procedures outlined in the policy document and shall be bound by them.

(Print name)

(Job title / role at ABD)

(Signature)

(Date)

2) FOR INDIVIDUALS (ABD supporters or visitors to projects)

"I *[name of individual]* have read and understood ABD's "A Guide to ABD's Child Safeguarding Policy and Code of Conduct for Supporters and Visitors".

I agree with the principles contained in the Policy and undertake to comply fully with its requirements while working/associated with ABD.

I accept that I am subject to policies and procedures outlined in the policy document and shall be bound by them.

(Print name)

(Job title / role at ABD)

(Signature)

(Date)



3) FOR ORGANISATIONS

“I, *[name of individual]* on behalf of *[name of organisation]* have read and understood the ABD’s Child Safeguarding Policy.

[name of organisation] agrees with the principles contained therein and accepts the importance of implementing Child Safeguarding Policies and Practice in its work.

[name of organisation], commits to: (* delete as applicable)

- * submitting its existing Child Protection Policy to HOPE for assessment (or)
- * developing its own Child Protection Policy for implementation within 3 months of this statement.

The designated contact person within *[name of organisation]*, responsible for communication with ABD on child protection issues is *[name of individual]* and their contact details are *[contact details]*

_____	_____
(Print name)	(Job title / role at ABD)
_____	_____
(Signature)	(Date)

ANNEX

II



REPORTING FORM

This template form will be used by any interested in the project party to record and report any disclosure or suspicion of abuse. The completed form should be sent to the Child Safeguard Officer immediately once the incident occurs.

Your name	Your position
Place of work	Contact phone number

The child's details

Name
Address/phone number
Date of birth
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>
Parent/carer details

Details of the allegations/suspensions

Are you recording:
<input checked="" type="radio"/> Disclosure made directly to you by the child? <input type="radio"/> Disclosure or suspicions from a third party? <input type="radio"/> Your suspicions or concerns?
Date, time and place of disclosure
Date, time and place of incident
Details of the allegation/suspensions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i>
Action taken so far:
Signed
Date

ANNEX

III



RISK ASSESSMENT FORM

YES NO NOTES

Have the participants and the parents/ carers of participating children been told what the project is about?			
Have the parents signed a consent letting to their children take part in the organized activities?			
Have participants and the parents/carers of participating children signed a consent letting photographs, videos or written materials be taken during the project?			
Is the written information accessible and comprehensible to everyone?			
Are the rules clearly stated and comprehensible to any interested party?			
What time of day are the events being conducted? Does it require the participants to arrive or leave after dark?			
Is the staff fully skilled and properly prepared for their role?			
Are the participating children conscious of their responsibilities and expectations?			
Are the participating children made aware of the peer-to-peer rules of conduct?			
Are the children aware of their rights?			
Is the area normally safe? What kind of troubles could the participants face?			
Is the venue near the transportation hub? Is it easily accessible?			
Is the entrance well lit?			
Are the local streets well lit?			