



## Child Protection Policy

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## 1. Rationale

The protection of children is one of the four themes which run throughout the UN Convention on the Rights of the Child, which entered into force as international law in 1990. Cambodia is a signatory to the Convention on the Rights of the Child. Therefore, we should take our role in upholding the Convention very seriously. In a country where children are the largest demographic group, and where child-sex tourism, child rape and child abuse are on the rise, Sunshine Cambodia staff will do everything in their power to protect the children in their care from further abuse.

Sunshine Cambodia believes that all children have a right to protection from harm. God's concern for children is expressed when everyone involved with the organisation recognises their responsibility to prevent and stop abuse of children in any form. Sunshine Cambodia recognises the potential of any adult or child to commit abuse and is committed to taking all reasonable measures to minimise the opportunities for abuse in the way that it works. It seeks to follow national and international law and best practice in the way it cares for children. Parents and a caring family environment are recognised as the best source of protection for children where this is available. Sunshine Cambodia recognises that the rights of the child are equal to the rights of adults and that both should be treated with respect and care.

## 2. Aims

The aims of this policy are to:

- 2.1 Provide a recognised system for dealing with abuse.
- 2.2 Provide an environment and culture where it is difficult for abuse to occur.
- 2.3 Disseminate information to staff, children, families and visitors that clearly expresses that child abuse is unacceptable.
- 2.4 Ensure Sunshine Cambodia abides by national and international law.
- 2.5 To help Sunshine Cambodia reflect God's respect and concern for children in all its dealings with them.

## 3. Scope

This policy applies to all staff including managers, all volunteers both national and international, all board members both voting and non-voting, all visitors to the Centre including parents and donors and all the children within the Centre. The policy applies to all activities that occur within the Sunshine Cambodia programme.

All visitors to Sunshine Cambodia must sign the Visitor's Child Protection Policy and agree to follow the guidelines.

## 4. Definitions

- 4.1 **Child:** Any person under the age of 18.
- 4.2 **Physical Abuse:** Actual or likely physical injury to a child, or failure to prevent physical injury, or suffering, to a child, including deliberate hitting, beating, shaking, throwing, burning, drowning, suffocating or poisoning.

- 4.3 Mental/Emotional Abuse:** Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. May involve conveying to the child that they are worthless, unloved or inadequate and cause children to feel frightened, in danger and corrupted.
- 4.4 Neglect:** The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-physical failure to thrive.
- 4.5 Sexual Abuse:** Actual or likely exploitation of a child or adolescent, representing the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family rules, such as touching a child's genitals, forcing a child to watch or take part in pornography or coercing the child to have sex.
- 4.6 Spiritual Abuse:** When someone in a position of spiritual authority (whether organisation, institution, church or family) misuses their authority, and the trust placed in them, which results in the control, coercion, manipulation or domination of a child. It is about the misuse of power within a framework of spiritual belief or practice, in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child.

## **5. Procedures**

### **5.1 Recruitment and screening of staff**

The following conditions will be followed to ensure adequate screening of staff:

- 5.1.1 All applicants are required to submit a completed application form, including education and work experience, and relevant personal history. All staff will be interviewed by at least two managerial staff prior to employment. Sunshine Centre will not hire applicants who have a record or history of offences involving abuse or maltreatment of children.
- 5.1.2 All staff will have two references where possible. References will be obtained by speaking directly to the referee ensuring authenticity. One reference shall be from either previous employers, community leaders or a church leader. These references will be kept within their personnel file. All foreign applicants are required to submit a clear criminal record check. Cambodian applicants may submit additional references, including one from the applicant's commune leader, instead of a criminal record check.
- 5.1.3 All staff will be familiarised with this child protection policy and will sign an agreement committing themselves to following it and to support others in doing so. This will be kept within their personnel file (appendix 1).
- 5.1.4 All recruitment procedures and job descriptions will reflect Sunshine Cambodia's commitment to keeping children safe (appendices 2 and 3).
- 5.1.5 Where possible all volunteers will follow the above procedures before being allowed to work within Sunshine Cambodia. Where exceptions are made, the director shall carefully assess the risk and note any exceptions allowed and the reasoning in the volunteer's file.

- 5.1.6 All foreign volunteers will be asked to produce evidence from their home country of their suitability to work with children. Copies and details will be kept in a file.
- 5.1.7 All staff will receive annual training on child protection issues and this will be recorded in their personnel file.
- 5.1.8 All individual staff reviews will consider adherence to and compliance with the child protection policy.
- 5.1.9 All staff and volunteers who are working directly with children will be over the age of eighteen.
- 5.1.10 Any staff or volunteer who violates any part of this policy will be subject to discipline, up to and including dismissal.

## **5.2 Reporting procedures and response plan**

- 5.2.1 Sunshine Cambodia will always listen to and investigate promptly and professionally any report of abuse, regardless of who the alleged perpetrator is or how unlikely the allegation sounds.
- 5.2.2 Sunshine Cambodia will maintain confidentiality during the investigation. Any dealings with the media will first be considered and approved by the board. Breaking confidentiality to the detriment of the situation or the child (whether by staff member, board member or volunteer) will normally be considered as gross misconduct.
- 5.2.3 All staff will treat the child and the accused with dignity and respect. External counselling will be provided to the child and the accused if necessary.
- 5.2.4 Sunshine Cambodia will include parents from the beginning of any investigation unless this would result in putting the child at further risk.
- 5.2.5 Sunshine Cambodia will confer with other relevant organisations both voluntary (child welfare, legal rights) and statutory (police and MoSVY) to ensure quality follow-up care of the child, to provide support for the staff and to ensure accountability for the organisation.
- 5.2.6 Sunshine Cambodia will keep clear records of the allegation made and details of each step of the investigation. These records will be kept in a way that protects against improper access (appendix 4).
- 5.2.7 Sunshine Cambodia will suspend any member of staff or volunteer who has been accused of abusive behaviour until the investigation has been completed. If the volunteer or the staff member is a foreigner then the relevant embassy will be involved at an appropriate time determined by the Project Director in conjunction with the board.
- 5.2.8 Sunshine Cambodia will have one designated board member responsible for overseeing any child protection issues within the organisation. They will be informed immediately of any incidents and will work in conjunction with the Deputy Director and the Project Director throughout the investigation.
- 5.2.9 Following (or where urgent and appropriate, during) any investigation the Project Director will be responsible to highlight any lessons learned and make appropriate recommendations for future practice.

## **5.2 Dissemination of non acceptance of abuse**

- 5.3.1 The child protection policy will be displayed within Sunshine Cambodia in both Khmer and English, with the name of the designated person to contact if a problem arises and a statement regarding Sunshine Centre's non-acceptance of any form of child abuse (appendix 5)
- 5.3.2 Relevant information regarding organisations that deal with abuse will be readily available and promoted within Sunshine Cambodia.
- 5.3.3 During the initial meeting with the family the child protection policy will be explained and Sunshine Centre's non-acceptance of abuse will be explained. This message will be repeated through words and actions as Sunshine Cambodia interacts with the families.
- 5.3.4 Behavioural expectations will be displayed in both Khmer and English within the Centre as a reminder to staff, volunteers and children. Where appropriate these will also be disseminated to families.

## **6. Guidelines for creating a safe environment**

### **6.1 Support and supervision of staff and volunteers**

Sunshine Cambodia will facilitate a supportive environment where staff and volunteers are encouraged to reflect on and improve their working practice. This will be achieved through regular staff meetings, appropriate training, regular individual reviews, establishing peer support practices and following disciplinary procedures in an open way.

### **6.2 Classroom behavioural management**

Standards of good practice will be established and reviewed on a regular basis by the Project Director in conjunction with teaching staff. Individual practice will be monitored and reviewed on a regular basis according to these established and agreed standards (appendix 6).

### **6.3 Behaviour expectations staff to child**

Standards of good practice will be established and reviewed on a regular basis by the Project Director in conjunction with staff and volunteers (appendix 7).

### **6.4 Behaviour expectations child to child**

Reasonable expectations will be established and reviewed on a regular basis by the Project Director in conjunction with staff and the children within the programme (appendix 8).

### **6.5 Procedure for taking children out of the Centre**

Sunshine Cambodia will establish safe practices for taking children out of the Centre on day trips or necessary appointments. These will be reviewed on a regular basis (appendix 9).

## **7. Guidelines for publication**

### **7.1 Underlying principles**

For the purposes of photo publication, Sunshine Centre does not distinguish between "publicity", "fundraising", or "reports". That is, these guidelines have universal application to

all publications relating to SC, regardless of the type of publication or the location of production of that publication.

SC's guidelines for photographs used in publications are based on the five core principles of:

1. Protection of children;
2. Informed consent from child/family for use of photos;
3. Cultural sensitivity;
4. Anonymity; and
5. Dignified, wholistic, honest, and respectful (not vulnerable or submissive) representation of all people (children and adults) associated with Sunshine Cambodia.

As a general guidelines, the photographer should take/utilise photos as if the photos involved their own children or relatives, ie. portraying children in a positive and affirming, rather than negative or degrading, manner.

7.2 Information about the location of Sunshine Cambodia will not be advertised on any Sunshine Cambodia publicity that also includes photographs of children.

### **7.3 Any and all photographs used in publicity for Sunshine Cambodia:**

- 7.3.1 Require the approval of the SC Board or the SC Director.
- 7.3.2 No photos of identifiable faces of individual SC children may be used on fundraising products such as calendars or greeting cards as this is considered a form of possible exploitation.
- 7.3.3 Will not show children in submissive or sexually suggestive nor provocative positions.
- 7.3.4 Will have no personal details attached. That is, there must be no identifiable information that connects any child's location (address) or identity (name, age, etc.) to a particular photograph.
- 7.3.5 Will have the permission of the parents to be used. Informed consent will be sought and obtained at the point of initial contact with the family<sup>1</sup> and any objections will be noted and adhered to.<sup>2</sup>

7.4 As much as possible, children should be pictured/portrayed in a group setting (that is -- more than one child), rather than as individuals. The majority of photographs used in any single publication must picture children in groups.

7.5 Visitors will be allowed to take photographs only under the guidance and direction of the SC Director or designate and in accordance with these guidelines.

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<sup>1</sup> From January 2011 onward, the intake form will include a separate section for photo-related consent. This section will include more detail about the use of photos for publicity, etc. Staff will be required to read this section out to parents to make sure it is understood. This section will include a disclaimer that if the child leaves SC, the photos reverts to become property of SC and can be used for SC purposes (always within SC protection guidelines) without any statute of limitations. The exception to this will be if parents and/or the child return to SC and explicitly requests that SC does not use the images/information including them.

<sup>2</sup> There is no statute of limitations on use of photographs taken when child/ren were enrolled at SC. That is, SC reserves the right to use photographs of any child/children as long as informed consent was obtained at the point of admission to SC. This applies even after a child has withdrawn from or is no longer enrolled at SC. Note that the exception to this will be if parents and/or the child return to SC and explicitly request that SC does not use the images/information including them.

## **8. Monitoring and review of policy implementation**

- 8.1** Sunshine Cambodia will monitor the implementation of this policy 6 months after implementation and thereafter on a yearly basis. The self audit tool within 'Setting the Standard' (Appendix 10) will be used.
- 8.2** The child protection policy will be revised every three years taking account of changes within the organisation or changes in both local and international law.

## **9. Appendices**

- Appendix 1: Child Protection Policy agreement form  
Appendix 2: Standard child protection wording for job advertisements  
Appendix 3: Standard questions for application forms and job interviews  
Appendix 4: Reporting Form  
Appendix 5: Child protection poster for display at Sunshine Cambodia  
Appendix 6: Classroom behavioural management guidelines  
Appendix 7: Behavioural expectations staff to children  
Appendix 8: Behavioural expectations child to child  
Appendix 9: Procedure for accompanying children outside of the Centre  
Appendix 10: Self audit tool from 'Setting the Standard'

## **10. References**

- EFC Children's Commission Child Protection Policy (May 2006)
- Guidance to Churches (Churches Child Protection Advisory Services 2003)
- Keeping Children Safe Toolkit (Save the Children UK 2006)
- ICF Child Protection Policy (March 2007)
- Standardised Child Welfare Group Child Protection Policy (Glenn Miles 2003)
- Setting the Standard (Tearfund & NSPCC 2003)
- Protecting Children – A Biblical Perspective on Child Rights (World Vision 2002)
- Cutting Edge Conference Working Group Outcomes Paper (Viva Network September 2005)

**APPENDIX 1: Child protection policy agreement form**

**CHILD PROTECTION POLICY AGREEMENT FORM**

I have read and understood Sunshine Cambodia's Child Protection Policy.

I understand that it is my duty to protect the children and young people with whom I come into contact and I will support others to do the same.

I understand that it is my duty to bring any concerns to the attention of the Project Director or Deputy Director as soon as possible.

I understand that if a complaint is brought against me regarding abuse while engaged in Sunshine Cambodia activities, the allegation will be thoroughly investigated. If I am found to have violated any part of this policy, I understand that disciplinary action will be taken, up to and including dismissal.

Signature:

Date:



***APPENDIX 2: Child protection wording for job advertisements***

**STANDARD CHILD PROTECTION  
WORDING FOR JOB ADVERTISEMENTS**

Sunshine Cambodia follows a strict Child Protection Policy. All applicants will be thoroughly screened and will be expected to attend child protection training if hired.

## ***APPENDIX 3: Standard questions for application forms & job interviews***

### **STANDARD QUESTIONS FOR APPLICATION FORMS & JOB INTERVIEWS**

#### **APPLICATION FORMS**

1. Why are you applying for work with Sunshine Cambodia (SC)?
2. Why are you applying for this position?
3. How did you hear about this position?
4. What do you believe about children?
5. Why do you think your qualifications fit this position?
6. Do you have any close friends or relatives employed by the SC?
7. Do you have a physical handicap or serious illness that may affect your ability to work?
8. If offered assignment with the SC, how soon will you be available to begin work?
9. Have you ever been convicted of, or investigated for, a criminal offence?
10. Have you ever been the subject of allegations involving sexual misconduct, sexual harassment, or other immoral behaviour or conduct, involving adults or children?
11. Have you ever been subject to any disciplinary action (including suspension or dismissal) or investigation by an organisation, an employer or religious institution?
12. Describe your faith and beliefs
13. Explain five values that are important in your working life

#### **INTERVIEW QUESTIONS**

##### **Personal Motivation and Traits**

1. Tell me about yourself.
2. What do you know about SC?
3. What experience do you have in this field?
4. What is your greatest strength/weakness?
5. What would your previous supervisor say your strongest point is? (Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solving)
6. What do co-workers say about you?
7. What irritates you about co-workers?
8. Can you give me an example of working as part of a team. What was your contribution to the team and what was the outcome of this exercise?
9. Are you willing to work overtime? Nights? Weekends?
10. Describe your management style.
11. What position do you prefer on a team working on a project?
12. What have you learned from mistakes on the job?
13. Tell me about a time when you helped resolve a dispute between others.
14. What kind of salary do you need?
15. What have you done to improve your knowledge in the last year?

##### **Stress**

16. What is the most difficult work situation you have faced?
17. What do you do when you're having trouble with your job/supervisor/colleagues?

##### **Manageability**

18. What are some of the things about which you and your boss have disagreed?
19. Have you or your work ever been criticised, and if so, how did you handle it?

##### **Faith**

20. How have you grown as a Christian?
21. What kinds of experience do you have in sharing the gospel?

## **APPENDIX 4: Child protection policy reporting form**

### **CHILD PROTECTION POLICY REPORTING FORM**

You can photocopy these pages or cut them out and fill them in or use the headings to help you as you write your own report.

The information covered by this form is **confidential**. It should only be sent to the Project Director or Deputy Director. The information will be held under safe and secure conditions.

***You should attempt to provide as much of the information requested as possible. Leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed, then please make this clear. Use as many extra sheets of paper as you need to.***

<b>SUNSHINE CAMBODIA – PHNOM PENH, CAMBODIA CHILD PROTECTION REPORTING FORM</b>
<b>Part One - About You</b>
Your name and address:
Your position:
Your relationship to the child:
<b>Part Two – About the Child/Children</b>
Child's name:
Is the child male or female?
Child's address:
Who does the child live with?:
Child's date of birth/age:
<b>Part Three – About Your Concern</b>
How did you come to have a concern? <ul style="list-style-type: none"><li>• Was abuse observed or suspected?</li><li>• Was an allegation of abuse made?</li><li>• Did a child disclose abuse?</li></ul>
Date(s), time(s), and location(s) of any incident(s):
Nature of concern/allegation:
Observations made by you (e.g. description of visible bruising, other injuries,

**SUNSHINE CAMBODIA – PHNOM PENH, CAMBODIA  
CHILD PROTECTION REPORTING FORM**

child's emotional state etc.):

*(N.B. Make a clear distinction between what is fact, opinion or hearsay.)*

**Exactly what the child said and what you said (N.B. Do not lead the child or young person- record actual details. Continue on a separate sheet if necessary):**

**Any other information:**

**For example is the child disabled/does the child have communication problems/learning difficulties?**

**Other children involved (if any):**

**External agencies contacted (if any)- date and time, name of person and any advice received:**

**Action Taken:**

SIGNED BY .....

Date .....

**APPENDIX 5: Child protection poster for display**

**CHILD PROTECTION POSTER FOR DISPLAY**

All children are valuable and have a right to protection from harm.

Sunshine Cambodia follows a clear Child Protection Policy and no form of child abuse will be tolerated here.

Report any abuse you know about or suspect.

Mr Nop Channy 012 500 955  
Mr Dy Noeuth 012 295 350  
Mrs Soy Mom 012 694 745  
Mr Ky Sovanneth 077 789 974

Childsafe Hotline: 012 296 609

## ***APPENDIX 6: Classroom behavioural management guidelines***

### **CLASSROOM BEHAVIOURAL MANAGEMENT GUIDELINES**

#### **A. Classroom Rules**

1. We listen to the teacher. There is no talking while the teacher is talking.
2. We listen to each other.
3. We pay careful attention to studies. We try to learn as best we can.
4. We don't disturb each other while studying.
5. We don't fight with each other.
6. We don't eat during the lesson.
7. We ask the teacher for permission if we need to leave the classroom.
8. We take care of the classroom materials and equipment in the classroom. We share materials.
9. We always keep the classroom clean and tidy (sweep the floor, don't throw rubbish around, keep the classroom in good order, etc.)
10. We treat our classmates with respect. (See "Behavioural Expectations Child to Child", Appendix 8)

#### **B. Behaviour Management**

1. Preventative action against bad behaviour

The teacher tries to prevent bad classroom behaviour by:

- preparing lessons which capture and hold the students attention
- knowing and addressing a child by name
- making eye contact with the children while talking to them
- praising good behaviour
- knowing and taking an interest in the child's family situation
- using his/her voice to express praise or disapproval
- maintaining and being seen as having control over the class

2. Response to bad behaviour

- a. Asking the child to stop behaving badly, either

- verbally
- through gestures, or
- by making eye contact.

- b. If appropriate give the child another stronger/clearer warning before giving punishment, e.g. write his/her name on the whiteboard. Be careful not to make empty threats.

3. Punish the child.

- a. The aim of the punishment is so that

- the child will change his/her behaviour.
- the whole class will know that this is unacceptable behaviour.
- the class will not to be disturbed any further.

- b. Whenever possible we aim to choose punishments which are a logical consequence to the misbehaviour of the child. For instance, if a child is not listening to the teacher, he/she misses what was explained. A logical consequence is to have to copy out the lesson from the book. Or, if a child is talking to classmates all the time, a logical punishment is to have him/her sit alone further away from everybody.

- c. Possible punishments (not exhaustive):

- copy out a lesson (at home, during play time...)
- sit alone at a desk
- do a chore (e.g. clean the classroom, wash the dishes...)
- stand quietly facing the wall for 5-10 minutes
- recite times tables (1x1 etc.) or summarise the lesson

## ***APPENDIX 7: Behavioural expectations of staff to children***

### **BEHAVIOURAL EXPECTATIONS of STAFF TO CHILDREN**

1. The staff respects the children.
  - a. No derogatory words to children.
  - b. No threats with violence, no hitting of children.
  - c. Controlling personal emotions, no punishing out of anger. Instead walk away from the situation and get help from other staff members.
  - d. Adults will always be responsible for their behaviour and cannot blame the child, saying the child 'provokes' or acts in a 'seductive' way.
  
2. The staff create a safe environment for the children, minimising the chances of abuse to happen and protecting themselves from false allegations:
  - a. No touching of children in inappropriate places, that is, in areas that would normally be covered by shorts/skirt and t-shirt.
  - b. Not being alone with a child in a room, particularly in a counselling setting (alternatives: have another adult present, leave the door open and be in view of another adult).
  - c. Sunshine Centre staff or volunteers are not permitted to take any program children to their place of residence.



## ***APPENDIX 8: Behavioural expectations for child to child***

### **BEHAVIOURAL EXPECTATIONS for CHILD TO CHILD**

1. We respect and love each other like one family. There will be:
  - no hitting
  - no kicking
  - no fighting
  - no punching
  - no spitting
2. We listen to each other and are merciful to each other (giving others the chance to speak, forgiving each other, etc.)
3. We take good care of the centre's equipment and personal belongings and keep them neat and orderly. (E.g. clean and put things away after use, put rubbish in the bins, etc.)
4. We keep our bodies clean for good personal hygiene and for the sake of others by:
  - washing hands and feet
  - washing our clothes
  - having a daily bath
  - brushing teeth at least twice a day
5. We respect and take care of our own body and of others. We do not touch others in inappropriate places.
6. We speak politely to each other (bart/jar, Bong, B'own, etc.). We do not call each other bad names, we do not bully other children.

## ***APPENDIX 9: Procedure for accompanying children outside the Centre***

### **PROCEDURE FOR ACCOMPANYING CHILDREN OUTSIDE THE CENTRE**

Measures should be taken to ensure the physical and moral safety of children during the outing:

1. On outings, there must be sufficient supervision for the number and age of the children. As a rule of thumb, the ratio of 1 adult to 10 children should apply.
2. Overloading of the transport vehicle used for outings is discouraged. Every child must be seated.
3. Where seat belts are available, they should be used.
4. At least two adults must be in the vehicle. One of the adults must be a staff member. Where possible, at least one of the accompanying adults should be a woman.
5. A list of children going on outings must be properly recorded and the same children must return back from the outing, unless there are valid reasons.
6. Parental or guardian consent must be obtained and where possible, in writing.
7. For all outings where parents or guardians have been invited, they must be responsible for their own child/ren in the first place.

## APPENDIX 10: Self-audit tool

### SELF-AUDIT TOOL (from 'Setting the Standard')

<b>1. Philosophy and Principles</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. Organisational mission and/or other statements of purpose and direction reflect concern for the protection of children			
2. A culture of safety exists that ensures the welfare of children is paramount and policies and procedures demonstrate a commitment to protecting children from abuse			
3. The UN Convention of the Rights of the Child (UNCRC) is clearly identified as the basis for child protection			
4. Managers and senior staff promote a culture that ensures children are listened to and respected as individuals			
5. The child protection policy makes it clear that all children have equal rights to protection			
6. All disciplinary measures/sanctions are non-violent and do not humiliate children			

<b>2. Policies and Procedures</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. The organization has a child protection policy			
2. The policy is approved and endorsed by the relevant management body (e.g. Senior Management Board, Executive Committee)			
3. The policy is mandatory for all representatives			
4. There are clear and unambiguous procedures in place in respect of child protection, which provide step by step guidance on what action to take if there are concerns about a child's safety or welfare			
5. There is a designated person/s with clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates			
6. The child protection procedures are consistent with international standards and good practice in the protection of children. They should also take account of issues that arise as a result of different country contexts			

<b>3. Good Practice and Prevention</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. There is a code of conduct			
2. The organization provides guidance on appropriate/expected standards of behaviour of adults towards children			
3. The consequences of breaching the code are clear and linked to organisational disciplinary procedures			
4. There are policies and procedures for recruiting representatives who have contact with children and for assessing their suitability to work with children			
5. Where there is direct responsibility for running/providing activities, including residential care, safeguarding measures are established to ensure children are adequately supervised and protected at all times			
6. There are well-publicised ways in which representatives can raise concerns, confidentially if necessary, about unacceptable behaviour by representatives			

<b>4. Implementation and Training</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. There is clear guidance to staff, partners and other organizations (including funding organizations) on how the child protection policy will be adapted and applied practically in different circumstances			
2. The policy must be applied in ways that are culturally sensitive but without condoning acts of maltreatment that are universally described as abusive			
3. There is a written plan showing what steps will be taken to safeguard children, who is responsible for what actions and when these will be completed			
4. There is an induction process for all representatives which includes familiarization with the child protection policy and procedures			
5. All representatives are provided with opportunities to learn about how to recognize and respond to concerns about child abuse			
6. This document provides minimum standards for an agency's work with and through partners			

<b>5. Information and Communication</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. Children are made aware of their right to be safe from abuse			
2. Everyone in the organization knows who is the designated person for child protection and how to contact them			
3. Contact details are readily available for local child protection services, such as social services department, police and emergency medical help			
4. Children are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying			
5. Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate			
6. Designated child protection staff have access to specialist advice, support and information			

<b>6. Monitoring and Review</b>	<b>A</b>	<b>B</b>	<b>C</b>
1. Arrangements are in place to monitor compliance with child protection policies and procedures and with recruitment and selection policies and procedures			
2. Steps are taken to seek the views of beneficiaries on policies and procedures and how they are working			
3. Formal mechanisms exist to identify and apply experience of operating child protection procedures			
4. All incidents, allegations of abuse and complaints are recorded and monitored			
5. Policies and practices are reviewed at stated intervals, ideally at least every 3 years			
6. Processes/mechanisms are in place to consult children and parents as part of the review of safeguarding policies and practice			