FONDATION
BOTNAR

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Child Protection Guidelines

VERSION 1

ARMIDA MATHIVANNAN
fondationbotnar.org

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1. Introduction

Fondation Botnar is committed to child welfare around the world. Within our sphere of influence, we promote and respect the standards of the Convention on the Rights of the Child (1989) which outlines the fundamental rights of children. We also expect our contractual partners to adhere to these standards, to undertake everything possible to prevent child maltreatment, and to respond to and report maltreatment if it should occur.

1.1 Definition

Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity (WHO definition). Within this broad definition, five sub-types can be identified:

- **Sexual abuse** means actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
- **Sexual exploitation** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another.
- **Physical injury** means actual or likely physical injury to any child or a failure to prevent physical injury or suffering.
- **Neglect** means the persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or failure to carry out important aspects of care resulting in the impairment of the child's health or development, including non-organic failure to thrive.
- **Emotional abuse** means the actual or likely severe adverse effect on a child's emotional and behavioural development caused by persistent or severe emotional ill-treatment or rejection. All abuses involve emotional ill-treatment.

2. Implementation

Whilst adhering to the above-mentioned standards, Grant Recipient commitments to child protection can be summarised as follows:

- **Prevention**: awareness of child maltreatment; to decrease possible risks to children, Grant Recipients must implement a Child Protection Policy.
- **Protection**: risk assessments must be carried out for all positions with child contact, both employee or any other person intervening on the project on behalf of the Recipient; awareness of possible child maltreatment is promoted.
- **Reporting**: concerns are raised; suspicions, allegations, or disclosures are reported; if child maltreatment is witnessed internally or externally, it is reported to the relevant competent authorities.

3. Code of Conduct

Grant Recipients shall implement a Code of Conduct describing appropriate behaviour with respect to children, such that any person intervening on the project on behalf of the Grant Recipient is clear on his/her role and responsibility regarding child maltreatment, safety and welfare. Further, the Code must outline action undertaken by Grant Recipients in case such a person commits child maltreatment.

The Code of Conduct must be endorsed by the Grant Recipient's senior management and adequately circulated within the organisation. Grant Recipients shall ensure that any person intervening on the Project (employees, volunteers, consultants, visitors, etc.) is informed about the Child Protection Policy and the Code of Conduct and that such person's signature has been obtained to indicate acknowledgement of and agreement to comply with both.

The Code of Conduct should at least cover the following mandatory rules:

- Training and awareness-raising on child protection for all staff and volunteers when they join the organisation, including an introduction to the organisation's child protection policy and procedures.
- Guidelines on the care of children or young people, or relating to appropriate or inappropriate touching, specifically for teachers and medical staff.
- Adults may not be alone when having contact with a child. Wherever the 'two adult rule' cannot be applied, a suitable alternative must be arranged.
- No use of language or action in any way physically or sexually provocative and inappropriate.
- No action undertaken for children when they are capable of doing something personal for themselves.
- No shaming, humiliating, belittling or degrading of children, or engagement in any form of emotional abuse.
- Disrespectful, abusive, exploitative and discriminatory behaviour is actively discouraged, and measures taken to deal with such incidents.
- A well-publicised 'whistle-blowing' policy to promote any disclosure by a staff member related to confidential information on unacceptable behaviour by another member of staff or external contact.
- No images taken of children (photos, video etc.) which are detrimental and undermine the child's dignity.
- Necessity to recognise situations that present risk to children and staff and manage these effectively.
- An organisational code of proper behaviour regulating staff behaviour toward children, with a process for dealing with complaints.
- Promotion of a culture of openness, where concerns can be raised and discussed.

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4. Recruitment and selection

Grant Recipients are aware of the importance to carefully screen the candidature of future employees or other persons wanting to intervene on the project to mitigate the risk of child maltreatment. Grant Recipients will undertake all measures deemed necessary, and/or corresponding to best practice, to evaluate such candidature. Candidates must be informed about Grant Recipient policies regarding child maltreatment, safety and welfare.

5. Raising and reporting concerns

Employees and other persons intervening on the project must report any breach of the Code of Conduct/Child Protection Policy, or suspicion of child maltreatment, to a manager or person in a position to receive their report. Grant Recipients commit to always respond to such reports in a timely, appropriate and effective manner and in a way ensuring that the safety and protection of children are paramount.

Grant Recipients must also offer children the possibility to report any concerns directly and inform children of this possibility.

6. Sanctions

The implementation of the Child Protection Policy by the Grant Recipient, its employees and any other person intervening on the project on behalf of the Grant Recipient will be monitored by Fondation Botnar. Fondation Botnar reserves the right to terminate its collaboration with the Grant Recipient immediately if it does not take sufficient action to protect children from maltreatment or if the Grant Recipient does not provide sufficient information in the event of a suspicious incident.