

A group of children in red school uniforms are holding up a large rainbow flag. The children are of various ages and are looking towards the camera. The flag is held high, and the children's arms are raised. The background is a clear blue sky.

# **CHILD SAFEGUARDING POLICY**

**JULY 2018**

**WAR**  
child

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# PART 1 – THE POLICY

## 1.1 INTRODUCTION

*War Child* works exclusively to improve the lives of children affected by armed conflict. We provide children living in areas affected by war and conflict with vital psychosocial support, education and protection. We believe that children have the right to live, to develop, to be protected and to participate<sup>1</sup> - and these rights are enshrined in all our programmes.

*War Child* works to uphold the fundamental rights of all children - and we are committed to keeping children safe from harm and abuse. Children and youth are at the centre of everything we do - which is why we have robust policy procedures and practices in place to protect all children who come into contact with the organisation.

These policies and procedures are at the core of all our operations - and apply to all people who represent *War Child* in any capacity.

These efforts help to not only establish a safe environment for children who come into contact with *War Child* - they also serve to create a safe work environment for our representatives. Our policy framework ensures all incidents and suspicions of child abuse are reported and responded to. It also ensures that child safeguarding is paramount in all areas of our work - including organisational policies.

This Child Safeguarding Policy is divided into three parts which cover the four Child Safeguarding Standards as defined by Keeping Children Safe (KCS) - a global network of organisations that strive to ensure children are safeguarded and protected from all forms of abuse<sup>2</sup>.

**Part 1: The Policy** - is in accordance with **KCS Standard 1** - 'Policy: The organisation develops a policy that describes how it is committed to preventing and responding appropriately to [incidents of] harm to children'. This part is the core of the policy - and is reinforced by the Code of Conduct (see Annex 1) all *War Child* representatives must adhere to.

**Part 2: The child safeguarding guidelines** - is in accordance with the following **KCS Standard 2** - 'People: The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these.' **Standard 3** - 'Procedures: The organisation creates a child-safe environment through implementing Child Safeguarding procedures that are applied across the organisation'; and **Standard 4** - 'Accountability: The organisation monitors and reviews its safeguarding measures'. This part provides further guidance on the child safeguarding considerations in all areas of work.

**Part 3: the Annexes** - Contain supporting materials referred to throughout this document.

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<sup>1</sup> United Nations Human Rights Office of the High Commissioner. (1989). Convention on the rights of the child - Article 6: Survival and development - Children have the right to live. Governments should ensure that children survive and develop healthily. New York, United States: United Nations General Assembly.

<sup>2</sup> [www.keepingchildrensafe.org.uk](http://www.keepingchildrensafe.org.uk)

## 1.2 STATEMENT OF COMMITMENT

*War Child* is committed to the protection of all children from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual violence,” as outlined in Article 19 of the UN Convention on the Rights of the Child<sup>3</sup> (UNCRC). All *War Child* representatives (see § 1.3) have a duty of care and responsibility to keep all children who we come into direct or indirect contact with safe. All action taken to protect children will be in accordance with the best interests of the child as defined by Article 3 of the UNCRC.

## 1.3 WHO DOES THE CHILD SAFEGUARDING POLICY APPLY TO?

The Child Safeguarding Policy applies equally to everyone associated with *War Child* - including but not limited to:

- All permanent and temporary members of staff
- Volunteers and interns
- Consultants
- Translators
- Ambassadors and their assistants / staff
- Invited visitors (including donors/funders; media/journalists)
- Members of Supervisory Board (WCH)
- Board of Trustees (WCUK)
- Partner organisations (i.e. local NGOs, Ministry of Education)
- Accompanying family members of expat employees
- Third-party contractors (i.e. suppliers, builders, etc.)
- Members of research bodies, academic institutions and associates.

The term ‘*War Child* representatives’ will be used to refer to all people associated with *War Child*.

## TERMS AND DEFINITIONS

**Child:** Every human being below the age of 18. This policy applies equally to all children regardless of their background, age, class, gender, ethnicity, religion, ability or sexual orientation (lesbian, gay, bisexual and transsexual or LGBT).

**Child Protection:** Programmes that *War Child* implements directly or through partners to prevent and respond to abuse, neglect, exploitation and violence affecting children.

**Child Safeguarding:** Set of organisational policies, procedures and practices employed to ensure *War Child* is a safe organisation, responsible for protecting children from the risk of harm and abuse caused by those who have a duty to protect and care for them.

3 United Nations Human Rights Office of the High Commissioner. (1989). Convention on the rights of the child. New York, United States: United Nations General Assembly. Retrieved from <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

4 Source: Commission of Inquiry into the Prevention of Child Abuse and Neglect (UK) 1996, later the Children Act 2004

5 Keeping Children Safe. (2014), Understanding Child Safeguarding, A Facilitators Guide, page 25.



# CHILD ABUSE: TYPES AND DEFINITIONS

**Child abuse:** Child abuse is any act which individuals, institutions or processes do - or fail to do - which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood<sup>1</sup>.

## THERE ARE FIVE KEY RECOGNISED TYPES OF ABUSE<sup>1</sup>:

- 1 Physical abuse:** Actual or potential physical harm perpetrated by another person, adult or child. This may involve hitting, shaking, poisoning, burning or other physical acts.
- 2 Emotional abuse:** Persistent emotional maltreatment that impacts negatively on a child's emotional development. This can include restriction of movement, degrading treatment, humiliation, bullying (including cyber bullying), threats, discrimination, ridicule or other non- physical forms of hostile or exclusionary treatment.
- 3 Neglect:** Persistent failure to meet a child's basic physical and/ or psychological needs - which is likely to result in serious impairment in his or her overall healthy development. This includes the failure to properly supervise and protect children from harm as well as provide adequate nutrition, shelter and safe living conditions.
- 4 Sexual abuse:** Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice but to consent to. This may include rape, oral sex, penetration, masturbation, kissing, rubbing and inappropriate touching. Sexual abuse also encompasses the involvement of children in the viewing or production of sexual images, witnessing sexual activities and the encouragement of children to behave in sexually inappropriate ways.
- 5 Exploitation:** This encompasses - but is not limited to - commercial and sexual exploitation:
  - Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour.
  - Child sexual exploitation is a form of exploitation and sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation or any other material needs (e.g. child prostitution, the trafficking of children for sexual abuse and the exploitation of and creation and dissemination of sexually explicit videos and pictures).

## THE FOLLOWING PRACTICES CAN ALSO CONSTITUTE CHILD ABUSE:

- **Traditional Harmful Practices:** Practices based on cultural beliefs and values that have harmful consequences for children e.g. witchcraft, early or forced marriage, female genital mutilation
- **Spiritual Abuse** - using text from spiritual books or quoting scripture as an excuse to perpetrate abuse and violence on children, or instilling fear into them.

## 1.4 POLICY AIMS

The Child Safeguarding Policy of *War Child* is designed to protect children who come into contact with the organisation and its partners from physical, emotional and sexual abuse, neglect as well as commercial and sexual exploitation. This policy enables us to prevent, identify, report and respond to child safeguarding concerns - and ensure accountability and transparency at all times.

### PREVENTION OF ABUSE

*War Child* representatives who come into contact with children – both in their private and professional lives – should always...

- ... be alert to potential indicators of child abuse, neglect, exploitation or violence and recognise that a child may be in need of help and safeguarding (disabled and unaccompanied children are particularly vulnerable)
- ... be alert to the possible risk which any individual – both in the community and within *War Child* or its partners – may pose to children
- ... make use of the appropriate up-to-date guidelines and procedures for the protection and well being of children with whom *War Child* works or otherwise comes into contact with
- ... make sure a Child Safeguarding Risk Assessment has been carried out before undertaking any activity and/ or intervention. This includes the Health and Safety Checklist.
- ... put the interests and welfare of the children they come into contact ahead of any other considerations – such as media / communication needs. Any depiction of these children, in words or images, must protect their identity, preserve their dignity and be accurate. It is therefore mandatory to establish informed consent / assent from the child and / or informed consent from the caregiver before conducting any interview, photo shoot, filming or other content gathering activity.
- ... report and respond appropriately to all child safeguarding concerns, suspicions and observed cases within 24 hours following the steps outlined in the reporting flowchart. Be sure to respect the confidentiality of all parties – particularly the child and the alleged perpetrator – during this process.
- ... ensure that the behaviour of all individuals associated with *War Child* complies at all times with the Code of Conduct and Child Safeguarding Policy. (See ANNEX 1 - Code of Conduct on page 23)

### IDENTIFICATION OF CHILD SAFEGUARDING ISSUES

You may encounter a wide variety of warning signals ('red flags') in the course of your work with *War Child*. These issues of concern may include:

1. A child telling someone that he or she has been abused
2. Witnessing a child undertaking labour in our work environment (e.g. construction in the office)
3. A child sustaining an injury where there is no satisfactory explanation
4. A child behaving or appearing in such a way as to give rise to concern or suspicion
5. Concerns that a staff member's behaviour towards children is inappropriate
6. Receiving an allegation that a *War Child* representative is abusing a child
7. Witnessing abuse in another organisation or within a community you work in.

These warning signals apply to all forms of abuse, including sexual exploitation (e.g. being informed that a child is being sexually exploited by 'selling sex' to – or involved in 'sex for favours' with – an employee of *War Child* or a partner agency).

## **REPORTING**

What to report? (See Annex 3 - Reporting Flow Chart on page 24)

### **1.INTERNAL CASES OF ABUSE, MISCONDUCT OR POOR PRACTICE (CHILD SAFEGUARDING)**

- Alleged perpetrator is a *War Child* representative

### **2.EXTERNAL CASES OF ABUSE (CHILD PROTECTION)**

- Alleged perpetrator belongs to another agency
- Alleged perpetrator is from the community we work in, i.e. caregiver, teacher, etc.

*Please note : If abuse occurs within the community which may not be due to our organisation's programmes or operations, we still have a responsibility to report (See Annex 3 - Reporting Flow Chart on page 24).The reporting of suspected or actual abuse is a professional and legal obligation. Failure to report concerns to the Child Safeguarding Focal Point (CSFP) can lead to disciplinary action or dismissal. This applies to all staff - even those who have no direct contact with children in the course of their work.*

## **STEPS AND CONSIDERATIONS TO FOLLOW WHEN REPORTING:**

- Ensure the child receives appropriate medical attention immediately if he/she is suffering from a serious injury. And you must inform the appointed CSFP.
- Make a verbal report to the CSFP and follow it up with a factual written record of the information on the Safeguarding Incident Report Form (See Annex 4 – Incident/ Concern reporting form on page 28) within a 24-hour time frame. The CSFP – in consultation with the regional and/or global Child Safeguarding Focal Point and the Country Director – may decide to report the incident to the local authorities, if it is in the best interest of the child.
- The CSFP will store any hard-copy reports and documents associated with the concern in locked and secure storage. A copy of the Safeguarding Incident Report form should be sent password-protected to the global Child Safeguarding Focal Point (*War Child*) and the Safety and Safeguarding Adviser (WCUK) at the relevant *War Child* head office within 24 hours and should be electronically saved in the protected drive.
- Confidentiality must be maintained at all times. Only those individuals for whom the information will enable further protection of the child should be informed.
- Sign and date the written record.

## **RESPONDING TO DIRECT OBSERVATION OR DISCLOSURE OF ABUSE**

### **DIRECT OBSERVATION**

- Record the information and follow the reporting and responding procedures (See Annex 3 - Reporting Flow Chart on page 24).

### **DISCLOSURE**

- Disclosure from a witness. Record the information and follow the reporting and responding procedures (See Annex 3 - Reporting Flow Chart on page 24).

- Direct disclosure from the child/ren

War Child employs Child Safeguarding Focal Points across all levels of the organisation. Even so, any staff member who comes in contact with children may experience a child making a disclosure of abuse. In order to not do any harm to the child in this situation, it is important to strictly follow the guidance below.

#### **WHAT YOU SHOULD DO WHEN A CHILD MAKES A DIRECT DISCLOSURE:**

- Listen to the child and respond in a calm and supportive manner
- Explain to the child/ren what you are going to do and what will happen next (See Annex 3 - Reporting Flow Chart on page <?>)
- Reassure the child/ren that they have done nothing wrong and have done the right thing by reporting the abuse
- Ensure that the physical safety and psychological wellbeing of the child is upheld. Make sure that the child is in a safe place and is not left alone. Refer them for medical treatment or to a psychologist if necessary.
- Make sure you report exactly what has been said rather than any inferences you have made.
- Record the information and follow the reporting and response procedures (See Annex 3 - Reporting Flow Chart on page 24)
- Ensure that they are informed at every stage of the process.
- Ensure information remains confidential - and is only shared on a 'need to know' basis.

#### **WHAT YOU SHOULD NOT DO WHEN A CHILD MAKES A DIRECT DISCLOSURE:**

- Do not ask the child probing questions or questions beyond the information the child has decided to share with you - you are not the investigator. Instead, listen carefully to ensure you report the incident accurately, and only ask questions to clarify what they are saying.
- Do not repeat the same questions back to the child - as this may give them impression that you do not believe them
- Do not make assumptions or offer alternative explanations
- Do not promise to keep the information secret. Explain that you will have to report the abuse to the Child Safeguarding Focal Point but that s/he is the only person you will tell.
- Do not allow personal doubts to prevent you from reporting an allegation. Always report any allegation - even if you personally feel that it is not true.

#### **WHISTLEBLOWING PROCEDURE:**

A 'whistleblowing procedure' is one through which you can raise a child safeguarding concern confidentially outside of the proposed reporting lines outlined in Annex 3 of the Reporting Flow Chart. You do this by directly reporting a concern or issue to the global Child Safeguarding Focal Point in the Netherlands or the Safety and Safeguarding Adviser in the UK.

#### **USE THE WHISTLE BLOWING PROCEDURE:**

- When, for example, a senior member of staff or a Child Safeguarding Focal Point is implicated
- When there is a conflict of interest (e.g. line manager is implicated)
- If you feel you cannot raise your child safeguarding concern through the proposed reporting line, or when you have tried this and it hasn't worked.



## LEGAL FRAMEWORK

This Child Safeguarding Policy is based on international and national legislation. It's main legal framework is the United Nations Convention on the Rights of Child (1989) and the Optional Protocols to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography (2000); and the Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict (2000).

This policy is also in compliance with *War Child's* commitments under the Core Humanitarian Standards (2015), Keeping Children Safe Safeguarding Standards (2014) and Minimum Standards for Child Protection in Humanitarian Action (2014).

### INVESTIGATION, OUTCOMES AND DISCIPLINARY ACTION

All incidents will be investigated fairly and remain confidential in line with the Keeping Children Safe guidelines on the Management of Child Safeguarding Allegations. This is essential to ensure not only that the child involved is protected but also that staff are protected from false accusations. *War Child* must ensure access to emotional and psychological support to both alleged victims, witnesses and other staff as well as the alleged perpetrators. *War Child* representatives involved in any investigation will receive appropriate training.

Non-compliance with the Child Safeguarding Policy and the Child Safeguarding Code of Conduct is subject to disciplinary action. Forms of disciplinary action can include dismissal from employment and charges resulting from a criminal investigation conducted by police (if the allegation is a criminal offence).

### ACCOUNTABILITY

All children and communities who come into contact with *War Child* must be made aware of and understand *War Child's* commitment to child safeguarding. Information on this policy must be made available to them in appropriate (e.g. language), child-friendly formats.

See Chapter 11 on Maintaining Accountability for further information.



## 1.5 CORE PRINCIPLES

These principles apply when dealing with concerns and reports of abuse - and during any potential investigations.

**Child Rights Approach:** All children 'without discrimination of any kind' (Article 2 of the UNCRC<sup>3</sup>) have the right to be protected from 'all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual violence' as outlined in Article 19 of the UNCRC<sup>4</sup>.

**Best Interest of the Child:** All action taken to protect children will be in accordance with the best interest of the child as stated in Article 3 of the UNCRC<sup>5</sup>.

**Standards-Based Approach:** *War Child* has adopted a standards-based approach to Child Safeguarding. Where there is discrepancy between national laws and practices and international standards (e.g. harmful traditional practices and spiritual abuse) then this policy - together with a decision taken by the relevant CSFP and country staff - will take precedence. All representatives agree to adhere to these standards when they join the organisation - and they will accordingly be held accountable to these standards.

**Confidentiality:** You must ensure that confidentiality is maintained during all stages of the disclosure and reporting process. Both the identity - including the name(s) - of the child/ren associated with an allegation of abuse, as well as the details of the allegation, will be kept confidential to the highest degree possible. This is to protect the child/ren from further or future harm. In addition, the identity of the accused person will be kept confidential during any reporting process in response to an investigation of suspicions of abuse. A breach of confidentiality could have serious consequences for anyone involved - either for the child or adult - including reputational damage, threats or attacks. All reports/records will be kept in a secure and locked place with limited access. Disclosure of information can be made only to relevant parties on a need-to-know basis.

**Transparency:** Throughout the process of reporting on and responding to an allegation of abuse, all information should be recorded carefully and comprehensively by those responsible for carrying out the investigation. This is to ensure an accurate documentation of the incident. Rumours should be recorded as such and not as factual evidence. Information that both corroborates and contradicts the allegation should be recorded. All information gathered, as well as decisions taken and the reasons for them, should be clearly outlined in the final investigation report (see Annex 2 for information on roles and responsibilities outlining who does what in this process).

**Sensitivity:** Incidents of child abuse are potentially traumatising for both the victim/survivor and all those associated to the alleged incident whether related to the survivor/victim or the alleged perpetrator. The gathering of information during the investigation of the incident should therefore be undertaken with the utmost sensitivity and respect for all those associated with the case.

**Child Participation:** Children should be empowered to understand their rights to safety and what represents unacceptable behaviour from *War Child* representatives - and what to do when they have a concern. Children should be spoken to in a child-friendly manner and, where possible, in their own language. Where possible the child should only be interviewed once as part of an investigation to avoid any additional distress. The investigator should be trained in how to speak to children who are victims / survivors of abuse.

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<sup>4</sup> See footnote 3.

<sup>5</sup> See footnote 3.

# DECLARATION FORM

## STATEMENT OF COMMITMENT

to *War Child's* Child Safeguarding Policy, Code of Conduct and Procedures applicable to *War Child* Representatives (paid or unpaid), consultants, contractors and third parties, associates, trustees, interns, volunteers, visitors, ambassadors, donors and philanthropists and any person/organisation associated with *War Child*.

I have read and understood my responsibilities outlined in this Child Safeguarding Policy (Part 1), Code of Conduct and Procedures. I agree with the terms contained therein and accept the importance of complying with the provisions while working with or representing *War Child* in any way. I understand that the consequences for non-compliance could have serious repercussions.

If any of my personal circumstances change that might affect my ability to undertake my duties and create a possible risk to children, I undertake to inform *War Child's* Child Safeguarding Focal Points immediately and seek their guidance.

<b>Name:</b>
<b>Job title/role/position:</b>
<b>Affiliation/Organisation:</b>
<b>Address:</b>
<b>Signature:</b>
<b>Date:</b>
<b>Witnessed by (name):</b>
<b>Signature:</b>
<b>Relationship to the above:</b>

# PART 2 – CHILD SAFEGUARDING GUIDELINES

**Standard 2:** People - is covered in the Human Resources section and the Education and Training section.

**Standard 3:** Procedures - is covered in the Programme Development; Communications; Social Media; ICT; Partner Organisations; and Research sections.

**Standard 4:** Accountability - is covered in the Maintaining Accountability section.

This second part of the Child Safeguarding Policy provides child safeguarding guidance for the different areas of work in accordance with Standards 2, 3 and 4 of the guidelines issued by Keeping Children Safe.

## 2.1 COUNTRY CONTEXTS AND CHILD SAFEGUARDING

Every *War Child* country office is required to have a context-specific Child Safeguarding Policy in place. This document complements the global Child Safeguarding Policy. The document takes into account the local context with regard to appropriate behaviour, national laws, age of consent, local reporting and responding procedures etc.

Wherever possible the specific Child Safeguarding Policy for each programme country will be developed in consultation with local staff and children under coordination of the national Child Safeguarding Focal Point. These policies need to be approved by the global Child Safeguarding Focal Point (WCH) and the global Safety and Safeguarding Adviser (WCUK). These policies are available in the local language, in child-friendly format, and shared and made available (displayed/communicated) in all settings where children come into contact with *War Child* representatives. *War Child* has contextualisation guidelines in place to support this process.

All visitors to our country programme offices, including *War Child* head office representatives, are required to receive a briefing and sign the Global Child Safeguarding Policy, including the Code of Conduct. Upon arrival in the respective country, visitors will also be briefed on the national policy in the event there are context-specific child safeguarding considerations.

## 2.2 HUMAN RESOURCES, RECRUITMENT AND CHILD SAFEGUARDING

*War Child* recognises that abuse can occur within organisations dedicated to the wellbeing and protection of children. It is essential that *War Child* recognises these risks and takes substantive and effective measures to prevent them. Specific steps to prevent abuse can be taken during the recruitment and selection process - such as reference checks, publishing information on child safeguarding in job descriptions and interview questions covering previous engagement with children. All information gathered should remain in personnel files for future reference.

All people who join *War Child* are required to read, fully comprehend and sign the Child Safeguarding Policy (see Annex 2). This signed form is kept in the personnel files. For non-permanent staff without personal files, while the CSFPs conducts the briefings, HR keeps them all in one visitor's CS file. Failure to sign the Child Safeguarding Policy and Code of Conduct will result in the candidate not being appointed to the role.

## 2.3 PROGRAMME DEVELOPMENT, GRANT MANAGEMENT AND CHILD SAFEGUARDING

### STRATEGY:

Each strategic reporting period should include revision and, if needed, updating of the Child Safeguarding Policy. This can encompass updated analysis of common risks and safeguarding practices, legislation and governance infrastructure and a child safeguarding stakeholder mapping, in addition to *War Child's* child safeguarding knowledge and capacity.

### PROPOSAL DEVELOPMENT:

Each new proposal should include:

- Considerations on donor regulations - in particular regulations on visibility and donor visits. All communications and visibility requirements issued by the donor should adhere to *War Child's* child safeguarding standards. If a donor requirement does not meet our child safeguarding standards, this should be flagged, if known, at the proposal development or contract negotiation stage.
- A risk assessment to be undertaken prior to carrying out any project involving children. Analyse potential child safeguarding risks created and/or encountered through activities and operational considerations such as transportation, procurement, etc. This should be supported by the Health and Safety Checklist and result in a plan to mitigate these risks (including actor mapping for each project). The checklist should encompass both programmatic and operational considerations, such as transportation, and procurement (including consultants).

In the event when a proposal has been developed in consortium with other organisations, all members are required to sign and adhere to the *War Child* Safeguarding Policy.

### PROJECT DESIGN:

Each new project should include:

- Staff capacity analysis, including training of (new) staff and/or partners
- Training of (new) staff and partners. Other activities must also be incorporated into the project activity/work plan.
- Budget for mitigating child safeguarding risks/concerns and training must be included in the overall project/proposal budget
- Risk assessment of the programme / programme implementation site.

### PROJECT IMPLEMENTATION:

- Awareness and understanding of child safeguarding considerations to be incorporated into activities (plan and budget) and implemented with children on a regular basis
- During the kick-off meeting at the start of each project, a Child Safeguarding Focal Point for *War Child* and partner organisations should be identified
- Children and adults (caregivers, teachers, etc.) participating in *War Child* programmes must be made familiar with the Child Safeguarding Policy and related reporting procedures
- Donor visits and visibility requirements should account for child safeguarding considerations.



### **PROJECT MONITORING AND EVALUATION:**

- Regular open discussions with the organisation's staff, volunteers, partners and stakeholders will be held to evaluate the implementation of the Child Safeguarding Policy throughout the implementation period of the project
- Use of child-friendly tools to evaluate and assess with children the compliance of the project staff/partner to the child safeguarding standards at planned intervals
- Project monitoring visits to include a quarterly formal child safeguarding check supported by a standardised template
- Head office monitoring visits to include check on project- and country-level child safeguarding progress on plans/actions.

### **ANNUAL PLANNING:**

- Annual planning processes should consolidate project-related child safeguarding concerns and actions, as well as broader analysis of *War Child's* structural child safeguarding practices, staff capacity and plans for (updated) training that may not be project-related
- Non-project related (funded) child safeguarding actions must be included in each country's annual plan budget.

### **REPORTING:**

- Quarterly and annual reports to summarise progress made on all reports made regarding child safeguarding (both project and non-project related), including lessons learned that will inform future projects
- Incidents to be reported following the child safeguarding reporting procedures and generically summarised in quarterly reports without identifying any parties involved. This process should include follow-up actions both taken and pending.
- Every four, eight and 12 months a Child Safeguarding incident log will be sent to *War Child* head offices by the national or regional Child Safeguarding Focal Point. This will support the organisation in identifying child safeguarding trends and thereby strengthen our prevention and response mechanisms.



## 2.4 PORTRAYING CHILDREN IN EXTERNAL COMMUNICATIONS AND CHILDSAFEGUARDING

*Note: If you need further guidance regarding anything outlined below, please consult the Child Safeguarding Focal Point in the communications department or the specific programme country.*

When *War Child* seeks to portray children through its external communications, it is crucial that we follow best practice in child safeguarding. External communications constitute any information about a child we work with - written, audio or visual - that will be shared with an external audience, including:

- Press - newspapers, magazines, online news sites
- TV and broadcast - news, documentaries, films (including Netflix)
- Social media - Twitter, Facebook, Instagram and any other social media platform. This encompasses both *War Child's* own social media channels and the channels of other individuals/organisations who support us.
- Direct mail and emails to supporters - including supporter updates, campaign emails, leaflets
- Reports and publications - policy reports, publicly available programme evaluations, annual reports, etc.
- Advertising - e.g. billboards, adverts in newspapers, on public transport etc.

All *War Child* external communications that prominently feature children - either individually or in groups - will be prepared in consultation with relevant child protection specialists. This will be the child protection lead in the particular country office where the child lives and the relevant Child Safeguarding Focal Point - both in-country and at head office.

The project manager of any communications campaign - in consultation with the aforementioned child protection specialists - will conduct a risk assessment and decide if any such campaign puts the child at risk, contributes to their vulnerability or in any way allows the child to be traced.

### **SAFETY, PRIVACY AND DIGNITY**

These principles are of vital importance and should be upheld in all written and visual communications that feature children.

### **INFORMED CONSENT AND ASSENT**

For all children aged under 18 both informed consent (from the relevant caregiver) and informed assent (from the child in question) must be secured prior to gathering and using any information about them in external communications - be it written, audio or visual. This consent should be captured in an informed consent form. The age of consent may be adapted to the legal age of consent inside the country of operation, however, following approval from the global Child Safeguarding Focal Point.

Please note that for children who appear only in the background of a photo, outside of *War Child* projects, and who cannot be identified (e.g. in a market scene) no consent needs to be obtained.

Further guidance on informed consent/ assent for children and caregivers can be found on via Sharepoint or Workplace (NL) or Phileas (UK).

## POSITIVE AND RESPECTFUL PORTRAYAL

Children are never portrayed as passive victims in our communications. Instead we show them as active participants in their own lives and inside their communities. Children should also be appropriately dressed according to their culture or religion. Recording images of naked children is prohibited.

## PRIVACY, ANONYMITY AND SAFETY

Using an alias when writing child stories sourced from our programme countries will uphold the child's right to privacy and anonymity - and ensure they cannot be identified or traced and placed in danger<sup>6</sup>.

**Always** add a disclaimer to any external communications that feature children to state we have used a fake name (or an actor, where appropriate). Use a disclaimer when children are used in communications with which they may or may not be associated<sup>7</sup>. Following these steps will ensure the child is not placed at risk of any harm.

## CHOOSING CHILDREN TO PORTRAY

It is important to be aware that an international NGO choosing to portray particular children for any communications objective can be perceived as favouritism and - if managed poorly - lead to tensions among children and communities. Be sensitive to these dynamics when considering which children to approach for communications purposes.

## INTERVIEW CHILDREN WITH CARE

When interviewing children in our programmes don't add to their distress by demanding children to describe traumatic events or force discussions which can trigger difficult memories. *War Child* country staff who work with children - and know them best - will provide guidance as to what questions are appropriate. These members of staff can halt any interview that is being conducted with a child when they see it causes the child distress. Be aware also of trying to 'stage' a story - encouraging children to tell you things they haven't truly experienced because such a story better fits your objectives.

## EDIT AND TRANSLATE QUOTES WITH CARE

Take great care to accurately edit and translate children's quotes. Don't put words in their mouths or try to change what they have said - even if you don't agree with it! Inaccurate quotes can also breach child safeguarding standards (e.g. by exposing children to retribution from factions that can abuse them).

## TAKE CARE USING PHOTOS

When using photos ask yourself the following questions: Could they be reused in inappropriate contexts (sexual, propaganda)? Are there identifying symbols (e.g. road signs, house names) that could place them in danger? One other consideration - think about where you will publish photos. Certain images may be appropriate to publish in the UK or the Netherlands but may contravene certain social norms in our programme countries - and vice versa. Also avoid using descriptors on photos that can be stigmatising or provoke a hostile response in certain contexts - for example referring to children who have experienced sexual abuse or have been formally associated with armed forces or armed groups.

## ENSURE FOLLOW-UP PROCESSES ARE IN PLACE

Through its informed consent/ assent process, *War Child* commits to providing children and their caregivers the option to withdraw their consent/ assent after content has been gathered. To ensure that this is possible, a follow-up process should be agreed with country teams. This should involve facilitating the opportunity for children and their caregivers to see the relevant communications content that they feature in.

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6 For children in the Netherlands and the UK, the procedures regarding representation are different and more nuanced. In most cases we don't need to use fake names for children in the Netherlands and the UK who organise or participate in fundraising activities - but we must still adhere to child safeguarding protocols when organising events.

7 Example disclaimer: Photos used in this document feature children from communities and groups with which *War Child* works, but it should not be inferred that they are necessarily victims of violence, or that they represent the children whose voices are heard in this campaign.

## PHOTO DATABASE

Secure a child's history, picture folders and photographs in a secure area to which only a limited number of people have access. Disclosure of these photographs can be made only with relevant parties. Our photo database is secured with dedicated logins that are password protected. Only a few selected colleagues within *War Child* have a login account and password - this ensures our photos are securely held and will not fall in the hands of people who would want to misuse the photos of children we have. Please do not share your login or password details with anybody outside our organisation!

## EXTERNAL MEDIA REPRESENTATIVES

Photographers and filmmakers should not spend time with, or have access to, children without the supervision of a staff member/representative of *War Child*. External photographers, journalists and filmmakers will sign a Statement of Commitment for Representatives of the Media Insert link sharepoint/ WCH UK equivalent. The relevant communications stakeholder who commissions external freelancers will be responsible for ensuring this document is signed.

## PERSONAL PHOTOS

Where events are taking place and individuals (including children, caregivers and non-*War Child* representative visitors to child beneficiaries) want to take photographs of children, staff in consultation with the Child Safeguarding Focal Point must:

- Apply professional judgment as to whether photography is appropriate under the circumstances, including through assessing any possible risks

## SECURE THE AGREEMENT OF ALL PARTIES

- Provide information about what is and what is not acceptable in the use of digital images and camera phones.
- Make it clear personal photographs taken of children in *War Child* programmes should not be posted on personal social media channels (such as personal Facebook pages, Instagram and blogs). This is because it is not possible for *War Child* to review all images and ensure we are comfortable with them.
- Ensure all communications staff are aware of all the guidelines listed in this section - and can ensure they are upheld.
- **IF IN DOUBT** - You can always consult the relevant Child Safeguarding Focal Point if you have concerns about any specific situation you encounter in our programme countries. Every *War Child* country office has a dedicated focal point for child safeguarding concerns.

## SOCIAL MEDIA AND CHILD SAFEGUARDING

### WAR CHILD AND SOCIAL MEDIA USED BY THE ORGANISATION

*War Child* wants to inspire as many people as possible to commit their resources and talents to supporting children affected by armed conflict. This is why *War Child* actively engages with (British and Dutch) society through social media - be it Facebook, Instagram, Twitter, LinkedIn and Snapchat. All images and stories used on social media are subject to the standards outlined in the previous chapter.

### WAR CHILD AND SOCIAL MEDIA USED BY ITS EMPLOYEES

There are two key considerations with regard to personal social media use for *War Child* employees. First - and most importantly - our employees have a responsibility to uphold child safeguarding standards at all times. This means that *War Child* employees should never post images of any children they encounter through their work on their personal social media channels. Beyond this, *War Child* does everything that lies in its sphere of influence to make its employees as aware as possible of potential risks to children.

Secondly there is a reputational risk for *War Child* when people posting on social media are seen as *War Child* employees. This second risk lies beyond the scope of this document. The relevant Communications Officer will review all relevant developments and act accordingly.

## CHILDREN AND SOCIAL MEDIA

*War Child* needs to raise awareness among children around the risk of social media through training and information sessions. As part of these awareness-raising activities, children will also learn how to identify and report child safeguarding concerns on social media.

## DOS ON SOCIAL MEDIA

- **When you communicate with children and young people as beneficiaries via email, text message or social media, this should always be within the context of a planned and supervised piece of work.** *War Child* representatives and managers must ensure that any use of digital technology is approved as part of planned project/programme work in the country context. The use of e-media in service delivery should always be consistent with the Child Safeguarding Policy and the Code of Conduct.
- **Act in the same way online as you do at *War Child*.** Do not make any discriminatory, sexist or derogatory comments. Above all, express yourself in a respectful manner towards others and such that children feel comfortable.
- **When there is a need to use a *War Child*-generated website which allows two-way conversations with children and their families (e.g. during live webchats organised by WC), always be transparent and be very aware of the privacy of the child(ren) and their families.** A statement must be made regarding the purpose of the site/pages and what and who it is intended for. Consider whether putting information in the public domain about the individual, their family, their circumstances and/or their relationship with *War Child* would cause them harm or put them at risk. Also consider whether engaging in online activity or accessing particular websites would exacerbate, play into or amplify a specific vulnerability that has been identified for any individual - one which could therefore cause them harm or put them at risk.
- **Remember that the internet is permanent.** Comments made online can remain accessible for years. Always be aware of the risks when making comments. Even when you remove a mistake, it can still have a negative effect. If you do happen to make a comment in error then remove it with an honest, robust explanation.
- **Be aware of location and geotagging services.** Posts on social media might be accompanied by a geolocation by default when published online. This location might be dangerous or harmful to any children in a photo while the location might not contribute to the goal of posting. No identifiable images, details or other identifying factors of children and young people should be posted on any social media platform.



## **DON'TS ON SOCIAL MEDIA**

- **Don't take pictures of children with your mobile phone or photo camera.** We uphold strict rules regarding children's privacy according to Article 16 of the UNCRC and as stated in the guidance notes of this policy. *War Child* representatives may only take photos of children when they have been tasked to do so by the organisation, and when they follow all the standards outlined in the previous chapter.
- **Don't ask for or accept 'friend' requests on social media from children (e.g. on Facebook).**

*Note: Guidelines that apply to other media and footage also apply to social media.*

## **2.5 INFORMATION AND COMMUNICATION TECHNOLOGY AND CHILD SAFEGUARDING**

*War Child* currently works with a few specific categories of ICT: mobile devices (smartphones, tablets, and laptops), computers, information systems and internet/social media<sup>8</sup>. Given the speed of ICT development, more categories are bound to be added soon. This policy aims to provide the guidelines for upholding the highest standards of child safeguarding - no matter what technology is used.

*War Child* recognises the potential of ICT to strengthen and expand its programming and believes ICT can contribute positively to the enhanced wellbeing of children. The organisation is also acutely aware that ICT use can pose risks to children and young people, resulting in child protection concerns. These concerns include potential incidences of abuse, exploitation, violence, discrimination and exclusion.

Children participating in *War Child* activities often have little or no prior experience with ICT and, in most cases, their immediate environment does not allow for the knowledge and skills needed to coach and assist them in dealing with risky situations. It is therefore vital that we invest in awareness-raising among children through training and information sessions on the risks in engaging with ICT.

We believe that risks by themselves do not necessarily result in harm and can provide a learning opportunity when assessed and dealt with properly. *War Child* uses an increasing number of online applications and electronic devices to collect and store the confidential personal data of children and young people. *War Child* ensures data is securely maintained and the privacy of children is upheld. All devices and systems containing personal data of children and young people need to be properly protected by pin codes and passwords in accordance with existing data protection policies. Staff and volunteers using mobile devices to collect and administer data need to be aware of the risks and trained in the proper use of the devices.

### **RESEARCH AND CHILD SAFEGUARDING**

The welfare of the child is paramount to all research activities carried out by *War Child*. All staff and *War Child* associates involved in research programming will abide by the Child Safeguarding Policy and report any safeguarding concern.

In the case of a specific, serious adverse event occurring during any project - such as death, suicide attempts, emergency psychiatric hospitalisation, domestic violence, and child physical, sexual and emotional abuse and neglect - the research team together with the Country Director, the Child Safeguarding Focal Point(s) and Safety and Safeguarding Adviser will discuss the appropriateness of continuing with the project and/ or implementing adjustments to safeguard children.

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<sup>8</sup> Examples of our current activities include: Creative use of SMS, as well as video for information, advocacy or monitoring purposes;

The Child Safeguarding Focal Points respond to all adverse events involving children. Research coordinators solely need to be informed if their knowledge of the adverse event involving the child ensures the safety and protection of the child. Adverse events involving adults will be managed by the research coordinators.

#### **STEPS:**

Follow section three of the Research and Development data management plan to set up the Adverse Events Procedure for every research project. Some further key considerations:

- All research protocols receive ethical clearance from internal or external ethics boards prior to implementation of the research.
- All *War Child* staff and associates receive child safeguarding training prior to beginning their work. Research coordinators will also receive child safeguarding training. Research assistants, when only involved in research projects, will receive an adverse events training where their responsibilities to report, including on child safeguarding concerns, will be incorporated.
- The study team needs to be aware of any adverse events, including any child safeguarding concerns, which may arise from research activities. This is to enable them to potentially adjust or even stop the research activity depending on the severity of the situation. The relevant research coordinator will share incident reporting forms with the Data Safety Management Committee without sharing identifiable information to ensure confidentiality. Only the research ID will be shared and only a limited number of people have access to the list on which research IDs are linked to a child's personal information.
- The research coordinator will not respond to child safeguarding concerns - these concerns will remain the responsibility of the relevant Child Safeguarding Focal Point. The research coordinator receives reports from the research assistants and other study staff. In the event of a child safeguarding concern, he/she will follow up with the Child Safeguarding Focal Point, following the flowchart and response overview outlined below.

## **2.6 ENSURING BEST PRACTICE: EDUCATION AND TRAINING**

Ongoing education and training is required to ensure that all child safeguarding practices are integrated and maintained in all aspects of our work.

#### **BRIEFING**

Before starting employment with *War Child*, each member of staff must read and sign the Child Safeguarding Policy. A contract cannot be issued without a signed copy of the policy. During the first two weeks of employment, as part of the overall induction period, representatives will receive a briefing on the policy. Appointed Child Safeguarding Focal Points will receive an additional induction relevant to their role and responsibilities.

#### **TRAINING AND REFRESHER TRAINING**

All *War Child* staff and partner staff will participate in a child safeguarding training within their first three months of being hired. There should be a child safeguarding refresher training one year after the completion of the last training, which also incorporates any changes made to the policy, procedures and practices.

Specific training packages are in place for different roles. Each signatory will have access to their own online child safeguarding learning path, specifically adapted to his/her role within *War Child*. It is the responsibility of Human Resources to follow-up with each individual when training has not been attended or the learning path has not been followed.

Child Safeguarding Focal Points and managers will receive additional training specific to their responsibilities. Staff members who need to investigate allegations will receive specific training in-line with Keeping Children Safe guidelines on conducting investigations.

## **CHILD SAFEGUARDING AND AWARENESS-RAISING**

Child safeguarding will be included as a standing agenda item in each monthly Management Team and EMT meeting, both in-country and at head office. During these meetings the relevant Child Safeguarding Focal Point will provide an update on child safeguarding trends and developments.

At each *War Child* head office Child Safeguarding Working Group members will be responsible for the provision of briefing/awareness sessions/trainings to all staff/volunteers/associates. In our programme countries, the Child Safeguarding Focal Points, HR and Child Protection staff are responsible for this.

## **CHILDREN AND AWARENESS-RAISING**

Awareness-raising activities for children and their caregivers need to be provided when *War Child* first enters a community and begins to work with groups of children. The nature of the sessions are context-specific, depending on the specific project and level of contact staff have with children within the project. Awareness-raising sessions provided by *War Child* are sensitive to age, gender and culture. *War Child* will ensure that children and their caregivers are familiar with the Child Safeguarding Policy and know when and how to use it.

A child-friendly approach, utilising child-friendly materials, will be used when informing children about child safeguarding issues. A picture format of the Child Safeguarding Code of Conduct will be used in these sessions, and complimented by other methods such as videos, plays, songs and any other approach that is age and culturally appropriate.

## **TRAINING AND BUDGET**

Capacity building, education and training on the Child Safeguarding Policy will be included in the budget lines of every HR department - both at *War Child* head offices and inside our countries of operation. It is the responsibility of the directors of the different HR departments to include relevant costs in the HR budgets. It is the responsibility of the Child Safeguarding Working Group and the Child Safeguarding Focal Points to advise the HR director on the requirements and necessities.

# **2.7 PARTNERS**

## **OUR IMPLEMENTING PARTNERS IN THE FIELD**

All partner organisations, as stipulated in the *War Child* Partnership Policy, are required to: a) have their own child safeguarding Policy in place, incorporating response and reporting procedures of a similar standard to those of *War Child*'s global policy or; b) adopt and sign the *War Child* country office's Child Safeguarding Policy or c) support the partner in the development of a policy (especially in countries where capacity building of local organisations is key). This will be decided by the country office management, the country office's Child Safeguarding Focal Point and the partner agency.

Training on child safeguarding - and support to develop and implement child safeguarding policies, procedures and practices - must be part of any partner agreement. The partner agreement (Memorandum of Understanding; MoU; PFA) will note the possible consequences of negligent implementation of the Child Safeguarding Policy and/or relevant response and reporting procedures. This may include the possible withdrawal of funding/support and termination of the relationship with the partner. *War Child* may be asked to assist in an investigation involving one of their members of staff, beneficiaries, and/or stakeholders.

## **OUR DONORS**

All donors - whether institutional, corporate or private individuals - will be made aware of the Child Safeguarding Policy. This will be done by ensuring the information is online, and by actively communicating about the policy, including through project proposals, face-to-face meetings and email and telephone communication.

Donors will be briefed on, and required to sign, the Child Safeguarding Policy and the Code of Conduct whenever they visit a specific *War Child* programme and/ or activity.

## 2.8 MAINTAINING ACCOUNTABILITY

Standard 4 of the Keeping Children Safe (KCS) guidelines is focused on accountability – that the organisation monitors and reviews its safeguarding measures. In line with this standard, organisations are required to (1) regularly monitor the implementation of child safeguarding policies and procedures; (2) report on progress, performance and lessons learned to key stakeholders in annual reports; (3) use learning from practical case experience to inform policy reviews and changes to child safeguarding measures; (4) review policies and practices at regular intervals and have them formally evaluated by an external evaluator/auditor every three years. To ensure we adhere to KCS Standard 4 *War Child* has put the following measures in place:

### RISK ASSESSMENT AND RISK MITIGATION

Prior to the start of every project, child safeguarding risks are included in an overall risk assessment and mitigation plan. Risk assessments encompass:

- Identifying *War Child* or partner organisation's potential impact on, or contact with, children
- Identifying and analysing the potential risks of that impact or contact
- Evaluating the risks in terms of the probability they could occur and the seriousness of the impact on children
- Implementing strategies to minimise and prevent risk
- Reviewing and revising risks and preventative measures throughout the project duration.

Further information on Risk Assessment and Accountability can be found on Workplace / Sharepoint (NL) or Phileas (UK).

### SELF-AUDIT

On an annual basis, each *War Child* country office will implement a self-audit, involving all team members using the Keeping Children Safe audit tool and guidance<sup>9</sup>.

In addition, an in-depth assessment will be completed by the national Child Safeguarding Focal Point together with the country director and other management-level staff using a standardised *War Child* audit tool. An analysis of the information provides an overview of the state of the Child Safeguarding Policy implementation, priorities for the country programme to be included in the annual plan as well as matching budget needs that can be requested for child safeguarding in process of development the annual plan.

The audit tools can be accessed via on Workplace / Sharepoint (NL) or Phileas (UK).

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9 <https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/accountability/self-audit>

# PART 3 – THE ANNEXES

## ANNEX 1 - CODE OF CONDUCT

The following guidelines refer to appropriate and inappropriate behaviour of adults towards children, and of children towards other children.

### APPROPRIATE BEHAVIOUR:

- Treat all children with respect and never discriminate against or favour them because of their age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, physical or mental disability, sexual orientation, or any other factor that may distinguish them from others.
- Adhere to this Child Safeguarding Policy and related procedures at all times.
- Report any incidents or concerns that a child, young person or vulnerable adult is, or is likely to be, at risk of harm.
- Inform line managers and HR Manager of any changes in circumstances since one's first involvement with *War Child*, which may impact upon the ability to comply with our Child Safeguarding Policy and the Code of Conduct, such as an investigation by another agency into child safeguarding allegations in one's own family.
- Work in partnership with colleagues and other agencies to promote and safeguard the welfare of children in everything that we do.
- Develop and keep clear personal boundaries and rules when conducting activities that involve children or vulnerable adults to keep both yourself and them safe. E.g. In general, only hold a child's hand when they initiate it.
- Ensure that all staff and associates have received the appropriate supervision and support to ensure children are safe at all times.
- Ensure that confidential information concerning children, families and communities is not shared inappropriately on social media, or with others, except through formal *War Child* reporting processes with full informed consent.
- Undertake a risk assessment prior to carrying out any project involving children.
- Be aware that all children that we work with may have witnessed or experienced traumatic events and therefore ensure that any activity undertaken considers their physical, emotional and cognitive state. This also includes ensuring games, interviews, research or any other activities are age-appropriate.
- Be aware of and recognise the power balance between an adult and a child and behave in an appropriate, child friendly, accountable and transparent way at all times.
- Provide a safe and conducive environment for activities.
- Wear appropriate photo identification at all times when in direct contact with children.



## **INAPPROPRIATE BEHAVIOUR:**

- Any kind of discrimination including racism, homophobia, sexism, and/or religious discrimination
- Showing preferential treatment of some children to the detriment or exclusion of others
- Shouting at or bullying children, which includes using language or offering advice which is in any way offensive, abusive or threatening
- Intentionally physically or verbally intimidating children and/or preventing a child from expressing his/her opinion
- Using any sort of physical chastisement or punishment
- Beating or hitting a child, or withholding food, water or other necessities of care, even as a form of discipline, is not permitted
- Physically restraining children during programme activities or at any other time unless the staff member has had appropriate training and another responsible adult is present as a witness
- Assisting children with tasks of a personal nature which are not part of their job description and/or which the child is capable of fulfilling themselves
- Allowing a child or young person with whom you work to stay overnight in your house and/or to sleep in the same bed
- Spending time alone/unsupervised with a child or young person with whom you work. Wherever possible and practical, two adults should be present during workshops and other children's activities. Where this is not possible staff should seek alternatives such as the presence of adult community members and/or use of open spaces that are visible to others in the area.
- Engaging in, or attempting to engage in physical, sexual or inappropriate relationships with children or vulnerable adults for any reason. This includes the use of suggestive conversations, comments, texting, instant messaging and emails or via social media sites.
- Developing relationships of an inappropriate nature with children, which could in any way be deemed abusive or exploitative
- Displaying general behaviour which goes against good practice or is potentially abusive, including behaviour by means of ICT, like mobile phone or internet. This includes providing personal email addresses or phone numbers to children participating in our programs.
- Carrying out duties, visiting or volunteering with children and vulnerable adults whilst under the influence of alcohol, solvents or drugs
- Encouraging or assisting others - including children - to break the law in any way
- Engage or pay a child for any service that is not part of an activity that has been organised and agreed upon by *War Child*
- Neglect a child or leave a child unsupervised as this may put the child at risk of harm or injury
- Marry or carry out traditional practices involving a child that could be harmful to the child or engage a child in exploitative labour, even if it is culturally acceptable.

*All signatories have a duty to report suspected or confirmed breaches of the Child Safeguarding Policy to the head office Child Safeguarding Focal Point or designated alternate if the CSFP is unavailable. Reports must be made within 24 hours of becoming aware of the breach possible risk to children, I undertake to inform War Child's Child Safeguarding Focal Points immediately and seek their guidance.*

# ANNEX 2 - DECLARATION FORM

## STATEMENT OF COMMITMENT

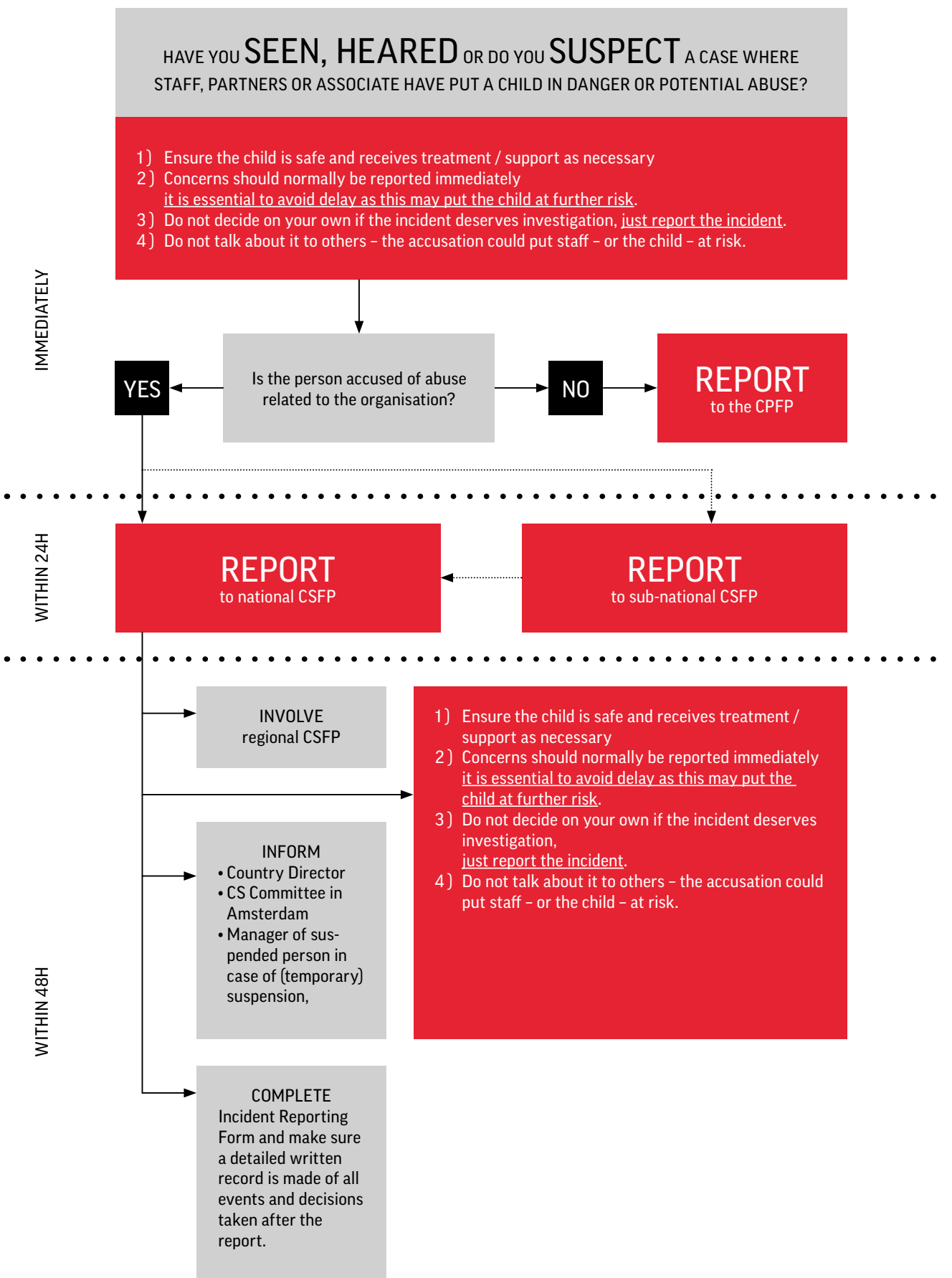
to *War Child's* Child Safeguarding Policy, Code of Conduct and Procedures applicable to *War Child* Representatives (paid or unpaid), consultants, contractors and third parties, associates, trustees, interns, volunteers, visitors, ambassadors, donors and philanthropists and any person/organisation associated with *War Child*.

I have read and understood my responsibilities outlined in this Child Safeguarding Policy (Part 1), Code of Conduct and Procedures. I agree with the terms contained therein and accept the importance of complying with the provisions while working with or representing *War Child* in any way. I understand that the consequences for non-compliance could have serious repercussions.

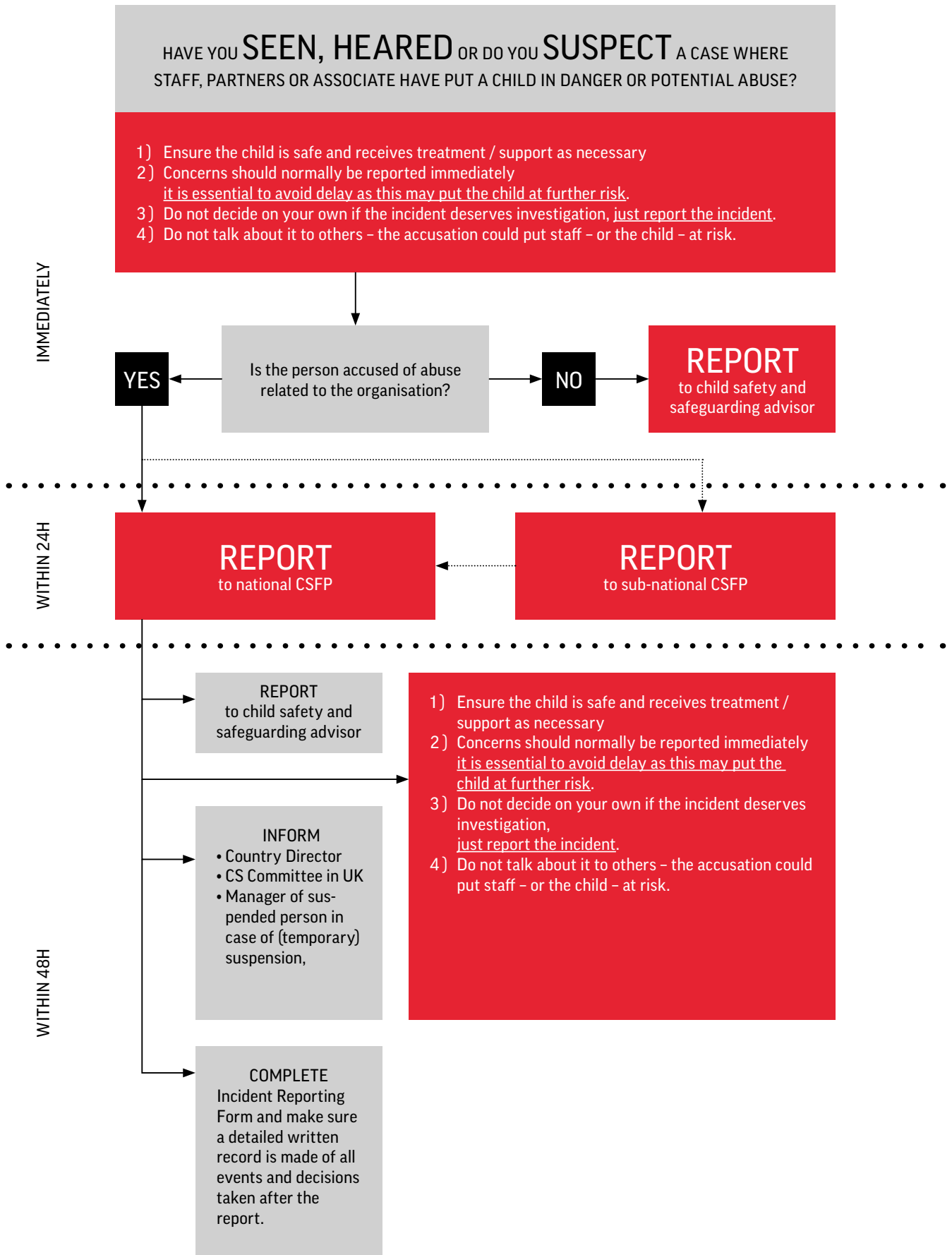
If any of my personal circumstances change that might affect my ability to undertake my duties and create a possible risk to children, I undertake to inform *War Child's* Child Safeguarding Focal Points immediately and seek their guidance.

<b>Name:</b>
<b>Job title/role/position:</b>
<b>Affiliation/Organisation:</b>
<b>Address:</b>
<b>Signature:</b>
<b>Date:</b>
<b>Witnessed by (name):</b>
<b>Signature:</b>
<b>Relationship to the above:</b>

# ANNEX 3 - REPORTING FLOW CHART - HOLLAND



# ANNEX 3 - REPORTING FLOW CHART - UK



# ANNEX 4 – INCIDENT/ CONCERN REPORTING FORM

## \*CONFIDENTIAL\*

This form should be securely stored, preferably with a lock, only accessible by the national Child Safeguarding Focal Point.

General information:		
Programme/Research project:		Location:
Child's Name:	Gender:	Age:
Language spoken:	Any disability:	Date of birth:
Child's details:		
Name parents/caregivers:		Contact / address:
		Phone number:
Language spoken:	Any disability:	
Type of adverse event – circle w:		
<ul style="list-style-type: none"> <li>8. Child or adult discloses physical, sexual, emotional abuse, neglect, or exploitation of a child</li> <li>9. Staff member suspects physical, sexual, emotional abuse, neglect, or exploitation of a child</li> <li>10. Participant discloses one of the six Grave Violations Against Children During Armed Conflict – to specified per country</li> <li>11. Child safeguarding concern arises</li> <li>12. Other forms of violence towards study participants or staff (e.g. violent attack against the staff)</li> <li>13. Hospitalization (suicidality, frequent seizure, violent behaviour [i.e. harm to others])</li> <li>14. Injuries/accidents on way to/from program</li> <li>15. Death of participant</li> </ul>		



**Information on steps taken to ensure safety of child (where applicable):**

**Recent changes in the child's behaviour (where relevant):**

**Details of concern: what, who, where, when (including child's words where possible):**

**Other relevant information (including immediate actions taken and steps forward):**

**Alleged Perpetrator's details (if known, and if relevant):**

Name:

Address:

Age:

Employment details:

Position:

Relationship, if any, to child:

Current location of alleged perpetrator:

**Current safety of child including location:**

<b>Has emergency medical attention been required?</b>			
What?			
Provided by:			
<b>Who else knows?</b>			
Witnesses:		Family members or other individuals:	
<b>Actions taken to date: e.g. report to police, social welfare, other. Give contact details and date and time of action.</b>			
<b>Report details:</b>			
Time:	Date:		Place:
<b>Reporter's details:</b>			
Name:		Contact:	
Position:		Relationship to the child:	
<b>Report taken by:</b>			
Name:		Date:	
Position and location:		Signature:	

**This section is to be completed by Child Safeguarding Focal Point following receipt of the report:**

Action to be taken:

Name:

Position:

Location:

Date and time report received:

**IN CASE OF RESEARCH STUDY: This section is to be completed by research coordinator**

Action to be taken:

Name Research Coordinator:

Position:

Location:

Date and time report received:

Received by Data Safety Management Committee  
Name:

Date and time report received:



**CHILD SAFEGUARDING POLICY**

**JULY 2018**