



Srijan Foundation. Hazaribag

Child Safe Guarding Policy and Procedures

A manual to Srijan Foundation Employee

2017



CHILD SAFEGUARDING POLICY AND PROCEDURES 2017

**Srijan Foundation
Hazaribag**

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Preamble

Srijan Foundation has frequent and constant interaction with children, in such situation, it is important to have protocol to interact with children and intervene in matters and related concern. Keeping children's rights, care and protection and issues of concerns in mind, the **child safe guard policy** is being introduced. This policy will be guiding and regulating in interacting with children or associates with any of concern related to children, while ensuring child dignity, rights, safety and security. It would also guide to design, execute program and provide services under the purview of child safe guard policy.

This policy document would provide guidance to team members within organization or the other agencies / persons directly-indirectly associated with SF. The policy document is identifying role and responsibility and obligation in dealing with child related issue within or outside the organization. The organisation has committed to implement the policy strictly whereas the breach of any of the statement would cause to punishment and discontinuation/termination of agreement and contract with members, network organisation or individual where there is any form of association.

The policy will be clarifying all the possible threats, encroachments, exploitations, abuses, discriminations and violence on children and it must be guiding in recruitments of any of staffs or alliance with any of agencies/partners. There will be proper consent and agreement while signing of policy paper. Breaching of any of article of child safeguarding policy's agreement will be consider to be an offence and it will be punishable and action will be taken according to policy guideline.

This policy document is being herewith adopted with approval from the board of trustees and members of Advisory committee and will be applicable at every association with Srijan. The Policy document has been prepared with the references from organisation's child protection policies and have adapted to farming as per organisation's vision and mission to work with Child related concern.

Secretary

Introduction to Organization

Srijan Foundation (SF) is founded in 1995 with a noble expression of their concern for the welfare of the disadvantaged and the underprivileged and a positive response to build capacity of the community and the grass root organizations. It was formally registered in February 2001 with a **vision** to promote egalitarian, empowered and self-reliant society through tangible efforts of the voluntary organizations. SF seeks to accomplish this by extending technical support to individuals, NGOs and Civil Society's, promoting innovative approaches and building support at community levels through focused and integrated efforts.

To build the capacity of the community in general and the grass root organizations in particular to take up the responsibility to further enhancing the capacities of the most marginalized and vulnerable section for its empowerment. Having major focus on women and child in centre, Srijan Foundation is enthusiastically engaged in intervening matters related to women and children in the communities. To ensure rights, Srijan is working with children including child with disability, Single parent or orphan child; children affected from chronicle diseases, children in vulnerable situation, or engaged as labourers and having frequent interaction and intervention in matters related to children, it is dedicatedly eager to adopt Child safe guiding policy for better services to children.

Srijan take this opportunity to introduce the policy, keeping dignity, rights and protection of children in mind. It will be guiding principle to understand the importance of child and its values. Hope this policy paper would provide a holistic magnitude of a child care and protection.

Principles

Srijan Foundation's Child Protection Policy is based on Child Safeguarding Standards and the declaration of UN Convention on the Rights of the Child, 1989. With intention to protect children's rights and protecting from vulnerability, prevention from taking advantages and possible threats, encroachments, exploitations, abuses, discriminations and violence, SF is following above mentioned principles:

- All children have equal right to protection from harm and threat.
- Everybody has a responsibility to support the protection of children.
- Organisations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.
- If organisations work with partners they have a responsibility to help partners meet the minimum requirements on protection.
- All action on child safeguarding are taken in the best interests of the child, which are paramount.
- Loving and caring family is right of every child
- Children do have dignity and worth contribution in society.
- Children have right to development in friendly, fear free, hassle free, and exploitation free environment without any discrimination caste, class, creed, religion, language, race, physical appearance etc.

1. Definitions and Terms

1(a) What is child safeguarding?

Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, it is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.

'Do no harm' refers to organisations' responsibility to 'do no harm' or minimise the harm or appease the risk, they may be doing inadvertently as a result of inappropriate programming.

1(b) Who is Child?

A child is any person under the age of 18 years.

1(c) What is Child Abuse?

Child Abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or, Processes do or fail to do, intentionally or unintentionally, which harms a child or damages their prospect of safe and healthy development into adulthood.

1(d) Definitions of “harm”

The term “harm” is consider to be any kind of physical, psychological, sexual harassments or violence of any form or any kind of exploitation or taking advantages or any kind of abuse to child, it may be directly-indirectly or attitudinal and behavioural. The following definitions can be used as a guide.

Physical Abuse: Actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

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 in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation: A form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim’s options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual. Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

This may also include touching, pampering while in physical touch and making unnecessary physical touch with children.

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child’s basic physical and /or psychological needs, which is likely to result in serious impairment of a child’s healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Emotional abuse: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

2. Scope

This policy applies to all staff members and associated agencies' representatives, partners, volunteers and network organisations. The policy also covers anybody that represents the organisation, they are as below:

- All staffs and members
- All volunteers and interns
- Network organisations
- Associate partners

Associates partners includes:

- All contractors, e.g., consultants
- All Funding Agencies
- All partners including local community based partners
- Guests and Visitors

3. Procedure and Guideline

SF will be taking measures to ensure the protection of children through under mentioned means:

3(a) Risk assessment/Risk Mitigation

A risk assessment of all SF operations, programmes and project activities will be conducted at all levels. Risk mitigation strategies will be developed, which minimise the risk to children, and incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

While conducting program/events there must be proper care of:

- Hassle free/child friendly ambience
- Prevention of all possible threat of injury, harm and danger at place.
- Proper arrangement for sanitation and hygiene.
- Safety and security lodging and fooding.

3(b) Safe recruitment

SF is known for its work and commitments on child rights and it is because of the team members' working in the field and communities. It is also significant to have such a level of understanding on child safe guard policy within the members, so that it could not affect the dignity and rights of a child, it may be directly or indirectly.

So, it is important that the team members must be sensitized and would have empathy on children. Taking this under consideration, SF's HR policy instructs to have proper care of such factors while recruiting a staff.

SF will be taking measures to understand the background and level of understanding or commitment towards child rights of candidates while conducting recruitments. The organisation will be further orienting on its child safe guard policy so that the expectation and commitment can be met. All interviews will include a discussion on child safeguarding, the candidate must have understanding on the organization's commitment.

Staff, consultants and volunteers will be appointed to deliver job before taking consent and signature to follow the organization's child safeguarding policy. Contract offers for those whose work will bring them directly into contact with children, or gain them access to children's information, will be dependent on suitable references and criminal record checks.

The following will be used as an example:

SF will ensure that it applies the highest standards in its recruitment and vetting policies across the organization. Candidates are checked for their suitability for working with children and their understanding of child safeguarding.

Protection checks, such as disclosure of previous convictions or police checks (if disclosure is unavailable), forms an important part of our recruitment policy and covers all those representatives that we have an employment relationship with. If police checks are impossible, other checks are put into practice and noted. Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions, and a minimum requirement of at least two references are carried out in all cases.

While recruiting a team member, it will be ensured the candidates' behaviour and last records from the source organisation through networking, by communication or from local source.

3(c) Checklist for recruitment and selection

- | |
|---|
| <p>1. SF while designing the job description, analyse the role and think about the issues of child safeguarding and risk in that job:</p> <ol style="list-style-type: none">1. What contact with children will the job involve?2. Will the employee have unsupervised access to children, or hold a position of trust?3. What other sort of contact may the person have with children (eg, via email, telephone, letter, internet)? |
| <p>2. Clear job descriptions, terms of reference/role briefs for all posts including where short-term contracts, consultants are being recruited will be developed.</p> |

3. The selection-criteria outlines will be developed with relevant experience if the post involves direct work with children.
4. Commitment to keeping children safe is included in details of any post sent to prospective job candidates.
5. Developing application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings.
6. Ask for documentation to confirm identity and proof of relevant qualifications.
7. Ensuring a well-planned interview process and ensure the interviewers have the relevant experience of and knowledge about child safeguarding and best practice.
8. Specific questions in the interview that draw out people's attitudes and values in relation to the protection of children will be included. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it has had their current practice?
9. Three references including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children will be taken
10. Verification of the identity of referees must be done.
11. As many background checks as possible will be conducted.
12. Consider the use of probationary periods of employment to ensure suitability once in post.

3(d) Behaviour protocols/code of conduct (Annex A)

Personal Behaviour keeps importance while interacting with children and dealing with child related issues. The code of conduct may guide how to deal with children and maintaining behaviour. It is essentially needed to adopt and practices proper behaviour with children at every place. The code of conduct may restrict the team members to committing mistakes while restricting themselves from unacceptable behaviour. This will also provide guidance and alert in behaving properly with children. If there is negligence in practicing and adopting code of conduct is consider to be violation of policy.

All staff and associates including volunteers should agree to the code of conduct when they are employed and/or start their job. It should also be made clear what action the organisation will take if the code is broken or not followed correctly.

Staffs who work for organisations with a child safeguarding policy, code of conduct need to follow the code within and outside of the workplace. This means adopting appropriate behaviour themselves and reporting on concerns they have about a child whether in work or outside.

3(e) Awareness Raising

The Team members will be oriented properly and practicing the same while working or dealing with children at any places. Orientation on child safe guard policy at different levels will be organised time to time and will be discussion on the policy frame. Unit level orientation will be organised every year and will have discussion on policy implementation. It would be compulsorily an induction of new team members on **child safe guarding** policy in brief at the time of joining.

The different level of orientation program will provide scope to understand the policy frame and the follow up discussion would strengthen the implementation of policy.

It is essential that all those employed or engaged by the organisation have access to regular training on child safeguarding that is appropriate for their role and responsibilities, beginning at the induction/orientation stage and to understand the reporting mechanism.

Information on child safeguarding is available in the appropriate format and language to be accessible by all staff, children and carers

All staff and associates receive child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns. Staff with particular responsibilities relating to child safeguarding will be provided with a more in-depth training within 6 months of their engagement.

Associates will be briefed on child safeguarding and their responsibilities under the policy upon engagement with the organisation.

Children and families will be informed on SFcommitment to child safeguarding and what to do if they have concerns about a child.

All staff and children are aware of the designated Child Safeguarding Officer (CSO) or Child Safeguarding Focal Point who is responsible for receiving reports of concerns and advising on assessing and mitigating risk in line with **SF** policy and procedures.

3(f) Safe programme design

The organisation will be taking care in framing of projects where the children are being protected and will have care of safety and security of children in all aspects. Such kind of intension will be consciously prohibiting organisation in taking projects that harm the children in any form directly or indirectly. So the designing of projects will specifically very much concerned on child safe guarding.

Not only the projects but also the small events will be consciously framed where there will highly concern on child safety and security. There must be checks and balances on prevention from any kind of harm, threat and exploitation. The concern authority will be executing such programs and approving for further implementation.

Further, while conducting survey/interviews/preparing case study, there possibly some of points can be touching emotional aspects and disturbing the child, in such situation there must be pre-planning for the representation and clear guideline to demonstrate without harming psychological and emotional aspects.

3(g) Communications – use of images and children’s information

Having the intention to respect, dignity and to provide importance to the children, the organisation will be consciously preventing the children from being stigmatized due to in-appropriately sharing of pictures or any forms of information related to a child.

Under SF use of information and visual images, both photographic stills and video, SF overriding principle is to maintain respect and dignity in portrayal of children, families and communities.

3(h) Social media (if applicable) (Annex D)

Although the organisation is maintaining website and social media sites to sharing of information, it would be essentially prohibited the sharing of photos, video of caricature of child on social media. It will be compulsorily taking of written consent before uploading of picture or any kind of information from the child and its family.

3(I) Engagement of a child in Domestic work or any other Place

The SF firmly beliefs in “child has right to have loving and caring family”, but it doesn’t allow the members to keep or tolerate a child in family where it is being kept for domestic work or any other work. The members will not be tolerating a child in hazardous situation or being used in commercial purposes.

3(i) Responsibilities

The policy has been approved by **Srijan Foundation** Board of Trustees and Senior Management. The senior management team will be actively enforcing the policy in its frame. A committee on Child safe guarding policy will be executing and monitoring the implementation. It will be discussing and recommending to board/senior management team members further amendments and inclusion.

Some of major initiatives can be taken:

3(i)i Formation of CSP committee

3(i)ii Ensuring proper consent and signing of policy while developing proper understanding of policy.

3(i)iii Six monthly review meeting on policy implementation with unit head and senior management team.

3(i)iv Agreement with partners, follow up and report on implementation of CSP by partners.

4. Partnership with Srijan

Agreements with partners will include a statement that partners who do not have a child safeguarding policy will either abide Srijan’ Safe guarding policy or develop their own as a condition of the partnership.

Or the partner organization will signed Srijan’s child safe Guarding policy at the time of agreement. It also includes contractors, volunteers, consultants and the agencies.

5. Reporting/responding to concerns

A Child Safeguarding Officer (CSO) will be designated to observe and monitor the implementation of policy. It will also recommend to senior management and guiding the unit team members in making it functional.

SF will receive disclosures from children with sensitivity and will strive not to re-traumatise children in their handling of complaints. If a child or young person tells you they are being, or have been, abused:

- Listen to and accept what the child or young person says but do not press for information.
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Do not investigate and do not inform, question or confront the alleged abuser.
- Take the alleged abuse seriously.
- Record carefully what you have heard on the reporting form.
- Free from all notion while interacting to a child.

Identifying information about children will be shared on a 'need to know' basis only. Any staff who raise concerns of serious malpractice will be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a 'need to know' basis only.

Allegations against a staff member would normally result in suspending the staff member from their employment immediately subject to investigation of the issue. If the allegation is a criminal issue, this should be reported to the formal authorities before taking action or informing the alleged perpetrator.

Internal investigations should be conducted by person(s) with the skills to do so. The investigation should involve interviews of all parties involved including witnesses to gather all relevant details of the allegation.

Appropriate disciplinary measures should be taken in the event that the allegation is found to be true. If the allegation is found to be without base, appropriate steps should be taken to minimise damage to the reputation of the individual accused.

Internal investigations related to allegations of criminal behaviour should be discussed with the formal authorities prior to embarking on this course of action to ensure that the organisation does not compromise the formal investigation.

Support and counselling should be made available for those involved in the report and response.

6. Monitoring and review

Child safeguarding is incorporated into the organisation's risk register and quarterly and annual reporting processes. Senior management and the Board of Trustees will regularly review the risk register and organisation reports to ensure that child safeguarding measures are in place and effective.

This policy will be reviewed at minimum of every 3 years or when it is shown necessary that additional issues need to be identified and addressed through this policy.

Annex: A

Code of Conduct

I,(name), acknowledge that I have read and understand Srijan Foundation's Child Protection Policy, and agree that in the course of my association with organization, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- I will be careful while contacting children at any place maintaining distance and will also be sensible and caring of good touch and bad touch.
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment or derogatory/abusive languages on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Srijan Foundation that relate to child exploitation and abuse.
- I will not be showing any forms of mercy or kindness to provide assistance while working with needful children or their families.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive

- Ensure images are honest representations of the context and the facts
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with Srijan Foundation, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed:

Date:

Annex B

Communications policy/guidelines

Principles

1. We will respect the dignity of the subject.

1. We will always seek permission when taking photographs or video footage of individuals. Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility, or from the children directly when they are of sufficient age and understanding.
2. If I am taking any photos/videos/documents etc. for any use or publication in resource materials or on social media, I will take proper consent from concern authority.
3. Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.
4. Wherever possible, we will explain to the subject the likely use of the images.
5. We will never take pictures of people who say they don't want to be photographed.

2. We will not exploit the subject.

We will not manipulate the subject in a way which distorts the reality of the situation (eg. we will not ask them to cry for the camera).

If necessary to protect confidentiality, the names of children and families will be changed. Never will a child's full name or contact details be published.

3. We aim to provide a balanced portrayal of reality in the developing world.

We will avoid stereotypes (eg. Western aid worker tends helpless victim). We aim to show people helping and working for themselves, not as victims.

4. We will use images truthfully.

Case histories/descriptions/Fact findings will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

We will not use an image of one thing and describe it as, or imply it is, an image of another (eg. We do not use an image of one project to illustrate the work of another).

Where possible, we will use a balance of images (eg. positive and negative) to reflect the reality of a situation.

If we use an image in a general way (eg. illustrating a project similar to the one being described), we will make this clear in the caption.

We will not use an image in a way which deliberately misinterprets the true situation.
If an image represents an exceptional situation, we will not use it in a way which suggests it is generally true.

We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. We will maintain standards of taste and decency consistent with our values and those of our supporters.

We will not use images which are erotic, pornographic or obscene.

Images of dead or naked bodies will only be used in exceptional circumstances.

We will not make gratuitous use of images of extreme suffering.

6. We will respect the views of our overseas staff and partner organisations.

We will be sensitive to the concerns and advice of our overseas staff and partner organisations in our gathering and use of visual material.

7. In disaster situations, we will treat in a positive manner the people whom we are helping.

In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information: "In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects". In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears

We will prevent from showing and indicating any forms of sign of mercy or cooperation in situations.

We will not lose respect for those affected, but treat them as equal partners in action.

We will co-operate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence.

8. We will maintain high technical standards.

We aim to use only high-quality images.

We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.

We will not crop an image in a way which misleadingly distorts the reality of the situation.

In video editing, we will not misleadingly distort the reality of the situation.

9. We will maintain a suitable photo library.

Images will be current and appropriate.

All images will be kept centrally and fully documented.

Old images will be archived.

Guidelines for obtaining communication materials:-

- Discuss the use of communication materials at the beginning of a programme or project with children and communities – do not wait until the material is needed.
- Obtain general consent for the gathering of communication materials at the beginning of a programme or project, and agree with children and communities the general messages and types of images that would be appropriate.
- Obtain images and any other private information for publication purposes in a safe and confidential manner.
- Children should be prepared for specific interviews prior to being interviewed.
- Pictures of children should always be decent and respectful.
- All children must be appropriately dressed according to their country of origin. In countries where children wear few items of clothing be particularly careful about the images you choose.
- Recorded images should focus on an activity, and where possible feature groups of children rather than individuals
- Make sure that photographers and film-makers are not allowed to spend time with or have access to children without supervision.
- Permission for the taking of photographs should be sought prior to events. Children that do not have permission for photographs to be taken should not be included in individual or group photographs. Where possible, event photographs should be taken in group settings at prearranged times.
- Any complaints or concerns about inappropriate or intrusive images should be reported and recorded, as with any other child safeguarding concern.

Guidelines for publishing information

- Only use the first names of children. Be careful not to reveal too many details about where they live, their school, hobbies etc.
- Ask for children's permission to use their photographs.
- Get their parent/guardian's consent, and ensure everyone understands how and where the images will be used. (See Appendix 3; Example Consent Form.)
- Where the risk of harm and stigma is high, take mitigating steps; for example, by concealing faces, using pseudonyms and vague geographical locations, and by non-

disclosure of personal information (eg. HIV status).

- Try to take images that represent a broad range of children – boys and girls of various ages, abilities and ethnic groups.
- On websites, make sure any images you use are not tagged with the location of the child.
- Individuals or organisations requesting the use of resources depicting children, such as personal information, videos or photographs, should sign an agreement concerning the proper use of such materials. Failure to adhere to the terms could result in the termination of permission and the return of information.
- Pictures, materials and personal information regarding children should be held in a secure area where practicable, and every caution should be exercised to ensure its security.
- Access to these must be by way of permission only.

Annex C

Policy on communications

General

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities. The photographs/videos

Background

Srijan Foundation strongly supports the United Nations Convention on the Rights of the Child, which makes the best interests of the child a primary consideration (Art. 3), and states that every child has the right to privacy (Art. 16) and protection from all forms of exploitation (Art. 36). At the same time as we acknowledge that images are an essential element in portraying our work to the general public and other constituencies, and for raising funds, we strive to maintain the dignity of everyone with whom we work and will not use images that are disrespectful or demeaning.

Aim

This document sets out the principles Srijan Foundation's employs/Associates/contractors/visitors to regulate our use of images of children and their families. The guidelines that follow will be of particular use to staff in the field in contact with children and families.

Policy

In our use of visual images we adhere to the following principles:

1. We will respect the dignity of the subject.

We will always seek permission when taking photographs or video footage of individuals.

Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility, or from the children directly when they are of sufficient age and understanding.

Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.

Wherever possible, we will explain to the subject the likely use of the images.

We will never take pictures of people who say they don't want to be photographed.

2. We will not exploit the subject.

We will not manipulate the subject in a way which distorts the reality of the situation (eg. we will not ask them to cry for the camera).

If necessary to protect confidentiality, the names of children and families will be changed.

Never will a child's full name or contact details be published.

3. We aim to provide a balanced portrayal of reality in the developing world.

We will avoid stereotypes (e.g. Western aid worker tends helpless victim).

We aim to show people helping and working for themselves, not as victims.

4. We will use images truthfully.

Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

We will not use an image of one thing and describe it as, or imply it is, an image of another (eg. We do not use an image of one project to illustrate the work of another).

Where possible, we will use a balance of images (eg. positive and negative) to reflect the reality of a situation.

If we use an image in a general way (eg. illustrating a project similar to the one being described), we will make this clear in the caption

We will not use an image in a way which deliberately misinterprets the true situation.

If an image represents an exceptional situation, we will not use it in a way which suggests it is generally true.

We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. We will maintain standards of taste and decency consistent with our values and those of our supporters.

We will not use images which are erotic, pornographic or obscene.

Images of dead or naked bodies will only be used in exceptional circumstances.

We will not make gratuitous use of images of extreme suffering.

6. We will respect the views of our partner organisations.

We will be sensitive to the concerns and advice of our partner organisations in our gathering and use of visual material.

7. In disaster situations, we will treat in a positive manner the people whom we are helping.

In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information: "In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects".

In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears.

We will not lose respect for those affected, but treat them as equal partners in action.

We will co-operate with the media in order to enhance public response, but we will not

allow external or internal demands for publicity to take precedence.

8. We will maintain high technical standards.

We aim to use only high-quality images.

We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.

We will not crop an image in a way which misleadingly distorts the reality of the situation.

In video editing, we will not misleadingly distort the reality of the situation.

9. We will maintain a suitable photo library.

Images will be current and appropriate.

All images will be kept centrally and fully documented.

Old images will be archived.

Annex D

Social media policy

1. **Policy statement:** this describes what the policy covers, outlines standards for use of social media and cross-refers to other relevant policies, such as acceptable use of technology.
2. **Who the policy covers:** this section defines those covered by the policy, whether staff, volunteers, parents and children.
3. **The scope of the policy:** this states the need for staff to comply with the policy and outlines the consequences if they fail to do so. It cross-refers to policies relating to disciplinary procedure.
4. **Who is responsible for implementing the policy:** this section describes which people are responsible for overseeing, monitoring and updating the policy; contacts for questions about the policy; and emphasizes that all staff and stakeholders should take responsibility for complying with the policy.
5. **Using social media sites:** this section states which people in the organisation are authorised to post and share material on social media sites using the organisation's name.
6. **Organisational requirements:** this section highlights guidance around specific areas, such as online communication between donors and sponsor children; use of images of children; use of personal information; promotion of the organisation; and rules regarding the use of social media.
7. **Use of work related social media:** this defines the social media that members of the organisation are allowed to use, such as Twitter. It also clarifies what staff and volunteers have to do before using social media, such as reading the policy, undergoing training, approval from managers and so on.
8. **Personal use of social media:** this section states whether the organisation allows personal use of social media where there are references to the organisation. If this allowed, this section must spell out conditions of use, such as adherence to child safeguarding policies; disciplinary procedures; and disclaimers.
9. **Rules for the personal use of social media for staff and volunteers:**
 - Always write in the first person and use the disclaimer
 - Never upload or post any defamatory, obscene, abusive or harmful content
 - Inform the relevant member of staff if you observe another staff member uploading this type of content
 - Do not share any sensitive information – name or location of a child or commercially sensitive information
 - Always comply with the site/services terms of use

- You are personally responsible for the content that you share so always think about what you are posting and sharing
- Avoid posting personal information that makes you identifies you
- Social media sites will be monitored and if staff are found in breach of the rules they are subject to disciplinary procedures as outlined in the disciplinary policy
- Misuse could have serious implications and could break the law especially in the case of child abuse images, defamation, harassment and bullying

10. **Children and young people using the organisation's services:** this section spells out rules for the use of social media by children and young people, especially where they are being given access through an ICT project or encouraged to use social media.

A significant number of social media sites require children to be over the age of 13 so the organisation should follow this requirement. Allowing children younger than 13 to use these sites would be a breach of terms and conditions

This section may emphasise particular points, for instance the need to ensure that young people are not identifiable, that they do not share their location; do not arrange to meet anyone they have encountered via social media, and that they always report suspicious contacts.

11. **Monitoring and reviewing the policy:** this final section should state how the policy will be reviewed, how often this will take place, and who is responsible for leading the review.

Annex E

Referral form - sample

Child's name:	Case no:
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Referral details:		
Time:	Date:	
Place:		
Referrer's details:		
Name:		
Address:		
Contact telephone no:		
Occupation:		
Relationship to child		
Child's details (where available):		
Name:		
Age:	Date of birth:	Gender:
Address:		
Household structure:		
School:	Class:	Teacher:
Ethnicity/Tribe:	Language spoken:	
Religion:	Any Disability:	
Identity no:	Status/whose legal responsibility:	

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

Alleged Perpetrator's details (if known):

Name:

Address:

Age:

Date of birth:

Employment details:

Nature of job:

Identify if Mercy Corps or partner agency is the employer:

Relationship, if any, to child:

Current location of alleged perpetrator:

Current safety of child including location:

Has emergency medical attention been required?

Provided by:

Who else knows? Include contact details.

Agencies:

Family members or other individuals:

Actions taken to date e.g. Referral to police, children's services, social welfare, other.
Give contact details and date and time of action.

Referral taken by (where possible, line manager):

Name:

Position and Location:

Date:

Signature (on hard copy):

Action to be taken

Decision made by Director for immediate action as agreed in Child Safeguarding Policy? (Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)

Yes/No

Referral to Local Authority for child protection /welfare

Yes/No

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs

Yes/No

Signature of person arranging above action:

Annex F

Checklist of organisations, resources and professionals to support reporting and responding to concerns

Legal resources

- Details of any government bodies or agencies with statutory authority for the protection of children.
- Summary of legislation governing welfare/protection of children.
- Identify international conventions to which the country is a signatory or has ratified (eg, UN Convention on Rights of the Child).
- Brief analysis of implementation/enforcement of legislation as far as this is known

Criminal investigation/prosecution – police and judiciary

- Local police position on investigation of criminal assault against children and likelihood of prosecution of such offences.
- Legal age of consent in country and legislation covering this.

Other agencies – health services, NGOs, interagency forums

- Details of health and other services that may be accessed as part of victim response.
- Details of NGO's, other agencies, other relevant bodies and professional networks, including any local joint arrangements for dealing with child protection issues, HIV, women's centres/refuges or safe housing.

Community

- Details of informal/community based justice and protection mechanisms and how these function.
- Identify and establish contact with locally-based NGOs/INGOs and other organisations working on child protection/rights or aid programmes that affect children.
- Gather information about community resources such as local advocacy groups, community and faith groups, or organised children's activities which could support the child protection work.
- Establish contact with any academic institutions working on children's rights

Annex G

Do

- ✓ Respect the dignity of Child and his family
- ✓ Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ✓ Do careful while organizing any event/program to prevent children from hazardous situation and threat of any danger
- ✓ Proper planning of care and protection of children.
- ✓ wherever possible, ensure that another adult is present when working in the proximity of children
- ✓ Be careful while contacting children at any place maintaining distance and will also be sensible and caring of good touch and bad touch

Don't

- Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Do not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- Do not use physical punishment or derogatory/abusive languages on children
- Do not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury