



GOAL Child Protection Policy (CPP)

January 2018

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Clients:	All GOAL staff, including all GOAL Head Office and Field staff, all GOAL entities' Boards of Directors, consultants, secondees, interns, volunteers, visitors, implementing partners, contractors, donors, and vendors.
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1. Introduction

As an organisation working with children, both directly or indirectly, GOAL has a moral and legal responsibility and a duty to protect children within our care from both intentional and unintentional harm. GOAL believes that all staff need to be aware of our policy and commitments in relation to child protection even though the majority of staff may never have unaccompanied contact with children or young people through their work. It is not possible to eliminate risk entirely, but we are obliged to develop strategies and mechanisms to reduce the risk.

GOAL believes that as an NGO working for vulnerable children's rights we have an absolute duty to protect this already vulnerable group from abuse, mistreatment, and exploitation from within organisations and environments intended for their benefit. This duty is imperative and non-negotiable. Without adequate standards and mechanisms of protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.

GOAL bases its Child Protection Policy on 6 principles:

- a. **Best interests of the child**, the welfare of the child is the paramount consideration. Actions taken to protect a child, including assessment, should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- b. **Child rights**, GOAL's child protection policy is firmly based on the principles of the UN convention on the rights of the child. A child rights-based approach puts children at the centre of work intended for their benefit and involves them as actors in their own protection and development.
- c. **Child participation**, Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions which may affect their lives. Children have much to contribute through a clear understanding of their own situations and ways in which they can be supported to protect themselves. Creating spaces where children feel able and willing to speak out about abuse, free from abusers, empowers them to become involved in their own protection without further discrimination or shame. Children will only benefit from this policy if they are aware of their rights and are given the proper environment in which to exercise them.
- d. **Accountability**, GOAL has identified the importance of leadership with clear lines of accountability, without ambiguity about who is responsible at every level, especially for the health, well-being and safety of vulnerable children.
- e. **Transparency**, Transparency breaks down cultures of silence, taboo, secrecy and fear in which child abuse thrives. Transparency and the space and opportunity to talk freely create a preventive and protective environment for children. Silence breeds abuse and exploitation of children. Transparency in dealing with incidents is required, whilst maintaining the confidentiality.
- f. **Commitment**, child protection is not just about reading and signing a piece of paper: the policy sets out guidelines and standards that must be put into practice. Above all, it must be remembered that it is the children, not the standards, that are sacrosanct; and although abuse must never be tolerated, the standards are no more than a tool in the service of promoting the welfare of children.

2. Purpose

As an organisation with a specific focus on vulnerable children it is our duty to ensure that our promotion of children's rights includes specifically protecting children from accidental harm as well as deliberate abuse within organisations intended for their benefit. This policy will assist in fulfilling this duty.

Organisations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse. Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising, potentially undermining an organisation's entire portfolio of work, even beyond the scope of the particular project concerned.

The CPP aims at:

1. Preventing abuse where possible by setting in place and implementing systems and procedures to protect children through best recruitment practices, staff induction and training, creating an open and aware culture, assigning clear management responsibilities and involving children appropriately in their own protection.
2. In the event of disclosure or discovery of abuse; setting in place clear guidelines and procedures for reporting and reacting, dealing promptly and properly with incidents, supporting victims and holding perpetrators to account.
3. Creating a child safe organisation, an environment where issues of child protection are discussed openly and are understood between children and adults, where concerns can be brought to the attention of the relevant people, that improve awareness and implementation of child protection policies and practices, and which creates a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse.

All GOAL staff are bound by the policy. Children with whom GOAL works either directly or through partners are involved appropriately in the implementation and monitoring of the implementation of the policy. All visitors to GOAL projects are expected to uphold the policy. All partner organisations are, over time, expected to comply with minimum standards defined by the policy.

The advantages of having a CPP are:

- Children are protected, although no policy or guidelines can offer complete protection for children, following this policy minimises the risk to children of abuse and exploitation.
- Staff and representatives are protected, by implementing this policy all staff and representatives will have clear guidance on their own behaviour around children and what to do if they are told of or notice inappropriate behaviour on the part of others.
- The organisation is protected, by implementing the policy GOAL is making clear its commitment to safeguard children. The policy is a tool to enable us to move towards best practice in this area and to deter those who would wish to abuse from joining the organisation.

3. Scope

GOAL Staff, board members, interns, secondees and volunteers

GOAL staff are bound to the commitment not only to abide by, but also to understand and promote the policies, guidelines, principles and practice of child protection in a child rights context. It is crucial that GOAL staff uphold the highest standards of professional and ethical behaviour while working with GOAL, because the actions of the staff members reflect the principles of the organisation. When we talk of staff we mean:

- Head Office staff;
- Overseas staff, both international & local;
- Interns/volunteers and secondees, both international & local; and
- The Board of Directors.

All Field Offices will progressively be expected to comply with GOAL's child protection standards supported by head office. Each field must develop country specific guidelines on child protection based broadly on the GOAL standards set out in the Policy Procedures Guidelines: Recognizing, Reporting and Responding, and its eight associated annexes, and GOAL's Child Protection Focal Person's Manual, and its associated annexes.

Partners, contractors, consultants and service providers

Any organisation with which GOAL enters into a direct implementation relationship is bound by GOAL's Child Protection Policy and guidelines. In time they will be:

- Expected to identify and name a senior individual within the organisation who will be held accountable for reading GOAL's Child Protection Policy and signing, on behalf of the organisation, the relevant 'Statement of Commitment'.
- Expected to provide GOAL with the name of a contact person within the organisation for communication on child protection issues.
- High risk partners with existing child protection policies of their own will be expected to submit a copy of the policy to GOAL's Child Protection Advisor to check compliance with GOAL's essential minimum standards outlined in Annex 6. GOAL will then either issue a letter confirming GOAL acceptance of the policy, or enter into dialogue with the organisation concerned to negotiate any changes that may be required in order to bring the policy into compliance with GOAL's essential minimum standards.
- Medium to high risk partners (i.e. whose staff have programmatic contact with accompanied and unaccompanied children) without existing child protection policies of their own will be expected to develop their own child protection policy. This should conform to GOAL's essential minimum standards. Transitionally, they may adapt GOAL's own Child Protection Policy for their own use, ensuring that any adaptation still conforms to GOAL's essential minimum standards. This, and other child protection commitments should be made contractual but may also require that GOAL supports the partner in their implementation.

All Partners will progressively be expected to comply with GOAL's child protection standards (see Annexes 6), supported by the capacity building commitment outlined in this policy and to adhere to GOAL's country specific guidelines.

Individuals on project visits

Anyone travelling overseas either as a representative of GOAL, or where GOAL is responsible for that person, e.g. donors, journalists and researchers, and who will have direct or indirect contact with children during the project visit, will be:

- Expected to receive a specific briefing on arrival in country from the designated child protection person to include Code of Behaviour, use of information etc.
- Expected to uphold the Code of Behaviour.
- Depending on the level of contact with children expected they may be expected to sign the statement of commitment to GOAL's Child Protection Policy and a personal declaration stating any criminal convictions, investigations or allegations made against them with respect to child protection issues.
- There will be no unsupervised access to children for individuals on project visits.

4. Definitions & Acronyms

Child: GOAL defines children as those under the age of 18. GOAL recognises that some communities will consider individuals younger than 18 as adults. Country programmes should ensure they are informed of local variations and assess how these may impact on the implementation of the policy.

CPP: Child Protection Policy.

Child Abuse: According to the World Health Organisation, "Child abuse" or "maltreatment" constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.' NSPCC similarly specify "cruelty to children" or "child abuse" as 'behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging - it can be harder to recover from the emotional impact than from the physical effects.'

The 4 categories of abuse are generally defined as:

- **Physical abuse:** Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples include hurting or injuring a child, inflicting pain, poisoning, shaking or otherwise causing physical harm to a child.
- **Sexual abuse:** Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. This includes direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
- **Emotional abuse:** Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Emotional abuse, for example, happens when a care-giver repeatedly rejects children, humiliates them, frightens them or denies their worth and rights as human beings.
- **Neglect:** the persistent failure to meet a child's basic physical and physiological needs. Neglect can be defined in terms of an omission, where a child's health safety, development or welfare is being avoidably impaired by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults or medical care.

Who abuses?

A person may abuse a child by inflicting harm or failing to prevent harm. Children can be abused in a family, community or institutional setting. More often than not the abuser is known to and trusted by the child. Those who wish to abuse come from all sectors of society. Children also abuse other children.

A child sex-abuser, even if not working directly with children, may be attracted to working with an international NGO because the job provides him or her with access to children locally in the country of operation. The cloak of respectability provided by working for an INGO can provide greater access, increased opportunity and decreased chance of detection or prosecution.

5. Policy Statement

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care. It undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

Child protection is about protecting children from intentional and unintentional harm within organisations intended for their benefit.

6. Responsibilities

The global responsibility for managing this policy lies with GOAL's Child Protection Advisor and the HR Manager in GOAL's Dublin Head Office, supported by the Policy Working Group.

At country level, each Country Director has the responsibility for implementing the policy in full. Each Country Director appoints a designated Protection Officer (PO) or Protection Focal Person (PFP)¹ in their country of operation who will be the key contact in any disclosure or suspicion of abuse and will be responsible for the training and induction of staff in child protection issues.

Job descriptions drafted by line managers must assess the level of contact with children and risks the future recruit may present. Human Resources must adequately mention GOAL's commitment to Child Protection during recruitment. The recruiting officer must take full consideration of the level of contacts with children the new employee will have and assess candidates accordingly.

The Compliance and Internal Auditor must confirm that the procedures and protocols are in place to limit risks.

The GOAL of Directors will receive and consider the yearly self-audit report and progress made.

7. Reporting

What to do if you witness or suspect a wrong-doing

It is the obligation of all GOAL staff and related personnel to raise any concerns or suspicions they have, actual or perceived, of any breach of the GOAL Child Protection Policy by any colleague or supplier/implementing partner/vendor. GOAL employees and related personnel may avail of GOAL's Whistleblowing Procedure for doing so (see GOAL Whistleblowing Policy) or they may discuss the incident with their Line Manager if they feel comfortable doing so.

All GOAL country programmes have a focal point trained in handling sensitive issues arising from an actual or perceived breach of the GOAL Child Protection Policy. Guidelines to responding to such breaches are found in Annex 3. Tools related to reporting and case management are found in Annexes 4 and 5.

If a country programme focal point is made aware of any actual or perceived breach of the GOAL Child Protection Policy they may seek support from the Global Protection Advisor.

When made aware of an alleged breach of the GOAL Child Protection Policy, GOAL will:

- Take appropriate action to the best of its capacity to protect persons from retaliation when allegations of child exploitation and abuse are made in good faith.
- Investigate allegations of child exploitation and abuse involving GOAL staff and related personnel in a timely and professional manner, and to the best of its capacity encourage all designated stakeholders to do the same.
- Use appropriate interviewing practices with complainants and witnesses, particularly with children. Engage professional investigators or secure investigative expertise as appropriate.
- Take swift and appropriate action, including legal action when required, against employees and related personnel who commit sexual exploitation and/or abuse.
- Take swift and appropriate action against those who were aware of such abuse/exploitation but did not report it.
- Support survivors of child exploitation and abuse through the complaints process, including but not limited to medical assistance, if required.

At every GOAL office, GOAL must confirm that:

- Reporting lines on how to report concerns are displayed in an accessible location for all employees. This display must contain the contacts of all focal points, the Complaint and Response Mechanism and bodies responding to Whistleblowing.
- See annex 2 for all the contacts that should be displayed

Protection Advisor:
protectionadvisor@GOAL.ie

Complaints Response Director:
speakup@GOAL.ie

8. Training and Communication

Effective child protection requires compulsory training and clarity of responsibility for personnel working with children. GOAL understands the need for capacity building on issues of child protection and appreciates the constraints and conditions under which we operate. GOAL is committed to undertake such capacity building. CPP is a compulsory part of all induction.

9. Non-compliance

Any concern or suspicion regarding Child Abuse or a breach of the GOAL CPP, at any level is treated with the utmost seriousness by GOAL. Upon learning of a suspicion or disclosure of abuse by a GOAL employee or related person, the organization will place any alleged perpetrator(s) on paid leave, with immediate effect. GOAL will ensure confidentiality of the case and protection of the parties to the disclosure.

The disciplinary actions are detailed in GOAL's HR manual and include investigation into gross misconduct and breach of policies. In absentia, the reference manual is GOAL Head Office employee handbook.

During the investigation (see Annex 3) the suspected staff member(s) will receive normal compensations. The investigation may lead to:

- Dismissal of the case: the investigation finds that the accusation is not based on any facts and all allegations are unfounded. The employee returns to his or her post.
- Confirmation of the case: the investigation confirms facts and suspicion. The employee's contract is terminated. If not already done so; GOAL will alert the relevant authorities in-country.
- Remaining Doubts: the investigation cannot prove the abuse but estimates that there are grounds for significant doubt and suspicion. The disciplinary measure will be adapted to the level of suspicion and the gravity of the accusation.

GOAL appreciates that cases of child abuse or exploitation can be exceptionally difficult to discover and/or prove. Survivors of child abuse and exploitation often face enormous social and cultural barriers to reporting any abuse or exploitation. In many cases alleged perpetrators may wield power or position over their victims, and/ or live in close proximity to them. GOAL recognises that these factors may interfere with any investigation into cases of child abuse or exploitation.

GOAL also recognises the significant damage that can be caused by malicious, unfounded accusations. If staff are proved to have made malicious allegations, disciplinary action will be taken accordingly as per GOAL employee handbook, section 5.1.

10. Related policies and procedures

The GOAL CPP is linked to and must be read in conjunction with:

- GOAL Code of Conduct
- GOAL Gender Equality Policy and Strategy
- GOAL PSEA and Anti Trafficking Policy
- GOAL Risk Management Policy
- GOAL Employee Handbook
- GOAL Whistleblowing Policy

As local laws and customs differ widely across the world, the GOAL CPP is informed by the UN Convention on the Rights of the Child, and best practice guidelines from the humanitarian sector (including GOAL's own policies and experience). It applies regardless of location and local law².

The GOAL CPP is also in line with the following:

- IASC Minimum Operating Standards; Protection from Sexual Exploitation and Abuse by own Personnel (2012)
- Keeping Children Safe, standards and practices (2015)
- The Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel, August 2008
- The Core Humanitarian Standard (CHS) on Quality and Accountability³.

A list of all GOAL's active policies can be found on the Policies and Guidelines page on GOAL's intranet.

Support Toolkit Associated with implementation of this policy:

Annex 1: Flow Chart Of Reporting Child Abuse And Neglect

Annex 2: Names And Contact Details For Reporting And Responding To Abuse And Neglect

Annex 3: Reporting And Responding To Suspicion Or Disclosure Of Sensitive Case

Annex 4: Protection Report Form

Annex 5: Protection Case Follow-Up Form

Annex 6: Child Protection Risk Self-Assessment Tool

Annex 7: Child Protection Self-Audit Tool

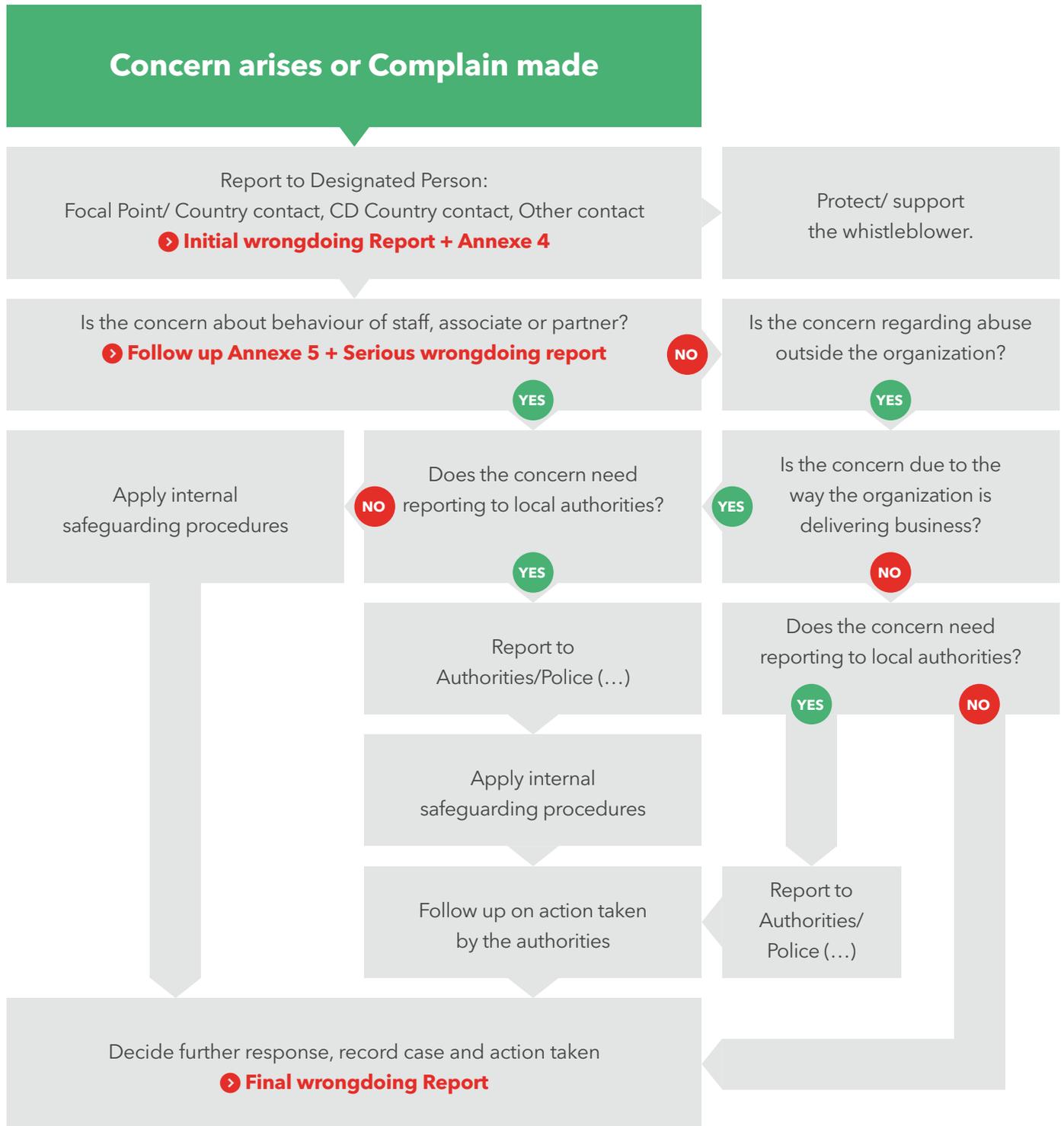
Annex 8: Child Protection Code Of Behaviour

Annex 9: Guidelines On Cp And Human Resource Management (+ Annexes)

Annex 10: Media Guidelines

Annex 11: Check Up For Compliance And Internal Audit (Under Review)

Annex 1: Flow Chart Of Reporting Child Abuse And Neglect



Annex 2:

Names and Contact Details for Reporting and Responding to Abuse And Neglect

GOAL Ireland Contacts

Frederic Baele
Child Protection Advisor
+263778842984
12-13 Cumberland St., Dun Laoghaire,
Co. Dublin, Ireland
protectionadvisor@GOAL.ie

Lead investigator
Complaint and Response Mechanism
12-13 Cumberland St., Dun Laoghaire,
Co. Dublin, Ireland
speakup@GOAL.ie

GOALCountry Programme Contacts

Name:
Designation: Child Protection Officer

Partner Organizations Child Protection Focal Persons

Name:
Designation: Child Protection Officer

Local Mapping of Resources and Services

Name of the Project - Community
Place - City and County
Address
Accountable
Telephone / Fax

Prefecture - Territorial Office

References - Prefect
Telephone / Fax
Address
How to access the service

Police:

Agency The nearest Police Station
Department
References
Telephone / Fax
Address
How to access the service

Judicial Authorities

Public Prosecutor at the Ordinary Court

Agency

Department

References

Telephone / Fax

Address

How to access the service

Ordinary Court

Agency

Department

References

Telephone / Fax

Address

How to access the service

Public Prosecutor at the Juvenile Court

Agency

Department

References

Telephone / Fax

Address

How to access the service

Juvenile Court

Agency

Department

References

Telephone / Fax

Address

How to access the service

Local Social Services

Agency

Department

References

Telephone / Fax

Address

How to access the service

Local Health (apply the table for each service: TSMREE / NPI, Family Counseling, CSM / DSM)

ASL Agency (specify district and town hall)

Service

References

Telephone / Fax

Address

How to access the service

Reception sites for child victims of abuse (public and/or private capital)

Agency

Department

References

Telephone / Fax

Address

How to access the service

Other agencies, NGOs and collaborations:

Names of the agencies, action level, and type of abuse considered

Details to be recorded in the local mapping shall include:

1. Summary
 - a. Summary of main protection risks and issues facing children locally, including details of commonplace/culturally accepted practices that may be harmful.
2. Statutory Child Protection - Government Ministries etc.
 - a. Details of any government bodies or agencies with statutory authority for the protection of children - include names and contact details of Senior Officers at national and local level
 - b. Summary of key points of legislation governing welfare/protection of children and/or national frameworks that describe policy/practice on child protection
 - c. Brief analysis of implementation/enforcement of legislation as far as this is known
3. Criminal Investigation/Prosecution - Police and Judiciary
 - a. Local police position on investigation of criminal assault against children and likelihood of prosecution of such offences
 - b. Legal age of consent in country
 - c. Name and contact details of Senior Police Officer/s to whom referrals may be made
4. Other Agencies - Health Services, NGOs, Interagency Forums
 - a. Details of health and other services that may be accessed as part of victim response at local level
 - b. Names and contact details of NGO's, other agencies (e.g. UNICEF, Save the Children), other relevant bodies and professional networks (e.g. paediatric or child psychology services, child care centres, and any other agencies that might offer expert advice and assistance), including any local joint arrangements for dealing with child protection issues
5. Community
 - a. Details of informal/community based justice and protection mechanisms and how these function

Annex 3:

Reporting And Responding To Suspicion Or Disclosure Of Sensitive Case

Introduction

Sensitive case englobe cases where individuals or groups are harmed, discriminated against, exploited or neglected by individuals. The sensitive cases will cover:

- Non-compliance with the Child protection policy, the Protection from Sexual exploitation and Abuse policy, the anti-trafficking policy
- Any harm caused by an individual of organisation contracted by GOAL (employee, volunteer, trainee, consultant, partner, sub-grant,...). Harms done can be physical, sexual, emotional, discriminatory and can lead to situations of exploitation, abuse of power,...

Considering that most sensitive cases are characterised by the relation of powers between the stakeholders (the abuser and the victim), we are referring to them as "abuse".

A clear reporting structure and response process is critical to ensure that any report is handled consistently. This is important in order to protect the best interests of the victim, the organisation and the staff.

This is a step-by-step guide which must be followed when a disclosure or suspicion of sensitive case/abuse is reported.

- **A disclosure is defined as a specific allegation of abuse made against a named individual.**
- **Suspicion is when a concern is expressed about abuse that may have taken place or concern that abuse may take place**

Specificities of human-related sensitive issues, what to do if a disclosure of suspicion is reported

Barriers to report a concern/ suspicion of human misbehaviours are very important.

They are at two main levels:

- Our interventions are embedded in **relations of powers**. The abuser are generally using their powers (hierarchy, seniority, critical role in providing support,...) to exploit, abuse and get advantages. When a suspicion of misbehaviour is raised, it highlights the opportunities the system provides for abuse, questioning the systems (HR management, procedures,...)
- From the **victim's perspective**: their age, gender, vulnerability, dependence,... can prevent them from disclosing the abuse they are victim of. Furthermore, local values and culture may increase barriers to report concern: macho culture, police response, attitude towards women and LGBTQ,... are factors that will influence the "protection" and impunity of the abuser. Victims often feel hostage of their abuser, and helpless. They do not know, trust or dare to report concern. The way the abuse is felt by the victim, with shame, feelings of worthlessness, responsibility will also increase barriers to report.
- From the **listener perspective**: Abusers may be part of the circle of colleagues and partners. Especially in groups under stress or sharing strong values/ belief systems, the individuals will react first in solidarity and protection to their groups. This brings important bias/ defensive mode against any concern raised and disbelief.

The following gives guidance on dealing with a disclosure of abuse:

Some basic principles for dealing with a disclosure of abuse are:

- Accept what the person says.
- Keep calm and do not appear shocked, don't panic, use a low, soothing voice.
- Don't seek help while the victim is talking to you, stay with them until they have finished speaking and/or crying. Remember, it may have taken the person a lot of courage and time to build up to disclosing the information.
- Fully take the local environment and culture into consideration.
- Do not promise not to tell anyone; explain that you may need to tell a parent/doctor/counsellor, to seek help and support for the person.
- Be honest.
- Never ask leading questions, instead repeat the last words the person has said in a questioning manner.
- Try not to repeat the same questions - for this reason, it is important to stay calm and focused.
- Never push for information.
- Don't fill in words, finish their sentences or make assumptions.
- Be aware that the person may have been threatened, and so may be fearful about sharing this information.
- VERY IMPORTANT - Reassure the person that they are not to blame.
- VERY IMPORTANT - Reassure the person that they were right to tell you.
- Let the person know what you are going to do next and that you will let them know what happens.
- Take proper steps to ensure the physical safety and psychological wellbeing of the person. This may include referring them for medical treatment, to a psychologist or to a place of safety.
- Make certain you distinguish between what the person has actually said and the inferences you may have made. Accuracy is very important in this stage of the procedure.
- Do not permit personal doubt to prevent you from reporting the allegation.
- As soon as possible, when you have finished being with the person, document what the person told you using the Protection Report Form⁴ (Annex 4) or other paper, if this is not available. Include: how the person seemed, words the person used to describe the abuse or neglect, dates/times the person detailed the abuse as having occurred, and names of people the person mentioned. Date and sign this documentation, (even if it is untidily completed on loose paper).

Things to say:

- ✔ Repeat the last few words in a questioning manner.
- ✔ 'I believe you'
- ✔ 'I am going to try to help you'
- ✔ 'I will help you'
- ✔ 'I am glad you have told me'
- ✔ 'You are not to blame'

Things not to say:

- ✘ 'You should have told someone before'
- ✘ 'I can't believe it. I am shocked'
- ✘ 'Oh, that explains a lot'
- ✘ 'No not.....he is a friend of mine'
- ✘ 'I won't tell anyone else'
- ✘ 'Why? How? When? Where? Who?'
- ✘ 'I cant believe that would happen''

Protecting the alleged victim pending investigation

The alleged victim must be protected pending an investigation. If the accused person is a staff member, the organization must immediately suspend the staff pending a full investigation. The suspension takes immediate effect, with full salary, until the investigation comes to a conclusion: whether all suspicion have been lifted or not. In cases of abuse and misbehaviour, proving beyond doubt can be extremely difficult. Levels of suspicion are enough to take disciplinary actions.

If it is a beneficiary who is accused of abuse of another beneficiary, the suspected person must be removed from the place where the exploitation has happened during the course of the investigation.

Who should conduct the investigation?

The following table is designed to give those responding to an allegation an idea of who should conduct the investigation. This list is intended for guidance only, and the protection advisor will provide support to adapt it.

Type of abuse	Police should conduct the investigation	Organizations can conduct the investigation	Who in the organisation
Physical abuse	Physical abuses that causes grievous bodily harm (the crime of causing somebody serious physical injury)	Physical abuse that doesn't cause grievous bodily harm	CRM protocol followed. Global protection advisor in cc
Sexual abuse	All allegations of a sexual nature must be reported to the police ⁵	All allegations of sexual abuse must be reported to the police unless: the victim specifically refuses because it will increase his/her risks (life threat, ex. Honour killing, target against LGBTQ, ...). If the risks are founded, the decision not to report to the police must be taken after confirmation by experts.	CRM protocol followed. Global protection advisor to respond and confirm the lines of action taken. For suspicion of sexual abuse against a child, an external support will be seek for communication and inquiry.
Emotional	Emotional abuse that seriously interferes with mental health. Emotional abuse maybe a component of sexual or physical abuse and, if it is, would most likely be referred to the police as physical or sexual abuse	Organizations should be able to respond to emotional abuse when it happens without any other form of abuse e.g. grievous physical or sexual abuse.	CRM protocol followed. Global protection advisor in cc
Neglect, discrimination and harassment	Any act or failure to act on the part of someone in power ⁶ which results in death, serious physical and emotional harm, sexual abuse and exploitation.	Any act or failure to act on part of someone in power that does not result in death, serious physical and emotional harm, sexual abuse and exploitation.	CRM protocol followed. Global protection advisor in cc
Risk of unsafe migration	When there are brokers coming in a community who entice specific individuals to migrate, and their promises are "too good to be true"	When there are known flows of the population migrating seasonally, or segments of the population migrating in numbers (ex. Teenage and youths boys/girls)	CRM protocol followed. Global protection advisor in cc
Unsafe migration	When migrants are showing signs of: <ul style="list-style-type: none"> - The profile of the migrant raises alarms: the age, gender, migrating route/ means are known signs for human trafficking in that context/ region. - Lack of knowledge about their destination and activities they will conduct - Resentment to identify the identity of people who facilitate their mobility, will host them at their destination. No contact can be made with anyone at the destination area. - Not knowing who is accompanying them. - Not having documents (ID, passports, authorisation to travel,...) - Travelling by backroads, in unconventional manners or in ways that are significantly above their means. - The migrant has paperwork that is perfect, but the story of the migration raises suspicion (depending on the profile of the migrant). - Raising concerns and asking for help 	When migrants on the road are "fitting" with a profile related to known migration flow: <ul style="list-style-type: none"> - Families are travelling together. - Group of youths of similar age are travelling together alone. - The identity of the person accompanying is clear, the migrant knows them personally. - The migrant has information about the destination and the activities they will do. A contact with someone at the destination can be made. - The migrant has documents and authorisations to travel. - The story of the migrant seem genuine and details are provided. 	
Exploitation (labour)	In all cases when the victim is at risk for his/her health (mental and physical), identity, social belonging. When the labour condition are against the labour laws and social norms.	When the labour conditions are within the social norms.	
Exploitation (commercial sex work)	In all cases when the victim is at risk for his/her health (mental and physical), identity, social belonging. When organizing and facilitating commercial sex ("pimping") is defined as a crime.	When the legislation is criminalizing the sex worker but not the organisation or facilitation of prostitution.	
Exploitation (other, including adoption, specific conditions as disability, illness, poverty, image...)	In all cases when the victim is at risk for his/her health (mental and physical), identity, social belonging. In all cases that are against the legislation.		

5 - In some contexts, the threat of disclosure for a rape/ sexual abuse is high, and victims are put at immediate risk of revenge, discrimination or honour-killing. The context analysis should inform of the best way to respond to a concern without further harming and endangering the life of the victim.
6 - Power are contextual. It is related to a role, a gender, an age, etc.

If the allegations are criminal in nature, the case must at this stage be referred to the Police. If it's not a criminal case, the organization should proceed with an internal investigation.

The team should conduct their investigation in a 'neutral' frame of mind, i.e. they should neither assume guilt nor innocence on the part of both parties. The team also needs to determine who to interview, if there is any need for an interpreter(s) during the investigation process and how to ensure that the confidentiality of witnesses and the subject are maintained.

Suspicion upheld

Sensitive issues are difficult to prove. They often rely on one's accusation against one's denial of the accusation. In most contexts, the accused will benefit from a favourable protection and impunity environment: a macho/ male dominant culture, stereotypes against women/ LGBTQ/ children, favourable stereotypes for "Aid/ Humanitarian workers" (good values), unfavourable stereotypes for the victim's group,...

Sensitive issues are often characterized by pressures to "drop the case".

Sexual abuse, emotional abuse, harassment, discrimination are particularly difficult to prove. In the case of sexual abuse the issue of consent is central, then physical proofs of injury/violence need to be collected. The window to collect semen and assess violence is limited. In that regard, proving without doubt demands extensive police and justice work which cannot be achieved in many contexts. Reasonable suspicion, or difficulty to show malignant intent/ prove that the abuse has not taken place should be enough to confirm disciplinary measures. A person accused of abuse who remain in the position will continue to carry the suspicion. In that case, GOAL should be able to vouch for the person, and have no doubts of his/her misbehaviour. Abusers tend to repeat their abusive behaviour, and if a person stayed after an accusation, was cleared and recommence, the organization will be flagged as having protected the abuser.

During the case conference, and following review of the documented evidence, it is decided that the suspicion is upheld, disciplinary action will be required. Although the specific context of a violation has to be taken into account, the following table shows the disciplinary action that is likely to take place. All staffs need to be made aware of this disciplinary action.

Type of Abuse	Disciplinary Action
Physical abuse: slapping, hitting and fighting (outside social acceptability)	Termination
Slapping, hitting (socially acceptable relation in the context)	Final warning
Injury	Termination
Sexual abuse and exploitation:	Termination
Emotional: rejecting, ignoring, terrorising, corrupting, bullying, degrading etc	Final warning
Neglect: medical, inadequate supervision, abandonment, educational neglect	Final warning
The person organises human trafficking: has organised the migration/ dislocation, has abused power for force the decision (payment made, emotional abuse, forced decision, rapt,...) and is exploiting the victim/ has placed the victim in an exploitative environment.	Termination
The person facilitate or organise the migration without knowing the origin or destination of the migrant The person exploit the victim (labour, sex, other characteristics of the victim).	Termination
The person facilitate undocumented migration (finding contacts, transporting, putting the stakeholders in contact...)	Final warning
The social/ legal norms surrounding a system (labour, commercial sex,...) are in conflict with the minimum standards and policies observed in GOAL. The employee does not show a behaviour that is socially unacceptable / illegal.	Final warning

At this point, it's strongly advised that the organization seeks legal advice to ensure that all the documentation is in order and the disciplinary action proposed is legally justified.

Staff Disciplinary Action and Appeal

The members of the case conference meet with the accused member of staff who has been found guilty or whose suspicion could not be erased to inform him/her of the decision taken.

It is important that the accused member of staff is informed prior to the meeting that he/she may bring a representative with him/her. During the case conference the staff member will be informed that they have five working days to submit an appeal in writing to the most senior manager of the organization. The written appeal will then be reviewed again during a second case conference. If new evidence is presented, the investigation will be reopened. If no new evidence is presented, the case conference team will make a final decision, which will be documented and signed by all the members of the case conference and then communicated formally to the accused staff member.

The recommendations and/or disciplinary action from the final case conference are implemented by the human resource department. In the absence of the human resource function, the most senior manager of the organization alongside a representative of the board implements these recommendations and actions.

Documentation

The most senior manager must ensure that all the documentation related to the allegation, investigation and disciplinary procedures is in order and in place, and a final report is submitted to the head office or to the board as may be appropriate.

Communication

Due to the sensitive issue, and the difficulties to raise concern, many situations of abuse are not disclosed immediately. When concern are raised, the GOAL staff who receive the concern may not have been the first confident. The case GOAL comes in contact with may only be one among many. The disruption caused by a concern raised can have repercussion against the whistle-blower and the organisation.

When a concern is raised, it is safe to consider that other people are aware and talking, and may spread non-channelled information that are detrimental to the inquiry, reputation, victim and safety of our teams. There are high risks of un-controlled rumours which lead to possible reaction by the team, community, authorities. When a concern is raised, senior management needs to pay great attention to rumours and leaks.

1. If there are rumours and leaks, GOAL ensures that priority is given to communicate about the response and ensure that rumours are dealt with promptly.
2. GOAL's communication focus on ensuring that the alleged victim and perpetrator are protected and their identity/ the story is not disclosed; showing the professionalism and sensitivity of the response; addressing rumours and showing that the organization remains in control.
3. Under no circumstances is GOAL not providing a controlled flow of information, adapted to the informal spread of rumours. The harmfulness of the rumours and leaks damages the organisation, and causes a direct threat for the alleged victim and perpetrator. The steady communication aims to prevent rumours and ensure the public that the organization is fully responding to the matter.

Communication in case of abuse is not left to the country, the Board ensures that specialized experienced support is provided.

Annex 4: Protection Report Form

This report is to be used as a tool to develop the most un-biased information based report possible. This report complements the initial serious wrongdoing report, in case of sensitive concern related to possible breach of the PSEA, CPP, anti-trafficking policies. Concerns reported in this annex are specific to harm, abuse (physical, sexual, emotional), exploitation, involvement in human trafficking, discrimination and neglect by someone related to GOAL (employee, volunteer, consultant/visitor, partner, contractor) against someone related to GOAL (employee, volunteer, beneficiary/ member of the population, partner,...).

- a. If you have knowledge that a person's safety might be in danger, please complete this form to the best of your knowledge. All information and details are relevant, do not be afraid to include all the detail you can think of and remember. If you need additional space to include all the detail, please use a separate piece of paper. Sign and date this additional paper. For confidentiality reasons, the report should be written and signed solely by you.
- b. Once the report is completed, you must communicate directly with the most senior manager in the organisation and the Protection advisor within 24 hours (preferably within the same working day). It will be held in a safe and secure place and treated in the strictest confidence.

Protection Report Form

Case number:

1. About you

1.1 Your name: 1.2

Your job title:

1.3 Workplace:

1.4 Your relationship to the alleged victim:

1.5 Your contact details:

1.6 Have you discussed this concern with any other person: If so, who?

2. About the alleged victim

2.1 Alleged victim's name:

2.2 Alleged victim's gender:

2.3 Alleged victim's age:

2.4 Alleged victim's contact details:

2.5 Is this alleged victim involved in one of GOAL's programmes?

Continue overleaf 

3. About the concern

3.1 Was abuse suspected or witnessed?

3.2 Is this concern based on first hand information or information divulged to you by someone else? (if so, who?)

3.2 Did the alleged victim disclose abuse to you? If so, describe in detail what the alleged victim said to you, how the alleged victim presented/ looked when talking to you.

3.3 Are there any witnesses to the situation? (if so, who)

3.4 Context of the alleged incident:

3.5 Location of the alleged incident:

3.6 Name of alleged perpetrator:

3.7 Is the perpetrator a beneficiary, staff member, or visitor?

3.8 Residence of alleged perpetrator:

3.9 Title of alleged perpetrator:

Continue overleaf 

3.10 Nature of the concern//What type of event are you concerned about, that would raise suspicion on abuse:

3.11 Your personal observations.
N.B. make a clear distinction between what is fact and what is opinion or hearsay

3.12 Exactly what the alleged victim or other source said to you (if relevant) and how you responded to him or her (record actual details)

3.13 Any other information not previously covered:

3.14 Were there any other beneficiaries involved in the situation?

3.15 Were there any other parties involved in the situation?

3.16 Action taken/What did you do?:

Signed:

Date:

Annex 5: Protection Case Follow-Up Form

This form is intended to document the investigation required following a report on a sensitive issue and to finally document the outcome of the investigation (both for organizational and an external criminal investigation)

There is extreme stress involved during an investigation of a sensitive issue allegation, for alleged perpetrator, colleagues, and family members.

There are high risks of un-controlled rumours which lead to possible reaction by the team, community, authorities. For this reason, all follow-up work and decision-making must be viewed as high priority and completed as soon as possible.

1. This report must be completed for both internal organizational investigations of abuse and also to document that the case has been reported to the police for a criminal investigation.
2. It is the responsibility of the most senior manager in the organization to ensure that this form is completed. The most senior manager of the organization may delegate the process of investigation however, s/he remains responsible for the investigation and the accurate documentation of the investigation.
3. All details of the investigation must be captured in this report. The report will remain open until all details of the investigation are complete and a decision has been taken on the outcome of the allegation.
4. Confidentiality of this information is vital and if an investigation team is appointed the team must be able to assure that all information related to the case is kept confidential

Before this report is closed, it needs to document the outcome of the case and actions taken and it must be signed by all persons involved.

Protection Case Follow-Up Form

Case number:

(Give this form the same number as the Initial Serious Wrongdoing Report, the Serious Wrongdoing report and Annexe 4)

Date of Initial Report:

Investigation of alleged human trafficking and exploitation (both disclosure and suspicion)

1. What type of suspicion is being investigated?

2. Is the alleged situation a:

Disclosure Suspicion

3. Is there any evidence?

Yes No Not Yet Determined

4. To be referred to the police?

Yes No Not Yet Determined

Information gathering for cases to be handled internally by the organisation-all statements must be documented in writing and signed by both the interviewer and the interviewee.

Check-list of interviews conducted: Have the following persons been interviewed?

5. The alleged victim

Yes No Not Yet

6. The parents / guardian of child (if applicable)

Yes No Not Yet

7. The person who made the report

Yes No Not Yet

8. The accused

Yes No Not Yet

9. All witness(es)

Yes No Not Yet

Note: all interviews should be recorded and included in the case file

Continue overleaf 

Case Conference:

Date of Case Conference:

Names and positions of all case conference members

Name:

Position:

Name:

Position:

Name:

Position:

Name:

Position:

Summary of Actions Taken and Results:

Actions	What Steps?	When?	Results?
Observation of alleged victim			
Information gathering			
Concerning the victim			
Concerning the victim's family			
Concerning the accused			
Consultation with HR & legal advisor			
Other actions			

Confirmation of Abuse

Allegation found to be true/false based on:

Summary of Results:

Continue overleaf >

Disciplinary Action

In the instance of any internal disciplinary action,

- a. The accused should attend a disciplinary meeting in which the disciplinary action decided upon is made clear (and should be informed prior to the meeting that they may bring a representative)
- b. The accused should be informed that s/he has 5 working days in which to appeal against the decision in writing.

Appeal

Date of Appeal Meeting		
Written appeal considered	Yes	No
New evidence highlighted	Yes	No

If yes, detail the new evidence

Investigation reopened	Yes	No
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If yes, detail the additional investigation

Further Actions Proposed by the Case Conference Team:

Actions	What Steps?	When?	Results?
Observation of alleged victim			
Information gathering			
Concerning the victim			
Concerning the victim's family			
Concerning the accused			
Consultation with HR & legal advisor			
Other actions			

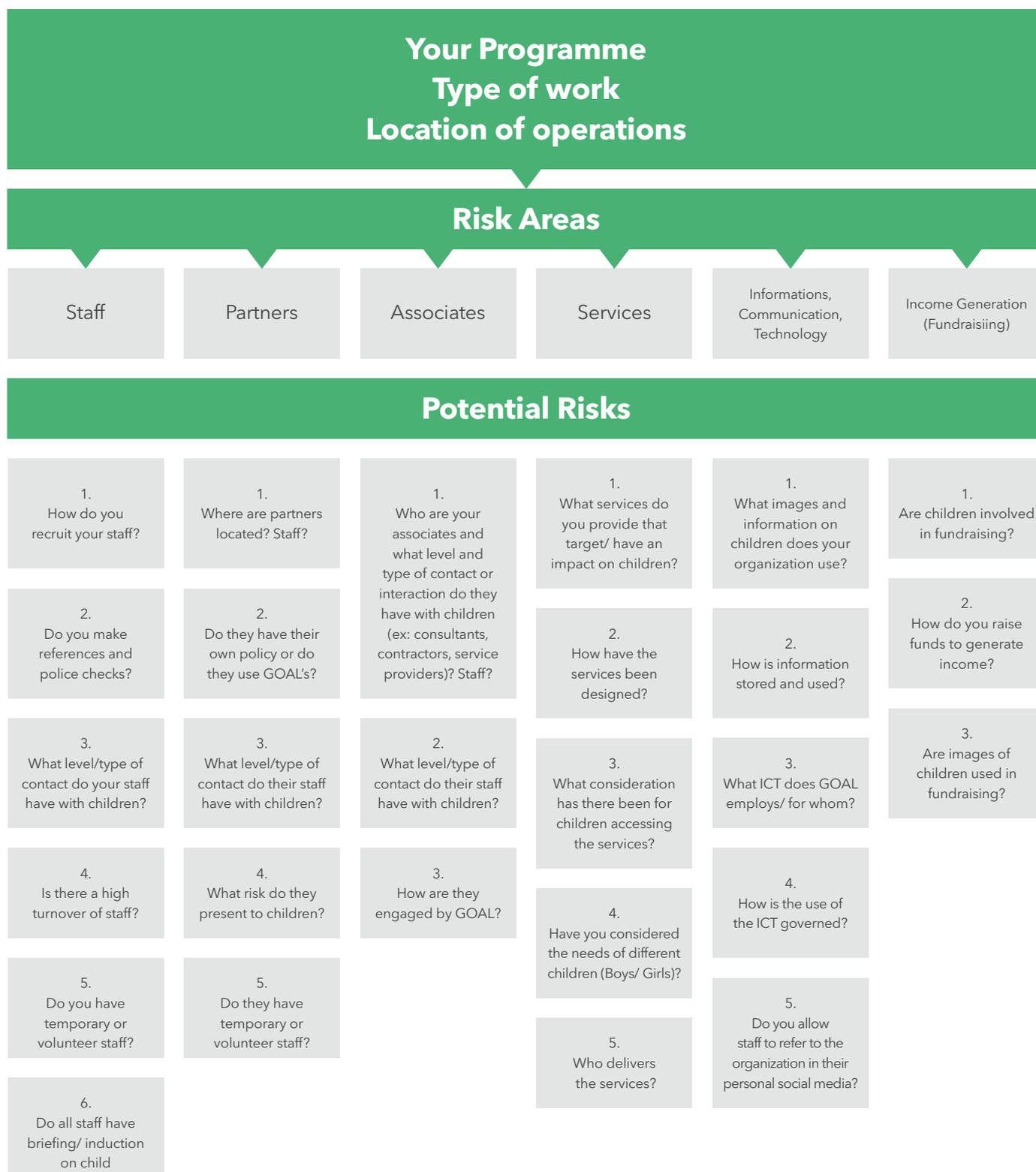
Continue overleaf 

Closure of Case	Yes	No
Date of Closure:		
Summary justification for case closure:		
Signed:	Position:	Date:

Annex 6: Child Protection Risk Self-Assessment Tool

(from Keeping Children Safe)

Identifying/evaluating risks



Implementing strategies to prevent/minimise risk

There are various steps an organisation can take to encourage a culture of safety in their work and workplaces, and prevent or reduce the risk of harm to children. When integrating child safeguarding measures throughout the organisation to address and mitigate risks there will be actions you need to take in the following areas:

- **Organisational culture:** changes may need to be made to the culture of the organisation so that child safeguarding is considered relevant and important to the organisation and that it is open and transparent about its measures and how it addresses concerns and incidents. Organisational culture is determined by a range of factors including management and leadership style, focus of business and, in some cases, where it is located.
- **Roles and responsibilities:** changes will need to be made to existing roles and responsibilities to ensure that responsibilities are clearly articulated for staff with specific safeguarding roles and new roles may need to be introduced.
- **Policies and procedures:** existing policies and procedures will need to be adapted to integrate child safeguarding, including your recruitment and selection policy and procedures and code of conduct for staff. New policies and procedures may need to be introduced such as a whistle-blowing policy to support staff who raise concerns.
- **Systems and processes:** existing systems and processes will need to be adapted, such as risk assessment and quality assurance systems, processes for designing and implementing programmes and projects and quarterly or annual reporting processes. New ones may have to be developed, such as processes for reporting on suspected or actual concerns about children.
- **Capacity building:** a range of capacity building initiatives will be required to inform and educate staff and associates about their responsibilities and obligations to safeguard children. These will need to be appropriate to your organisation.

The following chart provides an example of a completed risk assessment.

Definition of Risk Significance levels

- **High** Highly likely to happen and significant impact on child.
- **Medium** Either highly likely to happen or significant impact on child.
- **Low** Less likely to happen and less of an impact on child.

Type of abuse	Risk factors	Risk significance	Mitigating strategy	Actions to implement
Context, scope and setting	Programmes located in areas where child abuse is prevalent	Medium ●	Systems and processes (revise current processes to include background research on programme area)	Conduct research on nature and scope of child abuse in programme areas
	Organisation has not conducted situation assessment to understand context	High ●	Systems and processes (revise current project cycle to include safety)	Integrate safety into situation analyses conducted for programmes and projects, design projects and programmes with safety in mind
Contact with children	Levels of contact with children are high in the programmes and often with one staff only	Medium ●	Roles and responsibilities (change to existing role or addition of new staff)	Assign additional member of staff to meet with children on a regular basis

Continue overleaf >

Type of abuse	Risk factors	Risk significance	Mitigating strategy	Actions to implement
Contact with children	No way of getting feedback from the children and community	Medium 	Organisational culture (strengthen culture of openness) Roles and responsibilities (change to existing roles, assign more time in workload)	Include responsibility to seek feedback in project staff roles
Staff	Informal process for recruiting staff, no reference checks	High 	Policies and procedures (change existing policies/procedures) Capacity building	Revise recruitment policy and procedures, Ensure references Train HR/management
	Policy and procedures not written down, or implemented, so staff do not understand responsibilities	High 	Roles and responsibilities (change existing roles or add new ones)	Assign focal point responsibilities
	Lack of induction/ training so staff are not aware, trained or supervised	High 	Policies and procedures Capacity building Mitigating strategies	Write policy, Develop implementation plan Develop and implement capacity building plan for staff
Partners	No partnership agreements	High 	Systems and processes (change to current partnership arrangements)	Introduce partnership agreements which include child safeguarding measures
	Partner risk assessment includes finance but not child safeguarding	High 	As above	As above
	Partner is small organisation without resources to implement child safeguarding measures	Medium 	As above	Include funding for child safeguarding in partnership agreement
Associates	Organisation supported by individual donors who are not background checked	Medium 	Systems and processes (change to current donor management systems)	Introduce additional safeguards for donor management Donor visits supervised at all times
Services	Activities with children not managed or supervised properly	High 	Policies and procedures (additional procedure)	Develop and implement guidelines for supervising children
	Project is located in isolated place and away from the community	Medium 	Systems and processes (change to implementation stage in project cycle)	Design alternative project location with children and community
ICT	No ICT policy, office computers infrequently checked	Medium 	Policies and procedures	Develop ICT policy
	No ICT policy, office computers infrequently checked	Medium 	Systems and processes	Conduct regular checks on use of office computers and laptops
Income generation	No permission sought for images or stories	Medium 	Policies and procedures	Introduce communications/ fundraising guidance on child safeguarding
	No permission sought for images or stories	Medium 	Systems and processes	Introduce permission mechanisms for stories and images

Annex 7: Child Protection Self-Audit Tool

The objective of safeguarding is to reduce risks of abuse directly caused by GOAL's staff or partners. Self-audit You can use a self-audit tool to assess how well you are integrating child safeguarding measures across your organisation, see below. This tool can be used at different stages during your implementation and monitoring of child safeguarding to check that you are making the necessary improvements.

This self-audit tool is an ideal way to measure how far (or near) the programmes are from meeting the standards on making children safe, and where we need to work to improve them. The idea is based on the work of George Varnava with the former Forum on Children and Violence, NCB (National Children's Bureau), the NSPCC and are reflecting Keeping Children Safe Coalition standards. Read the following statements and decide whether, for your programmes, each Standard is:

A. In Place

B. Working Towards

C. Not in Place

Country:

Name of Project/ Partner:

Contact of Manager:

Standard 1: Policy

A B C

The organisation has a written child safeguarding policy, approved by the relevant management body, to which all staff and associates (including partners) are required to adhere.

The UN Convention on the Rights of the Child and other Conventions and Guidelines pertaining to children informs the policy of the organisation.

The policy has been adapted to the specificities of the country, it is written in a way that is clear and easily understandable and is publicised, promoted and distributed widely to all relevant stakeholders, including children.

The policy is clear that all children have equal rights to protection and that some children face particular risks and difficulties in getting help, because of their ethnicity, gender, age, religion or disability, sexual orientation. Children facing particular risks are clearly identified in programme documents and related risk assessments.

The policy addresses safeguarding children from harm through misconduct by staff, associates and others, from poor practice, and from its operational activities where these may harm children or put them at risk due to poor design and/or delivery, for example.

The organisation makes clear that ultimate responsibility for ensuring the safety of children rests with senior executives (CEO and Country Directors) and managers.

Continue overleaf 

Standard 2: People

A B C

There are written guidelines for behaviour (Code of Conduct) that provides guidance on appropriate/ expected standards of behaviour towards children and of children towards other children. These are adapted to the specificities of the context of the country.



All members of staff, volunteers and associates (100%) are trained on child safeguarding which includes an introduction to the organisation's child safeguarding policy and procedures and learning on how to recognise and respond to concerns about child abuse.



The organisation is open and aware when it comes to child safeguarding matters so that issues can be easily identified, raised and discussed. Staff, partners and associates have access to advice and support where concerns or incidents arise. Staff can also identify sources of support for children and their families.



Children are made aware of their right to be safe from abuse and provided with advice and support on keeping themselves safe including information for children, parents/carers about where to go for help.



The organisation designates key people at different levels (including Director level) as "focal points" with clear defined responsibilities, to champion, support and communicate on child safeguarding and for effective operation of the child safeguarding policy.



Partner organisations are required and supported to develop minimum child safeguarding measures appropriate to their organisation.



Standard 3: Procedures

A B C

The country has a local mapping that analyse the legal, social welfare and child protection arrangements for the context in which it works.



There is an appropriate process for reporting and responding to child protection incidents and concerns that fits with the local systems for dealing with incidents of child abuse (as identified in the mapping exercise).



The identification and mitigation of child safeguarding risk is incorporated into risk assessment processes at all levels, i.e. from identification of corporate risks through to planning an activity involving or impacting on children.



Adequate human and financial resources are made available to support development and implementation of child safeguarding measures, and staff gets support and supervision that lower risks of abuse.



There are clear procedures in place that provide step-by-step guidance on how to report safely which are linked to the organisations disciplinary policy and procedures.



Child safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure safeguarding children is a feature of all key aspects of operations.



Standard 4: Accountability

A B C

Arrangements are in place to monitor compliance with and implementation of child safeguarding policies and procedures through specific measures and/or integration into existing systems for quality assurance, risk management, audit, monitoring and review.



There is a system of regular reporting to key management forums, including Director level, to track progress and performance on child safeguarding, including information on safeguarding issues and child protection cases.



External or independent bodies are used to monitor performance in this area and hold senior executives to account in relation to child safeguarding.



Opportunities exist for learning from practical case experience to be fed back into organisational development.



Policies and practices are reviewed at regular intervals and formally evaluated every three years.



Progress, performance and lessons learnt are reported to key stakeholders (management forums and external or independent bodies where relevant) and included in organisations' annual reports.



Annex 8: Child Protection Code Of Behaviour

GOAL is a non-denominational, non-governmental and non-political international humanitarian agency founded in 1977. GOAL – Global develops interventions in Health, Livelihood, Water and Sanitation and Child Empowerment and Protection to support children, their families and communities in emergency relief and development contexts.

In GOAL activities, adults are often in direct contact with children. As such it is our duty to ensure that we are specifically protecting children from accidental harm as well as deliberate abuse within programmes intended for their benefit. For this reason we have policies and systems to prevent abuse and exploitation by anyone who interacts with children via the organisation. These measures also protect visitors from actions that could be misinterpreted and lead to false or malicious accusations.

GOAL considers child abuse unacceptable in all circumstances and is committed to ensure that all possible and necessary steps are taken to protect the rights of children and to ensure their well being. It is the responsibility of all GOAL staff, sponsors, volunteers, contractors, suppliers, donors, journalists, consultants, supporters (visitors) to protect children “from all forms of physical and mental violence, injury or abuse” (UN Convention on the Rights of the Child – Article 19).

Visits to projects, partners and communities are opportunities to see relief and development work first-hand. It is an opportunity for GOAL Staff to share their commitment to Child Protection and inform visitors about it. By doing so GOAL also consider the potential risk towards the children that come with visitors. Child Protection measures are there to keep children safe and facilitate visits to projects, partners and activities. We would like you to enjoy your visit and help us to keep children safe by introducing to you the key elements of our policy. The aim of this document is to enable you to follow its principle in protecting children during your visit and start advocating for Child Protection.

What is Child Abuse?

Child abuse” or “maltreatment” constitutes all forms of negligence, physical, sexual and emotional ill-treatment, resulting in actual or potential harm to the child’s health, survival, development or dignity. Abuse occurs in the context of a relationship of responsibility, trust or power.

What is Child Protection?

Child protection involves keeping children safe from the risk of harm caused by sexual, physical, emotional abuse, exploitation or neglect and in responding to harm done.

How GOAL Works to Protect Children

The UN Convention on the Rights of the Child is universally identified as the basis for child protection. The Convention establishes a duty of care on adults to protect children and young people. GOAL Child Protection Policy states that all children have equal rights to protection when in contact with adults. Children are protected only when safe environments are created and exist in projects, partner organisations and activities. Such environments are created when children are not isolated or left alone with adults, and adults are conscious of potential risks.

Communications and Child Protection

To ensure we minimise the risk that harmful relationships develop, direct correspondence between visitors and children is discouraged. Visitors should not exchange contact details when meeting children and young people.

Responsible Behaviour

This information is designed to protect children first and foremost but also to minimise the risk to visitors of being wrongly accused of inappropriate behaviour or abuse. Where possible and practical at least two adults, preferably one male and one female, should supervise all activities where children are involved and remain present at all times.

If this is not possible, staff and volunteers are encouraged to look for alternatives such as being accompanied by community members on visits to children. All GOAL staff are trained on Child Protection so all visitors should check with them on any situation where they are uncertain of what behaviour is appropriate or if they want to report a concern.

Photographs, Video and Other Images

- Obtain consent of the child and his/her parents or carers before taking photographs and images.
- Take and use photographs and images of children that are dignified and respectful and that do not present them as victims, vulnerable or submissive.
- Ensure children are adequately dressed in photographs and images and not in poses that could be interpreted as sexually suggestive.
- Protect the safety and privacy of children and their families by not using their images on the internet without explicit consent, or using them in any way which reveals their identity or location.
- Not use the photographs and images of children to benefit financially other than for journalistic purposes.
- If in doubt, refer to the GOAL Child Protection Policy

As a GOAL Visitor I Will:

Always arrange my visit through the GOAL Global Headquarters in Ireland or the national Representation office in the country I am visiting.

As a GOAL Visitor I Will Never:

- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Do things for children of a personal nature that they can do for themselves.
- Condone or participate in behaviour with children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children or engage in any form of emotional abuse.
- Discriminate against, show preferential treatment to, or favour particular children to the exclusion of others.
- Develop physical and/or sexual relations with children.
- Develop relationships with children which could in any way be deemed exploitative or abusive.
- Spend time alone with children away from others.
- Fondle, hold, hug, kiss or touch children in a culturally insensitive way.
- Assist a child to leave their community, even with the parents/carers consent.
- Exchange personal contact details with children.
- Offer children the chance to visit my country of residence.
- Arrange to stay overnight with a child or their family.
- Introduce other visitors to the community without prior clearance from GOAL.
- Return to the community without going through the standard visit process with GOAL.

Child Protection Statement for Visitors

(This section will be returned to GOAL staff)

I have read and understood the information in this leaflet on GOAL Child Protection Policy.

Signed:

Name:

Country:

Date:

Signed by GOAL staff

Signed:

Name:

Country:

Date:

Annex 9: CPP in Human Resource Management

Guidelines on Child Protection Safeguarding and Human Resource Management

1. Recruitment and Selection of Staff⁷

Organisations should introduce a strict system of checks when recruiting new staff and before giving them a job. Many organisations have good recruitment procedures that:

- Match candidates to a list of clear criteria for a job, eg, what qualifications and experience they need etc
- Try to find candidates whose values and attitudes are the same as the organisation's.

These procedures may help to ensure that prospective employees are trustworthy and reliable. However, these are not enough. A small minority of individuals will target organisations so that they can gain access to children in order to abuse them. They will look for organisations that have weak recruitment systems or where standards are not consistently applied and adhered to. As an organisation, you must have robust policies and procedures, nationally and internationally, for recruiting representatives who have contact with children and for assessing how suitable they are to work with children. Even if the job does not involve the person working directly with children, you must consider the access to children that the job provides him/her with locally, in the host country.

2. Increased Risk

Relief agencies are more at risk of recruiting people who will show abusive behaviours because:

- The stress, change of environment and sense of normality and safety can lead to behaviours the person normally does not have. Some of the behaviours are: objectification of the local population, increased use of drugs (tobacco, alcohol, legal/illegal drugs), change in sexual habits, versatility, anger, etc. Some can lead to abuse.
- The organisation of the country programmes and sector separation creates more barrier to report concerns: expats tend to both develop social and professional relations, have a high turnover and protect each-others. They are less inclined to raise concern. Local employees will more often have a lower turnover, more local knowledge than international staff but the code of conduct and behaviours are often seen as foreign. If they are in a position of power they have less risks of having concerns raised against them (power, network and knowledge). Barriers to raise concern are important for the victim of abuse, and as important for the person who suspects/ hear the concern. The work environment is not optimum to allow concerns to be raised and addressed.
- Working in a position of power with vulnerable population raises the risks. Vulnerable population have less possibilities to raise concern or negotiate. Experience of power can lead to abuse of power.

The context, work organisation, and the characteristics of the population (vulnerability) create a fertile environment for contextual abuse to happen and an inviting environment for sexual abusers.

In that regard, GOAL has to lower the existing risks by addressing them at different levels:

- o In the recruitment process
- o In the contacts employees have with children
- o In training and informing staff
- o In creating an enabling environment to raise concern
- o In supporting staff's mental health, addressing stress and changes in behaviours.
- o In adapting the code of conduct and procedures to the local environment.

3. In Recruitment Process/Announcements

Actual:

GOAL, as a relief-organization, is strongly committed not to harm the people under its care. Every staff member, in any country and project, agrees to adhere to the child-protection policy and staff code of conduct. Candidates are aware that GOAL's Human resource department will look for confirmation of behaviour. Employees will be expected to raise concern if they witness situations of harm, of abuse or if they suspect a situation putting people at risk.

4. Recruitment Survey and Checklist

The recruitment table aims at checking if all staff is checked the same way, how the organisation currently recruits staff and whether it applies the same standards across different staff groups. Most international staff is recruited by GOAL Headquarters, and most local staff and consultants are recruited within the countries. Visitors are often not checked by HR. It is important that similar standards and procedures are in place at all level. The recruitment table can help the department of HR to assess risks and situations within all its branches.

Notes

1. Use the following example of a Recruitment table to think about how GOAL approaches recruitment.
2. Read through the questions and answer yes, no or sometimes to the questions, for each type of employee.
3. When you have finished, think about the answers. Reflect on the following questions:
 - Are some jobs more carefully checked than others? Why?
 - Where are your gaps and why? What do you think you need to change?
4. Write a list, setting out:
 - The questions you think everyone should be asked
 - What checks should be done on each candidate
 - Who in your organisation is responsible for each check?

Note: In general, the same standards should be applied for paid, non-paid, short-term or permanent staff.

Recruitment Table

Answer YES, NO or SOMETIMES to the questions below, for each type of employee.

	Local Staff (Field)	National Staff (relocatable)	International Staff	Freelance/ Consultant	Volunteers/ Incentive	Interns	Refugees	Others /Visitors
Do you employ these staff?								
Are these staff on short-term contracts?								
Do you give interviews in person, or over the phone?								
Do you only accept written applications?								
Do you take up references?								

Continue overleaf >

Recruitment Table (continued)

Answer YES, NO or SOMETIMES to the questions below, for each type of employee.

	Local Staff (Field)	National Staff (relocatable)	International Staff	Freelance/ Consultant	Volunteers/ Incentive	Interns	Refugees	Others /Visitors
If so, how many?								
Are these verbal references?								
Over telephone, or informally?								
Word of mouth?								
Or do you take up written references?								
Do you check qualifications?								
Do you check criminal records?								
Do you ask candidates to sign self-declaration form about any previous convictions?								
Do you check their identity?								
Advert/ note in recruitment								
Induction in CPP								
Policy given								
CPP training/ regular								
TOR discussed/ position held contact with children								
Note in contract								
Other								

5. Recruitment

Safe recruitment

When recruiting new staff there are some safeguards that can help in preventing the recruitment of an abuser (paedophile, harasser, violent, insulting, ...) as much as possible within the constraints of the country/context you are working in.

In annexes are tools that can help:

- Examples of child protection questions to ask during the recruitment process
- Police background checks and exemption form
- Sample child protection character reference form (a way of asking people who know a prospective employee to comment on their suitability to work with or have access to children).
- A sample child protection declaration form (a way of asking prospective employees to self-declare that they have not been investigated for child protection abuses).
- Each employee should receive and sign GOAL's Child Protection Policy, in a language he/she understands.
- Each employee should receive a training in safeguarding adapted to his/her role and level of risks.

6. Checklist for Recruitment and Selection

Adapted from Nolan, P. (2004) The role of HR in Child Protection, People in Aid

1. When you are designing the job, analyse the role and think about the issues of child protection and risk in that job:
 - What contact with children will the job involve?
 - Will the employee have unsupervised access to children, or hold a position of trust?
 - What other sort of contact may the person have with children (eg, via email, phone, letter, internet)?
2. Develop clear job descriptions, terms of reference/role briefs for all posts including where short-term contracts, consultants are being recruited.
3. Make sure that the selection-criteria outlines the relevant experience needed if the post involves direct work with children.
4. Make sure that the commitment to keeping children safe is included in details of any post sent to prospective job candidates.
5. Develop 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. Make sure you have a well-planned interview process - make sure the interviewers have the relevant experience and knowledge about child protection and best practice.
8. Include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children. 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. Take up to three references including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children.
10. Verify the identity of referees.
11. Conduct as many background checks as possible.
12. Consider the use of probationary periods of employment to ensure suitability once in post.

7. In Contracts

You will not act in any way that might bring GOAL or any programme or project into disrepute in any country or area. You agree to uphold GOAL's Standards of Integrity and minimum standards of behaviour.

You shall not participate in any political activities, which in the opinion of GOAL could embarrass either the host authorities or GOAL and shall not participate in any activity which is against the policy of GOAL.

As a GOAL employee you commit yourself to adhere to the child protection policy and implement it. You agree to raise concern about situations you witnessed or you came to hear about, confirmed or suspected, as a way to protect children GOAL towards whom has a duty of care, and to protect the reputation and values of the organization.

GOAL's Employee Handbook and other policies and procedures relevant to your work are available from HR. Examples include the Child Protection Policy, Grievance Procedure and Disciplinary Procedure. It is your responsibility to familiarise yourself with the handbook and other relevant policies. Please note that non-contractual GOAL policies may be subject to review and amendment during the period of this Agreement.

8. HR Annexes⁸

HR Annex 1 - Child Protection Questions for the Recruitment Process

The following is taken from guidance developed by Terre des hommes (Jason Squire) for use in interviewing. The examples of questions should not be seen as the only questions to ask, rather they should be seen as ideas for areas of questioning during interviews.

What should be noted is that often it is not what is said during questioning on child protection but more the reactions to the questions. Take note of how questions are answered and any non-verbal responses.

Make it Standard Practice to:

1. Ask questions about extended unemployment breaks on résumés.
2. Ask questions about people's motivation to work in youth organisations
3. Ask questions about their relationship with referees - this has often revealed that the referee only has a small amount of knowledge about the person.
4. Ensure reference checks are done and contact at least two people
5. If the referees are not suitable, get more.
6. Always check and/or secure referees from children's organisations.
7. Check with other referees or managers in an organisation given by the candidate. Often the better person to check, along with the referee given, is the senior manager or director.
8. Ask referees about the suitability of the candidate to have direct contact with children. Another good question is - "does the referee know of any issues or incidents involving the candidate and his/her contact with children?"
9. Make notes of the referee's comments and place them on the personal file of the candidate.
10. Keep the resume (bio-data) of the person in their personal file, if recruited, along with any notes made during the interview.
11. Have two international staff and a national staff member at each interview to allow for each person to contribute their feelings about the candidate's suitability to have access to children.

Some Suggested Questions About Child Protection:

1. Do you like working with children? Or, do you feel comfortable working directly with children? - beware of people who overly use the word love when referring to their relationship with children. Listen carefully to the candidates response to this question - avoid a 'yes' or 'no' response and encourage candidates to explain why they like being with children.
2. Can you give an example of your work with children? - this is when the volunteer activities should come out.
3. Have you been in trouble with the police at all? This could reveal some of the non-verbal indicators listed above.
4. Have you worked/volunteered in an organisation with children before? If yes, why did you leave? Who is a reference from the organisation we can contact?

Trust your gut instincts about how a person makes you feel and their responses to questions. Always make sure you ask questions about child protection, regardless of the gender and how you feel about the person. Don't forget that child abuse is not only about sexual abuse. It could be the case that some female candidates are overly harsh in their disciplining of children and have a history of this. Furthermore, child sex abusers are not all male.

HR Annex 2 - Police Background Checks and Exemption Form

The following is taken from guidance developed by World Vision for police clearance and exemption.

What are Police Background Checks?

The background check is a document from a government authority that states whether the person is recognised as a good citizen and if there is any history of the person having been arrested and found guilty of breaking a law related to child protection or violence towards women. In some countries the system for receiving such information may cover any offences, and is not limited to issues of child abuse or gender based violence.

Police clearance/ background checks are only stating past condemnations. Most situations of domestic violence and sexual abuse are not reaching the tribunal, and perpetrator are not found guilty. This has to do with the general preference to mediate cases and on the difficulty to prove that the abuse happened without consent. In more than 70% of the cases, abusers are known by their victims. Victims of abuse are facing important barriers to expose and talk about their abuse. Most cases of abuses are not declared to the authorities. It is an estimation that only 25% to 10% of situation of rape against adult women are declared, and 4% of sexual abuse against children. Police clearance are important to get, but are not enough.

Who Issues the Police Background Check?

A government authority. Often the document issued by the police or another central government agency states whether there has been any record of trouble with the police or justice system. Sometimes a local government agency will issue the document.

If Police Checks Cannot be Obtained in a Country What Else Can You Do?

Most countries can fulfil the requirement for the local equivalent of a police background check; however, some organisations will not be able to obtain police checks. For example, the Government may have no system to issue documents, it may be against the law to request the documents, or security risks to staff may increase if background checks are requested. In these cases, it is suggested that an alternative mechanism for reference checking is developed.

Who Obtains the Background Check?

Normally the employing organisation would obtain the certificate directly in order to reduce the risk of fraud. However, local privacy laws or justice systems may require that background checks be issued only to the individual and not to World Vision. If your office must obtain police background checks from the individual, the alternative procedure can be approved.

What Offences are Considered Unacceptable?

All abuses against children:

- physical (assault, battery, murder)
- sexual
- neglect
- abduction
- kidnapping
- trafficking
- child labour
- rape
- assault

Violence against women:

- rape
- assault/battery
- domestic violence

Children who live in situations of domestic violence even if not experiencing the physical violence themselves are impacted significantly.

Any convictions for:

- human trafficking

Convictions That Need to be Reviewed Based Upon Judgment of the Situation

Some convictions could be taken into consideration, if it is determined that the current risk to children is small. Here are some examples:

Indecent Exposure

If an adult has exposed private parts of the body in a local park or public place this would be a serious concern; yet, a conviction would be considered less serious if, for example, as a youth the person took off his/her clothes at a beach party and was caught by the police.

Drugs and Alcohol

A conviction for trafficking of drugs as an adult would be of serious concern; whereas, if the person had been in possession of a very small amount of a drug at a party as a youth, the circumstances may be interpreted differently. Likewise, if an adult has had many drink-driving convictions this indicates a serious problem that could impact his/her work and relationship with children. If the drink-driving offence occurred when the person was a teenager the situation would likely be less serious.

Child Endangerment

While this may seem to be an abuse, there may be occasions where the risk to a child in a project or community would be negligible. For example, a parent may have been charged with endangerment for insufficiently supervising a child who wandered out of the house had an accident while that parent attended to another child.

Introduction

Most countries can fulfil the requirement for a police background check or a local equivalent; however, there are some countries where it is not realistic to fulfil this requirement. This may be due to:

- security risks for staff if this is requested
- the Government simply having no system to issue such documents
- recent war/conflict/hostilities resulting in the destruction of legal documents
- it being against the law to fulfil this required standard
- working in a part of the country that is controlled by an authority acting independently from the central government, so there is no access to official records.

Exemption Procedure

In order to receive a formal approval for exemption, the following procedure is suggested.

1. A written document from the requesting office.

- a. The document is written on official paper from the office concerned using the template below.
- b. The document provides legitimate and supportable reason/s why the exemption is requested, outlines what steps were taken to investigate the possibility of compliance, and indicates that full compliance is not available.
- c. The document outlines alternative steps that will be taken in lieu of the police check. Example: A third reference check will be obtained following child protection reference check standards. Where legally possible, this may include obtaining references from earlier positions.
- d. If police checks can be obtained, but only by the individual, then Section B of the annex should be completed. The circumstances must be explained as shown.
- e. Finally, the document is signed and dated by the senior person requesting exemption for the office concerned. There should be clear guidance on arrangements for where the documents are sent to and how the information will be stored.

The exemption should be reviewed every three years.

Template: Request for Exemption

Address of Office::

Date:

SECTION A: Complete When Full Exemption is Requested

To whom it may concern:

requests exemption from the police or background check for the following reasons:

1:

2:

3:

The following steps were taken to verify that it is not possible to obtain this information.

A third party (eg, name of lawyer)

has investigated the possibility and has confirmed the above information. In order to ensure due diligence and reduce risk the following steps will be taken in lieu of the police or government issued record of conduct will

(insert specific actions)

OR SECTION B: If (name of agency)

cannot obtain the background checks directly, because the individual is required to obtain it.

is not able to request police background checks directly. The checks must be obtained by the individual.

Reasons for this include the following: (tick which applies)

Privacy laws require that the individual applies. The law applying to this is (quote the actual law or regulation)

The country is designated as operating in a restricted environment and while the law does not prevent applying there could be risk to the organisation if this system is applied. Please explain the risks.

The law allows the organisation to apply but there is no system other than an individual applying.

Other (please explain)

Requested by:

Name:

Signature:

Date:

Approved by:

Name:

Signature:

Date:

Original signed copy (each page initialled) to be kept in:

DISCLOSURE OF CONVICTIONS: CONFIDENTIAL

Applicant's Full Name (PRINT):

Any surname previously known by:

Have you ever been convicted of any offence overseas or in your home country?

Yes

No

If the answer is 'Yes' please give details.

Other Action

The UN Convention on the Rights of the Child (1989) states that a child is under the age of 18 years of age. The convention, which takes due account of the importance of the traditions and cultural values of each people for the protection and harmonious development of the child, states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse. In accordance with this convention we ask that all persons working or volunteering with us abide by good practice and agree to keep children safe from harm when relating and working with children.

In addition we ask that all persons declare the following:

Have you ever been convicted, subject to a caution, dismissed from employment or had any disciplinary action taken against you which may be related to behaviours with child/children under 18 years of age?

Yes

No

If the answer is 'Yes' please give details.

Declaration

I understand that, if it is found that I have withheld information or included any false or misleading information above, I will be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the organisation.

I hereby declare the information I have provided is accurate.

Signature:

Date:

HR Annex 4 - Sample Child Protection Character Reference Form

(adapted from the Consortium for Street Children)

To whom it may concern:

The applicant below has submitted your name to us to act as a character reference with particular regard to child protection issues. We would be extremely grateful if you could fill out the brief form below and return it to us in the envelope provided. Please note that this is a character reference only and you are therefore not expected to comment on the applicant's professional abilities. Please be assured that this information will be kept strictly confidential and destroyed when the applicant ceases to work for. Many thanks for your help.

Applicant name:

Reference submitted by:

Submitted on:

Knowledge of the applicant

How long have you known the applicant?

In what capacity have you known the applicant?

Emotional maturity

Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

Child protection

Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

All staff have both direct and indirect access to extremely vulnerable children. To your knowledge, is there any reason why the applicant would not be suitable for a position in this organisation? GOAL committed to the welfare of children and other vulnerable groups and we would like to know if you have any information or knowledge of this applicant that would cause GOAL to have any concerns in relation to the protection of children or other vulnerable groups. Please answer yes or no?

Yes

No

If the answer is 'Yes' please give details.

Additional comments and supporting information:

Signature:

Date:

HR Annex 5 - Levels Of Risk Towards Children Related To The Position

The level of risk is due to :

- Access to children (frequency and contacts)
- Possibility to be with children alone
- Position of power toward beneficiaries (dependence)
- Responsibility to handle machines and products that can pose a threat / harm children

Although abuse can be physical (beating, corporal punishment), emotional (insults, bullying), discrimination/ negligence, sexual (with or without penetration) and GOAL has an institutional policy condemning all and aiming at developing programmes with zero abuse happening, sexual abuse is especially considered for the level of harm done to the child.

	LOW: the person has extremely rare contacts with children/ vulnerable population during his/her work.	Ex.: Head-office team, ...
	The person has occasional contacts with children/ vulnerable population during his/her work.	Ex.: Project manager/ coordinator, MEAL team, visitor, journalist, SMT, ...
	MEDIUM: the person has regular contacts with children/ vulnerable population during his/her work, but does not work specifically with them.	Ex.: Project manager, driver, guard, food/ NFI/ Shelter field team/ distribution staff, community facilitator, home based-support worker
	The person works with children, is constantly in contact with them.	Ex.: Guard, cook, driver, social worker, WASH/ health field team,
	HIGH: The person is constantly in contact with children, is in a position of authority/ power and can be alone with a child.	Ex.: Child-protection project manager, nurse/ doctor/ paediatrician, psychologist, social worker

Some risks are related to the culture and ways the population educate, discipline and consider children

- For example corporal punishment, the age for marriage, involvement of children in work and taboos related to food can be detrimental to the child and seen as abusive practices by GOAL, even if they are seen as normal by the local staff.

The level of risks depends on the project and need to be evaluated for each staff. They are not systematically related to a profession.

- For example a driver at Head office will not be at the same level of risks than a driver for a child-protection programme. They share the risks of possible accident, but the latter has a higher chance of transporting children alone than the first.

Work environment and procedures can lower risks.

- For example individual health check-ups behind closed doors are a high risk that can be lowered by allowing the caregiver in, or another staff member, or allow the child to bring a friend.

Depending on the age (and sex), children have different risks.

- Paedophiles are attracted by children, often indistinctively of their sex.
- Most child abusers are themselves children.
- Babies/ infants are at lower risk of sexual abuse than teenagers but higher risk of negligence.
- After puberty children/ teenagers are entering adult sexuality and local norms can recognize them as potential adults. Adults in our staff may not consider them as children anymore. The risk for girls is increasing sharply with puberty. An estimate of one girl in 4 will be the victim of abuse before 18.

Annex 10: Media Guidelines

GOAL Child Protection Media Guidelines

The use of images of children by journalists

GOAL Global is an organization that exists to support children, their families and communities in emergency relief and development contexts. GOAL works on situations that are difficult and often distressing. GOAL is happy to have medias covering these issues and GOAL's work. Along with that need to share the reason of GOAL's interventions, GOAL also understands that media portrayal of children has a profound impact on attitudes to children, and has important influence on people's behaviour towards the issue presented.

Families in developing countries, children living in poverty and victims of war and are vulnerable and often do not feel they have the choice to object to the presence of medias. They are often portrayed as helpless sufferers, unable to act, think or speak for themselves. Stories of child abuse, children involved in crime and street children tend to dominate, while the broader issues of children's rights, such as the right to play, or the right to be happy, free from discrimination, are often not regarded as newsworthy.

The result is an unbalanced impression of 'children as victims', or 'children as dangerous'. GOAL would appreciate that media coverage does not harm children or increase the risk of its workers.

Photographs, video and other images

- Obtain consent of the child and his/her parents or carers before taking photographs and images that are going to be public.
- Take and use photographs and images of children that are dignified, respectful and that do not present them only as victims, vulnerable or submissive.
- Ensure children are adequately dressed in photographs and images and not in poses that could be interpreted as sexually suggestive.
- Protect the safety and privacy of children and their families by not using their images publicly without explicit consent, or using them in any way which reveals their identity or location.
- Do not use image of a children outside their context.
- Not use the photographs and images of children to benefit financially other than for journalistic purposes.
- If in doubt, refer to the GOAL Child Protection Policy

Guidelines on Reporting⁹

- Do not further stigmatise any child, avoid descriptions that can further harm the child: expose him to reprisals, discrimination or judgments.
- Present the context for the child's story or image.
- Always change the name and obscure the visual identity of any child who is identified as: a victim or perpetrator of sexual abuse or exploitation, a crime, sick, soldier, refugee,... unless there is informed and written consent from the child and his carer. GOAL Child protection officer should be informed when a child is identifiable. When in doubt about whether a child is at risk, report on the general situation for children rather than on an individual child, no matter how newsworthy the story.
- In certain cases, using a child's identity - their name and/or recognisable image - is in the child's best interests. However, this decision has to be made with GOAL staff who can assure his security after the publication of the image.
- Verify the credentials of any organisation purporting to speak for or to represent the interests of children;
- Do not make payment to children for material involving the welfare of children or to parents or guardians of children unless it is demonstrably in the interest of the child.

Journalists, film-makers and photographers should talk through concerns on any of the guidelines above with GOAL's local Child Protection Focal Person.

Interviewing

- Do not publish a story or an image, which might put the child, siblings or peers at risk even when identities are changed, obscured or not used.
- Do no harm; avoid questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from traumatic events.
- Do not discriminate in choosing children to interview because of sex, race, age, religion, status, educational background or physical (dis)abilities.
- No staging: Do not ask children to tell a story or take an action that is not part of their own history.
- Ensure that the child or guardian knows they are talking with a reporter. Explain the purpose of the interview and its intended use.
-

For additional information: Frederic Baele, Child Protection Adviser for GOAL, fbaele@GOAL.ie

Sample Parental Consent for Photographic/Film Use of Children under 16 years of age

I, (adult's name):

Of (address):

Being the child/children's parent or legal guardian, hereby give permission to

Name of the Photographer:

To take and use publicity photographs/film of

(Child/Children's Name/s):

Age:

(Child/Children's Name/s):

Age:

(Child/Children's Name/s):

Age:

I also consent to use of the photos for publicity, marketing, and advertising for "GOAL's Project", or for publicity, marketing, and advertising. I agree that the photos/film may be combined with other images, text and graphics and be cropped, altered or modified in any way that GOAL deems appropriate and respectful of its Child Protection Policy. I understand that the child's/children's name/s will not be given to press or public without my consent. I also understand that I may cancel this permission, and that GOAL will take all reasonable steps to ensure that the photograph/film is withdrawn from future use. I further understand that I shall receive no remuneration for this assistance.

Guardian Signature:

Date:

Organizational Representative:

Name:

Position:

Signature:

Date: