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# Child Safeguarding Policy.



Terre des hommes

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## Terre des hommes

Helping children worldwide. [tdh.ch](http://tdh.ch)

Terre des hommes is the leading Swiss organisation for child relief. Founded in 1960, Terre des hommes helps to build a better future for disadvantaged children and their communities, with an innovative approach and practical, sustainable solutions. Active in more than 30 countries, Tdh develops and implements field projects to allow a better daily life for over 2.1 million children and their close relatives, particularly in the domains of health care and protection. This engagement is financed by individual and institutional support, of which 86% flows directly into the programs of Tdh.

# Summary.

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# Foreword.

The *Terre des hommes - Helping children worldwide - Fondation* takes the view that any form of violence against children is unacceptable. Whatever the type of violence used - physical, sexual, and psychological or violence due to negligence – only a clear and consistent policy framework can prevent and fight against such forms of abuse.

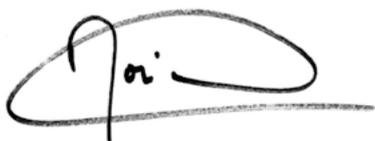
In all of our projects, we are committed to ensuring that each child enjoys the benefit of a protective environment in which their rights are respected. This is why we update our rules relating to children's rights on a regular basis, integrating the highest requirements according to international standards and current best practices. It is with this in mind that we have written the «Child Safeguarding Policy» which we wish to see applied to all of our organisation's activities.

This document is the outcome of a long period of consultation with relevant groups.

Collaborators at the head office and field delegations, child protection specialists and partners from civil society have all played a role in developing this Child Safeguarding Policy.

Dealing with the prevention of abuse and how to respond to suspected abuse, this policy aims to act as a guide to managing day-to-day activities with children.

Caroline Monin  
Risk Management Advisor, Terre des hommes



Numerous references relating to the area of child protection and support tools complement the guide.

Therefore, particular attention is given, for example, to hiring new staff, inclusion of social media and new reporting and communication tools. An annual plan of action reflecting safeguarding measures within the delegations ensures that the system is implemented properly.

We are aware that the risk of harming children's integrity is very real and this is why we are committed to widely promoting our Child Safeguarding Policy, not only internally but also with partner organisations that represent children and with whom we operate. In case of abuse or suspected abuse, our fundamental principle calls for an immediate and professional response that respects the legislation in force.

The current Child Safeguarding Policy contains a new code of conduct to be signed by all Terre des hommes collaborators (employees, temporary employees or volunteers).

We firmly believe that the systematic use of this Policy is the best way to ensure that all children receive the necessary protection to which they are entitled.

Vito Angelillo  
Director General, Terre des hommes



# Introduction.

Welcome to the Child Safeguarding Policy and its procedures, which apply to all operations and activities conducted by, or on behalf of, the Terre des hommes – child relief – Foundation in both our work in Switzerland and overseas.

The policy reaffirms and strengthens our commitment as an organisation towards keeping children safe and protecting them from all forms of harm and abuse. This is an issue of critical importance for Terre des hommes and we see that the protection of children, the promotion of their wellbeing and upholding children's rights as the foundation of our work.

## Purpose of the Policy

The aim of the policy and procedures is to regulate how we work as an organisation so that the children with which we come into contact (either directly or indirectly) are safeguarded and have their wellbeing promoted, and that our actions, while implementing programmes or institutional activities, do not cause any harm to children.<sup>1</sup>

To support country delegations and volunteer groups in applying and promoting the policy at local level, a range of resources and tools are included in the Reference and Appendices Sections.<sup>2</sup>

While the Safeguarding Policy aims to be comprehensive, given the diverse range of settings and operations carried out by Terre des hommes, it is likely that there may be circumstances which are not covered or where there is a question about the application of the policy and procedures. In such situations, the Risk Management Advisor in Lausanne (email to: [csp@tdh.ch](mailto:csp@tdh.ch)) should be contacted for further advice.

## Definition of Safeguarding

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

(Keeping Children Safe Coalition<sup>3</sup> – [www.keepingchildrensafe.org.uk](http://www.keepingchildrensafe.org.uk))

This includes both **preventative** actions to minimise the chances of harm occurring, and **responsive** actions to ensure that incidents which may happen are appropriately handled.

**Safeguarding** implies a wider duty of care towards children rather than just upholding their right to protection (as defined in the UN Convention on the Rights of the Child, 1989) – but it is primarily concerned with harm and wellbeing, rather than with the promotion and protection of child rights generally.

<sup>1</sup> This is consistent with the Charter of Terre des hommes.

<sup>2</sup> Additional tools can also be found on our Tdh intranet: <https://doc.tdh.ch/risks> (see “resources” section)

<sup>3</sup> Keeping Children Safe (KCS) is the international coalition working to establish standards for safeguarding. TDHIF is an active member of KCS international standards are based around four areas: Standard 1: Policy; Standard 2: People; Standard 3: Procedures and Standards 4: Accountability. For more information see <http://www.keepingchildrensafe.org.uk>

## Principles underpinning our Safeguarding Policy

*Our Safeguarding Policy is based upon a number of principles and beliefs, including:*

1. **All children have equal rights to protection** and to have their wellbeing and participation promoted.
2. All actions regarding child safeguarding must be taken in the best interest of children. This includes an understanding that in all our programmes and activities we must ensure that we respect children's rights and **do not cause harm**.
3. Everybody has a responsibility for safeguarding. **This policy is mandatory for all those who work for or on behalf of Terre des hommes**, including staff, volunteers and partners. Although training, advice and support will be provided, everyone should actively participate so that they can carry out their responsibilities towards safeguarding children.
4. We work in a **transparent and open way** where child safeguarding is made a priority, recognising that situations of abuse and harm are able to flourish when staff, volunteers, partners, children, families and community members do not feel able to raise their concerns.
5. **All reports** of concern regarding the safety and protection of a child **will be taken seriously**. Where necessary, appropriate steps will be taken to protect the child and to take action against the alleged perpetrator. This may include referrals to law enforcement and child protection agencies. In relation to allegations against staff, volunteers and partners, action may also include the suspension or termination of engagement or any type of cooperation.
6. No single organisation is able to safeguard children by working in isolation, and therefore we will **work with other organisations, agencies** (such as state departments and ministries with a mandate to protect children) **and groups** as necessary and appropriate.<sup>4</sup>
7. We maintain **confidentiality** and do not disclose personal details of those involved in child protection concerns,<sup>5</sup> including the names of those raising concerns unless it is necessary to pass on information to ensure that a child is protected (for example where a child may need specialist services or where a criminal offence may have been committed).
8. We **raise awareness and influence others** on the importance of safeguarding children, using our policy and procedures as a way of both highlighting our commitment and also of explaining our values. We will share our policy and procedures with others, and be open to feedback regarding its application and relevance.
9. We work within the **framework of international and national laws and policies** regarding safeguarding.
10. There is no one specific way of safeguarding children and promoting their rights. Solutions to protecting children need to reflect the culture and operating environment and the nature of activities being undertaken. However, culture can never be used as an excuse for abuse. While country delegations can propose amendments and modifications of the procedures, this must be done within the framework of requirements set down within this policy. It is not acceptable for a reduced level of safeguarding to be offered.

<sup>4</sup> For example by making referrals for support for individual cases as well as advocating for changes in policies, legislation and practices that benefit of children.

<sup>5</sup> Please note that the Terre des hommes' Whistle Blowing Policy also guarantees confidentiality and protection of those raising concerns.





**1. Preventative action: Putting the policy into practice.**

**This section of the Policy identifies specific steps and concepts which translate the vision of safeguarding children into action.**

**Child safeguarding runs across the whole organisation and is not just associated with programmes and projects or Human Resources. The concept of thinking about safeguarding - and reducing risk - should be embedded in everything that we do, from recruiting a staff member or volunteer, to selecting a partner, through to running an activity and designing and implementing a programme or other institutional activity (such as promotion and fundraising).**

**Throughout the policy, a number of situations have been highlighted which specifically call for a risk assessment – such as when conducting an activity or when concerns are raised about a staff member’s references or police check. However, this does not mean that risk should only be considered at those times. Safeguarding risks must be regularly reviewed at all levels.**

**It should be remembered that although we normally think of safeguarding issues when an adult is mistreating a child, children can also be the perpetrators of abuse. This normally occurs where one child is in a position of power or influence (for example because the child is older, or the child being abused comes from a marginalised group) and is often referred to as ‘bullying’.**

**In such cases while action is necessary to support the child being bullied, it is critical to remember that the perpetrator is also a child, and therefore interventions should be in the best interests of both children in terms of how to support the abused child and what response is required for the abusive child.**

# 1.1 Human Resources.

## a. All Adults (including Board Members, staff, interns, volunteers and consultants)

*This section sets out the specific obligations and responsibilities for all adults working with/for Terre des hommes, whether paid or unpaid or full or part time.*

- The Safeguarding Policy applies to all those working with or on behalf of Terre des hommes. By agreeing to work with/for the organisation, it is implied that the terms and conditions of the Safeguarding Policy have been accepted as a condition of involvement.
- All staff (including consultants and standing volunteers) are required to sign and abide by the **Code of Conduct** (Appendix 1) as a condition of their involvement with Terre des hommes. This sets out specific expectations of acceptable and unacceptable behaviour.
- In addition to all staff of the Foundation, every person in a governing function within the Foundation should sign and abide by the **Code of Conduct** (Appendix 1) of Terre des hommes. This recognises that those in a governing capacity as Members of the Board are expected to set the highest standards of behaviour for the Foundation.
- All occasional volunteers and visitors are required to sign and abide by the **Guide for Occasional Volunteers and Visitors** (Appendix 2) as a condition of their involvement with Terre des hommes.
- While orientation on the policy together with any necessary additional training regarding responsibilities and duty of care (particular to specific roles) will be provided, all adults have a personal responsibility to seek further clarification and advice where they are not clear about what is expected of them.
- Breaching the Code of Conduct, Guide for Occasional Volunteers and Visitors or contravening the Child Safeguarding Policy may lead to suspension and termination of any type of engagement. This will be determined on a case by case basis, ensuring that applicable employment conditions and legislation are observed and with regard for the privacy and confidentiality of those concerned while any internal investigation is carried out. In addition, after a thorough consideration of the facts, we will decide whether the case needs to be reported to law enforcement authorities in full conformity with the law.
- The Child Safeguarding Policy focuses on contact with children taking place during work under the responsibility of the organisation. Nevertheless, conduct outside the work environment of those associated with Terre des hommes may also contravene the principles and values of the Child Safeguarding Policy. If such issues arise, these will be carefully considered and any decisions made will place utmost importance on the child's best interests.

## b. Education, Advice & Support

*This section sets out the efforts that will be undertaken to support the implementation of the Safeguarding Policy.*

- Within their probationary period, and no longer than three (3) months after appointment, all staff must be given guidance as to the Child Safeguarding Policy, and their responsibilities towards safeguarding children. Standing volunteers should also be included in such training.
- Staff and standing volunteers must be given the opportunity for regular updates on safeguarding children – either formally, such as through training or supervision, or more informally, for example through discussion at team meetings.
- Depending upon the nature of the work being undertaken, the role of the staff and their background and experience, additional specialist training regarding child wellbeing, protection and safety should be provided.
- Records must be kept in HR files of all training/guidance meetings conducted – with the date and list of attendees.
- While all adults have a responsibility for safeguarding children, no one should have to do this alone and unsupported. Country Representatives from the Terre des hommes Foundation and managers are responsible for ensuring that staff and standing volunteers are supported in their roles in safeguarding children, with the Country Representative being ultimately responsible for the implementation of the Child Safeguarding Policy.
- The **Child Safeguarding Focal Point** based at country level within Terre des hommes is the primary source of advice and support in relation to child safeguarding concerns and the implementation of the Child Safeguarding Policy. The Child Safe-

guarding Focal Points are in turn supported by the Regional Child Protection Advisors and by the Risk Management Advisor in Lausanne.

- Where support or advice is sought regarding child safeguarding this must be taken seriously. At no time must seeking advice or support be considered indicative of someone lacking capacity or knowledge.
- Where those working with/for Terre des hommes are involved in child protection incidents – either as the subject of an investigation or as a witness – appropriate support must be provided. This may include additional supervision or counselling. (Further guidance on reporting and managing cases of concern and child protection incidents is included later in this policy and procedures).

## c. Awareness Raising

*This section sets out how awareness will be raised regarding the Child Safeguarding Policy.*

- Staff and standing volunteers, as well as partners, communities, families, children and other stakeholders and all those working with/for Terre des hommes should be made aware of the Child Safeguarding Policy, and how to report a concern. This should be done in ways that are appropriate and accessible given the context.
- A copy of the Child Safeguarding Policy – including local adaptations – should be translated and made available in local languages. Depending on the context, this should be provided in a variety of suitable formats, and could include posters or booklets using pictures.
- Special consideration must be given on how to raise awareness with children about the policy and ways in which they can help keep themselves safer. This could include developing with children a child friendly version of the policy.

#### d. Safer Recruitment

*This section focuses on how those working with/for Terre des hommes are selected (staff and volunteers).*

*Individuals who are intent on abusing children often target organisations where they can gain access to children. While no recruitment processes can ever be 100% safe, by having stringent recruitment processes in place, the likelihood of engaging someone who is not suitable to work with children can be dramatically reduced.*

- Safer recruitment procedures act like a safety net that in combination provide a level of assurance that proper attempts have been made to ensure that recruitment processes identify those who may pose a risk. No one check is sufficient.
- All recruitment procedures must be based on a detailed analysis of each job or volunteer task and the level of contact with children. Safer recruitment procedures include pre-selection, selection and post-selection actions to ensure that there are as many safeguards as possible in place. See Appendix 4 - **Safer Recruitment Checklist** for detailed guidance.
- Work should not commence until all safer recruitment processes have been followed and background checks and guidance on the Child Safeguarding Policy have been completed. However, it is recognised that in some exceptional circumstances there may be a long delay, or for operational reasons it may be necessary to start work at short notice. In such situations, additional measures must be put in place so that Terre des hommes can be confident that the risks for children are minimised. For example, providing additional supervision and ensuring the staff member in question does not work alone.
- Records of safer recruitment practice, such as references etc., must be kept in HR files. This information must be kept and destroyed in accordance with applicable data protection rules.

#### e. Child Safeguarding Focal Point

*This section sets out the obligation of each country office to nominate someone to act as Child Safeguarding Focal Point.*

The role of this person is to provide a point of contact, and to advise, support and assist country teams in the implementation of the Child Safeguarding Policies. In Lausanne, the Risk Management Advisor also acts as the Child Safeguarding Focal Point.

Ideally the role of the Focal Point should be assigned to someone with child protection/safeguarding knowledge. However the role can be given to anyone who is committed and has the respect of the team. See Appendix 5 - **Child Safeguarding Focal Point**.

It should be understood that the Child Safeguarding Focal Point is not solely responsible for child safeguarding – this responsibility rests with everyone. The ultimate responsibility for safeguarding within countries rests with the Country Representative. For volunteer groups in Switzerland the responsibility rests with the “Relation Bénévoles” department<sup>6</sup> at Headquarters.

#### f. Partners

*This section considers how to work with partners in order to promote the implementation of the Child Safeguarding Policy. If there is any doubt about how to best implement the Child Safeguarding Policy with partners then the relevant Regional Child Protection Advisor or the Risk Management Advisor in Lausanne should be consulted.*

- In selecting partners, consideration should be made with respect to the potential partner’s suitability and track record for working with children – including if they have their own child safeguarding policy and procedures (which they may refer to as their Child Protection Policy).

<sup>6</sup> “Secteur des Relations Bénévoles” = volunteers coordination in Switzerland

- In all partnership relations, strong attention must be given to issues related to child safeguarding. As good practice, specific reference to child safeguarding measures should be included in partnership agreements and contracts.
- Partnerships are an opportunity to raise awareness on the need for institutional policies on child safeguarding. Therefore all partners should be given training, guidance and support on the Terre des hommes' Safeguarding Policy, in particular emphasising the responsibilities that partners have for safeguarding children. The nature of this orientation and training can be determined in the country, related to the scope of the work of the partner.
- Where Terre des hommes is the lead partner (i.e. can exert more control over the terms of the contract) then reference in the contract must be made to the commitment to keeping children safe and our Child Safeguarding Policy. Where we are not the lead partner, then attempts should be made to include safeguarding within the agreement. In either case, partners should be given a copy of the Child Safeguarding Policy and guidance provided on the contents.
- Partnerships should also be pursued which aim at advocating governments to develop standards of safeguarding, with support for the required resources and expertise to implement such standards.
- Where concerns about child safeguarding arise in relation to a partner, in addition to considering whether a report of the concerns needs to be made to appropriate authorities, consideration must also be given regarding whether to suspend the partnership and/or withdraw funding and support.
- A child safeguarding concern raised in relation to a partner does not mean that the partnership must be terminated automatically. The decision to continue with the partnership must take into account the reaction of the partner and their commitment

to addressing the situation such as prioritising the best interests of the child, responding to advice on managing the situation and agreeing to seek support through training and guidance.

#### **g. Occasional volunteers and visitors**

*This section specifically considers safeguarding issues in relation to the different types of occasional volunteer supports to Terre des hommes activities or visitors to programmes and country offices.*

- Official visitors may visit a project with the express permission of Terre des hommes. Unofficial visitors might, for instance, be a parent or an acquaintance of the Country Representative or a programme staff member without formal permission from the organisation.
- All occasional volunteers and visitors, official and unofficial, must be made aware of and understand the principles of the Terre des hommes **Guide for Occasional Volunteers and Visitors** (Appendix 2), and agree to its terms and conditions before the visit takes place.
- It is the responsibility of the staff member to ensure that occasional visitors and volunteers are properly briefed and supervised throughout the activities or visit, and have signed the Guide for Occasional Volunteers and Visitors (Appendix 2).
- All occasional volunteers and visitors must be accompanied at all times and in no circumstances should they be left unattended with children, unless there are clear reasons for doing so (only possible for official visitors or where express permission is granted by the Country Representative in advance). Such permissions should only be granted in rare circumstances with the Country Representative seeking approval from headquarters in Lausanne. Before granting permission, the Country Representative must ensure that the visitor does not pose a risk to children.

# 1.2 Media & Communication.

## a. Media Materials

*This section considers the actions that need to be taken to ensure that safeguarding is included in media activities.<sup>7</sup> The Communications Department in Lausanne should be consulted for specific guidance including how to work with journalists and the media.*

### The 10 Ethical Rules regarding the use of images by Terre des hommes must be observed, namely:

1. **Respect** the Child Safeguarding Policy and its procedure.
2. Make sure that the **safety of the child** will not be compromised if one disseminates images of his or her home, community or environment.
3. **Be accompanied** by an employee of Terre des hommes while doing a report (video, photo, etc.).
4. **Obtain permission** from the child and the person who is responsible for looking after him or her.<sup>8</sup>
5. Ensure that the child does not pose in any **inappropriate manner** (sexual connotations etc.).
6. Do not take or publish photos of children who are completely **naked or dressed inappropriately**. Images of children which are exploitative or offensive must not be used.
7. Always respect the children's dignity. Do not represent the children as **victims** (weak, desperate etc.). Images should present children in a 'positive way'. Similarly stories about children should aim to report not only the negative aspects of children's lives, but also their strengths rather than sensationalising the child's experience.
8. Taking pictures or videos is reserved for **strictly professional use**. Staff, volunteers and visitors are encouraged to 'like' and 'share' photographs published on official Terre des hommes websites and social media sites (such as Facebook). In this way, officially approved photographs may be distributed more broadly on personal social media sites. Unofficial photographs must not be posted or uploaded on personal pages.
9. Never indicate in the files any **information** that could endanger the child victim of abuse (title, metadata, captions etc.). When publishing/distributing photos, images, stories etc., personal information must be removed to ensure privacy (i.e. names and addresses must not be included and if necessary other identifying features such as school name should also be omitted).
10. Only use photos available for **public use** (verified and validated by an official country representative and the person in charge of visual communication).

<sup>7</sup> See - Communication Team 10 Ethical Guidelines <http://www.tdh.ch/en/documents/visual-guidelines>

<sup>8</sup> See - "resources" section: "Risks" website under Tdh intranet: Media Consent Form. Where parents and children are illiterate then staff and volunteers should explain the contents of the consent form, and then sign on behalf of the child and parents in their presence, indicating that verbal consent has been given.

## b. Online Protection and Safety

*Terre des hommes has its own policies and separate guidance on the use of social media<sup>9</sup> and technology (see Reference Section for further details).*

- Country Representatives should ensure that sufficient guidance is provided to staff and standing volunteers about the appropriate use of technology – including internet, mobile phones and social media.
- Filters and blocking software should be installed to ensure that unsuitable/offensive sites cannot be downloaded. Further guidance on this can be obtained from IT in Lausanne, but in general sites which promote the abuse of children or contain images and information which are harmful to children should be blocked.
- In the event that offensive material or unsolicited messages/chats are received, these must be passed on to the Child Safeguarding Focal Point who must report to an agency working to improve internet safety. In the absence of a national hotline, a report should be made to one of the international agencies, such as the Virtual Global Taskforce <http://www.virtualglobaltaskforce.com> or the Regional Child Protection Adviser or the Risk Management Advisor in Lausanne.
- Staff and standing volunteers must also report to their line manager if any offensive material is received or accidentally downloaded.
- In the event that offensive material, such as child pornography, is received or accidentally downloaded and a report is made to law enforcement, the materials must not be sent with the referral. The transmission of images is considered a crime under international law. Guidance should be sought from the law enforcement agency as to how to arrange for images to be transferred appropriately.

## c. Information, Communication & Technology (IT)

*Terre des hommes has its own IT rules on the use of Terre des hommes has its own IT rules on the use of computers and other technology (see Reference Section for further details).*

- IT equipment is provided for business purposes, and its use is subject to the Safeguarding Policy.
- The use of computer and technology resources for private purposes is allowed provided that this does not prevent employees from exercising their professional activities, and that it is not prejudicial to the reputation and image of Terre des hommes.
- While the privacy of staff is respected, this is not guaranteed. Additionally the HR Director may exceptionally grant access to private files. This may be, for example, if there was a suspicion that IT equipment had been used to access child pornography online, in violation of the Code of Conduct.
- Any voluntary non-professional access to websites detrimental to the reputation of Terre des hommes (and in violation of the Child Safeguarding Policy) is strictly forbidden and can justify a dismissal with immediate effect. Any unintended access to harmful data should be immediately reported to line managers to avoid any misunderstanding.

<sup>9</sup> Available for download from <http://www.tdh.ch/en/documents/tdh-social-media-toolkit> and <http://www.tdh.ch/en/documents/tdh-rules-for-the-use-of-social-networks---social-media-policy>

# 1.3 Programme Design & Implementation.

*Programmes and all type of actions across all sectors, not just child protection programmes, should 'think safeguarding' at all times and across all activities – and not consider safeguarding as a separate activity, but rather a theme that runs through all work. A separate risk assessment checklist is available to help country teams evaluate safeguarding requirements in programmes.*

- Safeguarding must be considered at every stage, from project/programme design and must be reviewed regularly as part of the monitoring of the project's implementation.
- In addition to programme design, when conducting specific activities (residential and non-residential) – such as consultations with children or a summer activities scheme – a risk assessment must be undertaken to identify any potential dangers and a plan put in place to minimise these risks. A separate **"Risk Assessment Template for Activities Form"**<sup>10</sup> is available which should be used. Copies of risk assessments must be kept on file.
- If the assessment concludes that there are too many risks that cannot be reduced to an acceptable level then the activity should not proceed.
- If necessary, additional guidance must be given to staff, volunteers, partners, children and communities in order to ensure that the spirit of the Safeguarding Policy is met for specific activities or programmes, for example, to highlight particular dangers or concerns.
- Before activities are conducted, the written permission of both parents and children must be obtained. See Appendix 3 - **Parental Consent Form**. This can also be used for guardians, for example, where children are in residential institutions. Where parents/children are illiterate, a staff member or standing volunteer can sign on their behalf in their presence, so long as the form has been discussed.
- Staff and volunteers who work with children must be supervised on a regular basis, and given the opportunity to participate in discussions about safeguarding issues – for example in meetings, informal discussions or through considering case studies.
- Safeguarding must be reviewed regularly throughout activities and at the end of activities, so that either lessons learned can be fed into future activities or necessary adjustments made as the programme proceeds. For example, during a summer activities programme it would be useful at the end of each day to include a review of safeguarding during debriefing meetings.
- A separate **"general guidelines for safeguarding in projects and activities"**<sup>11</sup> is available which should be used.

<sup>10</sup> See "resources" section: "Risks" website under Tdh intranet: <https://doc.tdh.ch/risks>

<sup>11</sup> *ibid.*



PREFEITURA DE  
FORTALEZA

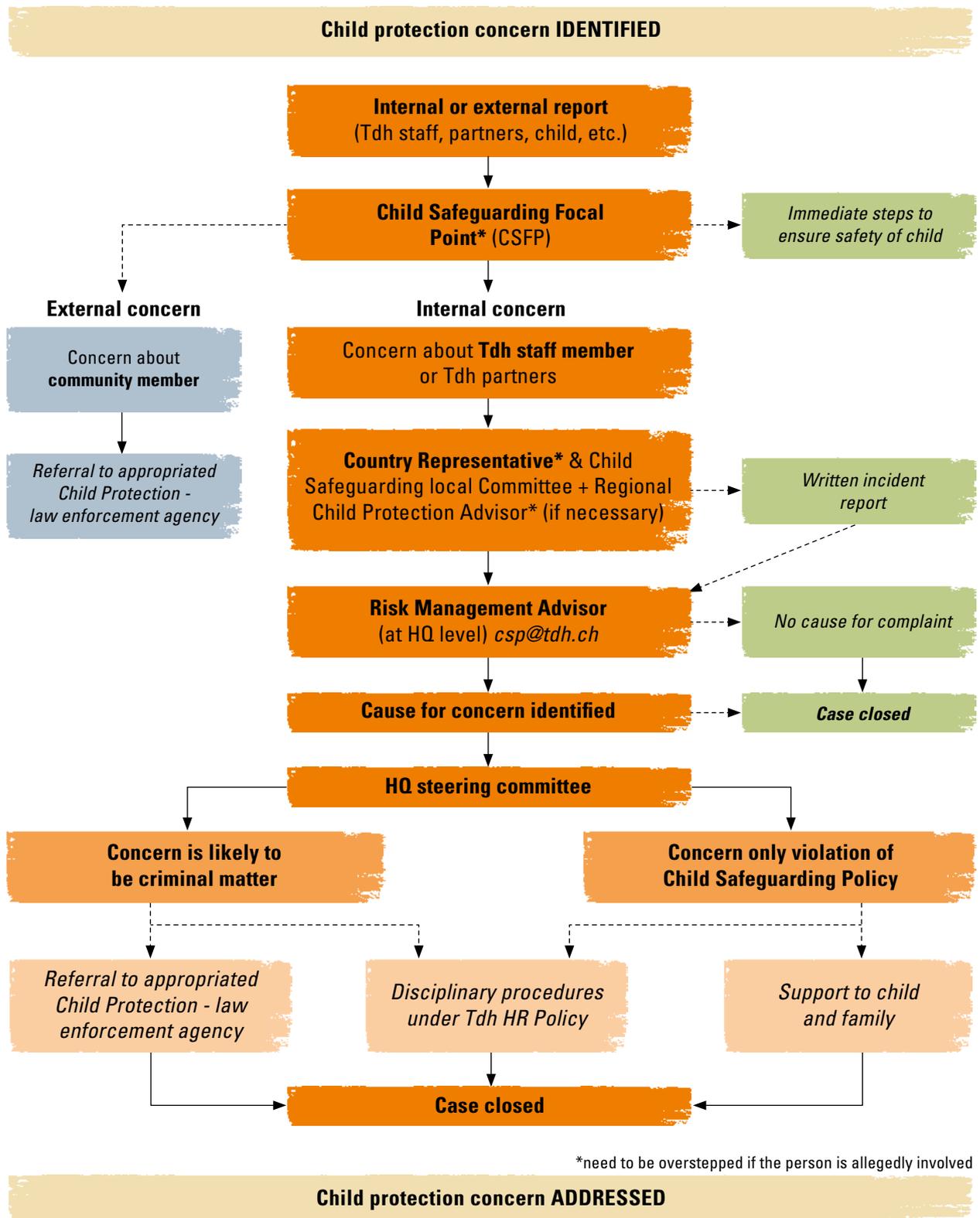
PREFEITURA DE  
FORTALEZA

A vibrant, hand-painted mural of a garden scene. The background is a light, pale green. In the foreground, there are several large, rounded green leaves and clusters of smaller green plants. Several thin, dark green stems rise from the foliage, each bearing a flower or bud. One stem has a large red flower bud at the top and a yellow flower bud below it. Another stem has a yellow flower in full bloom. A third stem has a red flower in full bloom. A small blue butterfly is painted in flight on the right side of the mural. The overall style is simple and illustrative, with visible brushstrokes.

## **2. Responsive action.**

# Flowchart for raising concern.

Confidentiality will be respected all along the process.



## There are two distinct ways in which child protection incidents may arise:

1. Where the concern relates to potential, actual or suspected abuse of a child by the family/community - such incidents can be **managed at country level** and handled by the Child Safeguarding Focal Point with the support of the Country Representative and the Regional Child Protection Advisor, in conformity also with national and international law. These cases are not managed under this policy.
2. **Where the concern involves a staff member, volunteer, visitor or partner of Terre des hommes, or a representative of a significant stakeholder** such as a donor, another (I)NGO or a UN Agency - such incidents **must also be reported to the HQ line management and Risk Management Advisor** (csp@tdh.ch) who will work with the HQ Steering Committee, the Regional Child Protection Advisor, Country Safeguarding Focal Point and Country Representative to determine the appropriate action necessary. This is not to avoid taking action, but to ensure that the action taken does not jeopardise organisational or individual reputation, and to ensure that appropriate support is given to the country delegation as such incidents can be particularly difficult to manage.

## 2.1 Reporting Concerns & Child Protection Incidents.

*This section covers the case where a concern is reported that the child safeguarding policy is not being implemented or a child protection incident is reported (i.e. where a child may be or is at risk of abuse and actions may be necessary to ensure that the child is protected).*

- Concerns and reports may be received from a number of sources – including staff, volunteers, partners, children and families/community members. All concerns and reports must be taken seriously.
- In Switzerland all concerns and reports must be passed to the Risk Management Advisor (csp@tdh.ch) as this person acts as the Child Safeguarding Focal Point for Lausanne. In overseas operations, such reports should be passed in the first instance to the Child Safeguarding Focal Point.
- Countries should develop a reporting framework/flowchart which identifies how concerns and reports should be managed. The main point of referral should be the Child Safeguarding Focal Point. This is to ensure that reports are managed in a systematic way, and lessons are learned in terms of the implementation of the policy. This does not mean that the Child Safeguarding Focal Point is responsible for action – but he or she should be involved in decision making.
- Decisions about child protection incidents must not be made by individual workers in isolation. However in exceptional circumstances – such as a life threatening situation – staff or volunteers may take whatever action they deem necessary to protect a child at immediate risk, but this must be reported as soon as possible in accordance with the country reporting framework (i.e. in the first instance to the Child Safeguarding Focal Point).

- Local contacts with child protection agencies and law enforcement should be identified in advance to enable a referral to an outside agency if required to protect the child. Contact details should be retained so a referral can be made quickly and efficiently.
- Consideration on whether to refer a child to an outside agency for protection must always be made within the legal framework of the country and with consideration for the best interests and wishes of the child.
- When concerns are raised or reports made, importance must be placed on CONFIDENTIALITY, both of the referrer and also the child(ren)/adults involved. Information must be shared strictly on a need to know basis as necessary to ensure the child is kept safe and appropriate assistance is given.
- Where concerns are raised by staff and volunteers about other staff, volunteers and partners, even if these are not substantiated, providing there was no malicious intent, no punitive action will be taken against the person raising the concern or making the report. Terre des hommes has a **Whistle Blowing Policy**<sup>12</sup> which ensures that reports can be raised safely and applies when reporting child protection incidents or concerns about the implementation of the Safeguarding Policy.
- Referrals to local child protection agencies/police should be done in the prescribed manner (for example, there may be a particular format for reporting). Where the referral is made verbally it must also be confirmed in writing.
- Written records of all reports received (even if the report is vague) must be kept and maintained in a secure and confidential location by the Child Safeguarding Focal Point. In some cases, such as where the programme/project specifically addresses child protection and case management forms part of the intervention provided, as an alternative, records may be kept by the project team. This needs to be clarified at country level. When the report relates to a concern about staff, volunteers, partners or a significant stakeholder then a copy must also be given to the Risk Management Advisor in Lausanne.
- Written records are kept confidentially in our database at HQ level. The number of cases are shared in our annual Tdh activity report and between TDH member organisations with no mention of identifying facts.

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<sup>12</sup> See - "resources" section: "Risks" website under Tdh intranet : Whistle Blowing Policy.

## 2.2 Accountability, Monitoring & Review.

*This section details how the implementation of the Safeguarding Policy will be monitored, and how the policy will be reviewed.*

- Everyone has a responsibility for ensuring that the Child Safeguarding Policy is implemented as set out in the policy and procedures outline in this document and as may be adapted to suit local conditions.
- The Director General, by mandate from the Council, has overall responsibility for the Child Safeguarding Policy. Directors are responsible for determining policy and good practice and for implementation of the policy in all activities related to their areas of organisational responsibility. Country Representatives are responsible for ensuring the policy is implemented in-country.
- Annually, every country (and HQ in Lausanne) shall conduct a self-assessment of safeguarding and the implementation of the Child Safeguarding Policy. The assessment will be carried out using a prescribed template, with the aim of helping countries track their progress in safeguarding, recording good practices and also identifying areas for action.
- Based on the self-assessment, an annual plan of action will be developed to address any gaps in policy implementation and to mitigate any risks identified.
- Both the self-assessments and the development of action plans will be coordinated by the Risk Management Advisor so that information from all countries can be assessed to measure safeguarding across the organisation.
- This policy will be reviewed on a regular basis, but not more than every five years. Such reviews will also include feedback from staff working overseas, and where possible, the views of children, their families as well as other local stakeholders.
- Where countries have created local versions of the policy, these should also be reviewed on a regular basis. Such reviews should include feedback from staff, volunteers, children, communities and other local stakeholders. Consultations should take place with communities and children and their feedback sought regarding the implementation of the safeguarding policy in order to inform and improve procedures.
- Through membership of the International Federation of Terre des hommes, this policy and its implementation is also subject to scrutiny, monitoring and review by the International Federation.





# References.

# Resources.

*There are numerous resources available, in addition to those contained in the appendices, to support countries in implementing the Child Safeguarding Policy. This section includes a selection of the most recent and relevant. All web links were correct as of 27th May 2015.*

## **a. From Terre des hommes**

- Social Media Toolkit – Guide for Terre des hommes on social networks (2012) <http://www.tdh.ch/en/documents/tdh-social-media-toolkit>
- Rules for the use of social networks (Social Media Policy) (2012) <http://www.tdh.ch/en/documents/tdh-rules-for-the-use-of-social-networks---social-media-policy>
- Visual Guidelines - Rules regarding images (2014) <http://www.tdh.ch/en/documents/visual-guidelines>
- IT Regulations – IT department (2014) [http://box.tdh.ch/img/reglements/IT\\_EN.pdf](http://box.tdh.ch/img/reglements/IT_EN.pdf)
- Be a protector: Child Safeguarding Guidance for Journalists (from TDHIF and KCS) (2014) <http://www.destination-unknown.org/be-a-protector-child-safeguarding-guidance-for-journalists/>
- CSP Tools – Operational Risk Management website : CSP > Tools > SOPs <https://doc.tdh.ch/risks>

## **b. From Keeping Children Safe**

Comprehensive further guidance on safeguarding generally (but not on the implementation of the Terre des hommes policy specifically), together with training materials and resources on safeguarding can be downloaded from the Keeping Children Safe Coalition<sup>13</sup> – <http://www.keepingchildrensafe.org.uk>

Four of their most useful publications, which also include ideas for training staff, volunteers and partners are:

- Understanding Child Safeguarding – Facilitators Guide (2014) <http://www.keepingchildrensafe.org.uk/resources/understanding-child-safeguarding-facilitators-guide>
- Keeping Children Safe Online (2014) <http://www.keepingchildrensafe.org.uk/resources/keeping-children-safe-online-guide-organisations>
- Child Safeguarding Standards and How to Implement Them (2014) <http://www.keepingchildrensafe.org.uk/resources/child-safeguarding-standards-and-how-implement-them>
- Developing Child Safeguarding Policy and Procedures – Facilitators Guide (2014) <http://www.keepingchildrensafe.org.uk/resources/developing-child-safeguarding-policy-and-procedures-facilitators-guide>

<sup>13</sup> Terre des Hommes International Federation (TDHIF) is an active member of the KCS Coalition and was a founding member

# Working Definitions.

For the purposes of this policy, and procedures contained within it, the following working definitions are used:

## Abuse

Used in its widest sense and includes physical, emotional/psychological and sexual abuse, neglect and negligent treatment, violence and exploitation in all forms.

### Emotional Abuse

The persistent emotional ill-treatment of a child such as to cause severe and long lasting effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It can also involve age or developmentally inappropriate expectations being imposed on children, or causing children frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.



### Neglect

The persistent failure to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's physical or cognitive development.



### Physical Abuse

This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child who they are looking after.



### Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening or gives consent. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.



### Child/Children

Refers to anyone under the age of 18 years old, irrespective of the age of majority in their country, or the country where they are located or living.

### Child Protection Incident

Refers to when an allegation is made, even if it is unsubstantiated, that a child is being abused or is likely to be abused.

### Partners

There are three clear distinctions between partners:

1. Those who have a contract with Terre des hommes and as such are required to comply with child safeguarding/child protection as a condition of the contract, such as NGOs and Community based organizations (CBOs) we provide funds to and our suppliers.
2. Those where the relationship is less formal or built upon mutual work and interests, such as a network or coalition, rather than a formal contract. In these cases we may be able to positively influence the practice of the partner, even if we cannot insist upon observing child protection/child safeguarding practice as a condition of our partnership.<sup>14</sup>
3. Those who form part of a consortium or who are associated with the wider child and social protection system. This could include Ministries, Government Departments and Agencies, Statutory Authorities and other organisations including universities and research bodies. In these cases we should seek to advocate for child safeguarding across their activities and to positively influence their policies and procedures. This might include providing technical support.

### Staff

The term staff refers to anyone who works for or on behalf of Terre des hommes on a full time or part time basis. As such it includes employed staff, interns, consultants, and members of the Council.

### Volunteers

The term volunteers relates to anyone working for Terre des hommes on an unpaid basis.

**A Standing Volunteer** is one who works for Tdh on a regular and ongoing basis. They may undertake a range of activities, and for representative purposes be considered similar to staff except that they are not paid. All Standing Volunteers should follow the same processes in terms of safeguarding, including recruitment checks and the signing of the Code of Conduct as staff.

**An Occasional Volunteer** is one who works for Tdh on a one-off basis, typically for a specific task or campaign. However, even though their involvement with Tdh can be limited at any one time, it may be repeated over several years or more. All Occasional Volunteers should be recruited and managed in accordance with the safeguarding policy and will be required to sign and abide by the Guide for Occasional Visitors and Volunteers.

<sup>14</sup> Examples of this type of partnership could include a national coalition considering a specific issue, such as trafficking, or even work with UN agencies and donors. It could also include government units working on child protection with whom we might have a Memorandum of Understanding (MoU) and hope to improve standards but where our ability to be able to enforce compliance with our policy might be limited







# **Appendices.**

# Appendix 1: Code of Conduct.

*The Code of Conduct must be signed by all staff and standing volunteers BEFORE commencing duties.*

Terre des hommes (Tdh) considers all forms of abuse towards children to be unacceptable, and recognises that it has a duty to safeguard children – that is to keep them safe, promote their wellbeing and protect them from abuse and harm. Neglect, physical, psychological/emotional and sexual violence are the main forms of abuse.

Our **Child Safeguarding Policy and Procedures** set out the measures we will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse.

**A child is any human under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989.**

As part of our Child Safeguarding Policy, it is a requirement that all staff (including paid employees, consultants and interns), whether full or part time, agree to abide by the Child Safeguarding Policy and specifically to agree to work in accordance with this **Code of Conduct** which sets out responsibilities for safeguarding children and expected behaviour of staff. **THIS IS A MANDATORY REQUIREMENT.**

Any form of unacceptable behaviour which breaches this Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, Tdh expects its representatives to apply common sense whilst focusing on the *“child’s best interests”*.

**Tdh respects the Convention on the Rights of the Child and the following five principles:**

- I. **Children’s rights:** all Tdh staff must respect and promote children’s rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, at all times, in the child’s *best interests*.
- II. **Zero tolerance:** Tdh will not tolerate any form of abuse and will take all necessary measures to implement the Child Safeguarding Policy.
- III. **Risk management:** Tdh ensures that risks are identified and minimised from the planning stage through to the implementation stage of activities.
- IV. **Everyone’s responsibility:** the successful implementation of the Child Safeguarding Policy is based on the individual and shared responsibility of all Tdh representatives including staff. Tdh will seek to ensure that partner organisations’ programmes also comply with international safeguarding standards.
- V. **The duty of notification:** any suspected violation or any actual violation of the current Code of Conduct must be reported immediately to the supervisor or the Tdh Country Child Safeguarding Focal Point. Confidentiality will be maintained throughout the entire procedure.

**BY SIGNING THE CODE OF CONDUCT, I explicitly agree that:**

**I will always:**

- **Treat children with respect and equally**, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
- **Help children to take part in decisions** which concern them according to their age and their level of maturity.
- **Maintain a culture of communication** and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organisations so that concerns may be shared and discussed.
- Use **non-violent and positive behaviour** methods when supervising children.
- Encourage children and communities to **speak openly about their interactions** with adults and with each other.
- **Inform** children and communities of their right to report any worrying situations and how they can raise a concern.
- **Empower children** so that they are in a position to better protect themselves.
- Make sure that another adult is present or **try to be visible** when I am in contact with a child.
- Try to **preserve the child's autonomy** and make sure that I do not do things that a child can do for herself/himself.
- **Plan activities** and organise the work place in such a way so as to minimise the risk of harm taking into account the age and development of the child.
- Ensure that information concerning children, families and communities **remains confidential**.
- Behave in a way that sets a **good example** (avoid smoking, showing disrespect towards colleagues, etc.).
- **Obtain permission** from the child and their parents before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
- Ensure that the child does **not pose in a degrading manner** or in a way that may be interpreted by others as having sexual connotations.
- Raise any **concerns and queries** concerning the Child Safeguarding Policy with my manager/supervisor or the Child Safeguarding Focal Point.
- Immediately report any suspicions or allegations to the Child Safeguarding Focal Point of behaviour which goes against the principles of the Child Safeguarding Policy and Code of Conduct including any form of child abuse – even if the information or allegation is vague.

### I will never:

- **Engage in any form of sexual relations** with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. *Mistaking a child's age is not a defence.*
- **Exchange money, job, goods or services or humanitarian aid** for sexual favours or subject the child to any other kind of humiliating, degrading or abusive behaviour.
- **Touch children or use language or make suggestions** in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
- **Exploit a child** for labour (for example through domestic work).
- **Discriminate** against, treat children unequally or unfairly for example by favouritism and excluding others.
- Invite a child or their relatives to **my home** or develop a relationship with a child and/or their family which may be considered outside normal professional boundaries.
- **Work with or transport a child alone** without the prior authorisation of my manager, unless absolutely necessary for the safety of the child.
- Be under the influence of **drugs or alcohol** while working with children.
- Take photos or videos of beneficiaries for **use that is not strictly professional** unless the Country Delegation gives permission.
- Watch, publish, produce, or share **pornography** showing children, and/or show pornographic material to children.
- **Show the faces** of children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified.
- Take or publish photos of children entirely **naked or dressed in a manner which is not adapted** to the situation in which they are represented.
- Represent children as **victims** (weak, powerless, unassisted, desperate, etc.).
- Publish a story or image which may **endanger** the child, their family or community.
- Use photos which have **not been checked and approved** by my manager and/or Communications Team in Lausanne or post unofficial pictures or information about children on personal websites or social networks (such as Facebook).
- Maintain contact with children and their families via **social networks**, unless a specific Terre des hommes project requires me to do so and I have been given express permission.
- Close my eyes to, ignore or fail to report any concern, suspected violation or violation of the Child Safeguarding Policy and the Code of Conduct to the Child Safeguarding Focal Point.

**I understand that, in the event of suspicions or allegations of my violation of the Code of Conduct:**

Tdh will take any action they deem necessary, which may include, but is not limited to:

- Providing **assistance for the victim** and taking immediate steps to protect and support the child.
- Attempting to **establish the facts** in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved.
- Undertaking **disciplinary actions**, which may result in my suspension or termination of contract.
- Initiating **judicial proceedings and/or reporting** to the competent authorities any violation of the Code of Conduct which may breach national legislation.
- Taking **appropriate measures** in order to ensure that such incidents do not occur again, for example, informing other organisations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

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**Declaration of commitment**

I, the undersigned, .....

Declare I have received, read and understood the Terre des hommes' Child Safeguarding Policy and I commit to know and agree to work in accordance with it.

I understand that any failure to uphold the Code of Conduct may result in the termination of my engagement with Terre des hommes, or further disciplinary or judicial proceedings as mentioned above.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. Terre des hommes shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date.....at.....

Signature .....

# Appendix 2: Guide for Occasional Volunteers and Visitors.

Terre des hommes is an organisation that exists to support children, their families and communities in emergency relief and development contexts.

Children have a right to protection and as an international children's organisation we have an obligation to make sure that we safeguard the children we work with – that is to keep children safe, promote their wellbeing and uphold their rights to protection. It is the responsibility of all Terre des hommes 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).

For this reason we have policies and systems in place to prevent abuse and harm and to safeguard children (detailed in our Child Safeguarding Policy). These measures also protect volunteers and visitors from actions that could be misconstrued and lead to false or malicious accusations. Visits to projects, partners and communities are opportunities to see relief and development work first-hand. Similarly volunteering for Terre des hommes is a great opportunity to directly support relief and development work for children.

We would like you to enjoy your volunteer work/visit and at the same time help us to keep children safe by introducing to you the key elements of our policy that affect you as a volunteer or visitor. If you have any questions you should refer to your main point of contact within Terre des hommes (as all our staff are trained in safeguarding) or to the in-country Terre des hommes Child Safeguarding Focal Point. You can also request to see a full copy of our Child Safeguarding Policy.

## What is child safeguarding?

Child safeguarding is the obligation placed upon organisations who work with children to keep safe, children that they come into contact with through their work – either directly or indirectly. This includes both having preventative procedures in place to minimise the chances of an incident occurring and responsive systems to respond if an incident occurs. Specifically, in safeguarding, we are particularly concerned with ensuring that children are kept safe from abuse (physical, emotion, sexual and neglect) and are protected.

Our policy clearly states that all children have equal rights to protection when in contact with adults.

Children are protected only when open and honest environments are created and exist in projects, partner organisations and activities.

## Communications and child safeguarding

To ensure we minimise the risk that harmful relationships develop, correspondence between visitors and children is discouraged, and should the need arise it should be sent via Terre des hommes for monitoring rather than directly to the child. Volunteers must not develop special relationships with children and encourage these to develop outside of the normal work environment. Visitors must not exchange contact details when meeting children and young people.

All volunteering opportunities and visits to projects must be arranged officially, with the permission of the Terre des hommes Country Representative.

## Photographs, video and other images – Good Practice.

- 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 from Terre des hommes, or using them in any way which reveals the identity or location of the child and their family.
- Do not use the photographs and images of children to benefit financially or for journalistic purposes without express permission from Terre des hommes.
- Discuss any concerns I have regarding the wellbeing of a child with a Terre des hommes staff member/ Child Safeguarding Focal Point.
- Ask the Terre des hommes staff member when I am not sure of what is acceptable behaviour.

**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. For example: fondle, hold, hug, kiss or touch children in an inappropriate or culturally insensitive way.
- 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 or physically hit a child.
- Discriminate against, show preferential treatment to, or favour particular children to the exclusion of others.
- Develop physical and/or sexual relations with children or their family members.
- Develop relationships with children which could in any way be deemed exploitative or abusive.
- Spend time alone with children away from others.
- Assist a child to leave their community, even with the consent of parents/carers, or offer children the chance to visit my country of residence.
- Exchange personal contact details with children.
- Arrange to stay overnight with a child or their family.
- Introduce other visitors to the community without prior clearance from Terre des hommes.
- Return to the community without going through the standard visit process with Terre des hommes.

**Guidance on 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. By agreeing to be an occasional volunteer or a visitor you are agreeing to abide by this guidance on the understanding that if you do not adhere to it your volunteering experience will be terminated or the visit ended.

**As a Terre des hommes occasional volunteer or visitor**

**I will:**

- Always arrange my volunteering/visit through the Terre des hommes Head Office in Switzerland or the national Delegation office in the country I am visiting.
- Follow the directions and instructions of the staff member of Terre des hommes who is assigned to supervise my work or accompany me on the visit.
- Treat children, their families and communities with equality and respect their privacy – for example not entering into homes without an invitation, and not showing favouritism towards a particular child.
- Take photographs, videos and images in line with the good practice outlined in this guide.

I confirm that I have read and understood the Guide for occasional volunteers and visitors, and agree to abide by its contents.

Date ..... at .....

Name and Signature .....

# Appendix 3: Parental Consent Form.

Terre des hommes is an organisation that exists to support children, their families and communities in emergency relief and development contexts. We are proposing different activities involving your child. Before starting this collaboration, we need your consent, and also some important information from you to ensure that your child can participate safely and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events **a child is defined as anyone who is under 18 years old**. Our guiding principle is that in all situations **the best interests of the child are of the utmost importance**. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

**Activity Consent** *(Please tick as appropriate):*

- I/we give my/our consent for my/our child (name of child) to travel to and participate in Tdh activities.
- I/we authorize Tdh to be responsible for my/our child during these activities and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.
- I/we affirm that I/we have full authority to give the consent provided for in this document.

**Media Consent** *(Please tick as appropriate):*

- I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.
- I/we DO NOT give my/our consent for my/our child to take part in media activities.

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I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child .....

Date ..... at .....

Name and Signature *(names of parent(s)/carer(s))* .....

## Medical History

*The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.*

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Name of child (including nicknames):

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Date of Birth:

---

Identity Number:

---

Any known allergies (e.g. to food, conditions, insect bites, medication):

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Currently on medication:  No  Yes

If yes, please state which type/dosage:

*Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time*

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Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/fainting/dizziness, depression/anxiety):

---

Any previous surgeries and hospitalisations:

---

Please provide details of any medical insurance

Name of insurance company:

Insurance policy number:

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Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully:

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*This information must be completed before the child leaves for the trip/event.  
It will be kept by Terre des hommes and/or the accompanying adult (delete if not appropriate).*

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**Emergency contact details:**

Name:

Contact Number:

Address:

**Alternative Contact:**

Name:

Contact Number:

Address:

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If at any time you are concerned about the safety or protection of your child, please contact the Terre des hommes Child Safeguarding Focal Point\*:

**Permission to Administer Common Drugs** *(Please tick as appropriate):*

Please indicate below if you give your consent to your child being administered common drugs such as Advil, Tylenol, and Aspirin etc. for common ailments (headaches, stomach aches etc.).

For more serious illness, your child will be taken to a qualified doctor.

- I/we give my/our consent for my/our child to take common drugs such as Advil, Tylenol, Aspirin etc. if in need for common ailments.
- I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.

---

\*Insert name and contact number of the local Child Safeguarding Focal Point.

# Appendix 4 : Safer Recruitment Checklist.

*This checklist is designed to be followed for the safer recruitment of posts for recruitment of posts.*

It is recognised that recruitment can never be totally 'safe'. The aim of safer recruitment is to put in place a number of actions that, together, aim to reduce the chances of employing the 'wrong' person.

In some countries it may be difficult to fully comply with all areas of the checklist – for example, getting references may not be feasible, or police checks may be easily forged. Similarly obtaining copies of qualifications may be impossible, particularly if applicants have moved several times or have had to leave their country (for example, refugees).

Not being able to comply with one aspect of the checklist does not mean that the appointment cannot proceed. An overall assessment of the information available needs to be made. However, in case of doubt, the person concerned must not be hired. Where the checklist cannot be complied with then this must be recorded on HR files. Copies of all checks and references must also be retained. The Safer Recruitment procedures also apply to standing volunteers who will be working on a regular basis with Tdh.

## Recruitment & Selection

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<b>Profile</b>	Decide what skills and knowledge are needed to safely work with children, and include these within the profile.
<b>Advertisement</b>	Include a clear statement about an organisation's commitment to safeguarding children.
<b>Interview Questions</b>	Include at least one question that relates to child safeguarding.
<b>Employment History</b>	Always ask for information about previous employment and obtain satisfactory explanations for gaps in employment (e.g. maternity leave, sick leave).

## Pre-Appointment

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<b>Reference Checks</b>	Two references must be provided including one from the current or most recent employer, or most recent academic referee. All references should always be sought and obtained directly from the referee using only a business email address, postal address or landline number and written from a supervisor. Open references (e.g. candidate providing a written reference) are not sufficient.
<b>Proof of identification</b>	Verify a candidate's identification as predatory offenders may provide false information - including a false identification - to secure a job.

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**Qualification & registration checks**

Verify that candidates have actually obtained all qualifications or professional registrations claimed in their application by asking to see original certificates, to make sure that there is no attempt to hide any professional qualifications and experience.

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**Police Check**

The decision to request a police check needs to be made with a regard to whether the post requires access to children.

Note that some countries have a database of offenders/people who are not suitable to work with children. If this exists then it should be checked.

If a police check returns with a conviction then the Country Representative, in consultation with the Child Safeguarding Focal Point, HR colleagues and the Risk Management Advisor, needs to decide whether to proceed with the appointment. Having a conviction does not necessarily mean that the person cannot be appointed; it depends on the offence (although any conviction for mistreatment/abuse of a child will lead to a decision not to hire the person).

It is recognised that it may be difficult to obtain police checks and references in some operating contexts, or their reliability may be questionable. No one check will ever be a total guarantee of someone's suitability for working with children. Country offices need to take a pragmatic view and put in place additional steps when background checks cannot be obtained. For example ensuring that more than one person works with children at a time.

Where police checks/references raise concerns about the suitability of someone to work with children, this needs to be carefully considered before deciding to proceed with the appointment. Explanations for the decision to proceed with an appointment must be thoroughly recorded in HR files.

**In case of doubt, the candidate must not be hired.**

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**Self-Declaration and Code of Conduct**

All candidates must sign the code of conduct, including the section confirming they are safe to work with children.

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**Post-Appointment**

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**Probationary period**

Probation periods should be used to actively assess the employee's suitability for the job or voluntary activities. Terms and conditions including the duration of the probationary period will depend on the employment laws in-country, but ideally should be at least three months.

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**Induction**

Briefing/orientation on the Child Safeguarding Policy (including contact details of the Child Safeguarding Focal Point).

# Appendix 5: Child Safeguarding Focal Point.

## **Roles and Responsibilities of the Child Safeguarding Focal Point:**

To support the country operations with the day to day implementation of the Child Safeguarding Policy – with the technical support of the Regional Child Protection Advisor and the Risk Management Advisor based in Lausanne.

### **Specific duties include:**

- To act as the main point of contact within the delegation for child safeguarding
- To ensure that staff and partners are aware of the Child Safeguarding Policy and their responsibilities under it (for example by providing training and guidance)
- To advise and support staff and partners with the implementation of the safeguarding policy – including risk assessments
- Establish links with local specialist child welfare, health and law enforcement contacts in order to have information available if an incident occurs and/or external advice is needed
- Ensure that the safeguarding policy and our commitment to children’s rights is made known to children, families and communities who work with Terre des hommes, and that the policy is accessible.
- Ensure that the name and contact details of the Child Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice
- To act as first point of contact for concerns regarding child protection incidents and to raise those concerns to the Senior Manager/Regional Child Protection Advisor as appropriate.
- Keep an accurate record of any incidents
- To support the implementation and monitoring of the Child Safeguarding Policy by providing an annual progress report to the Risk Management Advisor in Lausanne (as requested) together with a plan for further action required to implement the Child Safeguarding Policy at local level

**Suggested Skills and Characteristics:**

- Have knowledge and experience about child safeguarding and child protection
- Have respect and authority within the country office so that their opinions are valued
- Be approachable, with good communication skills with adults and children
- Be able to keep calm when a concern is raised, especially if a child needs assistance
- Be able to work with others to ensure that the policy is implemented, and respond where a child protection incident occurs
- Commitment to safeguarding children and upholding their rights – together with the ability to advocate for and defend safeguarding
- Training and presentation skills
- Be able to keep information confidential



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