

Version 0.1	Policy	Date: January 2011	Owner: Chief Executive Officer
<b>Title:</b>	Child Safeguarding		
<b>Area</b>	General		
<b>Statements</b>	<ul style="list-style-type: none"> <li>● Children who come into contact with Save the Children and its International Programmes are safeguarded to the maximum extent from child abuse and sexual exploitation.</li> <li>● Everyone associated with Save the Children International must be fully aware of the problem and risks of child abuse and sexual exploitation</li> <li>● All representatives of Save the Children International must demonstrate the highest standards of behaviour towards children both in their private and professional lives. They must not abuse the position of trust that comes with being a part of the Save the Children family. They must do all that they can to prevent, report and respond appropriately to such issues.</li> <li>● The Policy includes mandatory requirements that apply to everyone in all aspects of the Save the Children International's work whether in advocacy and campaigns, development programmes or humanitarian and emergency responses.</li> <li>● The complete Child Safeguarding Policy is attached; however it is important to highlight the following:- Staff, partners and other representatives must never: <ol style="list-style-type: none"> <li>1. Hit or otherwise physically assault or physically abuse children</li> <li>2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.</li> <li>3. Develop relationships with children which could in any way be deemed exploitative or abusive</li> <li>4. Act in ways that may be abusive in any way or may place a child at risk of abuse.</li> <li>5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive</li> <li>6. Behave physically in a manner which is inappropriate or sexually provocative</li> <li>7. Have a child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from a their line manager</li> <li>8. Sleep in the same bed as a child with whom they are working</li> <li>9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from a their line manager</li> <li>10. Do things for children of a personal nature that they can do themselves</li> <li>11. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive</li> <li>12. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse</li> <li>13. Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.</li> </ol> </li> </ul>		

	<p>14. Spend excessive time alone with children away from others  15. Place themselves in a position where they are made vulnerable to allegations of misconduct</p> <p>(This is not an exhaustive or exclusive list. Staff, partners and other representatives should at all times avoid actions or behaviour which may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.)</p> <p><b>This Policy applies to:</b></p> <p>Save the Children International staff, whether national, international, full time, part time or engaged on short-term contracts, e.g. consultants, researchers etc. (referred to as “<b>staff</b>”);</p> <p>Volunteers, trustees and board members of SCI, Save the Children members and other representatives (referred to as “<b>other representatives</b>”);</p> <p>Staff and representatives of partner agencies and any other individuals, groups or organizations who have a formal/contractual relationship with Save the Children International that involves any contact with children (unless it is formally agreed that a partner organisation may enforce its own safeguarding or protection policy) (referred to as “<b>partners or staff of partner agencies</b>”)</p> <p>Donors, journalists, celebrities, politicians and other people who visit Save the Children programmes or offices in order to make contact with children must be made aware that this Protocol applies to them while visiting our programmes or offices. (During this time they are referred to as “<b>representatives</b>”)</p> <p>All of the above must act in accordance with this Protocol in <b>both their professional and their personal lives.</b></p>
<b>Exceptions</b>	There are no exceptions to the Child Safeguarding Policy
<b>Definitions (if required)</b>	<p><b>A child</b> is defined as anyone under the age of 18 years<sup>1</sup></p> <p>Within Save the Children, the term “<b>Child Safeguarding</b>” refers to the set of policies, procedures and practice that we employ to ensure that Save the Children itself is a child safe organisation. We aim to ensure that everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children. It is the means by which we ensure that anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a part of the Save the Children family. Child Safeguarding can be seen as ensuring that Save the Children’s work in ensuring the rights of children within their communities is based on sound foundations. Some agencies continue to use the term Child Protection for this aspect of work, however, we have found it advantageous to differentiate between this and the broad scope of Child Protection work. UN agencies often refer to aspects of this work under the term Prevention of Sexual Exploitation and Abuse (PSEA) as outlined in the U.N. Secretary General’s Bulletin of 2003.</p> <p><b>Child abuse</b> consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and</p>

<sup>1</sup> U.N. Convention on the Rights of the Child 1989

	<p>healthy development into adulthood <sup>2</sup> The main categories of abuse are defined by WHO<sup>3</sup> as Physical Abuse, Emotional Abuse, Neglect and Negligent Treatment, Sexual Abuse, and Exploitation,</p> <p><b>Sexual exploitation</b> means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another <sup>4</sup></p> <p>The <b>sexual exploitation of a child</b>, who is under the age of consent, is child sexual abuse and a criminal offence. An underage child cannot legally give informed consent to sexual activity. Save the Children considers that:</p> <ol style="list-style-type: none"> <li>sexual activity with a child without their consent is child abuse and a crime e.g. rape, indecent assault;</li> <li>any sexual activity with a child who is under the legal age of consent of the country in which she/he lives and/or in which the offence occurs regardless of whether they consent is child abuse and a crime;</li> <li>consensual sexual activity with a child over the legal age of consent of the country in which she/he lives and/or in which the offence occurs, but below 18 years (although not a crime) will be dealt with as a breach of this Child Safeguarding Policy and the Code of Conduct.</li> </ol>
<p><b>Related Policies/SOPs</b></p>	<p>Code of Conduct Whistle blowing Policy</p>
<p><b>Country office Procedures</b></p>	<p>Country Office procedures (elaborated in more detail in Annex 1) must:</p> <ul style="list-style-type: none"> <li>Ensure that all staff, partners and other representatives are <b>aware</b> of the problem of child abuse and sexual exploitation and the risks to children. Children and their families will be made <b>aware</b> of the standards of behaviour they can expect from our representatives and of how they can raise a concern.</li> <li>Ensure that all staff, partners and other representatives <b>minimise risks and prevent harm</b> to children. Staff and managers will create an environment where children's rights are respected and child abuse and sexual exploitation of children is prevented.</li> <li>Ensure that all staff, partners and other representatives are clear as to when to <b>report</b> concerns and what steps to take where concerns arise regarding the abuse or exploitation of children.</li> <li>Ensure that action is taken to <b>respond</b> by supporting, safeguarding and protecting children where concerns arise regarding their possible abuse and exploitation.</li> </ul> <p>Country Director to ensure that based on a mapping exercise, Local Procedures are drawn up and implemented in respect of reporting and dealing with Child Safeguarding concerns. (see Guidance)</p> <p>Breaches of the policy are to be reported centrally to IP at the centre.</p>

<sup>2</sup> UK Commission of Inquiry into the Prevention of Child Abuse and Neglect 1996

<sup>3</sup> *Report of the Consultation on Child Abuse Prevention, Geneva, March 1999, World Health Organization*

<sup>4</sup> Secretary General's Bulletin Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003 ST/SGB/2003/13

	<p>Prior or at the time of to issuing any employment contract all Country Office staff and representatives receive and understand:</p> <ul style="list-style-type: none"> <li>○ this policy;</li> <li>○ a copy of their Local Procedures</li> <li>○ Code of Conduct</li> </ul> <p>All representatives such as visitors are given a copy of the attached policy and it is explained that they must comply with it whilst visiting Save the Children beneficiaries.</p> <p>All implementing partners, or other organisations who have a formal/contractual relationship to Save the Children that involves their staff having contact with children, have included in their contracts a requirement that staff:</p> <ul style="list-style-type: none"> <li>○ comply with this policy or that they comply with the organisation's own policy of a similar standard including procedures for reporting and investigating concerns; and</li> <li>○ comply with the Code of Conduct.</li> </ul> <p>Any breach of this policy is investigated in accordance with Local Procedures and this Child Safeguarding Policy and is stated to be a disciplinary offence which can result in dismissal in all staff contracts.</p> <p>.</p>
<p><b>Additional Guidance</b></p>	<ul style="list-style-type: none"> <li>● Save the Children has a strong commitment to child safeguarding, please see the joint statement by Chair of Trustees, CEO and IPU Director.</li> <li>● All staff should: <ul style="list-style-type: none"> <li>○ promote a culture of openness in relation to child safeguarding issues, where any issues or concerns can be raised and discussed;</li> <li>○ ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour can be challenged;</li> <li>○ talk to children about their contact with staff or others and encourage them to raise any concerns;</li> <li>○ empower child beneficiaries and communicate to them their rights, what is acceptable and unacceptable, and what they can do if there is a problem;</li> <li>○ communicate to child beneficiaries what standards of professional practice they can expect of Save the Children staff and what to do if they feel that Save the Children staff are falling short of these standards.;</li> </ul> </li> <li>○ See the annexes to view the Child Safeguarding Policy additional guidance. <p><b>***Note well: the following documents should be considered as helpful guidance – they were developed by individual members and have not yet been reviewed for applicability across IP.</b></p> <ul style="list-style-type: none"> <li>○ Awareness and Prevention Measures</li> <li>○ Declaration of Acceptance</li> <li>○ Child Participation Activity Guidelines</li> <li>○ Child Safeguarding Joint Statement</li> <li>○ Child Safeguarding Mapping Template</li> <li>○ Child Safeguarding reporting form</li> <li>○ Child-friendly communications – example document</li> <li>○ Code of Conduct</li> <li>○ Commitment to Children</li> <li>○ Declaration of Acceptance</li> <li>○ Definition of abuse and exploitation guidance note</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Global Procedures for Dealing with Suspected Abuse or Exploitation</li> <li>○ Guidance on local procedures including mapping template</li> <li>○ Keeping Children Safe materials</li> <li>○ Media Consent form</li> <li>○ Multi-Agency Standards</li> <li>○ Whistle Blowing Policy</li> <li>○ Case Study of an investigation</li> <li>○ Positive Discipline Manual</li> <li>○ Staff guidance on Cultural Challenges</li> </ul> <ul style="list-style-type: none"> <li>● The <u>Global Procedures for dealing with Suspected Abuse and Exploitation</u> provide helpful clear step by step guidance for the consideration of staff, managers and senior managers in terms of: <ul style="list-style-type: none"> <li>○ what actions staff must take in reporting a concern</li> <li>○ principles and procedures to be used in taking steps to protect a child when those concerns are based outside our organisation</li> <li>○ principles and procedures to be used in taking steps to protect a child when those concerns lie within our organisation</li> <li>○ staff, managerial and senior managerial responsibilities</li> <li>○ guidance on investigations (which should be used by internal and external investigators)</li> <li>○ guidance on referral to national authorities</li> </ul> </li> <li>● Some cultural/traditional beliefs pose a challenge to our Child Safeguarding policies. <u>A guidance on Cultural Challenges</u> on physical punishment; physical punishment in education, early marriage; child labour; female initiation (F.G.M.), see above</li> </ul>
<b>Accountability</b>	<p>Country Director has overall responsibility for creating the managerial environment at regional level which enables and facilitates the implementation of all aspects of this policy</p> <p>Country Director has overall responsibility for developing and implementing local procedures in line with this Child Safeguarding Policy and the Global Procedures for Dealing with Suspected Abuse and Exploitation.</p> <p>Country Office Director is responsible for delegating responsibility to key posts including Child Safeguarding Focal Points.</p>
<b>Regional Office Procedures</b>	<ul style="list-style-type: none"> <li>● All procedures for Country Office apply to Regional Office with the appropriate changes, for example substitute “Regional Office” for “Country Office”, “Regional Director” for “Country Director” etc</li> <li>● The Regional Director has overall responsibility for implementation of the Child Safeguarding Policy within their regional programme and for delegating the relevant Child Safeguarding responsibilities to Country Directors</li> </ul> <p>Regional Director has overall responsibility for :</p>

	<ul style="list-style-type: none"> <li>Establishing the appropriate support and guidance required for the implementation of this policy at regional level through Human Resources support and technical support including through appointing to the role of Child Safeguarding Champion</li> <li>Creating the managerial environment at regional level which enables and facilitates the implementation of all aspects of this policy</li> <li>Regional Directors to ensure that prior or at the time of to issuing any employment contract all appointments made for Regional Office staff and representatives receive and understand: <ul style="list-style-type: none"> <li>this policy;</li> <li>a copy of their Local Procedures</li> <li>Code of Conduct</li> </ul> </li> </ul>
<b>Additional Guidance</b>	As per Country Office.
<b>Accountability</b>	Regional Director
<b>Central Procedures</b>	<ul style="list-style-type: none"> <li>All procedures for Country Office apply to the centre with the appropriate changes, for example substitute “centre” for “Country Office”, “International Programme Director” for “Country Director” etc</li> </ul> <p>International Programme Director has overall responsibility for implementation of the Child Safeguarding Policy</p> <p>International Programme Director to ensure that all members of the management team and Regional Directors are inducted into this policy and are asked to sign the accompanying declaration and that they in turn undertake the same process with Country Directors or other senior managers under their supervision</p> <p>Chief People Officer to ensure that all current and new trustees, Chief Officers and Senior Directors within the Save the Children centre are inducted into this Child Safeguarding Policy and are asked to sign the accompanying declaration.</p> <p>Chief People Officer to establish and maintain a global centralised reporting system along with case management oversight of alleged breaches of the policy.</p> <p>Chief People Officer to establish and maintain a system of 6 monthly reports to Save the Children International Senior officers, and Board of Trustees.</p> <p>Chief People Officer to maintain regular communication with nominated Child Safeguarding Board member</p> <p>Chief People Officer to regularly review and update this policy on a three year cycle or as it becomes necessary.</p>
<b>Additional Guidance</b>	As per Country Office
<b>Accountability</b>	International Programme Director