



YPSA CHILD SAFEGUARDING POLICY



YPSA (Young Power in Social Action)

(An Organization for Sustainable Development)

[Organization in Special Consultative Status with the United Nations Economic and Social Council (UN ECOSOC)]



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ইপসা (ইয়ং পাওয়ার ইন সোশ্যাল এ্যাকশন)

স্থায়ীত্বশীল উন্নয়নের জন্য সংগঠন

YPSA (Young Power in Social Action)

An Organization for Sustainable Development

[Organization in Special Consultative Status with the United Nations Economic and Social Council ECOSOC]

YPSA

is a non-governmental voluntary non Profit non Political Organization for Sustainable Development registered with various departments of Bangladesh Government. YPSA established in 1985 being inspired by the spirit of International Youth Year declared by the UN. YPSA works in close co-operation with Government, INGOs & UN agencies. YPSA awarded International Youth Peace Prize 1999 for it's outstanding social development Programmes.

Vision

YPSA envisions a society without poverty where everyone's basic needs and rights are ensured.

Mission

YPSA exists to participate with the poor and vulnerable population with all commitments to bring about their own and society's sustainable development

Core Values

- Patriotism and commitment to national interest, sovereignty and national pride
- Justice, transparency and accountability
- Mutual respect and gender friendliness
- Quality and excellence
- Humility and confidence
- Respect for diversity
- Support for environment and ecology

Ref: YPSA/HO/2453-4/2023

Date: 26th November, 2023

OFFICE MEMORANDUM

Subject: YPSA Child Safeguarding Policy (Reviewed)

The set of guidelines on the above subject has been approved by the General Council Meeting on 30th June, 2023. The reviewed policy will be effect from 1st December, 2023.

We record our gratitude and thanks to the General Council and Executive Committee members of YPSA for providing necessary briefing and guidelines during finalizing this policy. Thanks to the YPSA staff for their suggestions during developing the policy.

Our heartiest thanks to our Donors/Partners for their technical support for developing the policy.

This supersedes all other provisions guidelines and office orders on the subject.

(Md. Arifur Rahman)
Chief Executive
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1.1 Title and brief of Policy

The policy shall be called YPSA Child Safeguarding Policy and earlier this policy name was Child Protection Policy. This changed has made with considering the context and to provide preventive and overarching support to children. YPSA is fundamentally committed to protecting children from violence, abuse and exploitation in all their forms and to promoting children's rights as set out in the United Nations Convention on the Rights of the Child and National Laws.

1.2 Purpose and Scope

YPSA Child Safeguarding Policy has been developed to clearly define YPSA's commitment to child safeguarding and to outline the expectations and requirements for all personnel (as defined below) to prevent harm to children, respond immediately and appropriately where incidents may occur. This policy is in line with our values, forms part of our Code of Conduct and is referred to within both to support compliance and risk management. This policy is intended to compliment and reinforce other YPSA Policies and Procedures that are relevant to Safeguarding.

This Child Safeguarding policy applies for the following:

- General member and Executive committee
- All staffs of YPSA
- Part time/temporary staff
- Individual consultants
- Fellows
- Volunteers
- Partners that have a formal/contractual relationship with YPSA
- Interns
- Suppliers

For others engaged by YPSA having contact with children for a period of one day or longer such as:

- Donor
- Guest
- All visitors including the spouse/partner or family member of YPSA staffs
- Other stakeholders and beneficiaries

1.3 Principles

This policy is formed to ensure the rights and protection of the children. However, the basic principles of child safeguarding approaches are;

YPSA is committed to the key principles of the UN Convention on the Rights of the Child, specifically:

- guaranteeing, without any form of discrimination, the rights of children.
- considering the best interests of children in all actions relating to them.
- recognizing the right to life, survival and development of each child.
- reflecting children's views in matters affecting them.

Zero tolerance approach to all forms of child abuse and exploitation

YPSA has a zero tolerance towards child exploitation and abuse. All concerns, suspicions or incidents of actual or a risk of harm will be treated seriously. The prevention of harm to children is prioritized through careful assessment and mitigation risks across the organization, programs and activities. YPSA is committed to providing a safe environment for all children at all times.

A safeguarding culture prioritized at all levels

YPSA recognizes that the safety and wellbeing of children is everyone's responsibility. All personnel (who comes contact with YPSA) are trained and supported to uphold the Child Safeguarding Policy. Besides, all stakeholders, volunteers, partners, suppliers and beneficiaries also will be orientated on YPSA's child safeguarding policy and adhere child safeguarding behaviors.

A child-rights approach

The United Nations Convention on the Rights of the Child underpins this Child Safeguarding Policy and the organization is committed to upholding those rights at all times. YPSA believes that all children have the right to be safe and feel safe. YPSA supports the participation and empowerment of children as well as on developing the capacities of children to claim their rights.



1.4 Legislative Context

- *United Nations Convention on the Rights of the Child (UNCRC)*: The UNCRC underpins the principles, policies and practices that inform YPSA approach to child safeguarding. The Convention is the foundation for child protection globally and recognizes children's rights as human rights. Article 19 states, "Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation including sexual abuse." Article 12 states, "Children have the right to give their opinion, and for adults to listen and take it seriously".

Other key child protection instruments include:

- *Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography;*
- *Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict;*
- *Geneva Declaration of the Rights of the Child;*
- *International Labour Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour;*
- *Bangladesh Child Act-2013*

1.5 Definitions

Key policy definitions can be found in Annex 2 of this Policy.

1.6 Approaches to Meet the Commitment of YPSA

YPSA will act at all times to ensure children's safety and protection. YPSA believes that all the children have the same rights so YPSA will meet its commitment to safeguard children through the following means:

Awareness: Ensure that all staff and others (who comes contact with YPSA) are aware of the consequence of child abuse and the risks to children.

Prevention: Ensure, through awareness and personal and professional conduct, that staff and others minimize the risk to children.

Reporting: Ensure that staff and others have clear steps to follow where concerns arise regarding the safety of children.

Responding: Ensure that action is taken to support and protect children where concerns arise regarding possible abuse. Appropriate action is taken to ensure the child is assisted and to prevent similar situations occurring again.

1.7 Roles and Responsibilities

Responsibilities of Core Management

YPSA Core Management is responsible for promoting children's rights and championing the protection of children. The Core Management is responsible for implementation of YPSA Child Safeguarding Policy and procedures as set out in this document and will comply with the responsibilities at all stages.

Responsibility of staff (general)

YPSA's staff and others are responsible for having a thorough knowledge of the child safeguarding policy and procedures as set out in this document, acting in accordance with these policies and procedures and complying with the responsibilities. YPSA's staffs, by the nature of their work, interact with vulnerable communities and children and will therefore be aware of sensitive information concerning children.

- Plan and organize the work and the workplace so as to eliminate risks to children
- Ensure parental or guardian consent is sought for any activity with a child and encourage parental participation in all activities involving children. Ensure that the parent or guardian understand the purpose of this activity.
- Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem
- Develop working partnerships with community leaders and professionals and other relevant organizations like local government, government, NGOs, civil society, CBOs, local authority etc. for ensuring child welfare and protection.
- Provide a welcoming, inclusive and safe environment for all children



- Work with children in an open environment
- Not use physical or humiliating punishment on children
 - Encourage children, parents/guardians, community members, partner, staff, and others of YPSA to speak up about issues that affect them.
 - Immediately report concerns or allegations for the safety or wellbeing of a children, or breach of this Policy in accordance with Child Safeguarding Reporting Process (please see the reporting template, Annex-07)
 - Whenever a staff member of YPSA has concerns of abuse or exploitation, detailed notes of circumstances and dialogue must be included in records and kept confidential. These records may be used as evidence to save a child from abuse and exploitation
 - Any knowledge regarding partner/staff prior record of children-based activities which are questionable should be raised with the line manager
 - Comply with and observe the laws, customs and traditions of locality where any staff work in or visit.
 - Support to line manager or responsible person on conducts event risk assessment that identifies and mitigates risks to child exploitation and abuse (please find the event risk assessment toll-Annex-5)

Responsibilities during travel with children

If any child travels his/her place to another place for the program purpose, YPSA should follow the following actions-

- Ensure parental or guardian consent with fill the parent/Guardian consent form (Annex-6) and also make sure that parents/guardians are well informed about the purpose of the travel.
- Select a staff to accompany with child who have a good track record regarding child protection.
- If both girl and boy travel with, a female staff of YPSA must accompany with them.
- Ensure safe travel and safe accommodation for children.
- Ensure the protection of children during the travel period.
- After completion of the program YPSA staff must handover the child into his/her house to their parents or guardians.

Responsibility of line manager/supervisor/project manager/program manager

- Ensure that every program and event has a risk assessment that identifies and mitigates risks to child exploitation, abuse and any other safety issues/hazards/harmful issues (please find the risk assessment toll-Annex-4 and 5).
- Ensure all relevant partners/program responsible on appropriate agreements in place, and child safeguarding capabilities are assessed as suitable.
- To report (reporting template, Annex-7) and record any incident of concern about child safeguarding to the child protection/safeguarding committee.
- Ensure that staff are aware of, and provide induction to, as well as have access to Child and Human Rights documents.
- Ensure that staff are aware of procedures for reporting and their responsibilities.
- Ensure that staff are accountable for the welfare of children during YPSA activities.
- Ensure that a culture of openness exists amongst staff to enable any issues or concerns to be raised and discussed.
- Ensure that poor practice or potentially abusive behavior by YPSA staff and others do not go unchallenged.
- Ensure the visibility of child safeguarding promotion materials and reporting channel to every premises.

Responsibility of Human Resources Management and Development department

- Ensure this Child Safeguarding Policy is included in the offer letter to all new staff and all YPSA members. As part of the acceptance procedure, staff and others who will comes contact with YPSA will be asked to sign a declaration of the policy stating that they are aware of its existence and will abide/adhere to it. The declaration (Annex-3) will be kept on the staff members file and may be referred to in legal proceedings if a staff member is found to be in breach of the policy.
- Roles and responsibilities regarding child protection to be incorporated into appointment letter /job descriptions.
- Ask pertinent questions when requesting references for new member of staff, particularly with regard to any dealings and work with children prior to joining YPSA.



- At the beginning of each project, during induction of new staff and on a continuous basis, all staff will consider and be informed of their responsibilities to individuals and communities in ensuring Child Safeguarding Policy.
- HR should maintain an incident log file for further reference check and investigation.

All Roles and Responsibility of YPSA personnel and others will prevail during Emergency and pandemic situation.

1.8 Child Safeguarding Committee

Formation

A Safeguarding committee, consisting of 5 members from YPSA staffs, will be formed by the Chief Executive for 2 years. After each 2 years new committee will be formed. But before forming the new committee old committee will play their regular role. A focal person of the committee will be selected for coordinating and leading the committee's role and responsibility. If any member of the committee resigns for any reason, a new member will be adopted by Chief Executive of YPSA.

The role of safeguarding committee

- The safeguarding committee will play role in protecting and preventing children from violence and exploitation at YPSA premises.
- The committee only reportable to Chief Executive.
- The committee will sit periodically based on the needs and situation.
- The committee will be based on YPSA head office and all the files and documents of the committee will be preserved in YPSA Head office.
- The Committee will receive all allegation and complaint relevant of Child rights violation in YPSA premises.
- The committee will investigate the allegation/complaint and take necessary action against the misconduct.
- The Committee will preserve all child protection related documents and files.
- The Committee will maintain relation with relevant government department, appropriate service center, hospital etc. if necessary
- The committee will recommend for disciplinary procedures for staff members and others (who comes contact with YPSA) is found to have violated the Child Safeguarding Policy to the Chief Executive.
- If any person found to be engaged, or suspected of being engaged in the crime related with child safeguarding will be reported to the relevant law enforcing agency.
- After receiving complaint against any persons, YPSA will withdraw the accused person from his/her responsibility till the final decisions based on investigation report

1.9 Code of Conduct

The purpose of YPSA Child Safeguarding Code of Conduct is to clearly outline the expected standard of behavior for all personnel in their interaction with or in the presence of children. YPSA Code of Conduct has been designed to reflect the highest standards of practice in the environments in which personnel can reasonably expect to engage children. Compliance with this Code of Conduct is mandatory. Non-compliance will result in disciplinary action up to and including termination of engagement with YPSA and criminal proceedings.

The Code of Conduct can be found in Annex 1.

1.10 Reporting procedure

Reporting of alleged or suspected cases of child abuse all staffs and others must report any concerns they have for the safety or wellbeing of a child. Reports will be handled professionally, confidentially and as quickly as possible and will meet YPSA Child Safeguarding Policy and national legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

All incidents or suspicions of child abuse, exploitation and neglect must be reported immediately to the Safeguarding Committee. In the instance that a suspicion or incident is initially reported to a Manager/supervisor or direct safeguarding committee. If incident reported to Manager/supervisor. Then becomes the Manager's responsibility to report to the Safeguarding Committee. Any allegation should report to safeguarding committee as soon as possible (usually within 24 hours) on the Incident Report Form at **Annexure 05**.



YPSA staffs have the option of submitting complaints via written, telephone, mail, internet, or electronic mail.

If the allegation is in relation to YPSA Child Safeguarding Policy then the matter must immediately be reported to the Committee. If the allegation relates to a child where further action needed then immediately report the matter to the relevant child protection authorities of Bangladesh or law enforcement agencies. In the reporting while must be considered child best interests.

1.11 The investigation process

There are two types of investigation process as internal and external.

Internal

- In all reports of suspected child abuse involving YPSA staff or others who comes contact with YPSA, the Child Safeguarding Committee will conduct or arrange an internal investigation in a timely manner.
- Internal investigations as outlined above will undertake a confidential, thorough, impartial and prompt process.
- Within 48 hours of receiving the allegation Child safeguarding committee will meet and discuss about the matter and will take decisions.
- An internal investigation team consist of 3 to 5 members, formed by the Safeguarding Committee, who will investigate the allegation as well as develop a ToR for investigation team.
- The investigation team may involve external legal or expert advice and participation if required.
- The investigation may consist of interviews with witnesses, Complainer, alleged persons and others as appropriate, collection of information about the alleged conduct, gathering of documentation, or other procedures as appropriate.
- The individual alleged to have violated this policy would have the opportunity to present his or her view of the events in question. Committee will hold its determination until the investigation is completed.
- The investigation team will submit a report with their recommendation with all evidences to the committee within 7 working days.
- The investigation team never accused to children for the incident and follow the standards while investigate the incidents.
- The safeguarding committee will submit a report with recommendation to the Chief Executive of YPSA.
- Decisions resulting from an investigation shall be made by Chief Executive.
- Any action taken against the violation should be reported to respective department/ project/regional office, human resource management and department, finance department, donor and complainant.
- No assumptions are to be made regarding guilt or innocence, with the investigation process remaining confidential until a decision has been reached by Chief Executive. Regardless of the decision made, the process must be documented and filed, with all printed and electronic matter being kept in a secure and confidential place at all times.
- The final incident report should be kept to Human Resource Department and Committee for reference and disclosure to respective concern.

External

- Depending on the nature of the allegation and what is found during the internal investigation the Committee may refer the matter to the police. If the matter becomes part of a criminal investigation, YPSA will cooperate fully with the relevant authorities which may include discontinuing the internal investigation whilst a police investigation is undertaken.
- In case of any allegations, disclosures or observations of child abuse or concerns for the safety or wellbeing of a child, Child Safeguarding committee within 24 hours or as soon as practically possible and a child is at serious risk of harm immediately report to local police, authority/government department, community-based Safeguarding committee or similar.
- Where any crime leads to child abuse or exploitation, the Police or Judiciary may decide to investigate criminal acts.
- Debriefing/counseling to be offered, if needed through referring to local support/counseling organization or service.
- All parties' safety needs must be assessed and responded to child against whom the report is made

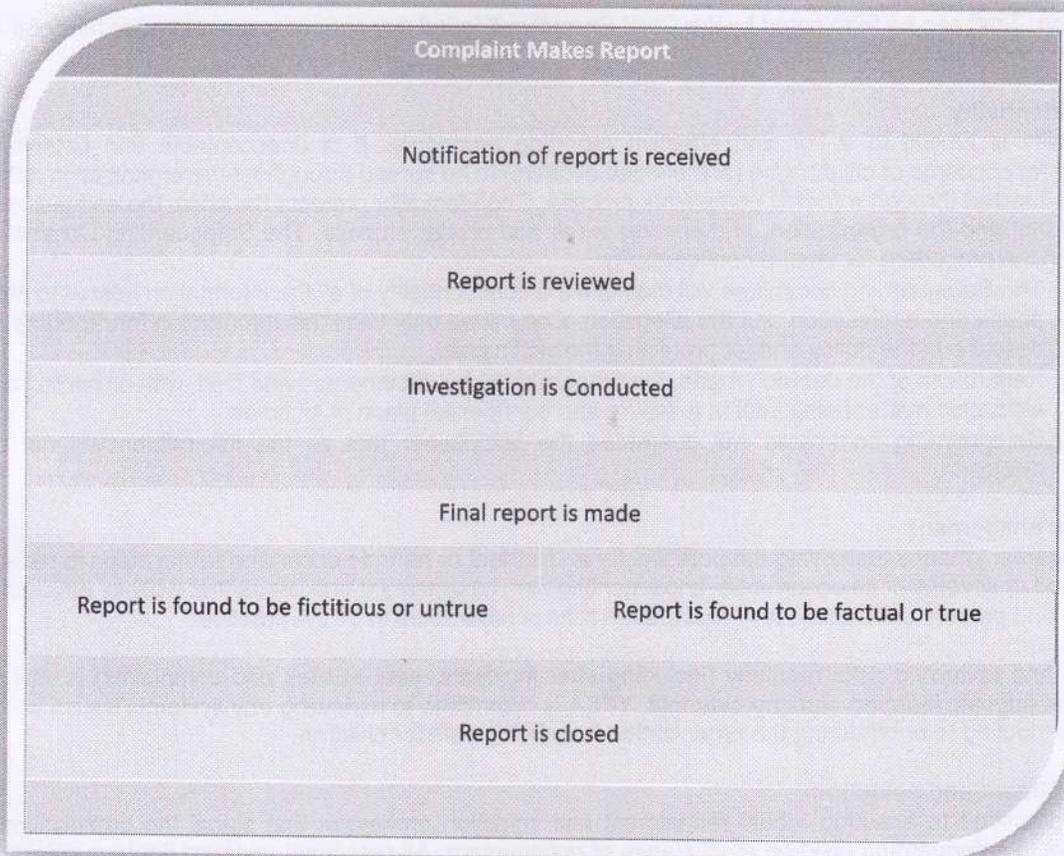


- Feedback to be given where possible to those directly involved or affected, protecting confidentiality and privacy.

Confess by the Subject of Concern (SOC):

- If any Subject of Concern (SOC) confesses his/her guilt/offense, no further investigation process will be required but the decision will be made by Chief Executive.

1.12 Reporting Matrix



1.13 Penalization

Breaches in the policy can lead to disciplinary action including possible dismissal and criminal proceedings. For partners, breaches can lead to termination of agreement. Failure to meet training requirements leads to reassessment of duties and performance management until compulsory activities are complete.

Procedure of penalization

- The Chief Executive will give the concerned person the frame of charge of the committed misconduct in written.
- The Chief Executive in person or through authorized person will hand over the letter to the concerned person

Penalty

Based on the recommendation of the Safeguarding Committee, Chief Executive will finally determine the penalty to accused person. The penalty will cover warning letter to termination of the accused person. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

Written warning: A warning letter will be issued by Chief Executive to the accused person for the misconduct.



Employee under observation: Convicted person may be taken under observation if it assumes that he/she may change his/her misconduct or the convicted person pray for that the proper authority may give him/her an opportunity taking under observation for the justification of correctness.

Suspension: The person could be penalized for maximum 7 days of suspension. During the suspension period he/she does not receive his/her basic salary and conveyance allowance.

Salary decrement: if any person is convicted to breach of the policy in that case maximum of 12 months the basic salary will be cut back at the rate of 10%.

Termination: Staff can be terminated by the Chief Executive if found any serious issue related to misconduct and recommended by the committee.

1.14 Confidentiality

Confidentiality is crucial to a fair and effective reporting procedure. It is unacceptable and potentially defamatory for concerns of child abuse (and alleged abusers) to be spread throughout the organization rather than being directed through a formal complaints process. Confidentiality protects the child, the complainant, the respondent and the organization, and ensures a fair and proper process. The Safeguarding Committee will maintain the procedure for ensure confidentiality:

- The Safeguarding committee will maintain the confidentiality of all the information related to child abuse and exploitation and the allegation. Committee only uses this information for reporting as describe in the policy and for protecting the victim child.
- Regardless of the decision made, the process must be documented and filed, with all printed and electronic matter being kept in a secure and confidential place at all times.
- Safeguarding committee will guarantee the complainer that all the information will not be disclosed.

1.15 Risk management

Risk management means identifying the potential for an incident or harm to occur and taking steps to reduce the likelihood or severity of its occurrence. Implementing risk management processes that actively anticipate, respond to and prevent child abuse and exploitation risks is paramount in YPSA practice.

Monitoring and reviewing risks regularly (including after incidents, near misses and complaints) is vital to ensuring the ongoing learning and improvement. YPSA is committed to reviewing any systemic issues which may be contributing to or hindering the organization from being safe for children.

1.16 Recruitment and selection

YPSA is committed to ensuring robust recruitment and selection processes that signal the organization's commitment to safeguarding children at all stages of engagement. All personnel undergo rigorous selection processes to identify suitable personnel and deter unsuitable personnel. All contracts for engagement with YPSA include provisions for suspension or transfer of duties for any personnel under investigation and provisions for dismissal at the conclusion of an investigation.

There is a focus on emphasizing appropriate standards of behavior at every stage of engagement through:

- All prospective positions are risk assessed and appropriately screened.
- YPSA commitment to safeguarding children is included on all advertisements, position descriptions and contracts.
- A request that any prospective personnel disclose being charged with any child exploitation or abuse offences
- A requirement for verbal referee checks
- A requirement for criminal record checks (police clearance is appreciated) and working with vulnerable people checks.
- A requirement for all prospective candidates working with children to undergo interviews incorporating behavioral based questions.

All personnel are required to:

- Provide a current criminal record check (or equivalent, police clearance report is appreciated) and references during recruitment.
- Attend child safeguarding training with authentic evidence.



- Sign the Child Safeguarding Policy and Code of Conduct

1.17 Ongoing Training

YPSA is committed to ensuring personnel and others (who comes contact with YPSA) to understand the Child Safeguarding Policy and are equipped with the skills and knowledge to provide children with safe environments, understand the responsibilities and boundaries of their roles and respond to and report any child safeguarding concerns.

YPSA provides training on Child Safeguarding and Safeguarding Adult in Risk Policy within twelve weeks of personnel starting. Refresher training is undertaken by all personnel and others (who comes contact with YPSA) at a minimum of one years.

Upon engagement with YPSA personnel and others (who comes contact with YPSA) are required to sign the Child Safeguarding Policy to affirm their understanding of the policy and their obligations.

Supervision and performance appraisals also include a focus on the Child Safeguarding Policy and related procedures.

1.18 Policy review

This policy is reviewed at minimum every five years. The review process will seek contribution and feedback from personnel and external stakeholders. YPSA is committed to reviewing the Child Safeguarding Policy following incidents and near misses. Changes may also be made to the policy following key legislative change or emerging best practice standards.



Annexures (different forms/templates)

Annex 1: Child Safeguarding Code of Conduct

I acknowledge that I have read and understand YPSA Child Safeguarding Policy, and agree that in course of my association with YPSA, I must:

- > treat all children with respect
- > not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- > not engage children under the age of 18 in any form of sexual intercourse or sexual activity
- > not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- > not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- > never use any computers, mobile phones, video cameras, cameras or social media or any media to exploit or harass children, or access child exploitation material through any medium
- > not use physical punishment on children
- > not hire children for domestic or other labour in temporary or permanently
- > comply with all relevant local legislation, including labour laws in relation to child labour
- > immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- > immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law.
- > Not spend unnecessary time alone with children
- > Not Place a child at risk of abuse or exploitation, be aware of these and not do anything about it
- > Do things for children of a personal nature they can do for themselves (e.g. write letters on behalf of child)
- > Not involved any commercially exploitative activities with the children including trafficking
- > Do not develop any form of relationship with children which could in any way be deemed exploitative or abusive
- > Do not use children's photographs for pornographic or other inappropriate use
- > Do not use photographs, videos and original name of any child victim which stigmatize the child. It includes but not limited to rape, sexual harassment, sex workers etc.
- > Do not marry a person under the age of 18

These behaviors are not intended to interfere with normal family interactions

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

- > take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- > obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- > ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- > ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form (if this is harm for children)



Annex-2: Definition

Glossary

Abuse	<p>physical abuse—the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning</p> <p>neglect—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing</p> <p>emotional abuse—refers to a parent or caregiver's inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence</p> <p>sexual abuse—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography</p>
Child or children	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18.
Child exploitation	<p>One or more of the following:</p> <p>committing or coercing another person to commit an act or acts of abuse against a child;</p> <ul style="list-style-type: none"> • possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • committing or coercing another person to commit an act or acts of grooming or online grooming • using a minor for profit, labour, sexual gratification, or some other personal or financial advantage
Child pornography	In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information about child pornography offences, refer to the Criminal Code Act 1995
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse
Child safeguarding	The broad obligation on staff and partners to ensure that the design and delivery of YPSA programs and organisational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concerns about children's safety within the communities where they work are appropriately reported
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment (also see Working with children definition)
Contractor	<p>The individuals engaged to perform specific services under a contract and includes:</p> <ol style="list-style-type: none"> a. specified personnel nominated in a head agreement with an intermediary company (the contractor) to which payment is made; or b. if the person performing the service is the service provider, he/she is an individual contractor
Criminal record check	A check of an individual's criminal history record in police. Individuals need to consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used from local police station.
Grooming	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the child to sexual concepts through pornography)
Harm	Any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended



Impact	The overall long-term effect produced by an investment. This includes positive and negative changes produced by an investment (directly or indirectly, intended or unintended)
Individual contractor	See Contractor
Informed consent	Ensures the child and the parent or guardian understand the implications, purpose and potential uses of photographs, videos or quotes.
Online grooming	The act of sending an electronic message to a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child.
Personnel	Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, board members
Police clearance certificate	The certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks
Penalization	The failure to abide by YPSA's policy
Unacceptable risk	The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate
Working with children	Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works
victim/survivor	A person who is, or has been, sexually exploited, harassed or abused.



**Annex-4: Managers checklist for safe programming
Child Safeguarding, checklist for Safe Programming**

Name of program/project:

Project duration:

Implementing Partners:

	Checklist for Child Safeguarding (please ✓)	Yes	No	NA
Policy Introduction	The project will be implemented directly with Children			
	Children in any case is involved with the project (family include children)			
	Project has implementing partners			
	Implementing partners agreed to adopt with YPSA Child Safeguarding Policy			
	Implementing partners who have their own policy are agreed to share their policy with YPSA			
	Agreement with partners include child safeguarding agreement in clearly			
	Project has agreement and effort that all recruitment and selection of staff and others must reflect YPSA's commitment to safeguard children by ensuring checks and procedures are in place to screen out anyone who may be unsuitable to work with children			
Budget and Implementation	There is money allocation for child safeguarding in the project budget			
	There is provision of dedicated child safeguarding focal person in the project			
	Project has scope and budget to provide training on CS for project staff			
	Project has scope for volunteers (if any) awareness building on CS			
	Project has budget to develop and publish IEC materials on SC			
	Project has identified potential risk to children			
	Project has risk mitigation plan for child safeguarding			
	Project has considered the disaster situation and increased risk of child safeguarding and has clear plan to mitigate			
	Project has identified area specific support networks for child safeguarding and links			
	All reporting format will include CS as compulsory area of reporting			
	Project will follow donor/partner child safeguarding reporting format both at YPSA			
	Child Safeguarding reporting procedure will be displayed in all project offices			
	Project has plan to make the CS policy widely available for stakeholders including children			
Monitoring, Evaluation, Accountability and Learning	Indicators is set for monitoring concerns over injury, abuse and other harm on an ongoing process in program MEAL mechanism			
	Project has scope of modification of programme intervention in between the ongoing project, based on beneficiaries feedback, CS assessment and risk identification			



Overall Risk for the Program/Project and support services in mitigation plan for Child Safeguarding	
Potential Risk	Support service in mitigation plan

Name of Project Director/ Manager

Signature with Date

Annex-5: Managers Checklist for Event Risk Management on Child Safeguarding

Name of the Event:	Total # of Children:
Date and Duration:	Male: Female:
Address of the Venue:	Total #of accompanying adults:
Safety and Security hotline #	Male: Female:

Event Risk Assessment Checklist (please ✓ only)		Yes	No	NA
Prior to departure and Traveling	Child Safeguarding Focal Person is selected for the event			
	Parents' consent from supplied to parent/Guardian, signed and returned to YPSA			
	Printed copy of "Must never do with children" provided along with consent form			
	Special Attention and arrangement in use for child with disability/special needs			
	Children is briefed what needs to be taken with while travelling and not to be taken			
	Children is briefed what s/he can expect from the accompanying adult			
	Accompanying adult is briefed to stay with children Always while traveling			
	Details of "Person accompanying children group" is recorded, if children travelling in group			
	Travel route and mode of transport is recorded if children traveling in group			
	Emergency contact number is recorded if children travelling in groups			
	Ratio of children and carers is recorded if children travelling in groups			
	Accompanying adult is knowledgeable about "Travel Insurance" of overseas travel			
	Venue	Assessment of safety venue has been undertaken and any necessary precautions taken/warnings issued		
Children do not share rooms with adults (other than parents, siblings)				
Children know things work in the room (toilet, bath, hot-cold water, television, air condition)				
Children have details of accompanying adults in case of emergency				
Every child know how is the child safeguarding focal person of the organizer and have contact numbers				
Every child know whom to report at the venue and who to ensure safe departure				
Children know the evacuation plan in case of emergency				
Staff at the venue are briefed about the importance of children's safety				
First aid and facilities of primary health and hygiene services are available				
Appropriate food and beverage is ensured for children during stay and travelling				
Child Safeguarding focal person of YPSA is informed about the event				

Overall Risk for the event and Mitigation Plan



Annex-6: Parent/Guardian Consent Form

Parent/Guardian Consent Form for attending YPSA event out of their community

I/We the parent(s)/Guardian here providing our child's information to the YPSA..... and giving consent for our child to participate the below mentioned event. I/We also have consent that the child will travel from to..... and providing information about the person accompanying the child. We agree that the accompanying person will take initial steps for any health emergencies (seeing a doctor, hospitalization etc.) of the child while traveling to attend the event. We agree that photographing and/or recording our child and give permission to the YPSA to use any material in the photographs and/or recordings where the copyright or any other rights are owned by us.

<u>Information about the Child</u>	<u>Person accompanying Child</u>
Child's Full Name:	Full name:.....
Father's Name:.....	Age:..... Sex:.....
Mother's Name:.....	Present Address :
Present Address:.....	Permanent Address :
Date of birth:.....	Phone (if)
Age:..... Child's Sex:.....	National ID#.....
School (if):.....	Relation with Child:.....
Child has any illness (Yes/No) : Type:.....	Other information:.....
Child has the disability (Yes/No): Type:.....	Signature.....
Child has allergies:.....	
In case of emergency contact person:.....	
Emergency contact numbers:.....	
Other information:.....	

I/we declare that the above information is true. I/we here certify the signature of person accompanying the child and ensure that both the child and person accompanying her/him read, understood and are aware on SCI Child Safeguarding policy generally and what "Must Never Do" with children.

Full name of parent/legal guardian: _____ Signature: _____
Address: _____ Date _____

<u>Event Information</u>
Name of event :
Date & Duration :
Child will report to whom at the Venue (first contact):
Name:.....
Organization:.....
Designation..... Cell phone:.....
Name of the organizer, Team Leader (second Contact) :
Organization:..... Designation:..... Cell phone.....
Address of the Venue :
Child's Arrival Date & Time :
Child's Departure Date & Time :

Name of the Representative filled the Form:
Signature with Date:
(Please ensure one copy of this form with Parent/Guardian and one copy with the Event Organizer)



Did they need immediate assistance/aid?

What assistance was given?

What other information can you provide?

Donor:

Project Name:

Is inform to donor:

List of the evidence:

Name of the Witness:

This form to be completed by designated safeguarding focal and signed off by Chief Executive, YPSA

Date Received:

Child Safeguarding Case? Yes/No

To be immediately reported to Police? Yes/No

Internal/External Case?

Support Provided to Victim? Yes/No

Case to be Investigated? Yes/No

Date Reported to Donor? Yes/No

Investigation Findings:

For cases which are immediately closed
Case Outcome (Including report to Police)

Date Case Closed:

Signed/Dated Chief Executive



Annex-8: Incident Investigation Reporting Template

Incident Details

Case Number:	
Incident Reported Date:	
Date alleged incident occurred:	

Details of Allegation

Incident Type	
Incident Classification	
Description	
Immediate actions taken	
Has there been a breach of YPSA's procedures or policies?	
Has the matter been reported to the local police or any other law enforcement agency?	
If no: Why has the matter not been reported to the local police or any other law enforcement agency?	
Did the incident occur in member/YPSA/partner/other?	
Name of alleged perpetrator known? (yes/no)	
Signed statement of victim, witness, perpetrator, complaints or any other persons.	
List of collected evidences	
Recommendations	

Report Prepared by

Name and Designation	Name and Designation	Name and Designation
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Report Received by

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Annex-9: Safeguarding Investigation TOR

Case Number:
Date of Incident:
Date of first report:
Date of the report:

Terms of Reference

Introduction and Background:

Complaint:

What Sections/Clauses of the Policy have been breached?

SI	Alleged Violation	Section under policy/ Law	Specific elements to be proven

*Allegation is the exact section of the Policy which is alleged to have been breached

Objectives

Objectives-01	Clarify the details of the allegations
Objectives-02	Gather relevant evidences in relation to the allegation that would assist in PROVING or DISPROVING the allegation
Objectives-03	Prepare a report outlining the findings of the investigation and making a conclusion and recommendation based on reasonable inference from the evidences. It should include clear chronology from prior to the incident to the time it was reported and include all salient details between those periods.
Objetives-04	Propose a plan of action for the CO/RO/Centre

Scope and Principles of Investigation

The Investigation team will abide by the following principles during this investigation

- Commitment to safety, health and welfare of all concerned
- Confidentiality
- Good planning and reviewing
- Timeliness
- Thoroughness
- Professionalism
- Independence
- Respect for all involved
- Working in partnership
- Adherence to the law

Proposed Methodology

- Interview with complainants
- Interview any witnesses
- Interview the alleged victims (adult and child)



Annex-10: Child Safeguarding Frequently Asked Questions (FAQs)

1. What is Child Safeguarding?

The broad obligation on staff and partners to ensure that the design and delivery of YPSA programs and organizational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concerns about children's safety within the communities where they work are appropriately reported

2. Who is responsible for Child Safeguarding?

It is an organizational commitment but is the responsibility of everyone. If you witness/see, hear about, or suspect inappropriate behavior, you are required to report it as soon as possible. YPSA has a zero-tolerance approach towards sexual harassment, exploitation, and abuse of children and take all reports seriously. Child Safeguarding Focal Point that can assist with reporting or general questions about Child Safeguarding. Once a report is made, a trained investigator will carry out any investigation.

3. How do I support Child Safeguarding?

Child Safeguarding is an organizational commitment that starts with you. YPSA is not immune to abuse, exploitation, harassment and neglect to children. In all sectors and workplaces, it is an uncomfortable reality that some people take advantage of their positions of power and exploit others. You must stay vigilant and aware of what's going on around you. If you witness/see, hear about, or suspect abuse, harassment, exploitation, or neglect, child labor says something with children. Make a report and encourage others to report. Reporting is what will protect and prevent the children we serve, our staff and our partners from being harmed. Our zero-tolerance approach ensures that all reports are taken seriously. Turning our commitment to Child Safeguarding into action and into a safer reality for our program participants and your fellow colleagues starts with you.

4. What does abuse, neglect, or harassment look like?

Physical abuse, exploitation, child labor and sexual abuse can take many forms and looks different across cultures. There is no one behavior to define abuse, exploitation, and neglect. However, we can define them individually:

physical abuse—the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning

neglect—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing

emotional abuse—refers to a parent or caregiver's inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence

sexual abuse—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviors can include fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography

5. What can I do if I am witness of Child Abuse?

It's strongly encouraged that you report it/ can speak directly to a manager, HR, or Child Safeguarding Focal Point for help.

6. How do I know when/what to report?

Report anytime you witness/see, hear about, or suspect something that could be sexual abuse, physical abuse, neglect, exploitation and child labor. The sooner you report your suspicions, the sooner it will be addressed, and appropriate action will be taken to protect and prevent the people we serve and our staff from experiencing neglect, exploitation, or abuse. Remember that when you report, you don't need to have all of the details.



How does YPSA keep the survivor (a program participant or staff) of abuse, exploitation, or neglect safe after making a report?

After a report is made, a TOR was developed by the committee. The safety and security issues identified inform the next step in the investigation. For example, if a situation is identified as high-risk, the reporter and survivor(s) may be moved to a different location, or the subject of complaint (SOC) may be moved or suspended. Safety and security of the reporter and survivor(s) is the first consideration taken into account. Safety and security risks look different across cultures. We take all risks into account, including tradition and cultural practices.

8. Is abuse, neglect and harassment ever a criminal matter?

The perpetrator's actions may be a crime, depending on the nature of harassment or abuse. The perpetrators may face criminal penalties. If it is found that the perpetrator violated any state or country laws in the investigation, a risk assessment will be carried out and a decision will be taken as to whether the perpetrator will be reported to the authorities.