

# CHILD PROTECTION TOOLKITS

This manual contain all FAROF's Child Protection Toolkit. The toolkit was developed by Eunice Idan, with the support of Light A. Michael.



## ORGANIZATION CHILD PROTECTION SELF ASSESSMENT (CPSA) TOOL

This self-assessment tool can be used to measure if FAROF is meeting key child protection standards. The tool will assist the organization in identifying improvements in six areas:

- 1) children and the organization,
- 2) policies and procedures,
- 3) preventing harm to children,
- 4) implementation and training,
- 5) information and communications, and
- 6) monitoring and review.

Each of the areas of improvements have six standards which need to be rated by 3 grades:

1: in place 2: partially done 3: not in place

Check 1, 2, or 3 for each statement depending on your organization's progress in each area

Organization Name: -----

Date: -----

Completed by: -----

<b>Children and the organization</b>		1	2	3
1	The organization is very clear about its responsibility to protect children and makes this known to all who come into contact with it.			
2.	The way staff and other representatives behave towards children suggests that they are committed to protecting children from abuse.			
3.	There is good awareness of the UN Convention of the Rights of the Child (UNCRC) or other children's rights instruments and this is seen as a basis for child protection in the organization.			
4	Managers and senior staff ensure that children are listened to and consulted and that their rights are met			
5	The agency makes it clear that all children have equal rights to protection.			
6	The agency manages children's behavior in ways that are non - violent and do not degrade or humiliate children.			
<b>Policies and procedures that help keep children safe</b>				
7	The agency has a written child protection policy or has some clear arrangements to make sure that children are kept safe from harm.			

8	The policy or arrangements are approved and endorsed by the relevant management body (e.g. , senior management board, executive, committee).			
9	The policy or arrangements have to be followed by everyone			
10	There are clear child protection procedures in place that provide step - by - step guidance on what action to take if there are concerns about a child’s safety or welfare			
11	There is a named child protection person/s with clearly defined role and responsibilities			
12	The child protection procedures also take account of local circumstances.			
<b>Preventing harm to children</b>				
13	There are policies and procedures or agreed ways of recruiting staff and for assessing their suitability to work with children, including where possible police and reference checks			
14	There are written guidelines for behavior or some way of describing to staff and other representatives what behavior is acceptable and unacceptable especially when it comes to contact with children			
15	The consequences of breaking the guidelines on behavior are clear and linked to organizational disciplinary procedures			
16	Guidance exists on appropriate use of information technology such as the internet, websites, digital cameras etc. to ensure that children are not put at risk			
17	Where there is direct responsibility for running/providing activities, including residential care, children are adequately supervised and protected at all times.			
18	There are well - publicized ways in which staff/representatives can raise concerns, confidentially if necessary, about unacceptable behavior by other staff or representatives			
<b>Implementation and training</b>				
19	There is clear guidance to staff, local partners and other organizations (including funding organizations ) on how children will be kept safe.			
20	Child protection must be applied in ways that are culturally sensitive but without condoning acts that are harmful to children			
21	There is a written plan showing what steps will be taken to keep children safe.			

22	All members of staff and volunteers have training on child protection when they join the organization , which includes an introduction to the organization’s child protection policy and procedures where these exist			
23	All members of staff and other representatives are provided with opportunities to learn about how to recognize and respond to concerns about child abuse.			
24	Work has been undertaken with all partners to agree good practice expectations based on these standards			
<b>Information and communication</b>				
25	Children are made aware of their right to be safe from abuse			
26	Everyone in the organization knows which named staff member has special responsibilities for keeping children safe and how to contact them			
27	Contact details are readily available for local child protection resources, safe places, national authorities and emergency medical help			
28	Children are provided with information on where to go to for help and advice in relation to abuse, harassment and bullying			
29	Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate			
30	Staff members with special responsibilities for keeping children safe have access to specialist advice, support and information.			
<b>Monitoring and review</b>				
31	Arrangements are in place to monitor compliance with child protection measures put in place by the organization .			
32	Steps are taken to regularly ask children and parents/ guardians their views on policies and practices aimed at keeping children safe the effectiveness of these.			
33	The organization uses the experience of operating child protection to influence policy and practice development			
34	All incidents, allegations of abuse and complaints are recorded and monitored			
35	Policies and practices are reviewed at regular intervals, ideally at least every three years			
36	Children and parents/ guardians are consulted as part of a review of safeguarding policies and practices.			

## CHILD PROTECTION SELF-ASSESSMENT

The tool can be completed by:

1. Reading the Principle statement and ‘What might this look like?’ examples.
2. Marking whether the statement is true ‘always’, ‘most of the time’, ‘sometimes’, ‘rarely’, ‘never’. Mark ‘other’ if you’re unsure.
3. Recording any practices that are currently in place in the ‘Scoring Comment’ section.
4. Completing the ‘Next Steps’ section, focusing on Principles for which you’ve selected ‘rarely’, ‘never’ or ‘other’.
5. Determine and record who is responsible for completing each next step and expected completion dates. You should include in the ‘Next Steps’ section what evidence will demonstrate that action has been taken.
6. Use the information recorded in the ‘Next Steps’ section of each Principle to complete the priority action list on the final page, and schedule regular reporting within the organization (for example, at committee or council meetings).

Organization Name: -----

Date: -----

Completed by: -----

<p style="color: #4F81BD;">Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p>	
<p>1) Everyone in the organisation <b>understands their responsibilities</b> and <b>models attitudes and behaviours</b> that show they are committed to child safety and wellbeing.</p> <p>What might this look like?</p> <ul style="list-style-type: none"> <li>Everyone prioritises the best interests of children.</li> <li>Leaders model behaviour that promotes the organisation’s commitment to child safety and wellbeing.</li> <li>Volunteers and staff are informed about child safety and wellbeing.</li> <li>The organisation’s commitment to child safety is reiterated through policy, practice, and messaging.</li> <li>The organisation integrates child safe commitment into everyday work practices.</li> <li>The organisation makes a public commitment to child safety and wellbeing.</li> </ul>	
<p><b>Score</b></p> <p><input type="checkbox"/> Always</p> <p><input type="checkbox"/> Most of the time</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Never</p>	<p><b>Scoring comment</b></p>

<input type="checkbox"/> Other (don't know)		
<b>Next steps</b>	<b>By whom</b>	<b>By when</b>
<p>Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>2) The organisation <b>values</b> children's views and invites children and young people to <b>participate in decision making</b>.</p> <p>What might this look like?</p> <ul style="list-style-type: none"> <li>• Children and young people are informed about, and understand, their rights, can speak up about their concerns and know how to seek help.</li> <li>• Children and young people have opportunities to give their opinion on what makes them feel safe and unsafe in the organisation.</li> <li>• Children and young people have opportunities to give their opinion about how things are done, and what could be done better.</li> <li>• The organisation encourages child participation in decision-making, listens to children and considers their views when developing activities and processes.</li> <li>• The organisation provides age-appropriate platforms for children and young people to communicate and participate e.g. through games, creative activities and group discussion.</li> </ul>		
<b>Score</b> <input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know)	<b>Scoring comment</b>	

Next steps	By whom	By when

Families and communities are informed and involved in promoting child safety and wellbeing.	
<p>3) The organisation <b>involves and communicates</b> with <b>families and communities</b> about child safety and wellbeing.</p> <p>What might this look like?</p> <ul style="list-style-type: none"> <li>• The organisation informs families and communities of their child safe policies and procedures e.g. through website, newsletter, or open days</li> <li>• The organisation invites families and communities to have a say about the development and review of policies and procedures</li> <li>• The organisation actively invites feedback from families and communities about its activities and processes e.g. at meetings, surveys and informal discussions</li> </ul> <p>Links to resources that support child safeguarding improvements in this area:</p>	
<p><b>Score</b></p> <p><input type="checkbox"/> Always</p> <p><input type="checkbox"/> Most of the time</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Never</p> <p><input type="checkbox"/> Other (don't know)</p>	<p><b>Scoring comment</b></p>

<b>Next steps</b>	<b>By whom</b>	<b>By when</b>
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**Equity is upheld, and diverse needs respected in policy and practice**

4) The organisation **encourages and supports** children and young people to participate, regardless of their circumstances, backgrounds, and diverse needs.

What might this look like?

- Policies and practices recognise and respect diversity and promote equitable participation by all children.
- Volunteers and staff learn about circumstances and experiences that increase a child’s vulnerability to harm.
- Volunteers and staff take the concerns and needs of children seriously and respond meaningfully when issues are raised.
- The organisation considers how safety and wellbeing, and communication and participation, might differ for children and young people from diverse backgrounds and circumstances.

<p><b>Score</b></p> <p><input type="checkbox"/> Always</p> <p><input type="checkbox"/> Most of the time</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Never</p> <p><input type="checkbox"/> Other (don’t know)</p>	<p><b>Scoring comment</b></p>
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<b>Next steps</b>	<b>By whom</b>	<b>By when</b>
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People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

5) Volunteers and staff are **carefully selected**, and mandatory screening is completed.

What might this look like?

- Child safety is prioritised in the recruitment of volunteers and staff.
- Responsibilities of volunteers and staff to uphold child safety and wellbeing are reflected in position descriptions and advertisements.
- Volunteers and staff have current Working with Children Checks and necessary background checks if required (e.g. national police clearance).
- Volunteers and staff receive an appropriate induction and are aware of their responsibilities to protect children and young people from harm.
- The organisation verifies applicants' identity, qualifications, professional registration and relevant background/Working with Children/police checks.

Links to resources that support child safeguarding improvements in this area:

**Score**

- Always
- Most of the time
- Sometimes
- Rarely
- Never
- Other (don't know)

**Scoring comment**

**Next steps**

**By whom**

**By when**

Processes to respond to complaints and concerns are child focussed

6) The organisation has **child friendly and accessible** processes for raising concerns and making complaints and **takes all concerns and complaints seriously**. Employees respond promptly and effectively when receiving complaints, concerns, and disclosures of abuse.

What might this look like?

- A clear complaint handling policy and process that outlines roles and responsibilities, approaches to managing a variety of complaints, and what action to take after a complaint has been made.
- The complaint handling process is understood by, and accessible to, children and young people, volunteers, staff, and families.
- Complaints are taken seriously and responded to promptly and thoroughly.
- The organisation has procedures in place to report complaints and concerns to relevant authorities when necessary and within appropriate timeframes.
- The organisation uses learnings from feedback and complaints received to improve their policy and practice.
- Information about raising and responding to concerns and complaints is in easy English for individuals with different levels of English literacy and cognitive ability.
- Information about raising and responding to concerns and complaints is available in child-friendly formats, such as the use of visual aids.

<p><b>Score</b></p> <p><input type="checkbox"/> Always</p> <p><input type="checkbox"/> Most of the time</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Never</p> <p><input type="checkbox"/> Other (don't know)</p>	<p><b>Scoring comment</b></p>
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<p><b>Next steps</b></p>	<p><b>By whom</b></p>	<p><b>By when</b></p>
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Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training

- 7) The organisation provides **continuous support** to volunteers and staff to meet the needs of children and young people and **information and training** on child safety and wellbeing, including how to **respond** to complaints, concerns, and disclosures of abuse.
- What might this look like?
- Volunteers and staff are trained and follow the organisation's policies, procedures and processes when responding to a complaint or disclosure of harm or abuse.
  - Training resources and tools are consistent, accessible, easy to use and updated regularly with current process and practice requirements.
  - Regular training and supervision sessions are provided to volunteers and staff

<b>Score</b> <input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know)	<b>Scoring comment</b>
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<b>Next steps</b>	<b>By whom</b>	<b>By when</b>
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Physical and online environments promote safety and wellbeing while minimising opportunity for children and young people to be harmed.

8) The organisation's **risk management plan** addresses both physical and online risks.  
 What might this look like?

- The organisation has a risk management plan that identifies, assesses, and takes steps to minimise the risk of children being harmed.
- A risk management plan is outlined in policies and procedures and volunteers and staff are aware of the plan and their role in its implementation.
- A risk management plan considers increased risk with specific roles and activities, and children with heightened vulnerability.

<b>Score</b> <input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know)	<b>Scoring comment</b>
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Next steps	By whom	By when

Implementation of the National Principles for Child Safe Organisations is regularly reviewed and improved

9) The organisation **regularly reviews** and **improves** their child safe practices.  
 What might this look like?

- The organisation regularly reviews child safe practices and completes this self-assessment tool annually for continuous improvement.
- The organisation creates a plan for future action (see action plan at the end of this document) on child safety and wellbeing with timeframes that are committed to and met.
- The organisation reports on the findings of child safety reviews to volunteers and staff, families, communities and children and young people.

Score	Scoring comment
<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don't know)	

Next steps	By whom	By when

**Policies and procedures document how the organisation is safe for children and young people**

- The organisation has **policies and procedures** on child safety that are **easily accessible**.  
Volunteers and staff know how to apply policies and procedures.

What might this look like?

- Child safety policies and procedures are easily available on the organisation’s website and are accessible to people with diverse needs. Where appropriate, hard copies of documents are made available.
- Volunteers and staff understand their roles and responsibilities in implementing the policies and procedures.
- Volunteers and staff support children and young people, families, and community members to access and understand the policies, procedures, and processes.  
Organisations display child safe messages and materials where appropriate.

Score	Scoring comment
<input type="checkbox"/> Always <input type="checkbox"/> Most of the time <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Other (don’t know)	

Next steps	By whom	By when

## CHILD SAFEGUARDING CODE OF CONDUCT

When working with children, I agree that:

- I will treat all children with respect and equality irrespective of sex, age, gender identity, sexual orientation, race, ethnicity, (dis)ability, social status, religion, language or any other factors.
- While treating all children equally, I will do my best to ask the opinion of the child on the matters which concern them and are related to my role and zone of responsibility.
- I will prioritize my personal contribution to building age- and gender-responsive, inclusive, barrier-free space for children and their caregivers within the zone of my responsibility.
- I will not use any such language or behaviour towards children that is inappropriate, stereotypical, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- I will not engage in any form of sexual activity with children regardless of the age of majority or age of consent locally.
- I will not use a child or adult to procure sex for others.
- I will not exchange money, employment, goods, assistance or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, including paying for sexual services.
- I will not engage in any sexual relationship with a person benefitting from assistance I provide that involves improper use of rank or position.
- I will not participate in any sexual activity that is forced upon another individual.
- I understand that sexual exploitation and abuse (SEA) constitute acts of gross misconduct and are therefore grounds for termination of employment.

- I will, whenever possible, ensure that another adult is present when working near children. I will never allow myself to be in a situation where I am alone at partnership implementation site with only one child and no other adults.
- I will not invite unaccompanied children into private residences unless they are at immediate risk of injury or in physical danger.
- I will never use my computers, mobile phones, video cameras, cameras of social media to exploit or harass children, or access child exploitation material through any media.
- I will not use physical, psychological, economic, sexual violence against children either in online or offline settings.
- I will not hire children for domestic or other labour, which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury or psychological trauma.
- I will comply with all relevant national and local legislation, including legislation on preventing and combating domestic violence, on preventing and combating discrimination, on ensuring equal rights and opportunities of women and men, and law in relation to child labour.
  - I will not engage in or facilitate children’s participation in illegal activities or exposing children to a situation that may foreseeably and unreasonably endanger them.
- I will immediately and in good faith report any concerns, suspicions, or allegations regarding sexual exploitation and abuse and policy noncompliance by a fellow worker, whether in the same site or not, via one of the FAROF reporting mechanisms: Emailing: [whistle@farof.org](mailto:whistle@farof.org), or call the FAROF hotline; +234708133335
- I will respect confidentiality regarding SEA or other misconduct cases and cooperate with the investigation.
- I will immediately disclose all charges, convictions, and other outcomes of an offence that relates to child exploitation and abuse to the investigating officer in charge.
- I will ensure that the site where I serve has posters/brochures on preventing sexual exploitation and abuse (PSEA), provided by FAROF, and information on gender-based violence (GBV) referrals.
- If I identify signs of abuse in a child, I will immediately refer them to appropriate services (community-based Child Affairs Services or Police) to get support using an up-to-date area specific violence against children referral mechanism, which must be available at each site.
- I will be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

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

- I will obtain informed written consent from the child (older than 14 years old) and a parent or guardian of the child (younger than 14 years old) before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- I will ensure photographs, films, videos 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.
- I will ensure images are honest representations of the context and the facts.
- I will ensure fair and non-stereotypical visibility of girls, boys, women and men from diverse groups in a way that not only depict their equal representation but also doesn't perpetuate gender stereotypes and allows boys, girls, men and women to be presented on equal footing and in their diverse roles.
- I will ensure file labels, meta data, and text descriptions do not reveal identifying information about a child when sending images electronically or publishing images of any form.

With this Code of Conduct, I acknowledge that I understand everything that is written here. I understand that this Code of Conduct is mandatory for me to follow all the time (not just during working hours) when working with or around children. This list of behaviours is not exhaustive; in general, I must avoid any actions or behaviours which may put children at risk of any harm.

I understand that it is mandatory for me to report any misconduct committed by another staff or volunteer. This includes anything of concern that I see, hear about, or am told about. When in doubt, I will always inform the relevant person (my supervisor, FAROF designated staff/Child Protection focal point/PSEA focal point). I understand it is not my role to investigate anything, but to report anything that concerns me, without delay.

SIGNATURE: -----

DATE: -----

## **GUIDELINES FOR PREVENTING HARM TO CHILDREN PROGRAM/PROJECT ACTIVITIES**

FAROF shall ensure safeguarding measures will be applied by all FAROF personnel and partners, contractors, and suppliers who interact with children. Safeguarding measures include:

- systematically checking with prior employers to ensure potential hires do not pose a threat to children.
- having personnel confirm that they have not harmed children in the past.
- creating awareness of child safeguarding for all personnel



- conducting risk analyses of all FAROF programmes
- developing action plans for programmes to improve child safeguarding.
- Moreover, it encompasses ensuring children participate in decisions that affect them to the fullest extent possible, and systematically adopting child friendly approaches that are easily understood by and accessible to children.

### **Working with children**

FAROF may carry out activities that may include the direct involvement of children and/or contact with them. In planning such activities, FAROF may consider:

- the nature of the information FAROF accesses or gathers, including personal information, photos, videos, text and audio recordings
- whether participation in the activity may have harmful consequences or lead to intimidation, reprisals, or the fear of such
- whether some children may face additional vulnerabilities and require specific measures to ensure their safe participation in the activity.

FAROF shall create a safe environment for children’s involvement in activities it organizes by mitigating any specific risks identified, and by ensuring the following:

- Children’s contributions, images and other personal information shall be presumed to be confidential unless FAROF has received written consent for the use of such material or information as part of its activities.
- FAROF shall refrain from sharing children’s personally identifiable information, such as their full name, postal address, name of their school, email address, phone number and details for their social media accounts.
- FAROF shall not undertake any activities or produce any written, visual or audio content that exploits children, stigmatizes them or exposes them to harm.
- At public events where children are involved and in which other parties participate, FAROF will remind all participants of the need to respect children’s privacy and protect them from harm, for example in relation to other parties taking photographs or sharing details of the event on social media.
- During online events that involve children, FAROF shall consider the use of technical tools and methods of interaction to keep children safe, including:
  - using the event registration function to identify participants under the age of 18
  - sharing safeguarding information and the Code of Conduct before the event and reminding participants of the main points at the start of the event
  - inviting children to display their first names only on the online platform
  - reminding children not to share any personally identifiable information
  - disabling the chat function and/or video for participants under the age of 18

- filtering questions through a moderator.

## **GUIDELINES FOR REPORTING AND RESPONDING TO CHILD PROTECTION AND CONCERNS**

All Staff who have reason to believe that a child may have experienced violence, abuse, exploitation, or neglect, or that the safety or well-being of a child may be at risk, as a result of an action or abstention of a FAROF personnel, partners, contractors, or suppliers shall have the obligation to report it as soon as possible.

Reports can be made through the relevant authority in the FAROF:

- Human Resources Department; or
- to the personnel's own line manager(s); or
- any Senior Manager; or
- FAROF's confidential hotline: +2347081333335

It is important that all relevant information is shared when making a report. Relevant information can include what happened, who was involved, where, when, and how you were informed. When making a report it is essential to respect the principle of confidentiality. FAROF will ensure data protection systems are in place to protect data.

FAROF is committed to protecting individuals who report a suspicion of breaches under this Policy from any form of retaliation. This includes the provisions outlined in the FAROF's Whistleblower Protection Policy. All reports and concerns raised by both personnel and individuals in the community will be properly considered, documented, and treated seriously, with care, discretion and in a reasonable timeframe. Any information shared concerning an allegation will be treated confidentiality by the relevant authorities listed above. FAROF shall ensure that appropriate action is taken to support and protect children where concerns arise regarding possible violence, abuse, exploitation, or neglect. This includes implementing effective investigation processes, supporting survivors as appropriate, and holding people accountable.

### **Actions to Be Taken When Concern Is Raised**

- Make sure that all employees understand the role of the designated safeguarding lead, and know who this person is and how to contact him or her.
- Contact the relevant local agencies and organizations and keep a directory of all contact information readily available should the safeguarding lead need to pass concerns on. At minimum, this should include the police, other statutory agencies (e.g., social services), relevant charities and support organizations, and information on how to contact country embassies.

- Ensure there is an internal system in place for making safeguarding decisions (referred to as the ‘safeguarding committee’ in this toolkit). The committee needs to include individuals who can support the safeguarding lead in making decisions about the best course of action for any incidents as they arise. The group should include senior personnel (e.g., the line manager) and have access to legal advice when it is needed. A contingency plan should be in place for situations where allegations or concerns involve someone from the safeguarding committee (e.g., protecting the identity of the person who reported).
- Develop a standard safeguarding incident form (or equivalent) for recording the details of any concerns raised, and a system for storing this form securely and confidentially. When relevant, ensure there are also policies for unattended and missing children to manage these types of incidents.

Safeguarding concerns may arise and be reported to the safeguarding focal point in a variety of ways, including a report by a colleague or a member of the public, information coming to light through safe recruitment processes, or statutory agencies making contact as part of an ongoing investigation. The following flow chart offers an overview of steps to take and decisions to make after a concern is raised.

### Incident/concern report Form

General Information		
Project:		Location:
Child’s name:	Gender:	Age:
Language spoken:	Any disability:	Date of birth:
Child’s details		
Name of parent/caregiver:		Contact information:
		Phone number:
Language spoken:		Any disability:
Type of adverse event (tick)		
Child or adult discloses physical, sexual, emotional abuse, neglect, or exploitation of a child		

<p>Staff member suspects physical, sexual, emotional abuse, neglect, or exploitation of a child</p> <p>Child safeguarding concern arises</p> <p>Other forms of violence towards study participants or staff (e.g. violent attack against the staff)</p> <p>Hospitalization (suicidality, frequent seizure, violent behaviour [i.e. harm to others])</p> <p>Injuries/accidents on way to/from program</p> <p>Death of participant</p>
<p>Information on steps taken to ensure safety of child (where applicable)</p>
<p>Recent changes in child's behavior (where applicable)</p>
<p>Details of concern: what, who, where, when (including child's words where possible):</p>
<p>Other relevant information (including immediate actions taken and steps forward):</p>

Alleged Perpetrator's details (if known, and if relevant):	
Name:	Address:
Age:	Employment details:
Current location of alleged perpetrator:	Relationship, if any to child:
Current safety of child including location:	
<p>Has emergency medical attention been required?</p> <p>What:</p> <p>Provided by:</p>	
Who else knows?	
Witnesses:	Family members or any individual:
Actions taken to date: e.g. report to police, social welfare, other. Give contact details and date and time of action.	

Report details:		
Time:	Date:	Place:
Reporter's details:		
Name:		Contact:
Position:		Relationship to child:
Report taken by:		
Name:		Date:
Position and location:		Signature
This section is to be completed by Child Safeguarding Focal Point following receipt of the report:		
Action to be taken		
Name:		Position:
Location:		Date and time report received:

## CONSEQUENCES FOR MISCONDUCT

- Disciplinary measures are applied to FAROF staff who are found to have engaged in acts of misconduct at FAROF or in connection with a FAROF managed activity. Such acts are considered serious acts of misconduct and can be ground for summary dismissal.

- Sanctions such as immediate termination of contract are imposed by the sanctions committee against individuals holding a work contract with FAROF who are found to have engaged in acts of misconduct against children.
- Disciplinary measures are also applied to FAROF staff or individuals holding a work contract with FAROF who fail to report acts of misconduct against children in a timely manner or who encourages or condones such acts.

Where FAROF may have believed that the laws of the country have been violated, the CEO may decide to refer cases regarding misconduct against children to national authorities for purpose of criminal proceedings as appropriate. In this case, the CEO may decide to waive the functional immunities of the implicated staff member or other persons or records relevant to the investigation

## **MONITORING AND EVALUATION AND REPORTING (IMPLEMENTATION STRATEGIES TO ENSURE CHILD PROTECTION POLICY IS PUT IN PLACE)**

Regular open discussions with the organisation’s staff, volunteers, partners and stakeholders will be held to evaluate the implementation of the Child Safeguarding Policy throughout the implementation period of the project

- Use of child-friendly tools to evaluate and assess with children the compliance of the project staff/partner to the child safeguarding standards at planned intervals
- Project monitoring visits to include a quarterly formal child safeguarding check supported by a standardized template
- Head office monitoring visits to include check on project- and country-level child safeguarding progress on plans/actions.

### **Reporting**

Quarterly and annual reports to summarize progress made on all reports made regarding child safeguarding (both project and non-project related), including lessons learned that will inform future projects

- Incidents to be reported following the child safeguarding reporting procedures and generically summarised in quarterly reports without identifying any parties involved. This process should include follow-up actions both taken and pending.
- Every four, eight and 12 months a Child Safeguarding incident log will be collated by FAROF. This will support the organization in identifying child safeguarding trends and thereby strengthen our prevention and response mechanisms.

