



# **Consortium for Street Children**

## **Child Protection Policy**

**FULL VERSION**

Protecting children

Preventing abuse

Promoting ethical behaviour

[Revised 1.11.05]

# **Our Mission**

Working collaboratively with its members, the Consortium for Street Children co-ordinates a network for distributing information and sharing expertise around the world. Representing the voice of many, we speak as one for the rights of street children wherever they may be.

# **Our Vision**

Children with a voice,

Children with a choice,

Protected from abuse and neglect.

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# SECTION I: IMPORTANT BACKGROUND INFORMATION

## I. 1. Definitions

### *Child*

For the purposes of this policy, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

### *Child abuse*

- According to the **World Health Organisation**, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’<sup>1</sup>
- **NSPCC** similarly specify “cruelty to children” or “child abuse” as ‘behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.’<sup>2</sup>
- These definitions therefore point to **four types of cruelty**:
  - **Physical abuse**: including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
  - **Sexual abuse**: including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
  - **Emotional abuse**: repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
  - **Neglect**: the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.
- A child who is being abused may experience more than one type of cruelty.
- Discrimination, harassment, and bullying are also abusive and can harm a child, both physically and emotionally’.

### *Child protection*

A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organisations - and individuals associated with those organisations - towards children in their care. ‘Child protection’ is a term used by many organisations for the

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<sup>1</sup> The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO – 1999.

<sup>2</sup> Definition taken from *Are you worried about the safety of a child?*, NSPCC, 2002, available to download from <http://www.nspcc.org.uk/documents/safetyofchild.pdf>.

work and programmes they undertake in the community or broader social environment. This may lead to confusion when discussing the child protection responsibilities and issues involved in managing an organisation. This policy is about *organisational* child protection – i.e. building a ‘child-safe organisation.’

***Direct contact with children***

Being in the physical presence of a child or children in the context of the organisation’s work, whether contact is occasional or regular, short or long term. In the UK this could involve delivering talks to schools, churches and youth groups. Overseas this could involve project / site visits and attending conferences at which children are also present. [N.B. this list of examples is not exhaustive].

***Indirect contact with children***

1. Having access to information on children in the context of the organisation’s work, such as children’s names, locations (addresses of individuals or projects), photographs and case studies.
2. Providing funding for organisations that work ‘directly’ with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility for child protection issues.

[N.B. this list of examples is not exhaustive].

***Partner***

For the purposes of this policy:

1. An overseas organisation that receives funding from a UK-based organisation, whether funding is occasional or regular, short or long term, for a specific project or towards core costs and regardless of the amount of money involved.
2. An overseas organisation involved in project work with a UK-based organisation, whether the project relationship is short or long term, a one-off or regular / ongoing arrangement, and regardless of whether or not any funding is involved.

***Policy***

‘A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.’<sup>3</sup>

<b>Named person responsible for child protection:</b>	CSC Child Protection Officer
<b>Second named person responsible for child protection:</b>	CSC Director
<b>Trustee member directly responsible for child protection:</b>	Chairperson

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<sup>3</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 1 (Policy).

## I. 2. CSC Overview

CSC is a network of UK-based NGOs and individuals that provide funding, operational partnership, training, advocacy and campaigning support for street children projects around the world. CSC is also a UK-registered charity in its own right with a London-based secretariat. Founded in 1993, CSC's primary objectives are to improve the quality and stability of projects that serve street children – some of the world's most vulnerable and socially excluded children – and to prevent further generations from being forced to live and work on the streets. It achieves this by undertaking capacity building, advocacy, policy development and funding for its member agencies and other NGOs.

## I. 3. Child Protection Policy Overview

CSC's commitment to promoting awareness and standards of child protection extends to the four levels of its structure:

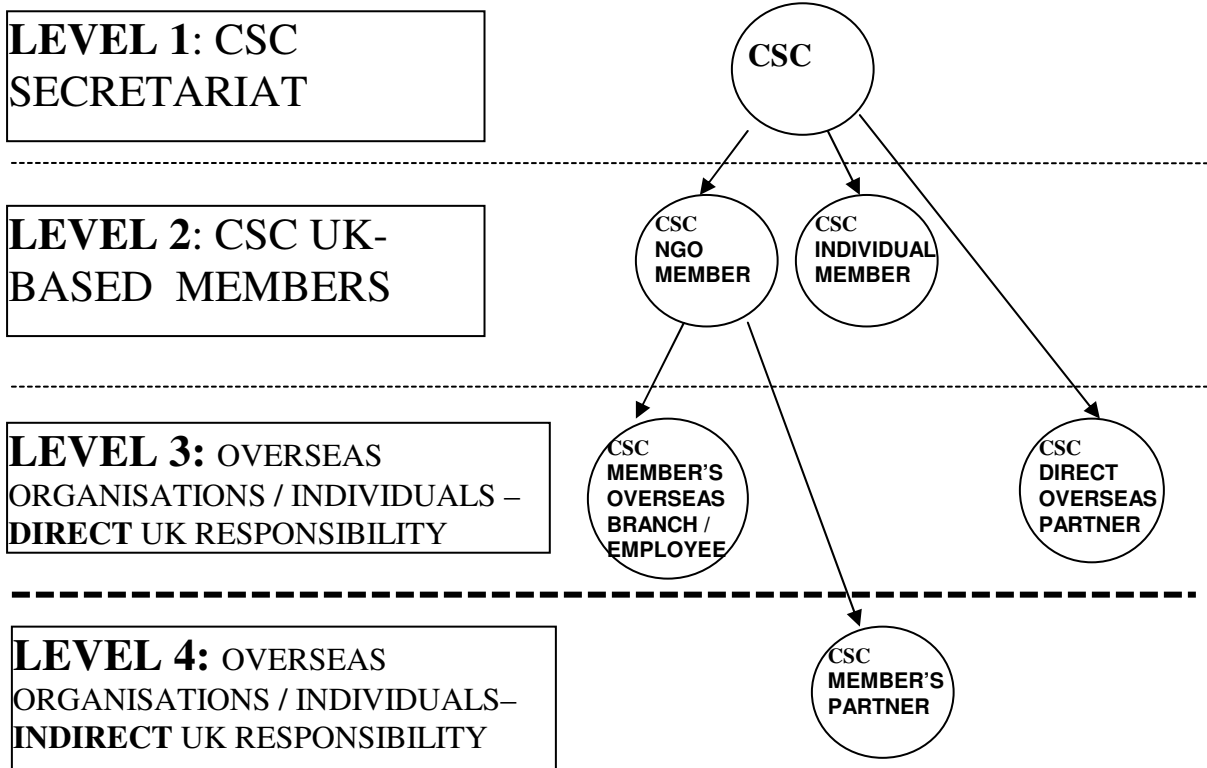
1. CSC Secretariat in London;
2. CSC's UK-based members (organisations and individuals);
3. Overseas organisations and individuals for which CSC members and CSC Secretariat have *direct* responsibility (CSC members' overseas branches / field offices and/or direct employees and CSC Secretariat's direct overseas project partners<sup>4</sup>);
4. Overseas organisations and individuals for which CSC members and CSC Secretariat have *indirect* responsibility (e.g. CSC members' overseas project partners<sup>5</sup>).

**The following policy represents the first step in addressing CSC's responsibilities in relation to levels 1, 2 and 3 as well as outlining a commitment to working towards implementation at level 4.**

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<sup>4</sup> See Section I.1 for definition of 'partner'.

<sup>5</sup> See Section I.1 for definition of 'partner'.



**I. 4. CSC statement of intent in relation to Level 4 implementation (implementation of child protection issues for overseas organisations under indirect UK responsibility):**

CSC’s child protection principles as outlined in this policy are based on the human rights standards of the UN Convention on the Rights of the Child that are *universally and cross-culturally applicable*. However, whilst maintaining a strong commitment to these principles (i.e. duty of care and protection in the best interests of the child), and in the belief that such fundamental principles are not culturally negotiable, CSC nonetheless recognises:

- The difficulties faced by some Southern agencies in developing child protection policies overseas, in situations of scarcity of resources and lack of knowledge, supportive systems and legislative frameworks;
- The need for participatory, locally determined child protection policies and an agreement about the role that Northern actors, including the CSC, should play in this process;
- That where child protection policies are not in place, time will be needed to develop, write and institute them;
- That the CSC Secretariat, in collaboration with its members, has an important capacity building role to play in this process.

In the light of this understanding, *at this stage*, CSC's current child protection policy, as outlined in this document, is binding only for organisations and individuals at levels 1, 2 and 3 (see above). However, CSC Secretariat commits to working together with its members and overseas partners to promote and support progressive implementation of child protection at level 4 as a matter of priority. By signing the 'Statement of Commitment to CSC's Child Protection Policy' as required by this Policy (see Section III), individuals and organisations pledge to work with CSC Secretariat towards such implementation.

CSC has developed, in association with ChildHope UK, comprehensive training materials for organisations - both in the UK and overseas - to develop, implement, monitor and evaluate child protection policies and procedures. This toolkit, as well as additional information in the form of 'Frequently Asked Questions' (FAQs) and other tools is available at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection).

## I. 5. CSC's core child protection principles and values

- **The legal basis – the UNCRC: CSC's Child Protection Policy is firmly based on the principles of the UN Convention on the Rights of the Child.** Taken holistically, the CRC provides a comprehensive framework for the protection, provision and participation of all children without discrimination to ensure their survival and development to the maximum extent possible. On the understanding that the CRC must be read as a whole, the following articles nevertheless form the specific basis of child protection: 1 (definition of 'child'), 2 (non-discrimination), 3.1 (the best interests of the child), 3.2 (duty of care and protection), 3.3 (standards of care), 6 (survival and development), 12 (participation), 13 (freedom of expression), 19 (protection from violence), 25 (periodic review of placements), 32, 33, 34, 36, 37(a) (protection from economic exploitation, substance abuse, sexual abuse and exploitation, 'all other forms of exploitation'; torture, cruel, inhuman or degrading treatment or punishment), 39 (physical and psychological recovery and social reintegration).<sup>6</sup>
- **The moral basis – a non-negotiable duty:** The Consortium for Street Children believes that NGOs working for street children's rights have an absolute duty to protect this already vulnerable group from abuse, mistreatment, and exploitation from within organisations intended for their benefit. *This duty is imperative and non-negotiable. Without adequate standards and mechanisms of protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.* Any organisation that claims to be working for the benefit of children *must* make sure that it is not putting children at risk through lack of attention to child protection policies and procedures.
- **An end to silence:** Silence breeds abuse and exploitation of children. Child sex abusers will seek out organisations with weak communication structures and thrive where secrecy and shame prevail. Furthermore, without proper policies and explicit procedures in place, NGOs are extremely vulnerable to false allegations of child abuse. CSC therefore believes in:
  - creating an environment where issues of child protection are discussed openly and are understood between children and adults;
  - promoting open lines of communication both internally and externally within and between organisations to improve awareness and implementation of child protection policies and practices;

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<sup>6</sup> For full text of these Articles see 'Child Protection Tools' at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) .

- creating a framework to deal transparently, consistently and fairly with allegations concerning abuse.
- **Children’s participation – a space and a voice:** Child protection is not only about policies on paper. The best way to protect children is to empower them to protect themselves. Creating a space where children feel able and willing to speak out about abuse, free from abusers, empowers them to become actors in their own protection without further discrimination or shame. “Children have the right to communication – to enable them to receive information, to ask questions, to make choices, and to make decisions.”<sup>7</sup> CSC believes that helping children to find a voice is an essential step to helping them to claim their individual rights. *Children will only benefit from this policy if they are aware of their rights and are given the proper environment in which to exercise them.* Appendix 2 of the ChildHope / CSC child protection toolkit includes suggested activities to assist organisations in this process.
- **Taking it further:** Child protection is not just about reading and signing a piece of paper: the policy sets out guidelines and standards that must be put into practice. These include, amongst other measures: recruitment procedures, review of management structures, creation of a space for children to speak out, staff training, and development of transparent protocols. *‘Above all, it must be remembered that it is the children, not the standards, that are sacrosanct; and although abuse must never be tolerated, the standards are no more than a tool in the service of promoting the welfare of children.’*<sup>8</sup>
- **Capacity building:** CSC understands the need for capacity building on issues of child protection and appreciates the constraints and conditions under which organisations operate. CSC is committed to undertake such capacity building in partnership with others. Supporting materials are available at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection).
- **Challenging complacency:** Resistance to addressing child protection issues may come from lack of understanding of the nature of child abuse, lack of commitment to the organisation / programme, and a sense that child abuse happens elsewhere. Organisations should ask themselves: “If safety and well being of children are not at the centre of the organisation’s programme / activities, then why not?” ‘It is unfortunate and unacceptable that it will take an horrendous incident to shock some organisations into action’. CSC will challenge complacency as a matter of course.<sup>9</sup>
- **These principles underlie all of the following standards set out in this document.**

## I. 6. What is a Child Protection Policy?

A Child Protection Policy provides a framework of principles, standards and guidelines on which to base individual and organisational practice in relation to areas such as:

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<sup>7</sup> Quoted from Sense International Child Protection Policy, Section 2.1.2

<sup>8</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, anonymous INGO quotation, p.6.

<sup>9</sup> Adapted, with selected quotations, from ECPAT Australia, *Choose with Care*, p.34.

- Creating a ‘child safe’ and ‘child friendly’ organisation (in relation to environmental safety as well as protection against physical, psychological and sexual abuse)
- Prevention of abuse
- Personnel recruitment
- Education and training
- Management structure
- Guidelines for appropriate and inappropriate behaviour/attitude of adults towards children and of children towards each other
- Guidelines for communications regarding children
- Recognising, reporting and reacting to suspected and alleged abuse
- Ramifications of misconduct in relation to the policy and procedures

This policy is not solely directed towards sexual abuse, but rather encompasses all aspects of child protection including, but not limited to: proper recruitment, training and managerial procedures, health and safety measures, physical harm, disciplinary measures in relation to children, working with information about children, and the ramifications of misconduct.

## 1. 7. What a Child Protection Policy is not:

Signing this policy does not absolve organisations from further action. It is the beginning, not the end of child protection. This policy is not solely directed towards sexual abuse. This policy is not exclusive to organisations working directly with children on a regular basis; it applies to every individual and organisation affiliated with CSC in any way: *“Many organisations – especially those that do not work directly with children – do not believe the standards are relevant to them because of many factors.[The CSC disagrees] and believes that every organisation (whether they work directly or indirectly with children, whether they are funding or being funded) must take responsibility for child protection.”*<sup>10</sup>

## 1. 8. Why do we need a Child Protection Policy?

*‘Any international NGO should have a child protection policy if its direct or indirect beneficiaries include individuals under the age of 18’*<sup>11</sup>

- As a network of organizations working for the rights of street children, it is our duty to ensure that our promotion of children’s rights includes specifically protecting children from accidental harm as well as deliberate abuse within organisations intended for their benefit. This policy will assist in fulfilling this duty.
- Street-involved children are especially vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, other project workers, and those with access to their personal information. In the case of children who have run away from home, many have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.

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<sup>10</sup> *Setting the standard: A common approach to child protection for international NGOs*, anonymous INGO quotation, p.4.

<sup>11</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 1 (Policy).

- Organisations working with vulnerable children have been, are and will continue to be vulnerable to harbouring abuse until the issues are brought into the open.
- Organisations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.
- Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising (thus undermining an organisation's entire portfolio of work, even beyond the scope of the particular project concerned) as well as damaging the reputation of the street children NGO sector as a whole.
- Because the potential for child abuse exists throughout the world, the Consortium for Street Children, as an international network, is ideally placed to promote awareness, sensitisation and standards of child protection and to engage in capacity building on this important issue.

## **I. 9. Who is bound by the Policy?**

The Consortium for Street Children is involved at many levels, both nationally and globally, in working for the rights of street children. Each individual and organisation associated with CSC in any way is held accountable for good practice while working either 'directly' or 'indirectly' with children (see 'definitions', Section I.1). Each will be informed of the policy, and asked to sign a 'Statement of Commitment' to the principles contained herein. This policy will apply to the following three levels previously outlined in Section 1.3:

LEVEL 1: CSC Secretariat

LEVEL 2: CSC UK-based members

LEVEL 3: Overseas organisations and individuals under direct UK responsibility

LEVEL 4: Overseas organisations and individuals under indirect UK responsibility

### **I. 9. 1. LEVEL 1: CSC SECRETARIAT**

#### **a. Staff**

- CSC staff, those with paid full and part-time positions within the organization are bound to the commitment not only to abide by, but also to understand and promote the policies, guidelines, principles and practice of street children's protection in a child rights context. It is crucial that the staff of CSC uphold the highest standards of professional and ethical behaviour while working with CSC, including in their personal lives, because the actions of the staff members reflect the principles of the organisation.
- This document outlines the recruitment procedures for new staff members (see Section II.1).
- The format of management structure is outlined in Section II.3. Direct lines of communication throughout the staff must be implemented and a specific person assigned to be in charge of child protection issues.
- Each staff member will be:

- Required to obtain a Criminal Records Bureau standard disclosure check (if geographical jurisdiction of the CRB applies);<sup>12</sup>
- expected to sign the appropriate Statement of Commitment to CSC’s Child Protection Policy as a condition of employment (see Section III (A));
- expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’;
- expected to provide 2 contacts for referees that can be verified by telephone;
- expected to attend all child protection training provided by the organisation.

**b. Interns and Volunteers**

- CSC interns and volunteers are bound to the commitment not only to abide by, but also to promote the policies, guidelines, principles and practice of street children’s protection in a child rights context. It is crucial that the interns and volunteers of CSC uphold the highest standards of professional and ethical behaviour whilst associated with CSC, including in their personal lives, because the actions of the interns and volunteers ought to reflect the principles of the organisation.
- Because interns and volunteers are often employed temporarily, managers of interns and volunteers must stress the importance of child protection issues during initial induction training, and assess the actions of these workers, as part of the organisation’s general management and monitoring procedures, to ensure the policy provisions are understood and followed correctly.
- A copy of the intern version of CSC’s Child Protection Policy is included in CSC’s Intern Induction Pack which is presented to every intern and volunteer.
- Each intern and volunteer will be:
  - Required to obtain a Criminal Records Bureau basic disclosure check (if geographical jurisdiction of the CRB applies and if timing allows);<sup>13</sup>
  - expected to sign the appropriate Statement of Commitment to CSC’s Child Protection Policy as a condition of working with CSC (see Section III (A));
  - expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’;
  - expected to provide 2 contacts for referees that can be verified by telephone.

**c. Trustees and Other Officers**

- CSC Trustees and other officers (e.g. Company Secretary) are bound to the commitment not only to abide by, but also to understand and promote the policies, guidelines, principles and practice of street children’s protection in a child rights context. It is crucial that the trustees of CSC uphold the highest standards of professional and ethical behaviour whilst associated with CSC, including

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<sup>12</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of standard and enhanced disclosures.

<sup>13</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of standard and enhanced disclosures

in their personal lives, because the actions of the trustees reflect the principles of the organisation.

- A copy of the full version of CSC’s Child Protection Policy is included in CSC’s Trustee Induction Pack which is presented to every trustee and officer.
- This document outlines the recruitment procedures for new trustees (see Section II.1 & Declaration of Qualification for Trusteeship, ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection))
- Each Trustee will be:
  - Required to obtain a Criminal Records Bureau standard disclosure check (if geographical jurisdiction of the CRB applies);<sup>14</sup>
  - expected to sign the appropriate Statement of Commitment to CSC’s Child Protection Policy as a condition of appointment as a trustee (see Section III (A));
  - expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’;
  - expected to provide 2 contacts for referees that can be verified by telephone.

#### **d. Contractors / Consultants**

- Each individual or organisation whose services are used by CSC Secretariat, and which include direct or indirect contact with children<sup>15</sup>, such as consultants or contractors, will be made aware of CSC’s Child Protection Policy by being issued a copy of the consultant / contractor version of the Policy.
- If the type of work carried out involves **direct contact** with children, the following standards shall apply:
  - Each contractor will be:
    - expected to sign the appropriate Statement of Commitment to CSC’s Child Protection Policy as a condition of the contract (see Section III (A)) (whether organisation and individual);
    - required to obtain a Criminal Records Bureau *standard* disclosure check (if geographical jurisdiction of the CRB applies) (applies only to individual contractor);<sup>16</sup>
    - expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’ (applies only to individual contractor);
    - expected to provide 2 contacts for referees that can be verified by telephone (applies only to individual contractor).
- If the type of work carried out involves **indirect contact** with children and/or information regarding children, the following standards shall apply:
  - Each contractor will be:

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<sup>14</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of standard and enhanced disclosures.

<sup>15</sup> See Section I.1 for definition of ‘direct’ and ‘indirect’ contact.

<sup>16</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of standard and enhanced disclosures.

- expected to sign the appropriate Statement of Commitment to CSC's Child Protection Policy as a condition of the contract (see Section III (A)) (whether organisation and individual);
  - expected to sign a personal declaration stating any criminal convictions, including those considered 'spent' (applies only to individual contractor);
  - expected to provide 2 contacts for referees that can be verified by telephone (applies only to individual contractor).
- Individuals and organisations who work for CSC more than once in any one year period are covered by their original Child Protection Policy commitments. Individuals or organisations who carry out work for CSC again after one will be required to recommit to our Child Protection Policy, conforming again with the requirements set out above.
  - If the type of work carried out involves **no contact** with children, and no access to information regarding children, (e.g. office cleaner, accountant, auditor), then no formal procedure is necessary.

#### **e. Responsibility for children brought from overseas to the UK**

- In general, children's participation is best developed by working with children within their own environments and in the context of their own social support structures. Children's participation should be integrated into programming on an ongoing basis as much as possible rather than being confined to participation in one-off events and consultations, especially those that take place outside the child's local context. With this in mind, any decision to invite children to attend events in the UK must be taken in the best interests of the child with serious consideration given to the objectives and implications.
- If the organisation undertakes any initiative (whether in a funding or facilitating role) to bring children from overseas to the UK for any purpose (e.g. attending conferences, exchange visits, consultations), both the organisation as a whole, as well as the individuals entrusted with the direct care of the children are responsible for ensuring compliance with all relevant aspects of this policy. The child / children will be accompanied by a designated chaperone at all times.
- The individuals entrusted with the direct care of the children must:
  - satisfy the procedures listed above in Section I.11.1 including signing the relevant Statement of Commitment to CSC's policy, undergoing standard CRB disclosure (if geographic jurisdiction applies), providing a personal declaration of criminal convictions and 2 contacts for referees that can be verified by telephone;
  - receive a specific briefing - in relation to the exact circumstances of the project - from the organisation's designated child protection person / Officer; this briefing should include refresher training on the organisation's Code of Behaviour, and ample opportunity for clarifying child protection principles and procedures;
  - be provided with contact details for 24 hour emergency support within the organisation for the duration of the child / children's visit, as well as external emergency contact details (e.g. medical).

- Individuals within the organisation who are likely to come into contact with such children in the context of visits from overseas should, in addition to complying with the general policy requirements, receive refresher training on the organisation’s Code of Behaviour.
- Representatives of the organisation shall disseminate and promote copies of the Code of Behaviour in all situations where the organisation is responsible for bringing children in contact with adults<sup>17</sup>

## **I. 9. 2. LEVEL 2: CSC UK-BASED MEMBERS**

Because they are directly associated with CSC, every CSC organisational and individual member, whether working ‘directly’ or ‘indirectly’ with children (see Section I.1 for definitions), is bound to the principles contained in this policy. Specifically:

### **a. CSC’s UK-based *individual* members will be:**

- expected to read the member version CSC’s Child Protection Policy and sign the relevant ‘Statement of Commitment’ attached to this policy document (see Section III (B));
- Required to obtain a Criminal Records Bureau standard disclosure check (if geographical jurisdiction of the CRB applies);<sup>18</sup>
- expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’;
- expected to provide 2 contacts for referees that can be verified by telephone.

### **b. CSC’s UK-based *organisational* members *with* existing child protection policies of their own will be:**

- expected to submit a copy of the policy to CSC Secretariat Child Protection Officer to check compliance with CSC’s essential minimum standards outlined in ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection). CSC Secretariat will then either issue a letter confirming CSC acceptance of the policy, or enter into dialogue with the organisation concerned to negotiate any changes that may be required in order to bring the policy into compliance with CSC’s essential minimum standards;
- expected, in addition, to identify and name a senior individual within the organisation who will be held accountable for reading the member version of CSC’s Child Protection Policy and signing, on behalf of the organisation, the relevant ‘Statement of Commitment’ attached to this policy document (see Section III (C));
- expected to provide CSC Secretariat with the name of a contact person within the organisation for communication on child protection issues.

### **c. CSC’s UK-based *organisational* members *without* an existing child protection policy of their own will be:**

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<sup>17</sup> See also Section II.4

<sup>18</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of standard and enhanced disclosures.

- expected to develop their own child protection policy which conforms to CSC’s essential minimum standards outlined in in ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection..](http://www.streetchildren.org.uk/childprotection..) [*N.B. assistance with this process will be available from CSC Secretariat*]; or
- expected to adapt CSC’s own Child Protection Policy for their own use, ensuring that any adaptation still conforms to CSC’s essential minimum standards outlined in in ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection..](http://www.streetchildren.org.uk/childprotection..) [*N.B. assistance with this process will be available from CSC Secretariat*];
- expected, in addition, to identify and name a senior individual within the organisation who will be held accountable for reading the member version of CSC’s Child Protection Policy and signing, on behalf of the organisation, the relevant ‘Statement of Commitment’ attached to this policy document (see Section III (C)).
- expected to provide CSC Secretariat with the name of a contact person within the organisation for communication on child protection issues.

**d. Organisations and individuals applying for CSC membership will be:**

- expected to read the member version of CSC’s Child Protection Policy and sign the relevant ‘Statement of Commitment’ attached to this policy document (see Section III (F));
- expected, on acceptance into CSC membership, to comply with the relevant requirements for CSC UK-based members as outlined in Sections I.9.2 a, b or c.

**I. 9. 3. LEVEL 3: OVERSEAS ORGANISATIONS AND INDIVIDUALS UNDER DIRECT UK RESPONSIBILITY**

**a. CSC members’ overseas branches and/or direct employees:**

Any organisation based overseas that is a field office / country office / ‘branch’ of a CSC UK-based member organisation, or any overseas individual directly employed by a CSC UK-based member organisation should be considered as an extension of the UK-based organisation and thereby *specifically included in, and bound to, the UK-based member organisation’s existing or intended child protection policy* as set out in Section I.9.2 b & c above. Inclusion of such organisations or individuals into CSC UK-based members’ child protection policies shall be the responsibility of the CSC UK-based member concerned.

**b. CSC direct overseas partners (including recipients of CSC’s Small Grants Scheme)<sup>19</sup>:**

Any overseas organization with which CSC Secretariat enters into a direct relationship is bound to CSC’s Child Protection Policy and guidelines. This includes those who are recipients of CSC’s Small Grant Scheme, capacity building partners and project partners. They will be:

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<sup>19</sup> See definition of ‘partner’ in Section I.1.

- expected to identify and name a senior individual within the organisation who will be held accountable for reading the partner version of CSC’s Child Protection Policy and signing, on behalf of the organisation, the relevant ‘Statement of Commitment’ attached to this policy document (see Section III (D));
- expected to provide CSC Secretariat with the name of a contact person within the organisation for communication on child protection issues.

#### **I. 9. 4. LEVEL 4: OVERSEAS ORGANISATIONS AND INDIVIDUALS UNDER INDIRECT UK RESPONSIBILITY**

##### **a. CSC members’ partners<sup>20</sup>:**

Will *progressively* be expected to comply with CSC’s child protection standards, supported by the capacity building commitment outlined in this policy from both CSC Secretariat and CSC’s UK-based members. (See ‘CSC Statement of intent in relation to Level 4 implementation (implementation of child protection issues for overseas organisations under indirect UK responsibility)’ in Section I.4 and relevant ‘Statement of Commitment’ from CSC members in Section III (C)).

#### **I.9.5 INDIVIDUALS ON PROJECT VISITS<sup>21</sup> (E.G. DONORS, JOURNALISTS, RESEARCHERS AND SPONSORS<sup>22</sup>):**

- Anyone travelling overseas either as a representative of CSC, or where CSC is responsible for that person, e.g. donors, journalists and researchers, and who will have direct or indirect contact with children during the project visit, will be:
  - required to obtain a Criminal Records Bureau standard disclosure check (if geographical jurisdiction of the CRB applies and if timing allows)<sup>23</sup>;
  - expected to sign the appropriate Statement of Commitment to the project visit version of CSC’s Child Protection Policy as a condition of the visit (see Section III (E));
  - expected to sign a personal declaration stating any criminal convictions, including those considered ‘spent’, and declaring any previous investigations or allegations made against them with respect to child protection issues;
  - expected to provide 2 contacts for referees that can be verified by telephone;
  - expected to receive a specific briefing - in relation to the exact circumstances of the visit - from the organisation’s designated Child Protection Officer; this briefing should include training on CSC’s Code of Behaviour and CSC’s Communication Guidelines (including use of images); in the case of journalists, they will also be issued a copy of any additional media guidelines that may be produced in the future.

<sup>20</sup> See definition of ‘partner’ in Section I.1.

<sup>21</sup> I.e. those individuals not covered by other, specific sections of the policy; i.e. ‘researchers’ here would not include paid contractors who would be covered under Section I.9.1.d.

<sup>22</sup> CSC Secretariat does not operate a child sponsorship scheme. However, some CSC UK-based members do operate such schemes. Sample guidelines on child protection issues in relation to child sponsorship are included in ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for reference.

<sup>23</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for information on the CRB and descriptions of basic, standard and enhanced disclosure.

## SECTION II: CSC CHILD PROTECTION POLICY

**Our vision is to build a “child safe organisation”. We will work towards this by developing and implementing policies and procedures, to the best of our ability, to ensure the respect and wellbeing of children who come into contact with our organisation. The implementation of this policy and the guidelines outlined below should be based on a spirit of positive commitment at all times to the best interests of the child.**

**Level 2 organisations (CSC organisational members) will be expected to develop their own child protection policies (if not already in place) that set out similar standards within their own organisational context. See See 'Child Protection Tools' at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for a summarised checklist of these standards.**

This document is required to be reviewed and updated a minimum of once every two years or whenever there is a major change in the organisation or in relevant legislation, to guarantee the best available policies for child protection. This policy is accompanied by a series of tools to assist stakeholders in the understanding and implementation of the standards contained in this policy: see 'Child Protection Tools' at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection).

### II. 1 Personnel Recruitment Procedure

*'The quality of staff will be raised as the standards are put in place and the selection process becomes more rigorous. Employment will not just be geared towards eliminating abusers, but getting the best possible employees for the job.'*<sup>24</sup>

There will be a thorough and standardised process within the organisation that applies to the recruitment of all employees, contractors, trustees, officers, interns and volunteers, whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children. The process shall include:

- Advertisements for vacancies that clearly state that a child protection policy, including screening procedures, is in place.
- A candidate specification that accompanies each job description, against which applicants are judged, to ensure that the best candidate for the job is selected, above and beyond child protection considerations.<sup>25</sup>
- A standard or enhanced disclosure (depending on level of contact with children) through the Criminal Records Bureau<sup>26</sup> (if geographical jurisdiction of the CRB applies). “Police checks will be considered

<sup>24</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, anonymous INGO quotation, p.9.

<sup>25</sup> ChildHope Child Protection Policy, July 2001, section 2.2.

<sup>26</sup> See 'Child Protection Tools' at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection). for information on the CRB and descriptions of standard and enhanced disclosure.

to be valid for 3 years, although repeat police checks should be requested before this time should suspicions arise.”<sup>27</sup>

- The requirement for the potential employee to read, understand and accept compliance with the organisation’s Child Protection Policy and guidelines as part of the terms and conditions of employment. [This process could include signing the appropriate Statement of Commitment as a condition of employment (see Section III (A))].
- The requirement for the potential employee to sign a personal declaration stating any criminal convictions, including those considered ‘spent’.
- The required minimum of two character references (excluding family members and those who have known the applicant personally for less than 2 years<sup>28</sup>) that can be verified by telephone. “If [the] two referees are being used as an alternate arrangement to police checking [i.e. if geographical jurisdiction of the Criminal Records Bureau does not apply] then the existence of the referee must be confirmed [...] and the reference must be taken up.”<sup>29</sup>
- A standardized interview process which includes:
  - One member of the recruitment panel will have undergone recruitment training specifically focussed on the issues of child protection. See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for sample interview questions.
  - Specific questions at interview on child protection and the candidate’s commitment to, and respect for, child protection policies and procedures as well as the candidate’s motivation for working with children.
  - Attentiveness to anything suspicious in employment history (including gaps), and the use of telephone references to clarify any areas of concern.
- In the case of trustee recruitment, applicants should be required to sign a general ‘Declaration of Qualification for Trusteeship’ which should include specific mention of compulsory compliance with the organisation’s child protection policy (see ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection)).

## II. 2 Education and Training

The organisational atmosphere will encourage opportunities to question and learn about child protection issues. There will be opportunities within the organisation to develop and maintain the necessary skills and understanding to safeguard children<sup>30</sup>. The opportunities shall include:

- An induction process for all employees, contractors, trustees, officers, interns and volunteers which includes: familiarisation with the Child Protection Policy and procedures<sup>31</sup>; opportunities to learn

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<sup>27</sup> Sense International Child Protection Policy, section 4.4.2.7.

<sup>28</sup> Adapted from Sense International Child Protection Policy, section 4.4.2.5.

<sup>29</sup> Adapted from Sense International Child Protection Policy, section 4.4.2.6.

<sup>30</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training) definition

<sup>31</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training), Criteria 8.1

about the nature of abuse, the effects of abuse and how to recognise and respond to concerns about child abuse<sup>32</sup>; information and support on who to contact in the event of any concerns about child protection issues.

- New employees, contractors, trustees, interns and volunteers should receive child protection training as soon as possible (and at least within 3 months) of taking up their position.
- Existing employees, contractors, trustees, interns and volunteers should receive child protection training within a designated time period (and at least within 3 months) of the Child Protection Policy coming into force.
- Employees, contractors, trustees, officers, interns and volunteers who will have direct contact with children either in the UK (e.g. through school or youth group contact) or overseas (e.g. through project visits) must be fully trained on the organisation's behaviour protocols and guidelines and must be clear on who to contact in the event of any concerns.
- Employees, contractors, trustees, officers, interns and volunteers who have access to information about children such as personal contact information, including their address, specific cases or incidents, or any other details of a child's personal life must be trained to fully understand what constitutes acceptable and unacceptable sharing of information regarding children.
- "It is recognised that lengthy training can be an additional burden on volunteers or on staff who work part time. Where possible, these limitations should be recognised and arrangements made to deliver the training in as accessible way as possible."<sup>33</sup>
- It is recognised that this training and the topic of child abuse are of a sensitive nature and may raise personal issues for our staff. It is not our wish to upset our staff and so CSC will endeavour to offer staff individual support or refer them to agencies with experience supporting survivors of child abuse or other members of staff who are finding child protection training challenging.<sup>34</sup>
- A constant re-evaluation of circumstances regarding training and policy procedures will be administered, assuring a constant, up-to-date awareness of child protection issues within the organisation.

## II. 3 Management Structure

There will be a specific management process adopted in order to facilitate implementation of the child protection policy and procedures. The structure shall include:

- The organisation will have open lines of communication where understanding abuse and listening and responding to concerns are the main priority. It will create an atmosphere of support and encouragement for those who feel it necessary to report concerns, as child protection is a difficult issue to confront. It will promote a positive environment for giving and receiving feedback.

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<sup>32</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training), Criteria 8.2

<sup>33</sup> Sense International Child Protection Policy, section 4.4.4.5.

<sup>34</sup> Adapted from Learning for Life draft Child Protection Policy, September 2005 and Sense International Child Protection Policy, Section 4.4.4.6

- The management will reflect the organization’s core principles and values, upholding a professional approach toward child protection issues and demonstrating awareness of matters of abuse.
- Trustees must take responsibility to assure themselves that the organisation’s Child Protection Policy is being implemented.
- A person who is responsible for the implementation of the child protection policy will be designated. This role should reflect the nature and structure of the organisation and the person should have sufficient seniority and support to carry out the role. At each appropriate level or setting in the organisation there should be a named person/s to whom people can talk about child protection matters.<sup>35</sup>
- The responsibilities of the designated child protection person in an organisation may include:
  - Promoting awareness and implementation of the policy throughout the organisation.
  - Monitoring implementation of the policy and reporting annually to the organisation’s trustees / management board.
  - The development of child protection training resources as required.
  - Maintaining knowledge of best practice and statutory requirements.<sup>36</sup>
- Ongoing supervision, monitoring and support of individuals working directly with children, or with direct access to information on children will be integrated into the regular schedule of the supervisor / line manager.
- Regular, formal staff evaluations will include an opportunity to discuss child protection issues.
- Regular internal and external project inspections are recommended to ensure objectivity and transparency. External monitoring and feedback is not only beneficial as a child protection measure, but also as a way to constantly reevaluate the structures and efficiency of an organisation’s programmes and projects as a whole.
- The disclosure of personal information about children, including legal cases, should be limited to those employees, contractors, trustees, officers, interns and volunteers who need to know.

## II. 4 Behaviour Protocols

- There is a Code of Conduct appropriate to the circumstances of the organisation to protect any child from abuse. The Code of Conduct includes guidance on appropriate / expected standards of behaviour of adults towards children, and also of children towards other children<sup>37</sup>.
- The Code shall be prominently displayed / easily accessible for all organisation representatives.

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<sup>35</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 2 (Procedures and systems), Criteria 2.4.

<sup>36</sup> Adapted from Tearfund Child Protection Policy, May 2001, Part Two (Implementation Plan – Child Protection Officer).

<sup>37</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 4 (Codes of practice and behaviour), Criteria 4.2 and 4.3.

- Representatives of the organisation shall disseminate and promote copies of the Code of Conduct in all situations where the organisation is responsible for bringing children in contact with adults<sup>38</sup>.

## CSC Code of Conduct<sup>39</sup>

- **The Code of Conduct** should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration.
- CSC staff must make an attempt to understand the local norms around physical contact between children and adults.
- **Minimising risk situations:**
  - **Try to:** avoid placing yourself in a compromising or vulnerable position; be accompanied by a second adult whenever possible; meet with a child in a central, public location whenever possible; immediately note, in a designated organisational Child Protection Log Book or incident report sheet, the circumstances of any situation which occurs which may be subject to misinterpretation; keep in mind that actions, no matter how well intended, are always subject to misinterpretation by a third party.
  - **Try not to** be alone with a single child, including in the following situations: in a car (no matter how short the journey); overnight (no matter where the accommodation); in your home or the home of a child. Do not show favouritism or spend excessive amounts of time with one child.
- **Sexual behaviour:**
  - **Do not:** engage in or allow sexually provocative games with children to take place; kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way; sleep in the same bed as a child; do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming; encourage any crushes by a child.
- **Physical behaviour:**
  - **Do:** wait for appropriate physical contact, such as holding hands, to be initiated by the child.
- **Psychosocial behaviour:**
  - **Do:** Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.
  - **Do not:** use language that will mentally or emotionally harm any child; suggest inappropriate behaviour or relations or any kind; act in any way that intends to embarrass, shame, humiliate, or degrade a child; encourage any inappropriate attention-seeking behaviour, such as tantrums, by a child; show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

<sup>38</sup> E.g. In situations where the organisation is responsible (either in terms of funding or operational partnership) for field visits / consultations with children as part of overseas or UK conferences, all participants shall be provided with a copy of the Code of Conduct. Participants shall also have the opportunity to discuss any issues arising with a representative of the organisation.

<sup>39</sup> These behaviour guidelines are based on the child protection policies of World Vision, Save the Children UK, Tearfund, Sense International and Learning for Life.

- **Peer abuse:**

- **Do:** be aware of the potential for peer abuse; develop special measures / supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).
- **Do not:** allow children to engage in sexually provocative games with each other.

- **Physical environment:**

- **Do:** develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g. for projects based near water, heavy road traffic, railway lines).

## II. 5 Communication Guidelines<sup>40</sup>

*“Street children are not just outlaws or waifs appearing in photographs as part of the urban scenery. They are human beings, each with their own history, problems, necessities and hopes...they are not objects of concern, but individual children who are subjects of human rights.”<sup>41</sup>*

- Access to printed and electronic personal information about children should be restricted to the minimum number of people who need to know within the organisation. Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk should not be used on the organisation’s website or in any other form of communication for general or public purposes.<sup>42</sup> Any youth web forum that may be established should be monitored closely to ensure that children do not place identifying information about themselves on it. Any such information will be removed by CSC staff as soon as they are aware of it.
- Every child has a right to be accurately represented through both words and images. The organisation’s portrayal of each child must not be manipulated or sensationalized in any way. Children must be presented as human beings with their own identity and dignity preserved. Text and images included in any print, broadcast or electronic materials such as brochures, publications, reports, videos or websites should depict an accurate and balanced depiction of children and their circumstances. Sufficient information should be provided where possible as to their social, cultural and economic environment. Where children are indeed ‘victims’, the preservation of the child’s dignity must nevertheless be preserved at all times. In these circumstances, ‘before’ and ‘after’ pictures are useful to depict a balance between victimisation and empowerment.
- As far as possible, people [including children] should be able to give their own accounts rather than have people speak on their behalf, and people’s [including children’s] ability to take responsibility and action for themselves should be highlighted.<sup>43</sup>

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<sup>40</sup> The majority of these guidelines are based on the following sources: Code of Conduct: Images and messages relating to the Third World, Liaison Committee of Development NGOs to the European Union, April 1989, *Practical Guidelines*; World Vision Guidelines on the Use of Images and Messages Relating to the Developing World; World Vision Child Protection Policy.

<sup>41</sup> Judith Ennew, ‘Why the Convention is Not About Street Children’, in *Revisiting Children’s Rights: 10 years of the UN Convention on the Rights of the Child*, Kluwer Law International, 2000, p. 180.

<sup>42</sup> See ‘Child Protection Tools’ at [www.streetchildren.org.uk/childprotection](http://www.streetchildren.org.uk/childprotection) for Guidelines on Child Sponsorship Programmes.

<sup>43</sup> World Vision Guidelines on the Use of Images and Messages Relating to the Developing World, No. 3.

- Avoid:
  - Language and images that could possibly degrade, victimise or shame children;
  - Making generalisations which do not accurately reflect the nature of the situation;
  - Discrimination of any kind;
  - Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible).
- In images, children should be appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative.
- Always ask permission from the child / children themselves before taking photographs or moving images except under exceptional circumstances, based on the child / children's best interests, where this might not be possible or desirable.
- To the greatest extent possible, the organisation should acquire informed consent / the permission of the child, child's guardian and/or NGO responsible for the child in order to use the image for publicity, fundraising, awareness-raising or other purpose (which should be made clear to the consent-giver).
- Individuals or organisations requesting the use of your organisation's resources such as photographs should be required to sign an agreement with your organisation as to the proper use of such materials. The agreement could include a statement that any use of such materials for purposes other than what is agreed upon could subject the borrowing individual or organisation to legal action. Furthermore, failure to adhere to the agreed use of the material will result in the immediate termination of your organisation's permission to use the subject materials and/or require immediate return of all materials (including any copies made) provided by the organisation.<sup>44</sup>

## II. 6 Reporting and reaction protocol

There is a process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the Child Protection Policy which is made available to, and understood by, all employees, contractors, trustees, officers, interns and volunteers. For organisations working directly with children, children themselves should be made aware, in a language and age-appropriate way that they understand, what to do if they feel uncomfortable and want to report something. The process includes:

- The guiding principle that the best interest of the child, the need to ensure the immediate physical and psychological safety of the child, and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns.<sup>45</sup> Child abuse aims to disempower children. CSC aims to restore that empowerment by allowing children to govern as much as possible decisions regarding action that is taken in light of concerns or allegations.<sup>46</sup>
- Guidance on dealing with allegations from a child that ensure that the child is treated with respect:

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<sup>44</sup> Adapted from World Vision Child Protection Policy, section 8.4.

<sup>45</sup> Adapted from Tearfund Child Protection Policy, May 2001, Section D (Responding).

<sup>46</sup> Adapted from Learning for Life draft Child Protection Policy, September 2005.

### **Allegations from a child<sup>47</sup>**

- When a child informs you that he/she is uncomfortable or concerned with a specific person's (adult or child) behaviour towards them or another child, the following steps must be taken:
  - Reassure them that they were right to report the behaviour.
  - Listen carefully and calmly to them and ask questions to clarify the allegation so that you will be able to later report the incident correctly.
  - During the conversation, try not to repeat the same questions to the child, as this gives the child the impression that they did not give correct information the first time and they are not fully believed.
  - Do not promise secrecy to the child. Inform the child that you must report the incident or inappropriate behaviour as it is in their best interest.
  - Take proper steps to ensure the physical safety and psychological well being of the child. This may include referring them for medical treatment or to a psychologist.
  - Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
  - Do not permit personal doubt to prevent you from reporting the allegation to the proper supervisor.
  - Let the child know what you are going to do next and that you will let them know what happens.<sup>48</sup>
- Guidance on confidentiality and information sharing which clarifies that the protection of the child is the most important consideration<sup>49</sup>. This includes a standardised system for reporting incidents, concerns and referrals and storing these securely.<sup>50</sup> 'Records should be signed and dated. [...] Records must be kept securely in a locked place to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information – verbally, through the mail, electronically, etc. – should be done in such a way that confidentiality is maintained.'<sup>51</sup>
  - The organisation must take appropriate steps within its power to protect the child / children in question from further harm. If your concerns involve immediate harm to a child, act without delay, as inaction may place the child in further danger. If you know any information about the maltreatment of a child, it is your responsibility to tell someone. All employees, contractors, trustees, officers, interns and volunteers must therefore act immediately and report suspicions, however uncertain, to the designated person (or alternate designated person) in accordance with the organisation's reporting procedure (refer to flowchart and response form). The designated person may in turn seek guidance on further action in the local context (if overseas) or from local social services and the police (if in the UK).
  - 'In certain instances there will be the obligation for the organisation and its staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting

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<sup>47</sup> Based largely on Tearfund Child Protection Policy, May 2001, Section C.

<sup>48</sup> Anti-Slavery International draft Child Protection Policy, Oct 2002, 'Raising and reporting of child abuse'.

<sup>49</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training), Criteria 2.7.

<sup>50</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training), Criteria 2.5.

<sup>51</sup> Save the Child UK Child Protection Policy, 1999, Section 5.5 (confidentiality).

procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure'.<sup>52</sup>

- Relevant contact details for child protection services, local social services department, police, emergency medical help and helplines (e.g. NSPCC) will be readily available and easily accessible to organisation representatives.
- Arrangements will be made for providing supervision and support to employees, contractors, trustees, interns and/or volunteers during and following an incident or allegation.<sup>53</sup>
- **Action in the UK:** 'The responsibility for investigating allegations of child abuse in the UK (and many other countries) rests with the Police and local Social Service Department. The [organisation's designated child protection person / officer] will usually seek the advice of the Social Services, Police or NSPCC in deciding whether a formal referral to Social Services is necessary. Police and Social Services procedures will then be followed. If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded. The decision not to report in such circumstances should be unanimously approved by the [relevant management personnel – e.g. Executive Director, Operations Director, the Child Protection Officer and the appropriate Leadership Team member for the area concerned]'.<sup>54</sup>
- **Action overseas:** 'In some cases further communication with the host will be considered appropriate. The focus of this further communication will usually be to ensure that the host is aware of the concerns raised. It may also be to seek further clarification of the host's Child Protection Policies and procedures. In the case of some hosts it may be appropriate to suggest or offer support in helping them to develop appropriate policies and procedures'.<sup>55</sup>
- See 'Child Protection Tools' at [www.stretchchildren.org.uk/childprotection](http://www.stretchchildren.org.uk/childprotection) for the **reporting form**.

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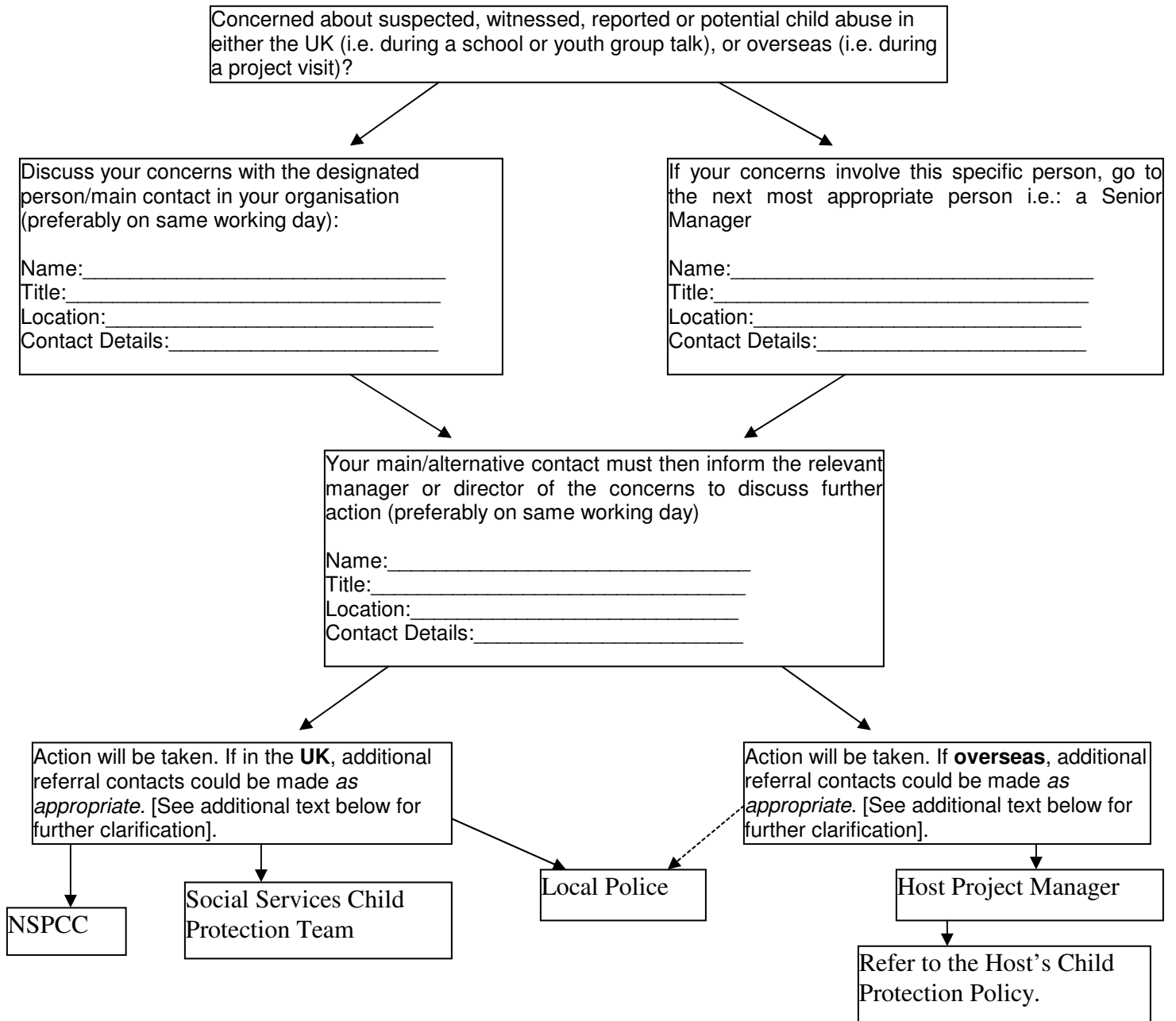
<sup>52</sup> Tearfund Child Protection Policy, May 2001, Section C (Reporting - Making Reports).

<sup>53</sup> *Setting the Standard: A common approach to Child Protection for international NGOs*, Standard 8 (Education and Training), Criteria 9.5. See also Sense International Child Protection Policy, section 5.3 for detailed guidelines on providing support.

<sup>54</sup> Tearfund Child Protection Policy, May 2001, Section D (Responding).

<sup>55</sup> Tearfund Child Protection Policy, May 2001, Section D (Responding).

## Management Flowchart for Reporting Suspected Abuse<sup>56</sup>



<sup>56</sup> Based on tools and resources found in the child protection policies of SENSE International, Save the Children UK and Tearfund. 'Host' refers to all organisations where staff and others are visiting or working.

## II. 7 Ramifications of Misconduct

- If an allegation of a violation of the policies, guidelines, principles or practice of child protection is made concerning a named individual from a verifiable source against any employee, contractor, trustee, officer, intern or volunteer, they may be suspended from all activity / association with CSC pending the outcome of an independent investigation. Staff will continue to receive full pay during this time.
- Depending on the outcome of the independent investigation: ‘If it comes to light that anyone associated with [the organisation] commits acts in relation to children – whether within or outside the context of [the organisation’s] work – which are criminal, grossly infringe children’s rights, or contravene the principles and standards contained in this document, *the organisation will take immediate disciplinary action and any other action which may be appropriate to the circumstances*’. This may mean, for example, for:
  - Employees – disciplinary action / dismissal
  - Volunteers, trustees, officers and interns – ending the relationship with the organisation
  - Partners – withdrawal of funding / support
  - Contractors – termination of contract
- ‘Depending on the nature, circumstances and location of the case, [the organisation] will also consider involving authorities such as the police to ensure the protection of children and criminal prosecution where this is appropriate.’<sup>57</sup>
- The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process.

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<sup>57</sup> Adapted from Save the Children UK Child Protection Policy, 1999, Section 1.4 (Responsibilities Under this Policy)

# SECTION III: STATEMENTS OF COMMITMENT

## STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

### VERSION A:

**CSC Secretariat – staff, contractors, trustees, officers, interns and  
volunteers**

"I, \_\_\_\_\_[name]\_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while working with the Consortium for Street Children.

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Job title / role)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

## **VERSION B:** **CSC individual member**

"I, \_\_\_\_\_[name]\_\_\_\_\_, as an individual member of the Consortium for Street Children, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while associated with the Consortium for Street Children.

\_\_\_\_\_  
*(Print name)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

# STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

## VERSION C: CSC organisational member

"I, \_\_\_\_\_(name)\_\_\_\_\_, on behalf of \_\_\_\_\_(organisation)\_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Protection Policy. \_\_\_\_\_(Organisation)\_\_\_\_\_ agrees with the principles contained therein and accepts the importance of implementing child protection policies and practice in its work while a member of the Consortium for Street Children.

On the understanding that CSC will offer support for this implementation, \_\_\_\_\_(organisation)\_\_\_\_\_ commits to:

\* submitting its existing child protection policy to CSC for assessment against the criteria contained in Appendix 1; (or)

\* developing its own child protection policy for implementation in the UK, in conformity with the essential minimum components outlined in Appendix 1.

(\* delete as applicable)

\_\_\_\_\_ (Organisation) \_\_\_\_\_ is open to working with CSC to explore the implications of this policy for its overseas partners, and to work together to build our mutual capacity to develop and implement child protection policies and practice.

The designated contact person within \_\_\_\_\_ (Organisation) \_\_\_\_\_ responsible for communication with CSC on child protection issues is \_\_\_\_\_ (name of individual) \_\_\_\_\_ .

**Senior organisation representative:**

**Child protection contact person:**

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Job title / role)

\_\_\_\_\_  
(Job title / role)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

## **VERSION D:** **CSC direct overseas partner**

"I, \_\_\_\_\_(name)\_\_\_\_\_, on behalf of \_\_\_\_\_(organisation)\_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Protection Policy. \_\_\_\_\_(Organisation)\_\_\_\_\_ agrees with the principles contained therein and accepts the importance of implementing child protection policies and practice in its work.

\_\_\_\_\_ (Organisation) \_\_\_\_\_ is open to working with CSC to explore the implications of this policy for our organisation, and to work together to build our mutual capacity to develop and implement child protection policies and practice while associated with the Consortium for Street Children.

The designated contact person within \_\_\_\_\_ (Organisation) \_\_\_\_\_ responsible for communication with CSC on child protection issues is \_\_\_\_\_ (name of individual) \_\_\_\_\_ .

**Senior organisation representative:**

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Job title / role)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Job title / role)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Child protection contact person:**

# CSC Child Protection Policy

## STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

### VERSION E:

**Individuals on project visits (e.g. donors, journalists, researchers and sponsors)**

"I, \_\_\_\_\_[name]\_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while associated with the Consortium for Street Children.

\_\_\_\_\_

*(Print name)*

\_\_\_\_\_

*\*(Job title / role)*

\_\_\_\_\_

*(Signature)*

\_\_\_\_\_

*(Date)*

*\*(delete as applicable)*

# CSC Child Protection Policy

## STATEMENT OF COMMITMENT

to Consortium for Street Children's Child Protection Policy

### **VERSION F:** **Organisation or individual applying for CSC membership**

I, \_\_\_\_\_(name)\_\_\_\_\_, [\*on behalf of \_\_\_\_\_(organisation)\_\_\_\_\_], have read and understood the standards and guidelines outlined in this Child Protection Policy. \*I / [\_ (organisation)\_] agree/s with the principles contained therein and accept/s the importance of implementing child protection policies and practice should \*I / [\_ (organisation)\_] be accepted as a member of the Consortium for Street Children.

\*I / [\_ (organisation)\_] understand/s that, if accepted as a member of CSC, \*I / [\_ (organisation)\_] will be expected to comply with the policy as outlined in Section I.10.2 ('CSC's UK-based members') and that this will involve signing the relevant Statement of Commitment outlined in Appendix 11 (B) (for individuals) or 11(C) (for organisations).

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
\*(Job title / role)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(\* delete as applicable)