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GENERATION HUMANAIRE



Child Safeguarding Policy

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Statement Triangle

Génération Humanitaire

TGH commits to creating a safe environment for its employees and beneficiaries.

TGH is particularly concerned with protecting children from any acts of abuse or exploitation committed by humanitarian actors against children, whether these children are beneficiaries of its actions or not.

The aim of the TGH Child Safeguarding Policy (CSP) is to ensure that TGH projects, employees and all other persons who work with or in the name of TGH do no harm to vulnerable groups, in particular children, and to ensure any cases of inappropriate conduct are identified, reported and processed appropriately and in good time.

TGH complies with the United Nations Convention on the Rights of the Child and the five following principles:

I. Rights of the Child: All TGH employees must respect and promote the rights of the child. Staff must first and foremost protect the right of every child to be safe, free of the risk of abuse or exploitation, and must constantly act in the best interests of the child.

II. Zero tolerance: TGH will not tolerate any form of abuse perpetrated by its employees against the beneficiaries of its programmes and will take all necessary measures in the event of non-compliance with this Child Safeguarding Policy.

III. Risk management: TGH takes care to ensure the risks are identified and minimised, from the preparation phase through to the implementation of its activities.

IV. Collective responsibility: The successful implementation of the Child Safeguarding Policy is the individual and collective responsibility of all TGH employees. TGH will take care to ensure that the programmes of its partner organisations also comply with international protection standards.

V. Duty to report: Any suspected or proven violation of this Code of Conduct must be reported immediately to the TGH line manager or Child Safeguarding Referent. These reports must be treated with the utmost confidentiality throughout their processing.

Application and use

The TGH Child Safeguarding Policy is designed to be used as a practical guide. It is therefore an evolving document which needs to be reviewed on a regular basis. This policy concerns all of the organisation's employees regardless of whether their specific mission involves direct contact with children or not. They must familiarise themselves with the policy and accept it by signing the enclosed Code of Conduct. This policy must be followed by all members of staff throughout the duration of their employment contract, both during and outside of working hours.

The TGH Child Safeguarding Policy applies to all our national operational partners, external consultants, and suppliers who are bound to comply with and sign the Code of Conduct (see appendix).

This Child Safeguarding Policy aims to alert TGH staff to the risks in this area, as well as the associated sanctions, by setting out the basic rules which they must all be aware of and comply with. It is also intended to prompt the employees of TGH and its operational partners to think about their behaviour and actions and the eventual repercussions these might have.

Application of The TGH Child Safeguarding Policy is mandatory and any failure to comply with the policy will have consequences.

Main definitions

Child protection: Designates the type of programming actions that individuals, organisations, countries and communities implement to prevent and respond to abuse, neglect, exploitation and violence against children, and which occur in their surrounding environment, for example, in the home or community. These are harms caused by someone or something external to our organisation.

Safeguarding children: This refers to the responsibility of organisations to ensure their staff, activities and programmes do not harm children in any way, i.e. do not expose children to a risk of harm or abuse and that any concerns regarding child protection in the communities in which the organisation ope-

rates are reported to the relevant authorities. “Do no harm” is the principle underpinning the humanitarian sector but this also applies to development work. This principle refers to organisations’ responsibility to limit the harm they may inadvertently cause through the activities of their organisation.

A child: According to the United Nations Convention on the Rights of the Child (UNCRC), a child is “*a human being below the age of eighteen years.*” However, in some countries, children are considered to be adults before the age of eighteen years old.

The best interests of the child: Generally speaking, the term “best interests” describes the well-being of a child - their physical and emotional security and their right to the fullest possible development. The child’s best interests must be a key criterion (but not the only one) on which any decision in this area is made, and the least harmful course of action must always be prioritised.

Child sexual abuse: “*Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to: the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performance and materials.*” (WHO, 1999).

The recent development of adults using technology, such as the internet, to groom children to meet them in person or participate in virtual sexual acts also constitutes sexual abuse.

Physical violence against children: Physical violence is evidenced when physical force is used against a child causing them injury or harm. It includes, but is not limited to, blows, shaking, strangling, burns, poisoning, choking and severe corporal punishment.

Maltreatment and exploitation of children: Maltreatment and neglect of children defined by the World report on violence and health as “*...all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and*

commercial or other exploitation, which results 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.” (WHO, 1999 and 2002).

Psychological/emotional violence: Persistent psychological maltreatment which affects a child's psychological development. Emotional or psychological violence includes restricting a child's movements, denigration, ridicule, bullying (including cyber-bullying) threats, intimidation, discrimination, rejection, mockery and other non-physical forms of hostile treatment.

Operational measures¹

1 - Designating Child Safeguarding Referents²

The Child Safeguarding Referents are the same as for PSEA (Protection from Sexual Exploitation and Abuse).

Great care should be taken when appointing the Referents and Focal Points to ensure equal representation of men and women.

The CS/PSEA Referents and Focal Points are designated on a voluntary basis.

CS/PSEA Referents

At TGH headquarters, two Referents are appointed for Child Safeguarding and PSEA prevention and response: the Technical Referent for Protection and Education and a member of the Human Resources department.

The headquarters Referents ensure the dissemination and proper application of the Child Safeguarding and PSEA policies.

In the field, one Referent will be designated amongst the expatriate team.

The mission Referents appoint the Focal Points and coordinate the implementation of Child Safeguarding and PSEA policies in the field.

CS/PSEA Focal Points

In the field, depending on the configuration of the offices and teams, one or more CS and PSEA Focal Points will be appointed by the Referents.

1 - The tools mentioned are available in the CS/PSEA toolbox and can be accessed on the TGH intranet

2 - ToR Referent and Focal Point

The CS/PSEA team must include at least one national staff member and ensure fair representation of the different languages spoken in the areas of intervention.

The role of each CS/PSEA Focal Points must be included in their job description. The Focal Points are responsible supporting the implementation of CS/PSEA related policies and activities and are coordinated by the CS/PSEA Referent in the field.

2 - Prevention

TGH is committed to implementing robust measures to ensure the safeguarding of the children the organisation and its partners work with:

- Training for staff working on child protection programmes
- Specific recruitment procedures for staff working in contact with children
- Awareness-raising on violence against children, particularly child-to-child violence
- Distribution of the Child Safeguarding Policy to all TGH employees
- Distribution of the Protection against Sexual Exploitation and Abuse Policy (PSEA) to all TGH employees
- Signature of the CS Code of Conduct by partner organisations involved in protection programmes

Risk assessment

Designing and implementing safe programmes

- Take child safeguarding into account at each stage of the project cycle, from design through to implementation, monitoring and evaluation.
- Ensure staff in positions where they are required to work directly with children are trained and qualified. Ensure children are properly supervised at all times.
- Conduct risk assessments for projects which involve children directly, prior to the project launch. Ensure the mitigated risks are at safe levels before beginning any activities.
- Include child protection measures as an activity in the project where possible, through educational and academic projects, for example.

- Ensure the needs and objectives child protection training are explicitly taken into account in project proposals.
- As far as possible, the budgets should include funding lines for child safeguarding capacity building and awareness-raising.

Recruitment³

- Job advertisements, job descriptions and terms of reference clearly indicate the required level of contact with, or responsibility for, children. Procedures for safer recruitment are implemented based on this level.
- Statements of commitment and responsibility in relation to child safeguarding are included in job advertisements, job descriptions, terms of references, employment contracts and questions about child protection are asked at interview.
- Conduct checks when taking references by asking relevant child safeguarding questions according to the level of contact with children.
- In compliance the legislation in force, for programmes involving minors, and where this possible within a reasonable timeframe, employees should provide a copy of their criminal record. If this is impossible a sworn statement will be required stating that the person concerned has no record of offences against minors.

Employees sign employment contracts which include the TGH Policies and Code of Conduct which constitute contractually binding appendices.

Awareness-raising and training of TGH staff

- Provide awareness-raising for all staff members on child safeguarding when they join the organisation. New members of staff are required to sign a document attesting that they have received, understood and committed to complying with the Child Safeguarding Policy and Code of Conduct (see appendix).
- Train new staff members holding key positions with regard to child protection; refresher training should be scheduled after one year in the role.⁴

3 - Guidelines for Safer Recruiting

4 - PSEA/CS database

- Help our partners to implement child protection measures and ask them to comply with our policy if they do not have one of their own
- Train our partners in child protection, our CS policy and their responsibilities.
- Display the TGH Child Safeguarding Policy in all our offices and any facilities in the community where children and their families are in contact with our organisation. Display the policy in the appropriate language and in language suitable for children.
- Ensure that children and their families are informed about how to report any violations of the Child Safeguarding Policy and Code of Conduct. Ensure the reporting mechanisms are written in the appropriate language(s) and are secure and accessible⁵

Media and communications

- Obtain informed consent from the person responsible for the child and/or the informed authorisation of the child before creating or using any visual, audio or written information about them for official communications.⁶
- Protect the private lives of children by ensuring you never use their real names or locations in official communications. Do not share any details about them which could be used to locate them.
- Do not share or use any information (visual, audio, written) about the children or their family, obtained in the context of professional activities, on personal social media accounts (e.g. Instagram, Facebook, Snapchat etc.). This specifically includes their name, photos, location or any other personal details.
- Hire media partners to work with us and ensure they have read, understood and signed the Child Safeguarding Policy.

5 - CS-TGH display
6 - Parental Consent

3 - Reporting mechanism

Any allegation or suspicion of potentially illegal or inappropriate behaviour must be reported immediately.

Who can file a report?

The following people can file a report:

- The beneficiaries of the projects implemented by TGH and its partners
- TGH staff members
- The official representatives of TGH partner organisations
- Individual staff members of TGH partner organisations
- Other stakeholders involved in implementing TGH's activities, namely local leaders, civil servants, entrepreneurs and representatives of other NGOs

How to file a report?

A dedicated email address, accessed only by the two headquarters CS/PSEA Referents, is available to complainants who wish to express their concerns independently of the hierarchical chain of command and in the strictest confidence:

stopabuse@trianglegh.org

Complainants can also file their report via any other means available to them, notably the Feedback and Complaints Mechanism (FCM) in place in the field. Complainants can report an incident by telephone, letter, email, or verbally either to a Focal Point, Referent, and/or the TGH Country Director, or any TGH staff member who will then be responsible for passing on the report to a Focal Point, Referent, and/or Country Director.

Each mission must put into place a dedicated phone line for complaints. The number for this phone line must feature in all the display materials produced in relation to CS/PSEA.

In every TGH office (coordination and bases), display materials specific to the Child Safeguarding Policy should be displayed to inform complainants about the methods available for reporting an incident. These display materials must be produced in the local language(s).⁷

7 - CS-TGH display

TGH also encourages implementing other methods for reporting a complaint according to the mission context and setting: email address, complaints box, identifying a specific location and time at the TGH office when complaints can be received in person, community discussion groups etc.

4 – Processing reports⁸

In the event of an incident, TGH must follow the reporting procedures which ensure the security of the person filing the report and that the victims are provided with the appropriate care and protected.

If the incident involves an employee of TGH or a partner organisation, it will be followed-up to establish the full facts and determine if any disciplinary action is required or any other appropriate measures should be taken.

The procedures and tools for processing these reports are the same as the PSEA mechanism.

Duty to report

Any allegation or suspicion of potentially illegal or inappropriate behaviour brought to the attention of a TGH employee or which takes place in their presence, must be reported by the employee to a Focal Point or Referent, and/or the Country Director.

The mission CS/PSEA Referent will pass on the report to the CS/PSEA Referents at TGH headquarters.⁹

If you have a doubt about behaviour you have witnessed for yourself or heard about second-hand, you should speak to the CS/PSEA Referent and/or with a Focal Point, who will guide you through the process.

If the behaviour in question concerns either of these people themselves, you can contact the Country Director or the TGH headquarters CS/PSEA Referents directly.

If you are not comfortable reporting the incident via this procedure, you can use the email address stopabuse@trianglegh.org

Remember: You have a duty to report any suspicion of inappropriate behaviour immediately.

8 - PSEA-Complaint Referral Chart
9 - Form for filing a SEA report

Confidentiality

All reported incidents are processed in the strictest confidence, in order to protect the victims, complainants and any potential witnesses and ensure the principle of the presumption of innocence is upheld.

In some cases, it might be necessary to inform a third-party, this will be decided on a case-by-case basis and with the complainant's consent where possible.

When processing reported incidents, it is important to take into account the specificities of each case and the risks to which the parties concerned are exposed.

Verification of reported incidents¹⁰

TGH will use all means necessary to investigate the reported incidents.

Depending on the severity and complexity of the case, TGH may choose to externalise the investigation by calling on specialised external resources.

Depending on the severity of the case, TGH will call on the national and/or international police, in particular when:

- More than one incident has been reported
- The inappropriate behaviour is repeated
- The behaviour in question raises serious concerns

Before referring the case to the relevant authorities, the Country Director and/or the mission CS/PSEA Referent will contact the CS/PSEA Referents at TGH headquarters.

The CS/PSEA Referents will immediately inform the desk concerned as well as the TGH Directors.

A crisis centre will then be set up following procedures similar to those used in the event of a security incident.

Listening to and referring victims

Careful attention will be paid to providing child victims with a safe space in which they can express themselves.

¹⁰ - Policy and procedures for PSEA investigations

The safety and best interests of the child are the most important considerations when dealing with concerns or incidents relating to the Child Safeguarding Policy and Code of Conduct.

Depending on the situation, victims should be referred to the appropriate, specialist services (medical, social, legal, police to file a report or press charges etc.). All child victims of abuse will receive the care required, supported by child protection professionals trained to handle such cases.

Every area of intervention (capital and bases) must produce a list of available services.¹¹

Disciplinary Procedures

As stated in the Child Safeguarding Policy and in compliance with TGH's internal rules of procedure, any employee who contravenes TGH's policies or engages in inappropriate behaviour will face sanctions ranging from a written warning through to termination of their employment contract without notice or compensation.

If the suspicions concern criminal acts, the case will be reported to the police by TGH management, or by delegation, the TGH Country Director.

For each SEA report a referral and follow-up report will be produced at the end of the investigation.¹²

5 - Monitoring¹³

At least once a year, TGH's compliance with the Child Safeguarding Policy procedures and standards must be controlled by the headquarters CS/PSEA Referents:

- Monitoring and examination of the implementation of the policies and updating of policy content, if necessary by the mission CS/PSEA Referent and the Country Director, to ensure the measures recommended by TGH for the effective dissemination and understanding of its Child Safeguarding Policy are followed in practice.
- Availability of the policies in local/regional/national languages to ensure they are understood by all stakeholders (TGH teams and partner teams).
- The translations of the policies are on public display in the TGH offices

11 - PSEA/CS Service Mapping

12 - Referral and follow-up report

13 - PSEA Mechanism Evaluation Grid

(coordination and field offices).

- Identification of CS Referents and Focal Points at coordination/base level.
- Awareness-raising for all stakeholders and staff on child protection issues through workshops and/or interactive training, updating of the database: Training/Awareness-Raising.
- Integration of the policies into the employees' briefing programmes, the information sessions prior to departure or the initial information session for national employees.
- Upskilling the Focal Points.
- Verifying that TGH's policies and complaints mechanisms are clear and clearly displayed to facilitate the reporting of abuse or suspected abuse.
- Verifying that the contractual documents (partnership agreements, service contracts) include a clause on the TGH Child Safeguarding Policy.
- Verifying that the different recruitment-related procedures are applied.
- Verifying that the mechanisms for filing complaints or reports (defined according to the context and the possibilities in each country: hotline, community focal points etc.) are in place and that the beneficiaries are aware of them to allow for the reporting of any potential abuse by TGH staff or partners.
- Verifying that any suspected incidents and reports are processed, dealt with and the appropriate measures put into place in good time.
- Verifying the updating of the list of services providers for victims (medical, social, legal, police to report a case or press charges etc.).

Other resources

On the Keeping Children Safe website:

<http://www.keepingchildrensafe.org.uk/>

On the Alliance for Child Protection in Humanitarian Action website:

<https://alliancecpha.org/en>

Appendix 1: Child Safeguarding Policy Code of Conduct

The Code of Conduct provides key directives on healthy behaviour in relation to children. It informs the members of the organisation, as well as people external to the organisation, of what is appropriate and inappropriate behaviour both adult-to-child and child-to-child. The Code of Conduct is designed to protect children, allowing them to interact safely with adults on a healthy basis. It provides information on the different types of behaviours which could give rise to an official investigation and result in disciplinary action or criminal charges. The Code of Conduct is also vital for protecting the reputation of the organisation and its members and promoting professional conduct.

A relationship of trust can develop between a child and a person in a position of authority or influence due to their work or the nature of their activity (teacher, social worker etc.). It is vital that adults understand the responsibilities that come with these roles to avoid any breach of trust or attitudes which might give rise to allegations of abuse. These relationships based on trust are particularly important in a humanitarian aid setting, when the people in a position of authority also control access to aid and resources.

Any behaviour which contravenes this Code of Conduct must be reported. If you are not sure whether certain behaviour contravenes the Code of Conduct or if you are concerned about a different type of behaviour not described herein, seek advice from the mission CS/PSEA Referent or the TGH headquarters Referents. Always keep in mind the best interests of the child.

BY SIGNING THE CODE OF CONDUCT, I acknowledge that:

I commit to always:

- Treating children fairly and with respect, regardless of their age, gender, language, religion, opinion, nationality, social or ethnic origins, status, class, caste, sexual orientation or any other personal characteristics.
- Helping children to participate in making decisions that concern them, in a way that is appropriate for their age and level of maturity.
- Maintaining a culture of communication and create a climate of trust with children, their families, the community, the other employees and representatives of partner organisations in order to share concerns and speak openly together.

- Behaving in a non-violent, positive manner when supervising children.
- Encouraging children and the community to speak openly about their interactions with adults and with each other.
- Informing children and their communities of their right to report any situation of concern and how to go about doing so.
- Building the capacities of children so they can better protect themselves.
- Ensuring that there is always another adult present or that I am in plain sight when in contact with a child.
- Trying to preserve the child's autonomy and not to do things for them which they can do themselves.
- Scheduling activities and organising the workplace with the aim of minimising the risk of harm, taking into account the child's age and development.
- Ensuring all the information on children, families and their communities is treated confidentially.
- Behaving in a way that sets a good example (not smoking, having a respectful attitude to colleagues etc.).
- Obtaining permission from the child and their parents before taking photos or filming them, or using their image or story. This implies explaining to the children and the parents how the image and/or message will be used.
- Ensuring the child does not pose in a way that might be considered degrading or to have sexual connotations.
- Asking questions and reporting my concerns regarding the Child Safeguarding Policy to my line manager or the Child Safeguarding Referents.
- Immediately reporting to the Child Safeguarding Referents any suspicion or allegation of behaviour which contravenes the principles set out in the Child Safeguarding Policy and Code of Conduct, including any form of child abuse, even if the information or accusation is vague.

I commit to never:

- Engaging in any form of sexual activity with a person aged under 18 years old, regardless of the legal age of consent, legislation or local customs in force in the country in question. Being unaware of the child's real age is not an excuse.
- Exchanging money, work, goods, services or humanitarian aid for sexual favours, or subjecting a child to any form of humiliating, degrading or abusive behaviour.
- Touching a child inappropriately, using inappropriate language, making inappropriate suggestions, nor to provoking, harassing, belittling or being disrespectful towards their cultural practices.
- Exploiting a child for labour (to do housework, for example).
- Discriminating against or treating children unfairly, by showing favouritism or excluding certain children, for example.
- Inviting a child or their family to my home or establishing a relationship with the child and/or their family which might be considered to exceed the boundaries of a professional relationship.
- Transporting a child or working with a child alone without prior authorisation from my line manager, unless this is absolutely necessary to ensure the child's safety.
- Working with children whilst under the influence of drugs or alcohol.
- Filming or taking photos of children for anything other than strictly professional reasons, unless authorised by the CS Referents.
- Watching, publishing, producing or sharing pornography featuring children and/or showing pornography to children.
- Showing the faces of the child victims of sexual exploitation, trafficking or abuse, children who are in conflict with the law or linked to armed groups who could be easily identified even if their identity has been changed.
- Taking or publishing photos of children naked or dressed in a way that is inappropriate to the setting in which they are shown.
- Stigmatising child victims (weak, powerless, ill-prepared, desperate etc.).
- Publishing testimonies or images which might endanger a child, their family or their community.

- Using photos which have not been checked and validated by the CS Referents or publishing unofficial images or information about children on personal sites or social media accounts (e.g. Facebook).
- Turning a blind eye, ignoring or failing to report a problem or a proven or alleged violation of this Code of Conduct to the Child Safeguarding Focal Point.

I understand that, in the event that I am suspected or alleged to have contravened the Code of Conduct,

TGH will take all the necessary action required, which may include but is not limited to:

- **Assisting the victim** and taking immediate action to protect and support the child.
- Striving to **establish the facts**, as objectively as possible (the presumption of innocence must be upheld) whilst protecting the reputation and anonymity of the adult(s) involved.
- Taking **disciplinary action** which may result in the suspension or termination of my employment.
- Engaging **legal proceedings** and/or referring violations of the Code of Conduct to the relevant authorities if they are thought to contravene the national legislation in force.
- Taking **appropriate action** to ensure such incidents do not happen again, by informing other organisations about the termination of the contract due to a violation of child safeguarding principles if they take up references, for example (in compliance with data protection legislation).

Statement of commitment

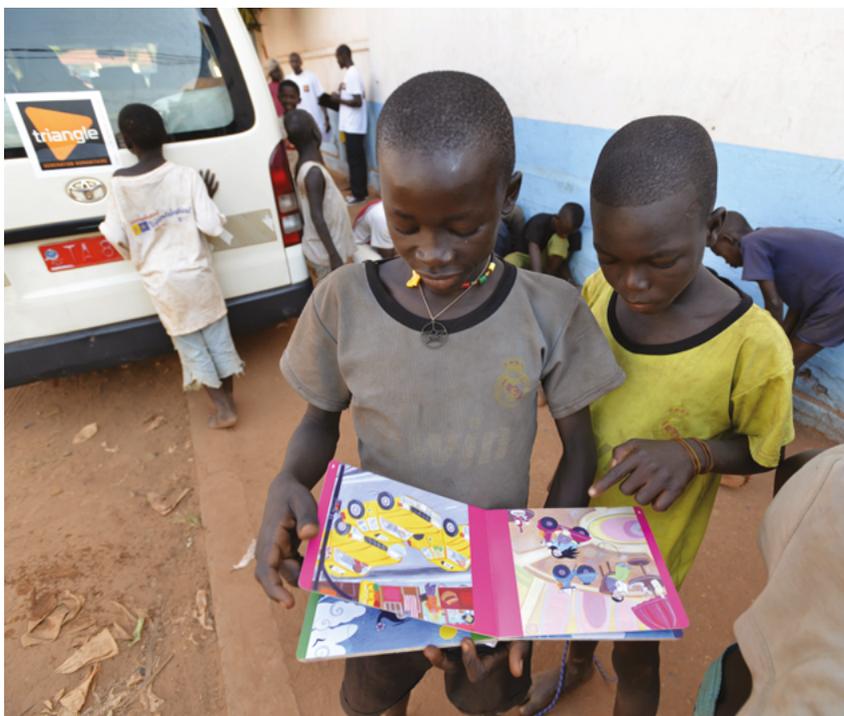
I the undersigned,,
having received, read and understood the TGH Child Safeguarding Policy,
attest to being aware of its content and agree to work in compliance with its
requirements.

I understand that any failure to comply with the Code of Conduct could result
in the termination of my employment with TGH or in legal and/or disciplinary
action, as described above.

Furthermore, I attest to having no criminal record of offences involving children
(that I have not already declared) and to having no previous convictions for
individual behaviour incompatible with the work of taking responsibility for and
supervising children and minors. TGH reserves the right to inform any other
organisation requesting professional references of the reasons for contract
termination in the event of a serious violation of child safeguarding policy, in
compliance with data protection legislation.

Date in.....

Signature :



International solidarity organisation

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Association loi 1901 créée en 1994, enregistrée à la Préfecture du Rhône N°W691052256