



**ESHET CHILDREN AND YOUTH DEVELOPMENT  
ORGANIZATION (ECYDO)**

**CHILD SAFEGUARDING POLICY**

June, 2017

## **Introduction**

Eshet Children and Youth Development organization is committed to ensuring that the projects it works on are respectful of and accountable to all project participants. Our values of passion, accountability, courage and excellence underpin this commitment.

ECYDO strongly believes that children are the particularly vulnerable and must therefore be actively protected; this policy sets out our approach to child safeguarding.

Our child safeguarding policy has been developed as an important of ECYDO's ongoing risk management. It is based on a review of relevant international and national protection policies and related documents including; Eshet Children and Youth Development organization Child Protection Policy, Universal Declaration of Human Rights, Convention on the rights of the Child, Human Dignity Foundation.

- According to ECYDO's Child protection policy any person under age of 18 years is a child or a minor.

### **ECYDO's commitment to child safeguarding**

The staff of ECYDO is fully committed to the safeguarding of children. It recognizes that considerations on safeguarding of children permeate all aspects of ECYDO's work and be reflected in all of HDF's policies, practices and activities.

ECYDO's Board is ultimately accountable for ensuring that children are safeguarded across the span of ECYDO's work and for the implementation of the ECYDO's child safeguarding policy throughout the organization. The Board carries out the foundation's Child Safeguarding policy every year.

### **Organization**

- The organization has a clear commitment to child safeguarding and it makes this explicit in designing and reviewing its policies, procedures and publications through a safeguarding lens.
- The organization has a safeguarding policy the scope of which covers staff, volunteers including board members, contractors, Donors, Partners, beneficiaries and all other stakeholders.
- The organization has a clear plan for implementation of child safeguarding measures, integration into all activities and processes, and regularly monitors and reviews progress against this plan.

- The organization recognizes the primacy of the voice of the child in all suspected or proven incidences of child abuse. As far as possible, it ensures that children are informed about their protection rights and involved in their own protection.
- The organization's confidential reporting and complaints procedures are clearly documented, easily accessible and made known to all relevant stakeholders including children.
- The organization ensures that all cases of suspected child abuse are reported to its Board of Management and dealt with in accordance with its policy and procedures.

### **Staff and others**

- ECYDO has safe recruitment practices including appropriate recruitment screening; verbal referee check, self-disclosure forms and behavioral questions at interview.
- All staff and others covered by the policy are made aware of, and are familiar with, the safeguarding policy and receive induction training and or briefing as required.
- The organization has a clearly articulated code of conduct that must be adhered to and where appropriate signed by all staff, volunteers, board members, donors, partners and all other stakeholders.
- Employment contracts and disciplinary procedures contain provisions for dealing with anyone who breaches the safeguarding code of conduct.
- The organization designates staff equivalent with clearly defined roles and responsibilities including; receiving reports of any child safeguarding issues, allegations or concerns: supporting implementation of the policy, and keeping informed of best practice developments in child safeguarding.

### **Monitoring**

- Monitoring the effectiveness of child safeguarding measures is built into existing monitoring and evaluation mechanisms both at organizational and project levels.
- The organization's policy and associated procedures and practice are reviewed every year or at times of changes in law, policy or organizational arrangements.
- The organization assesses and actively manages the risks of all child related activities and evidence of such risk management actively is available.

### **Goal and Objectives**

The Board of Management of ECYDO is fully committed to the safeguarding of children. It recognizes that considerations on safeguarding of children permeate all aspects ECYDO's work and be reflected in all of ECYDO's policies, practices and activities. ECYDO recognizes the rights of children to be protected from any harm or abuse. ECYDO is committed to taking all the necessary steps to ensure that children are protected and receive the support they

need, recognizing that some children face particular risks related to their gender, race, disability, etc.

The goal of ECYDO's child safeguarding policy is to ensure the protection of children from physical abuse, sexual abuse, emotional abuse, neglect, exploitation, or any form of abuse in the process of ECYDO's work.

The objectives of the policy are to ensure that:

- Children who come in contact with ECYDO are protected from any form of abuse.
- ECYDO's staffs and volunteers are committed to protection of children and that actions and behavior reflect this commitment.
- ECYDO's board members, donors, partners and other stakeholders are fully cognizant of child protection issues.

### **Relevant Parties**

ECYDO staffs

ECYDO volunteers

ECYDO board members

ECYDO donors; and all other stakeholders.

### **Guiding principles**

- Every child has a right to freedom from abuse and exploitation.
- We believe that children are best protected in the context of a loving family and a vigilant community, and through the inclusion of children's voices in projects.
- ECYDO doesn't accept any form of abuse or exploitation of children.
- ECYDO is committed to ensuring the safety and well-being of children who come in contact with ECYDO.
- ECYDO will not accept or engage in any type of collaboration with donors or partners whose practices or lack of them, endanger the well-being of children.

### **Golden Rules**

- **Never abuse or exploit** children or act in a way that places them at risk.
- **Report** any abuse or protection concerns to relevant authorities in accordance with relevant country legislation.
- **Cooperate** fully and confidentially in any investigation of concerns or allegations.

### **Preventive procedures**

#### **Recruitment and selection**

ECYDO takes particular care in its recruitment and selection practices to ensure that all staff and voluntary members are committed ECYDO's safeguarding. All potential staff undergoes

a thorough reference with a clause stating that, to the best of the referees' knowledge, the candidate has neither committed nor failed to disclose any abuse of children.

All potential staff and partners sign the following before commencing employment/contracted work.

1. Code of conduct (Annex-2)
2. ECYDO's self-disclosure form

### **Reporting and Investigative procedures**

ECYDO's Project officer acts as the designated Protection Officer (DPO): His/hers role is to:

- Act as focal point to receive record and assess relevant information in relation to child protection agencies, and local authorities etc.
- Ensure that protection risks across all ECYDO's projects assessed
- Ensure that ECYDO's policies and procedures are effective and in line with recommended best practice.

### **Reporting**

- Concerns in relation to a witnessed, suspected, reported or potential abuse by ECYDO staff, Board members and partners must as soon as possible but within 24 hours of the incident occurring be reported to:
- ECYDO designated child protection officer or the Executive Director. If for any reason it is not possible or appropriate to inform any of these people (due to them being unavailable or in some way implicated in the alleged abuse) another senior manager or appropriate person (e.g. Chairperson of the board) should be contacted. Safety of the child should always be the priority. If urgent action is required to protect the child then this should be given priority.
- All information relating to the concerns should be recorded by the DPO using the Pro Forma, the report should include as far as possible only facts- any opinions expressed must be clearly identified as such. In the case of a direct disclosure of alleged child abuse, the language used by the person disclosing should be recorded as closely as possible.

### **Investigation Procedures**

- When there is suspicion/disclosure of an abuse allegedly committed by ECYDO's staff/contractor/board member. ECYDO will consider immediate referral to the statutory authorities where it appears an incident of child abuse may have been committed. Where the nature or details of the concern are unclear. ECYDO will conduct an internal investigation and should information on an incident of abuse emerge, will then report the abuse to the relevant authorities. A written record of actions will be made.
- Concerns or allegations of possible breaches of the policy that are not deemed to be a serious incident of abuse will be dealt with by ECYDO via an internal investigation and a

subsequent disciplinary process should the concerns/ allegations prove to be founded by the relevant statutory authorities.

- In the event of an allegation of abuse by a ECYDO staff member, an investigative committee will be formed which will consist of the Executive Director, at least one Board Member and an external protection expert: this committee's role is to fully and objectively investigate the case. A written report, including recommendations, will be submitted to ECYDO's board. The DPO as staff member herself/himself shall not be involved in such an internal investigation.

### **Decision Making**

- The outcomes and recommendations of any ECYDO internal investigation will be reported by the investigation committee to the ECYDO Board which, in turn, will be responsible for deciding on further actions.
- All allegations will be handled equitably and transparently (with due regard to confidentiality) irrespective of whom they are made against, and taking into account the rights of the parties involved.

### **Implications of non-compliance**

- Should any staff/board member/partner member of ECYDO be suspected of abuse s/he will be suspended from relevant duties pending the outcome of an internal investigation by the organization, and if relevant, the outcome of an investigation by the statutory authorities.
- Should allegations of abuse or other breaches of the child protection policy against staff/board member/partners be upheld s/he may be subject to disciplinary action and/or censure by ECYDO up to and including dismissal/termination of contract.

### **Staff Training and Education**

ECYDO employees, consultants and board members who may come in contact with children will receive appropriate training to:

- Recognize abuse and respond to concerns expressed by a child.
- Recognize their responsibilities and how to report any concerns about suspected poor practice and / or abuse.
- Analyze their own practice against what is deemed good practice and ensure their practice is likely to protect them from false allegations.
- Recognize protection risks in ECYDO's grant adoption.

### **Media and Communications**

- Any complaints or concerns about inappropriate or intrusive images should be reported and recorded as a child safeguarding concern.
- ECYDO will take care in not revealing identifying details of children that may feature in its publications or in other materials.

- All images and stories featuring children will be obtained with their informed consent or that of their parents/carers.
- The issue of confidentiality is secondary to the need for the safeguarding of children. Information in relation to safeguarding concerns will be shared with the relevant authority when deemed necessary.

**Information and communication technology**

- Use ICT to access child pornography is illegal and should be reported in accordance with national laws.
- Pictures, materials and personal information regarding children will be held in a secure place, whether physical or online.

## **Annex-1**

### Definition of abuse

**Abuse or neglect:** of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

**Neglect** is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. It may involve a parent purposely failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to basic emotional needs.

**Emotional abuse** is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the emotional development of a child. It may involve conveying to a child/ young person that they are worthless, inadequate, or valued only in so far as they meet the needs of another person. It may feature developmentally inappropriate expectations being imposed on a person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

**Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving a child in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Commercial or other exploitation** of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labor and child prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.

## **Annex-2**

As a member of ECYDO staff, volunteer, partner or donor, I agree to:

- Be respectful of children's rights, background, culture and beliefs.
- Conduct myself in manner consistent with my role as a representative of the Eshet Children and Youth Development Organization.
- Follow organizational policy and guidelines concerning the safety of children as outlined in ECYDO's child safeguarding policy.
- Not hit, physically harm or mistreat anyone.
- Refrain from any sexual act or behavior towards children, young people and children, including using sexually suggestive language.
- Make every attempt not to spend unnecessary or excessive amounts of time alone with a child or children.
- Refrain from inappropriate physical contact with children.
- Refrain from developing relationships with a child or children that could be deemed exploitative or abusive in any way.
- Respect the confidentiality of a child's personal information so that his/her dignity and safety is not compromised.
- Refrain from photographing children without permission.
- Never let allegations by a child go unnoticed, unreported or unrecorded.
- Report any possible or actual breaches of this code of conduct by ECYDO staff, representatives or associates to the Executive Director (or Chairman) as soon as I become aware of the situation.

Full Name:

Signature:

Date:

Witness: