

OUTLINE FOR CHILD PROTECTION POLICY

1. Date & Review:

This needs to say when the policy is signed off and periodic dates for review. It is good practice to include in the policy either at the beginning or end so there is a record of when management reviewed.

2. Purpose:

TI Afghanistan's commitment to support the rights of the child and committed to their safety and well-being.

Policy provides guidance to everyone who works with TI Afg on definitions of child abuse and steps to take if it happens.

Do you want to specifically note the policy applies to staff and associates outside work? If so you need to state why i.e. organization integrity & reputation. It is useful to check on national legislation/labour law and with other organisations on what they say.

Commitment to address allegations and concerns of child abuse or material abusive to children and report to local services and authorities (police)

3. Scope

Who the policy applies to? This would include Staff, consultants, Board Members, any service providers, sub-recipients e.g. anyone contracted to help run an event etc, partners

4. Definitions

It is important that people who are signing the policy understand what they are signing. Perhaps have an overarching definition in the policy and more description in an annex. Use Unicef or child focused organization. From your logframe you will be working with students so need to consider youth

5. Principles

This outlines TI Afg commitments/principles

Policy applies to all children (as outlined below in TI S policy)

<All children regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have equal rights to protection and freedom from abuse and exploitation as set out in Article 19 of the UN Convention on the Rights of the Child.>

TI S does not tolerate or accept any form of child abuse.

TI-S expects all staff to comply with all relevant legislation, including labour laws in relation to child labour and to immediately report concerns or allegations of child abuse in accordance with appropriate procedures, (how reports will be made)

6. Standards of Behaviour:

This describes the behaviours expected by anyone to whom the policy applies. My recommendation is that you refer to a Code of Conduct that can cover both Child Protection and PSEAH

7. Child Safe Recruitment/Prevention

This may be in an HR policy to which you refer or you include here. TI Afg is expected to make as many checks as possible to ensure that people recruited to work with you have been checked to be safe to work with children. This would include police checks (if possible), character check from Village Leader, questions in the interview, follow up references specifically asking if there are any reasons why x should not work with child etc.

Contracts should include clauses referring to CPP and PSEAH and e.g. agreement to the Code of Conduct

Training: A commitment to regular training and awareness raising for staff and associates with documentation to prove it happened

8. Reporting and Investigating

You will need to have a very simple reporting procedure, so staff/associates know how to report and to whom. I will attach an example as I suggest you have one very simple flow diagram for both CPP and PSEAH. An important point is that reporting should include how people report if the concern is about the ED or a Board member.

You will need to state how it will be investigated and what are the available sanctions
Ways to report needs to be publicly available

9. Consent and use of Images in TI Afg publications

If you do not have a separate policy (and I doubt) you need one clause to describe how images of children will be gathered and used (respectful and with consent)

10. Risk assessment approach

This should explain that any activity that brings TI Afg staff and associates into contact with children should be subject to a risk assessment in advance. The intention is to identify potential risks and mitigate them. For programmes, you do one at the beginning and regularly review

11. Confidentiality/Data Protection

A commitment to maintaining confidentiality of the victim/survivor and the alleged perpetrator

12. Related Policies & Procedures

If you have other policies that relate to this e.g. labour law, harassment -it is good to link here

13. Signature of staff /associate receipt of the policy

Each person should sign and date

Possible Annex: Types of Abuse (see above)

OUTLINE FOR PSEAH : Prevention from Sexual Exploitation, Abuse and Harassment

1. Date and Review

When policy signed off by the Board and periodic review

2. Purpose

TI Afg commitment to creating an organizational culture that prevents PSEAH happening. This policy is about how you will create an organizational culture and address behaviours.

TI S included:

<effective mechanisms and structures are in place to prevent these behaviours

these practices are integrated into the workplace and in the delivery of TI-S's projects and programmes

procedures are in place to raise concerns or report suspected violations, and effective action is taken (including possible investigation and sanction or other measures such as mediation or restorative justice) when concerns are raised or allegations are made.

zero-tolerance against inaction in case violations occur

3. Scope

Who the policy applies to. Important to list all potential posts, people etc even if you do not have them now e.g. consultants

4. Definitions : Sexual exploitation, sexual abuse, sexual harassment

I recommend checking with the UN for their definitions in Afghanistan as they will have looked at national legislation etc.

5. Core Principles

Have a look at the TI S policy and I will attach others that might be relevant. This needs to explain what behaviours are expected, sanctions, organizational culture. All the evidence is that people do not report because they do not believe management will take seriously. This is particularly true in small organisations so important to think about what will make I=TI Afg a safe organization.

6. Enforcement

You need to include here how the policy will be implemented e.g. how managed, reported and investigated. If you have other policy for harassment you could link here. You need to note what happens if the concern is about a senior e.g. ED and who person reports to. As it refers to behaviours expected and zero tolerance I suggest that you include expected behaviours in Code of Conduct. One principle in PSEAH is that the victim/survivors interests are taken into account in response as well as doing as much as possible to maintain confidentiality of the alleged perpetrator

7. Training: Specific mention needs to be made on how you will ensure staff/associates know what is expected of them at induction and refresher training thereafter.

8. Recruitment and Screening

As described above but with the focus on adults as well as children

9. Making the policy and reporting accessible to staff and the general public

Organisations are expected to have a clear reporting procedure (see below & for Child Protection) as well as publicizing to the public about how they can report if they have any concerns about TI Afg staff and associates. For example, when you have a training programme or event you might have a poster advising anyone who has a safeguarding concern to report to xxxx. You might have a strapline on any publication etc

10. Reporting

See above with comments on flow diagram

11. Risk Assessment Approach

(as above). Assess and mitigate and learn from experience and reflection. For example, any event you hold you would do a risk assessment & mitigation measures for PSEAH and CPP prior to the event

12. Related Policies

As above for CPP

13. Signature of staff /associate

Any annexes: this might include flow diagram on reporting, definitions