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CHILD SAFEGUARDING POLICY

INTRODUCTION

ADRA strives for a just world that advances children’s rights, as defined by the [United Nations Convention on the Rights of the Child \(UNCRC\)](#). ADRA believes that every child and young person has the right to live a life free from any form of violence, and deserves to grow up in a safe, peaceful, nurturing and enabling environment where they can fully exercise their rights. This is one way that ADRA fulfills its purpose “to serve humanity so all may live as God intended.”

We take very seriously our responsibility and duty to ensure that we, as an agency, and anyone who represents us does not in any way harm, abuse, or commit any other act of violence against children or place them at risk of the same.

We promote child and youth safe practices, approaches, interventions and environments which respects, recognizes and responds to the specific safeguarding needs and addresses the protection risks of the differing gender and other identities. ADRA has a zero tolerance of deliberate harm towards children and enforces rigorous policies to prevent and respond to these issues.

DEFINITIONS

Child	In line with the UNCRC, for the purposes of this policy, a child is defined as any person under the age of 18 years (UNCRC Article 1).
Child Abuse (or Child Maltreatment)	<p>Child abuse (or child maltreatment) is defined as all forms of physical abuse, emotional abuse, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act, or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their wellbeing, dignity and prospect of safe and healthy development into adulthood.</p> <ul style="list-style-type: none"> • <u>Physical Abuse</u> involves the use of violent physical force so as to cause actual or likely physical injury or suffering (e.g. hitting, shaking, burning, female genital mutilation, torture). • <u>Emotional or Psychological Abuse</u> includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation. This also includes inappropriate verbal or symbolic acts toward a child or a pattern of failure

	<p>over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence.</p> <ul style="list-style-type: none"> ● <u>Neglect</u> is the failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being. ● <u>Child Sexual Abuse</u>: Involves forcing or enticing a child to take part in physically sexual activities, including prostitution, whether or not they are aware of or consent to what is happening. This definition also holds whether or not there has been physical contact and whether or not the in is said to have initiated or consented to, the behavior. <ul style="list-style-type: none"> ○ Examples includes all forms of sexual violence including indecent touching or exposure, using sexually explicit language towards a child, incest, early and forced marriage, rape, involvement in pornography (including showering children pornographic material), the exploitative use of a child in prostitution, and sexual slavery.
<p>Child Protection</p>	<p>Child protection as measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children. Child protection means safeguarding children from harm. The goal of child protection is to promote, protect and fulfil children’s rights to protection from abuse, neglect, exploitation and violence as expressed in the UN Convention on the Rights of the Child (UNCRC)) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.</p>
<p>Child Protection Risk</p>	<p>The potential for a situation to result in any form of abuse or harm to a child, no matter how minor.</p>
<p>Child Safeguarding</p>	<p>Child safeguarding is defined in this Policy as the responsibilities and preventative and responsive measures and activities that ADRA undertakes to protect children ensuring that no child is subject to child abuse as a result of their association with us, their contact with ADRA Representatives and/or their participation in any ADRA activity, including our projects and programs. Thus, child safeguarding refers to all that makes ADRA a child safe organization.</p> <ul style="list-style-type: none"> ● In addition, child safeguarding incorporates our responsibility to ensure that where there are concerns over a child’s welfare or where a child has been subject to child abuse, actions are taken to address this; concerns are reported and responded to appropriately and in line with the relevant network and local procedures; and incidents are analyzed so as to ensure continued learning and growth in the field of organizational child protection and child safeguarding.

PURPOSE

This Policy outlines ADRA's commitment to keeping the children who engage with ADRA safe. The intent is to clearly outline the expectations that ADRA Representatives have to protect children from harm, and what is, and what is not, acceptable behavior or practice when working with children. The Policy also provides a framework for a network-wide approach to safeguarding children by setting out principles for the effective safeguarding of children. Together, this Policy helps to create a safe and positive environment for children and to show that ADRA is taking its duty of care seriously.

In summary, the purpose of this Policy is to:

- Ensure that all who work for and engage with ADRA are skilled, confident, understand, and are well supported in meeting their responsibilities to safeguard children from violence and engage positively with them in ways that enhance the achievement of our purpose
- Establish procedures to prevent and deal with the actions/behavior of ADRA Representatives that result in violence against a child or young person and/or places them at risk of the same; and
- Commit to making sure that the children we work with are aware our responsibilities to prevent and respond to any harm against them arising from actions and behaviors of ADRA Representatives, and, the routes for reporting such incidents.

This policy is not:

- A practical guide, approach, or strategy for prevention and response of violence against children programs.

APPLICATION OF THE CHILD SAFEGUARDING POLICY

As a network policy, the Child Safeguarding Policy applies to

- a) ADRA International and all ADRA regional offices, country offices, field offices, and any project locations;
- b) All offices that wish to remain compliant with ADRA Accreditation and Licensing Standards;
- c) All other entities that agree to be bound by ADRA policies;
- d) All permanent, temporary, and part-time staff; board members; interns; volunteers; ADRA visitors (including media); contractors and consultants; accompanying dependents of ADRA's international service employees; and sub-grantees (local implementing partners and service providers) must also comply with the **Child Safeguarding Policy**. This group will be referred to as "**ADRA Representatives**" or "we" throughout the Policy.

Staff and those affiliated with ADRA represent the organization at all times. Poor behavior in and outside of office hours undermines ADRA's work and values. Thus, this Policy applies to all ADRA Representatives while in and outside of the workplace during working and non-working hours every day of the year. Associating with ADRA means that one must comply with ADRA's standards, even if the standards are higher than one's local context or governing laws.

All ADRA entities shall enact their own procedures which must be in compliance with this and other network policies. ADRA will comply with laws and regulations prohibiting misconduct, but where this

policy exceeds any legal requirements, ADRA will adhere to the standards in this policy to the extent allowed by applicable law.

POLICY STATEMENT

Children who come into contact with ADRA as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of child abuse, sexual exploitation, injury and any other harm. We take positive action to prevent anyone who might be a risk to children from becoming involved with ADRA and take stringent measures against any ADRA Representative who perpetrates an act of violence against a child.

ADRA recognizes that inadvertent actions, the lack of preventative actions, and other failings on our part can and do sometimes have the unintended consequence of causing harm. We will apply a safeguarding approach when planning and monitoring programs or other forms of engagement (e.g. fundraising, campaigns, et cetera) with children to help be effective in mitigating and removing these risks.

ADRA Representatives must never engage in any form of child abuse. All concerns about child abuse must be brought to ADRA's attention and will be taken seriously. ADRA will conduct rigorous and fair investigations of complaints that indicate a possible violation of this Policy. Responses to child abuse allegations will be survivor-centered, consider the comprehensive needs and safety of all those involved, and actions will be in the best interest of the child. Substantiated allegations of child abuse will result in appropriate disciplinary action.

In part of its commitment to promoting the rights of children, ADRA Representatives are encouraged to raise any concern about children's safety within the communities in which ADRA work and, if safe for the child, will be reported to the appropriate authorities.

COMMITMENTS TO CHILD SAFEGUARDING

This Policy requires that every ADRA office and its Representatives:

- Recruit individuals and organizations (all who work with and engage with ADRA) who are suited to work with children and to apply strict child safe recruitment practices. (This may include use of background and criminal reference checks.)
- Ensure that everyone associated with the office is aware of their obligations and responds appropriately to issues of child abuse and the sexual exploitation of children with ongoing and targeted trainings in child protection, child safeguarding, and on other relevant topics.
- Behave appropriately towards children and never abuse the position of trust that comes with being a member of the ADRA network.
- Must actively create a safe environment for children who come into contact with the agency.
- Assess all activities and programmes of work including during the response to humanitarian emergencies for risks to children which are reduced or removed by all means within our control (See Annex III on Risk Identification and Management).

- Establish and maintain systems which promote awareness of child safeguarding, enable prevention of harm, facilitate the reporting of and responding to safeguarding and child abuse concerns.

Through these commitments, ADRA makes the agency safe for children and by creating a child safe organization, we honor their rights, our aspirations, and God's intentions.

GUIDING PRINCIPLES TO SAFEGUARD CHILDREN

One of ADRA's Operating Principles is to "advocate for the basic rights of the people with whom it works, empowering them to speak for themselves." To achieve this Principles on behalf of children's rights, this Policy sets forth an additional set of principles to inform our child safeguarding efforts, which include:

1. **Rights of the child:** All children aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child.¹
2. **Equality:** Each child has a fundamental right to life, survival and development. ADRA's processes and programs should provide a basis for ensuring the realization of children's rights to be protected from harmful influences, abuse and exploitation.
3. **Inclusive and empowering:** Children should be empowered to understand their rights in this area, and made aware of what is acceptable and unacceptable, and what they can do if there is a problem or a concern. All children should be encouraged to fulfil their potential, and inequality and discrimination should be challenged. Moreover, ADRA should promote the active involvement of children in their own protection.
4. **Non-discrimination:** Children will be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity in a manner that is inclusive and empowering. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.
5. **Best interests of the child:** All decisions regarding the welfare, safeguarding and protection of children, and our decisions and actions in response to child protection concerns and breaches of this Policy will be guided by the principle of "the best interests of the child." ADRA will strive to ensure their safety, health and well-being including meeting their emotional, psychological and physical needs.
6. **Shared responsibility:** ADRA Representatives have a responsibility to support the care and protection of children by demonstrating the highest standards of behavior in their private and personal lives. Everyone has a responsibility to understand and promote this Policy. They must do all that they can to prevent, report, and respond appropriately to any concerns or potential breaches of the Policy.

¹ All children aged under 18 years have equal and fundamental rights to protection from all forms of violence and the right to life, survival, and development as declared in Article 19 of the United Nations Convention on the Rights of the Child.

7. **Do no harm:** ADRA has particular responsibilities to children who come into contact with us. No child must come to harm as a result of their engagement with a participant in an ADRA program or as part of any ADRA fundraising or advocacy campaign, intentionally or unintentionally. We also commit to a physical and online environment which promotes the safety and wellbeing of children and minimizes their risk of harm. In instances where a breach of the policy is reported, we will ensure that investigation, follow-up and support is focused upon the best interests and needs of the child.

8. **Open and accountable:** We are open and transparent and will hold ourselves to account for our commitment to safeguard children. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviors can be challenged and addressed, and our safeguarding measures will be regularly reviewed and strengthened to ensure we remain accountable to children and their families.

9. **Accountable to children and affected populations:** We have a responsibility to inform and empower children so that they learn about and are better able to exercise their rights to protection. We will work with children and their families, ensuring they understand the essence of this policy, our safeguarding commitment, and their rights, and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures within ADRA in accordance with their age, gender, abilities, and evolving capacities.

10. **Zero tolerance of child abuse:** ADRA believes that any form of child abuse is unacceptable and will not be tolerated. ADRA will act on safeguarding and child protection concerns, ensuring that our actions are timely, appropriate, and centered on the best interest of the child or young person, taking into account their age, gender and other specific safeguarding needs and vulnerabilities.

11. **Confidentiality:** All child safeguarding concerns/reports/investigations will be dealt with on a need to know basis and all records will be held securely. Likewise, communication will be confidential and secure to the extent practicable and appropriate under the circumstances and in accordance with applicable law.

12. **Timeliness:** Given the potential for increased or repeated abuse, timely responses are essential and the accompanying procedures establish mandatory time limits on reporting and responding to concerns.

13. **Lasting impact:** This Policy aims to ensure that ADRA Representatives, especially external partners, are skilled, confident, understand, accept and are well supported in meeting their safeguarding responsibilities and engage positively with children and communities in ways that enhance the achievement of ADRA's Purpose Statement, and overall program goals and commitments.

RISK ASSESSMENTS

To remain compliant with this Policy, every ADRA office must exercise due diligence to identify, mitigate, and monitor risks of child abuse through a proportional risk management approach will be implemented through this policy. Risk assessments and mitigation plans can be incorporated into pre-existing assessments, such as a security risk register or a gender analysis.

- **Network:** ADRA International is responsible for maintaining a risk assessment that identifies risks pertaining to intra-network coordination, such as recruitment, the emergency management unit, the ADRA International Board, and external reporting.

- **Country:** Each ADRA Country Office must conduct an annual risk assessment that identifies organizational risks that include administrative areas (e.g. staff, information and technology), which are not necessarily project-specific. In congruence, every country office must maintain a context and referral map to track existing laws, cultural norms, reporting requirements around child protection and known service providers (e.g. child protection services) to refer abused children.
- **Project:** For programs that have direct and indirect contact with children, program teams must assess the level of risk for child abuse to occur, and adapt the program design and implement prevention strategies accordingly. This is particularly crucial in humanitarian settings.
- **Partners** (subgrantees and service providers): In the partner selection process, the ability for the potential partner to comply with the ADRA Safeguarding Framework Policies should be considered. The level of this assessment should correspond with the degree of involvement (contact) the partner will have with children. Findings from this assessment should inform the eventual contract and work plan between ADRA and the partner to strengthen child safeguarding capacity for the partner.

Risk and decision-making processes and documents will reflect these assessments. Again, this does not need to be a standalone procedure, and should be incorporated into existing activity planning and risk management processes. An example of a risk identification chart can be found in Annex III of this Policy.

REPORTING CHILD SAFEGUARDING CONCERNS

Staff members who have a complaint or concern relating to child abuse should report it immediately (within 12 hours) and not investigate further. ADRA staff should directly inform his/her Country Director, while also informing their line manager if appropriate. The information shared should not include personal details of the potential minors involved. This must occur within one working day (24 hours).

If the staff member does not feel comfortable reporting to their line manager or Country Director (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report outside of his or her office. Alternative options could include the ADRA regional office; directly to the Safeguarding Office at ADRA International (protection@adra.org); or ADRA International's whistle blowing platform (www.silentwhistle.com or +1 877 874 8416).

The Country Director must then inform the Safeguarding Office at ADRA International and to any ADRA partner office which has a connection to the persons involved in the incident **within the following 24 hours**. ADRA partner offices should be informed if the alleged incident involved a project staff member, a beneficiary, and/or a member of the affected population.

The Country Director, the staff member who received the report, and other relevant people should assess the situation for any potential health, safety, and security issues and mitigate serious risks or make referrals immediately.

Complaints and concerns from beneficiaries or local communities should be reported within existing project-level feedback and complaint mechanisms. Any alleged report of possible child maltreatment or abuse should be referred to the Safeguarding Office at ADRA International within the aforementioned timelines. ADRA should provide multiple channels and opportunities to report concerns in case the alleged abuser monitors the project-level complaint mechanism. When possible, ADRA should participate in safeguarding (PSEA) inter-agency response networks.

For cases which involve a representative of another organization, the Safeguarding Office will refer the allegations to the proper focal point within that organization, ideally following interagency protocol. If the organization of the subject of the complainant is a partner of ADRA, pre-established partnership joint procedures should be followed. ADRA Representatives are encouraged to report directly to external organizations though if the complaint does not involve in ADRA.

The reporting structure and procedures are further detailed in the **ADRA Global Procedures to Receive and Report Sensitive Complaints**, which should be followed after receiving any sensitive complaint.

If a concern about child abuse arises within the communities in which ADRA works, meaning the allegation does not involve an ADRA Representative or a member of the aid sector, the individual should work with the appropriate people in his/her country office and refer the case to the appropriate organization and/or services preidentified in the context mapping, required as part of the risk assessment that offices should maintain.

RESPONDING TO CHILD SAFEGUARDING CONCERNS

Procedures and guidance on how to receive complaints from children and how to manage the wellbeing of the child involved once the abuse is reported is in the **ADRA Global Procedures to Receive and Report Sensitive Complaints**.

Conduct that undermines the Guiding Principles to Safeguard Children and ADRA's commitment to maintain a protective environment is prohibited under this Policy. Where concerns exist about the conduct of ADRA Representatives in relation to child abuse, a case-by-case determination will be made by the Safeguarding Office, taking into account all relevant factors, as to whether the particular conduct comes within the scope of conduct prohibited by this Policy.

Where concerns exist about the conduct of ADRA Representatives in relation to child safeguarding and/or where there has been a breach of this Policy, an administrative safeguarding investigation² will be conducted and possible referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by ADRA in accordance with disciplinary procedures. ADRA Country Offices are obliged to support the administrative safeguarding investigation or referral to statutory authorities process and any reporting requirements.

The Investigation Team and Committee along with the relevant country office will decide if and when the allegations are reported to statutory authorities using a risk-based approach. This decision is guided by the preferences and consent of the survivor along with the **Uniform policy on balancing the**

² The process of administrative safeguarding investigations at ADRA are outlined in the **Safeguarding Investigation Manual** (*currently being drafted*).

disclosure of information to national authorities with principles of confidentiality when receiving and handling allegations of sexual exploitation and abuse by persons acting under a United Nations mandate (Note: to be issued as a Secretary-General's Bulletin).³

ADRA will suspend with pay any individual who is the subject of specific allegations of child abuse while ADRA and/or law enforcement investigate the matter.

DISCIPLINARY CONSEQUENCES FOR CHILD ABUSE BY AN ADRA REPRESENTATIVE

Any substantiated violation of the **Child Safeguarding Policy** will be considered an act of gross misconduct. Breaches of this policy will be managed in accordance with disciplinary procedures and contractual agreements. Breaches by individuals who are not ADRA staff may incur sanctions including disciplinary actions leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions.

ADRA employees can resign while an investigation is ongoing; however, the investigation will be carried out until a completed. If an allegation about an employee is substantiated, ADRA will not accept the employee's resignation request and will instead respond with the disciplinary action recommended by the Investigation Committee.

All substantiated violations by an ADRA staff member will result in termination and ineligibility for rehire or future receipt of contracts, grants, or other resources from ADRA. Child abuse is considered a crime in many of the jurisdictions where ADRA operates. ADRA will support survivors in reporting sexual abuse to law enforcement and in some cases may report as an organization under legal obligations.

If a legitimate concern about the suspected abuse of a child or young person is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

Be aware that if a legitimate concern about suspected child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of knowingly false accusations of child abuse.

Anyone subject to this Policy who is found to have harassed, coerced, intimidated or retaliated against another in violation of this Policy will be subject to prompt and appropriate disciplinary action, up to and including termination.

IMPLEMENTATION AND MONITORING

³ The decision of the Investigation Committee to refer a case to the national authorities should take into account the consent of the survivor/complainant, who may not wish to involve the local authorities. However, in some instances, the state and local governments in which the reporting mechanism is situated may also have mandatory reporting laws related to SEA incidents.

Everyone who works with, and engages with ADRA, has a responsibility to ensure that children are safeguarded and protected. The responsibilities detailed below are mandatory for those who fall within the scope of the Policy.

The Boards of ADRA International and ADRA Country Offices are ultimately accountable for this policy. The President of ADRA International, Regional Directors, and Country Directors are responsible for its implementation.

Adherence to this Policy should be guided by the **ADRA Safeguarding Framework (ASF) Implementation Standards** and the **Standards to Safeguard Children** (Annex V) , where the minimum standards for safeguarding as stated in this document must be implemented. It is the responsibility of all managers to ensure that these preventative measures are communicated and implemented as guided by the documents.

Monitoring the implementation of the **ASF** in each Country Office, which can also be used as an assessment to identify risk areas or gaps and consequently inform a safeguarding work plan, should be guided by the **Monitoring the Child Safeguarding Policy** tool in Annex VI.

This Policy will be reviewed at a minimum every five years or earlier if significant changes are required. This review will ensure that this Policy is overseen and in accordance with other ADRA Safeguarding Framework policies, procedures and guidance.

ANNEX I: LIST OF UNACCEPTABLE BEHAVIORS

ADRA Representatives will treat all children with respect and not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate. Therefore, ADRA Representatives must never...

1. Hit or otherwise physically assault or physically abuse children.
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defense.
3. Develop relationships with children which could in any way be deemed exploitative or abusive.
4. Act in ways that may be abusive in any way or may place a child at risk of abuse.
5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive. Verbal, emotional, and psychological abuse of children is in violation of this policy.
6. Behave physically or verbally in a manner which is inappropriate or sexually provocative.
7. Have a child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from a line manager.
8. Sleep in the same bed as a child with whom they are working.

9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from a line manager.
10. Do things for children of a personal nature that they can do themselves.
11. Condone, or participate in, behavior of children which is illegal, unsafe or abusive.
12. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
13. Discriminate against, show unfair differential treatment or favor to particular children to the exclusion of others.
14. Spend excessive time alone with children and away from others in a manner which could be interpreted as inappropriate.
15. Expose a child to inappropriate images, films and websites including pornography and extreme violence.
16. Place themselves in a position where they are made vulnerable to allegations of misconduct.
17. Hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury

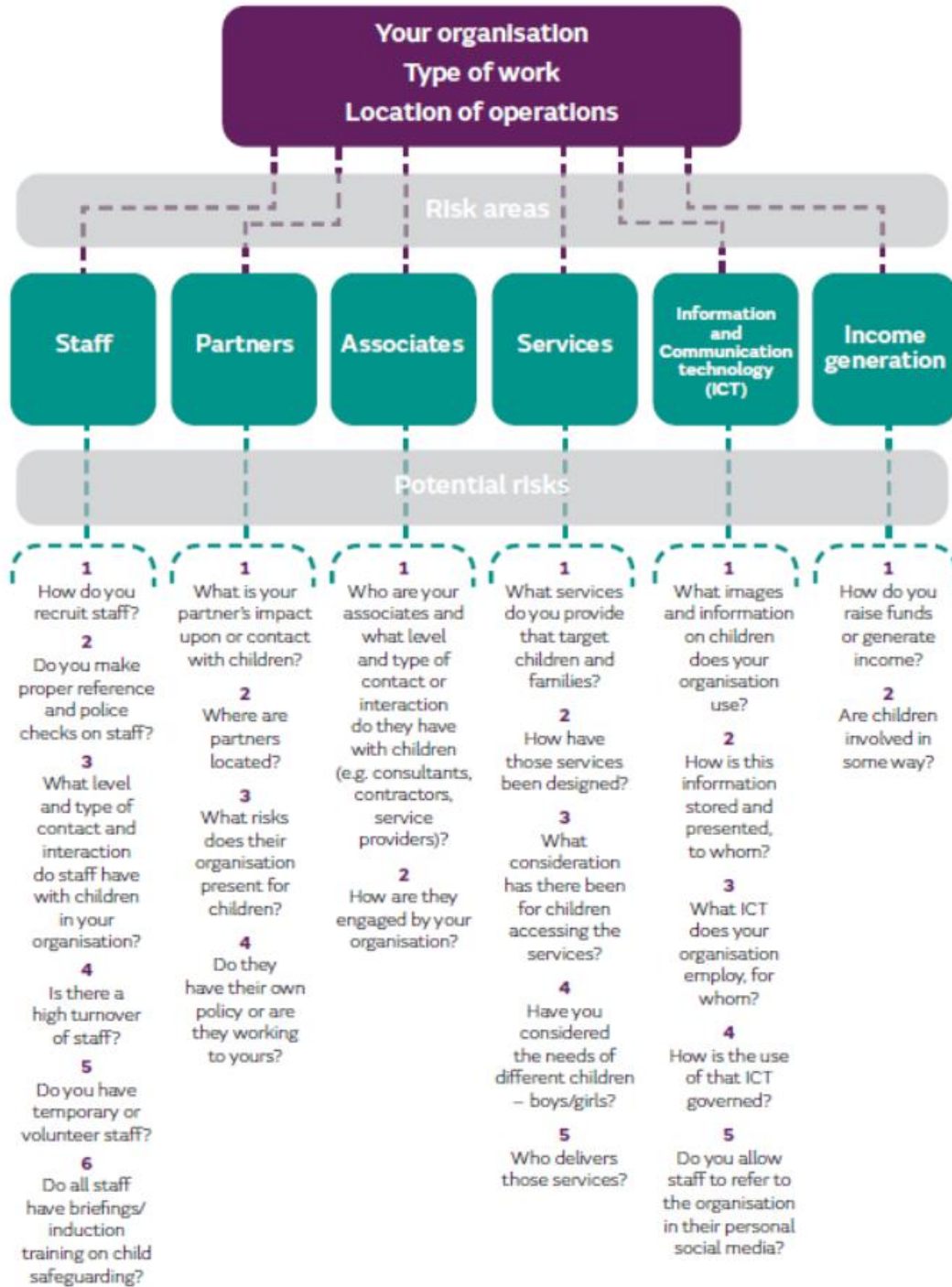
ANNEX II: SAFEGUARDING CHILDREN IN COMMUNICATION, MARKETING & DEVELOPMENT MATERIALS FOR ADRA

When photographing or filming a child for work-related purposes, ADRA Representatives will:

- Comply with local traditions or restrictions for reproducing personal images,
- Obtain informed, ideally written consent from the parent or guardian of the child, before photographing or filming a child, explaining how the photograph or film will be used,
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner,
- Ensure children are adequately clothed and not in poses that could be seen as sexually suggestive,
- Ensure images are honest representations of the context and the facts, and
- Ensure file labels do not reveal identifying information about a child
- Not post images of children whom are ADRA beneficiaries on personal social media

ANNEX III: RISK IDENTIFICATION CHART

[Keeping Children Safe's Developing Child Safeguarding Policy and Procedures](#) produced the chart below to help identify the range of potential risks to children from ADRA's areas of work. This process can be replicated with children and beneficiaries. Directions on how to prepare this risk assessment can be found on pages 7-14 of the manual.



Program teams should develop risk assessments that look at project or activity-specific risks. To complete this process, the following template may be used.

Sample Risk Assessment Form	
Description of activity	
Location	
Date(s)	
Responsible Party/Organizer and Contact Details	
Child Safeguarding Coordinator and Contact Details	
Program Manager and Contact Details <i>Sign Off (Approval)</i>	
Program Director and Contact Details <i>Sign Off (Approval)</i>	

Activity	Hazards (Something that can cause harm)	Who might be harmed?	Existing Control Measures	Assess risk, consider control measures, identify further action needed	Assessor's Signature

ANNEX IV: CODE OF CONDUCT FOR CHILD SAFEGUARDING

Code of Conduct for the Protection and Safeguarding of Children

This Code of Conduct applies to all ADRA staff and partners, including Contractors, Sub-Contractors, Interns, and Volunteers that work within or will visit countries where ADRA projects are implemented. If your managing Human Resources does not have a signed copy of this document, you are not eligible to travel to or work in project implementation sites. This Code of Conduct is based on the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse ([ST/SGB/2003/13](#)).

The basic values of ADRA are to observe the laws, customs and traditions of countries worked in or visited. In cases where such laws, customs or traditions contravene the [UN Convention on the Rights of the Child](#) and the [Universal Declaration of Human Rights](#) these latter two shall prevail. They are founded

on the conviction that all children and adults are of equal value, children have special rights and everyone has a responsibility.

I _____, agree that while engaged by ADRA I will:

- a. disclose to ADRA any criminal charges, convictions or accusations, and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with ADRA
- b. treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, or other relevant status
- c. not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- d. not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- e. not develop special relationships within a specific child or children, show favoritism or give gifts or particular attention to a child within communities where ADRA operates⁴
- f. wherever possible, ensure that another adult is present when working with or near children
- g. avoid involvement in unsupervised one-on-one counselling with minors and children
- h. not invite unaccompanied children into my home or hotel, or into a closed room unless they are at immediate risk of injury or in physical danger
- i. not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present.
- j. under no circumstances to give illicit drugs or any beverage containing alcohol to a minor.

⁴ If an ADRA Representative is related to a child or has a special relationship with a child or children where ADRA operates, the individual must disclose this to their supervisor at ADRA to avoid violating the conflict of interest clause in the Code of Conduct.

k. use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium (see 'Use of children's images for work related purposes' below).

l. not use physical punishment on children or permit that in sites where ADRA implements.

m. refrain from hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

n. comply with all relevant international and local legislation, including labor laws in relation to child labor, following the highest standards possible.

o. immediately report concerns, suspicions or allegations (including any allegation by a child) of child exploitation and abuse and breach or non-compliance with the child protection policy in accordance with appropriate procedures.

p. be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse.

r. oblige to immediately report any allegation, concern or suspicion of abuse or exploitation of children or breach of or non-compliance with the **ADRA Child Safeguarding Policy** or this Code of Conduct to my Country Director, directly to the Safeguarding Office at ADRA International, or through ADRA's whistle blowing platform.

a. The **HR Safeguarding focal point**: complaints@adraindonesia.org

b. ADRA Indonesia **Country Director**: (+62 0821 1275 9637)

When photographing or filming a child for work related purposes, I must:

a. assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.

b. obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used. Such consent must be written or if this is not possible and verbal consent is given, consent must be witnessed and documented.

c. ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.

d. ensure images are honest representations of the context and the facts.

e. protect the privacy of children and ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

Statement of Responsibility

I will not engage and avoid actions or behaviors that could be construed as child exploitation and abuse when implementing or participating in ADRA activities. I must not only apply this Code of Conduct individually but be ready to bring to the attention of relevant management within ADRA any potential incident, abuse or concern that I witness or am made aware of.

Disciplinary Action

Conduct that goes against any of the above points or that does not comply with the **ADRA Child Safeguarding Policy** will not be tolerated and will constitute grounds for disciplinary action including termination of employment contract or volunteer assignment.

Personal Declaration

I confirm that I have read, understood and shall abide by the Code of Conduct for the Protection and Safeguarding of Children for the entire period I am working or associated with, and or represent, ADRA. I will raise through appropriate channels any matter which appears to break the standards contained within this Code of Conduct. I understand that violation of any of the above Code of Conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal.

Organization:

Project Title:

Position:

Name:

Signature: Date:

1 A policy is developed that describes how the ADRA Indonesia is committed to preventing and responding appropriately to harm to children

(A) The policy reflects the rights of children to protection from abuse and exploitation as outlined in the United Nations Convention of the Rights of the Child (UNCRC).

(B) The policy is approved by ADRA International Board and the Board of the ADRA country office and applies to all the organization's staff and associates.

(C) The policy is publicized in an appropriate manner, promoted and distributed widely.

(D) Managers have specific responsibility for overseeing the policy.

2. All projects and programs are designed to minimize the risk of harm to the children they come into contact with or impact upon directly or indirectly by taking sufficient account of child safety, whatever the focus of the work.

(A) All projects must ensure that they take account of the environment, context, and impact (intended or unintended) on the children and communities it is engaged with.

(B) Every country office and project must carry out yearly mapping exercises which provide information on the legal, social welfare and child protection arrangements.

(C) Child safeguarding risk assessments and mitigation strategies are incorporated into existing risk assessment processes at all levels.

(D) Child safeguarding measures are integrated with existing processes and systems (strategic planning, budgeting, recruitment, program cycle management, performance management, procurement, partner agreements and management systems, etc.).

(E) A reporting and responding process for incidents and concerns is developed and is locally appropriate.

(F) When planning activities, considerations need to be taken into account in order to avoid risks. These include the following: child participation is not always welcome; children possibly are supposed to help with household jobs or income-generating work at the times of ADRA activities; particular care and preventative measures are put in place to safeguard children if activities are to take place in unfamiliar places and outside family care.

3 ADRA must reduce the risk of harm by staff, volunteers, and associates on children.

(A) Senior leadership makes it clear through the ADRA Code of Ethics, recruitment procedures, training and internal communications that child abuse by staff, volunteers, and associates will not be tolerated.

- (B) Recruitment processes have strong child safeguarding measures in place.
- (C) It is made clear to staff that this obligation on ADRA representatives to keep children safe extends to their conduct towards children with whom they have contact, outside the work environment as well as inside.
- (D) There are written guidelines for appropriate and inappropriate behavior of adults towards children and of children towards other children.
- (E) There are guidelines for engaging partners, communities and children on child safeguarding.
- (F) Specific responsibilities for implementing the Policy are clearly defined and stated within the Policy, included in job descriptions, and assessed during routine performance reviews.

4 ADRA ensures that good practices are followed when representing children in marketing and communication materials to minimize the risk of inappropriate use of information, stories, and visual images (photographs, videos, or social media).

- (A) Images of children must not show them in states of undress or in inappropriate poses.
- (B) Details attached to images and included in stories must not allow that child to be traced to his or her home or community.
- (C) Distinctive buildings, street signs or landmarks should not be included in an image if they identify where a child lives or works.
- (D) Geotagging of images should be disabled when taking photographs.
- (E) Ensure the photographer/journalist/translator employed has been properly vetted and reference checked.
- (F) Informed consent and permission has been given by children and their parents/carers to take their image and use their information.

5 Suspected or actual abuse of children must be reported, even when not at the hands of an ADRA representative, and responded to in a timely fashion and in a way that safeguards the best interests of children.

- (A) ADRA has a responsibility to report to the formal authorities or, where they are weak or corrupt or could place the child in more harm, to organizations that are able to deal with cases appropriately.

(B) Reporting will be decided at a local level and guidance in conjunction with the Protection Officer at ADRA International to ensure that children and their families are not put at further risk or made vulnerable by the very action of reporting harm and/or abuse.

(C) A reporting and responding process for incidents and concerns is developed which is locally appropriate. All actions taken and decisions made will be in the best interest of the child.

(D) Child safeguarding reporting procedures must be integrated into the country office's general and project-level complaint and response mechanisms. These reporting channels must be child-friendly and accessible for all members of communities, keeping into account diversity in age, gender, abilities, and other potential vulnerabilities.

6 The implementation of child safeguarding policies and procedures is regularly measured and monitored to ensure both upward and downward accountability in relation to child safeguarding.

(A) Progress, performance and lessons learnt are reported to key stakeholders (management forums and external or independent bodies where relevant) and included in ADRA's annual reports.

(B) Learning from practical case experience informs policy review and changes to child safeguarding measures.

(C) Policies and practices are reviewed at regular intervals and formally evaluated by an external evaluator/auditor every three years.

7 ADRA ensures that all child protection concerns within the organization are reported through the management reporting line and responded to in a timely fashion and in way that safeguards the best interest of the child.

(A) Reporting process is identified for each geographical location.

(B) Children and families that ADRA works with have a right to complain about inappropriate behavior from staff, volunteers, and other ADRA representatives and where we as an organization have failed to meet our child safeguarding and protection commitments.

(C) All complaints must be responded to and information on what will happen once the complaint has been received.

(D) It is important that children and the families we work with are involved in the development of a complaints and response mechanisms to ensure that they are relevant, safe and user friendly for them. Children, families and communities we work with should also be made aware of such mechanisms.

(E) Children and families will receive equal and fair treatment to anyone in need and asking for help due to a child abuse incident involving an ADRA representative.

ANNEX VI: MONITORING THE CHILD SAFEGUARDING STANDARDS (TEMPLATE)

Standard	How to Meet the Standard	Potential Evidence	Status	Action Plan
1 Child Safeguarding Policy	<p>Adoption of the ADRA Child Safeguarding Policy.</p> <p><i>The senior management team and the country office's board need to sign off on the Policy. A date should be set to review the Policy and a process put in place to evaluate its impact.</i></p>	<p>A copy of the policy, signed by the management board.</p>		
1 Child Safeguarding Policy	<p>Publicizing the policy.</p> <p><i>The policy should be made available to all ADRA representatives, partners, children and communities.</i></p>	<p>Policy is translated into local languages.</p> <p>Examples of the ways the policy has been promoted, including to partners, children, and communities.</p> <p><i>This could include:</i></p> <ul style="list-style-type: none"> • <i>presenting a poster of ADRA's commitments in public places such as meeting spaces, office reception and so on</i> • <i>ensuring a copy is available on ADRA's intranet and internet sites</i> • <i>enclosing a copy with all contracts and service level agreements</i> 		

		<ul style="list-style-type: none"> • <i>presenting the key requirements as part of the introduction to ADRA for sponsors and donors.</i> 		
<p>2 All projects and programs are designed to minimize the risk of harm to the children they come into contact with or impact upon directly or indirectly by taking sufficient account of child safety, whatever the focus of the work.</p>	<p>Every country office and project must carry out yearly mapping exercises which provide information on the legal, social welfare and child protection arrangements.</p> <p><i>Context, scope and setting: questions to ask</i></p> <ul style="list-style-type: none"> • <i>Is your ADRA country office located in places where child abuse is prevalent?</i> • <i>Is your ADRA country office located in places where laws and authorities are weak in responding to child abuse?</i> 	<p>Context map for the ADRA country office and localized versions for projects are completed and kept up to date.</p>		
<p>2 All projects and programs are designed to minimize the risk of harm to the children they come into contact with or impact upon directly or indirectly by</p>	<p>All projects must ensure that they take account of the environment, context, and impact (intended or unintended) on the children and communities it is engaged with.</p> <p><i>Impact on or contact with</i></p>	<p>Information from local mappings.</p>		

<p>taking sufficient account of child safety, whatever the focus of the work.</p>	<p><i>children: questions to ask</i></p> <ul style="list-style-type: none"> • <i>Does your ADRA office involve working with children?</i> • <i>Does your ADRA office impact upon communities and children?</i> • <i>Does your ADRA office bring staff and other representatives in contact with children?</i> 			
<p>2 All projects and programs are designed to minimize the risk of harm to the children they come into contact with or impact upon directly or indirectly by taking sufficient account of child safety, whatever the focus of the work.</p>	<p>Child safeguarding risk assessments and mitigation strategies are incorporated into existing risk assessment processes at all levels.</p> <p><i>Risk and how to avoid risk should be a major part of the country office's working strategy. The more risk is addressed and recognized, the more ADRA can work to prevent it.</i></p> <p><i>Risk assessments involve:</i></p> <ul style="list-style-type: none"> • <i>Establishing the context, scope and setting of your ADRA country office and project.</i> • <i>Identifying your ADRA country office's, project's, and activities' potential impact on or contact with children.</i> 	<p>Risk assessment for the country office and projects completed.</p> <p>Risk mitigation strategies completed, implemented and monitored.</p> <p>Safety and security assessments and plans include measures to keep children safe.</p>		

	<ul style="list-style-type: none"> • <i>Identifying and analyzing the potential risks of that impact or contact.</i> • <i>Evaluating the risks in terms of likelihood they could occur and the seriousness of the impact on children.</i> • <i>Implementing strategies to minimize and prevent risk.</i> • <i>Reviewing and revising risks and preventative measures.</i> • <i>Communicating and consulting.</i> 			
2 All projects and programs are designed to minimize the risk of harm to the children they come into contact with or impact upon directly or indirectly by taking sufficient account of child safety, whatever the focus of the work.	Child safeguarding measures are integrated with existing processes and systems (strategic planning, budgeting, recruitment, program cycle management, performance management, procurement, partner agreements and management systems, etc.).	Country offices complete a child safeguarding audit at least once a year.		
3 ADRA must reduce the risk of harm by staff, volunteers, and associates on	Recruitment processes have strong safeguarding measures in place.	Sample of recruitment adverts, employment contracts, and performance review templates.		

children.				
3 ADRA must reduce the risk of harm by staff, volunteers, and associates on children.	ADRA representatives are aware of their obligation to keep children safe at all times.	Copy of training plans, course attendance records and course evaluations. Partnership agreements, funding application and reporting forms.		
3 ADRA must reduce the risk of harm by staff, volunteers, and associates on children.	Guidelines on how to implement child safeguarding measures, including what behaviors are inappropriate and appropriate, are publicized and included in staff trainings, inductions, and partnership agreements.	Guidelines for adult-to-child behavior and child-to-child behavior. Copy of training plans, course attendance records and course evaluations. Partnership agreements, funding application and reporting forms.		
3 ADRA must reduce the risk of harm by staff, volunteers, and associates on children.	Specific responsibilities for implementing the Policy are clearly defined and stated within the Policy, included in job descriptions, and assessed during routine performance reviews.	Sample of job descriptions, individual work plans and performance reviews.		
4 ADRA ensures that good practices are followed when representing children in marketing and communication	Communication, Marketing and Development Policies include the aforementioned standards. Child safeguarding policies and standards are stated in	Sample of agreements with journalists, communication materials, and fundraising adverts.		

<p>materials to minimize the risk of inappropriate use of information, stories, and visual images (photographs, videos, or social media).</p>	<p>agreements with partners, donors, and media.</p>			
<p>4 ADRA ensures that good practices are followed when representing children in marketing and communication materials to minimize the risk of inappropriate use of information, stories, and visual images (photographs, videos, or social media).</p>	<p>Informed consent and permission has been given by children and their parents/carers to take their image and use their information.</p> <p>Work with local staff and local communities to devise ways to ask for informed consent from minors.</p>	<p>Sample of consent forms signed by guardians and received from children used in ADRA-related media.</p> <p>Completed risk assessments or guidelines on methods to ask for informed consent in communities where ADRA implements.</p>		
<p>5 Suspected or actual abuse of children must be reported, even when not at the hands of an ADRA representative.</p>	<p>ADRA has a responsibility to report to the formal authorities or, where they are weak or corrupt or could place the child in more harm, to organizations that are able to deal with cases appropriately.</p> <p>Guidelines on reporting mechanisms for staff, partners, children, and communities.</p>	<p>Reporting flowcharts for offices and partners.</p> <p>Examples of cases where these procedures have been followed.</p>		

<p>5 Suspected or actual abuse of children must be reported, even when not at the hands of an ADRA representative.</p>	<p>A reporting and responding process for incidents and concerns is developed which is locally appropriate.</p>	<p>Lists of contacts for specialist advice and information.</p> <p>Connections established with referral network.</p> <p>Copies of information for children about sources of support are completed and shared appropriately.</p>		
<p>5 Suspected or actual abuse of children must be reported, even when not at the hands of an ADRA representative.</p>	<p>Child safeguarding reporting procedures must be integrated into the country office’s general and project-level complaint and response mechanisms.</p> <p><i>Reporting procedures also need to encompass reports being made by children and communities. They will need agreed mechanisms for reporting complaints which will be linked with internal procedures.</i></p>	<p>Designated child safety officers who are trusted by children and communities and who are identified as the people to go to if wanting to report. They could also conduct monitoring visits in communities where they ask specifically about abuse.</p> <p>Complaints boxes. These need to be placed where children and communities are comfortable using them and where they can post their complaint confidentially.</p> <p>Community-based child protection mechanisms (CBCPM). These need to function well and work best if supported by the local authorities or organizations specializing in child protection. The functions of CBCPMs could be</p>		

		expanded to include receiving reports on incidences which involve the organization and to report through to the organization as well as the formal authorities.		
6 The implementation of child safeguarding policies and procedures is regularly measured and monitored to ensure both upward and downward accountability in relation to child safeguarding.	<p>Active monitoring, before things go wrong, involves regular checking to ensure that standards are being implemented and safeguards are working.</p> <p><i>Reporting should not focus only on the number of cases that have come to your attention, or been dealt with. It should include how ADRA's systems and processes are working to prevent the risk of abuse; your office's risk register is a good place to start.</i></p>	<p>Risk registers.</p> <p>Internal audit reports.</p>		
6 The implementation of child safeguarding policies and procedures is regularly measured and monitored to ensure both upward and downward accountability in relation to child safeguarding.	<p>Policies and practices are reviewed at regular intervals and formally evaluated by an external evaluator/auditor every three years.</p> <p><i>All offices need to undergo internal audits. If child safeguarding has been integrated into your country office and project's systems and processes, these should be audited alongside the other areas of the business being audited.</i></p>	Self-audit tool.		

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