

# EYE OF THE CHILD

Child Protection Policy

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# Eye of the Child - Child Protection Policy

## SECTION 1) Introduction and Key Background Information

Eye of the Child is opposed to all forms of violence suffered by children, and seeks to ensure that throughout its work it commits to policies, practices and procedures that are consistent with the best interests and the protection of children at all times. We recognise the importance of ensuring child protection awareness and prevention both in our work and programmes. Child protection is both an organisational and an individual responsibility.

It is therefore crucial that everyone connected with Eye of the Child understands the issue of child abuse and their own role and responsibilities in protecting children and preventing abuse.

Through the implementation of this Child Protection Policy, Eye of the Child is committed to ensuring that its staff, volunteers, interns and contractors, prioritise children's protection and best interests at all times.

This policy has been developed and updated based on several years of learning from the wider context of Eye of the Child's work with children, particularly on issues of child protection and participation. We also researched and reviewed a wide range of policies and practices of other NGOs in order to develop Eye of the Child's Child Protection Policy. We would like to acknowledge Child Hope organisation in UK from which we have drawn material from their Child Protection Policy and toolkit.

### 1.1) Definitions

#### Child

In its communications, Eye of the Child describes all those under 18 years of age as children.

#### Child Abuse

"Child abuse" or "maltreatment" constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.'<sup>1</sup>

This definition includes 4 types of cruelty which cause harm to children:

- Physical abuse - including hurting or injuring a child, inflicting pain, poisoning, drowning or smothering
- Sexual abuse - including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities
- Emotional abuse - including repeatedly rejecting children, humiliating them or denying their worth and rights as human beings
- Neglect - the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education and medical attention.

The children with whom Eye of the Child works have often experienced more than one type of cruelty. In addition they are vulnerable to discrimination, harassment and bullying which are also forms of physical and emotional abuse.

#### Child Protection

'Child protection' is a term used by many organisations for the work and programmes they undertake in the community or broader social environment. This may lead to confusion when discussing the child protection responsibilities and issues involved in managing an organisation. In

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

the context of organisational policies, it applies particularly to the duty of organisations - and individuals associated with those organisations - towards children in their care.

EYC definition: Philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. This policy is about organisational child protection - i.e. building a 'child-safe organisation.'

#### A Child Protection Policy

'A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.' It applies to all staff, volunteers, interns and contractors of the organisation who have direct or indirect contact with children.

#### Direct contact with children

Being in the physical presence of a child or children in the context of the organisation's work, whether contact is occasional or regular, short or long term. This could involve delivering talks to schools, churches, Children groups, project visits and attending conferences at which children are also present and all other situations.

#### Indirect contact with children

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

#### Best Interests of Children

Decisions that affect children should be made based on consideration of their physical and psychological well-being and the need to prevent risks of harm to them or other children. Determination of children's well-being should involve consultation with both children and those responsible for their care.

#### Informed Consent

Children understand the ways that their personal information and/or photographs will be used and have given their approval for this.

#### Child Safe Organisation

This is an organisation with the following characteristics:

- Has an 'aware culture'
- Does everything possible to prevent intentional and unintentional harm coming to children
- Where children feel safe
- Where children can speak out
- Where children are listened to
- Where children & staff are respected and empowered.

## 1.2) Eye of the Child's Core Child Protection Principles and Values

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Eye of the Child views all children as principal actors in their own development and pro-actively seeks to create spaces where children can voice their opinions and make choices. We recognise the resilience and creativity of many of the children we work with. We do not think of children as passive victims of difficult circumstances.

- The following 6 principles underlie all our child protection work and our Child Protection Policy:
  - Child Rights Based Approach
  - Consultation
  - Ownership
  - Confidentiality
  - Transparency
  - Sensitivity.
- The Legal Basis - the UNCRC - Eye of the Child's Child Protection Policy is based on the principles of the [UN Convention of the Rights of the Child](#). The CRC provides a comprehensive framework for the protection, provision and participation of all children without discrimination to ensure their survival and development to the maximum extent possible.<sup>2</sup>
- The Moral Basis - Eye of the Child believes that organisations and individuals working for children's rights have a duty to protect this group from abuse, mistreatment and exploitation from within organisations intended for their benefit. This duty is imperative and non-negotiable. Without adequate standards and mechanisms of protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse. Any organisation or individual that claims to be working for the benefit of children must make sure that it is not putting children at risk through lack of attention to child protection policies and procedures.
- Creating an Aware Culture - Organisations give messages in all that they do, and need to give clear messages to potential offenders. Child sex abusers will seek out organisations with weak communication structures and thrive where secrecy and shame prevail. The aware culture exists in an organisation where staff, volunteers, contractors and beneficiaries clearly understand child abuse and access child protection training and support regularly. An aware culture requires transparency and a commitment to learning and discussion of child protection and abuse. An aware culture is supported by policies and procedures: the emphasis is on helping people to implement them. Systems and procedures should be transparent with open lines of communication both internally and externally to improve awareness and implementation of child protection policies and practices. Policies and procedures should not lead to a fear of speaking out, or impact negatively on services to children. Interviewing, selecting, gate keeping, vetting, developing/maintaining institutional memory, creating a framework to deal transparently, consistently and fairly with allegations concerning abuse are important tools for developing an aware culture within an organisation.
- Children's Participation - Child protection is not only about policies on paper. The best way to protect children is to empower them to protect themselves. Creating a space where children feel able and willing to speak out about abuse, free from abusers, empowers them to become actors in their own protection without further discrimination or shame. "Children have the right to communication - to enable them to receive information, to ask questions, to make choices,

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<sup>2</sup> Articles 1, 2, 3.1, 3.2, 3.3, 6, 12, 13, 19, 25, 32,33,34,35,36,37(a), 39 form the specific basis of child protection. See [www.unicef.org/crc](http://www.unicef.org/crc) and <http://www2.ohchr.org/english/law/crc.htm> for more information.

and to make decisions.” Eye of the Child believes that helping children to find a voice is essential in enabling them to claim their individual rights. Children will only benefit from this policy if they are aware of their rights and are given the proper environment in which to exercise them.

- Taking it further - Child protection is not just about reading and signing a piece of paper: the policy sets out guidelines and standards that must be put into practice. These include, amongst other measures: recruitment procedures, review of management structures, creation of a space for children to speak out, staff training, and development of transparent protocols. ‘Above all, it must be remembered that it is the children, not the standards, that are sacrosanct; and although abuse must never be tolerated, the standards are no more than a tool in the service of promoting the welfare of children.’
- Supporting and Accompanying Others to develop good CP practice - The promotion of child protection is one of the main pillars of Eye of the Child’s development approach. Eye of the Child is committed to working with its partners on developing and implementing organisational child protection policies and procedures. However, with regard to poor practice or abuse within a particular organisation, it should be made clear to all existing and potential partners that Eye of the Child may be unable to continue a partnership relationship in the event that it has serious doubts about the actions and behaviour of the organisation or of any individual or individuals within the organisation, and if these contravene the provisions of this policy.

### 1.3) What is Eye of the Child’s Child Protection Policy?

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Eye of the Child’s Child Protection Policy provides a framework of principles, standards and guidelines for individual and organisational practice in relation the following areas:

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

### 1.4) Why we need a CP Policy

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‘Any Organisation should have a child protection policy if its direct or indirect beneficiaries include individuals under the age of 18’

- The children with whom we work are especially vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, other project workers, and those with access to their personal information. In the case of children who have run away from home, many have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.
- Organisations working with vulnerable children have been, are and will continue to be vulnerable to harbouring abuse until the issues are brought into the open.
- Organisations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.
- Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation’s reputation. This will have serious

implications for Eye of the Child's survival (undermining our entire portfolio of work, even beyond the scope of the particular project concerned) as well as damaging the reputation of the child rights sector as a whole.

## 1.5) Who is bound by the policy?

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Eye of the Child's child protection policy applies to:

- All staff and Trustees of Eye of the Child, and all volunteers and interns
- All those acting for Eye of the Child, such as consultants, trainers, journalists
- Those who visit Eye of the Child's field programmes in the name of Eye of the Child, such as volunteers, patrons, donors, corporate sponsors, journalists, supporters.

### a) Staff, Trustees, Volunteers and Interns

Standards to be followed for all Staff, Trustees, Volunteers and Interns are as follows:

- Staff: upon signing their Contract they are also signing up to Eye of the Child's CPP. Trustees, Volunteers and Interns are required to sign a statement of commitment to Eye of the Child's CPP.
- Sign a personal declaration stating whether they have any criminal convictions, including those considered 'spent'
- Obtain a CRB check (Standard for Programmes Staff, standard for Trustee and staff). "2 independent references are obtained for Interns and Volunteers working in our offices.
- Provide Eye of the Child with two referee contacts which can be verified by telephone.

All Staff, Trustees, Volunteers and Interns are expected to promote the policies, guidelines and practice of children's protection in a child rights context. It is crucial that all individuals uphold the highest standards of professional and ethical behaviour whilst associated with Eye of the Child.

### b) Consultants

Consultants / Trainers / Journalists / Photographers / Film-makers working for Eye of the Child on an assignment that will involve direct contact with children, will be asked to do the following:

- Abide by Eye of the Child's CPP which includes a Behaviour Code of Conduct through signing a statement of commitment to the CPP.
- Provide Eye of the Child with two referee contacts which can be verified by telephone.
- Attend a child protection briefing by a member of the Eye of the Child Programmes Team.
- Photographers / Film-makers sent to the field should be carefully briefed regarding the taking and use of suitable images and allowing subjects to withhold consent if they do not wish to be involved. Photographers and Film-makers should be accompanied by a local staff member whenever possible.

If the type of work carried out by Consultants, involves indirect contact with children and/or information regarding children, the following standards shall apply:

- Abide by Eye of the Child's CPP through signing a statement of commitment to Eye of the Child's CPP.
- Provide Eye of the Child with two independent referee contacts which can be verified by telephone.

### c) Visitors to projects

Eye of the Child will ask all visitors and any accompanying staff to sign a statement of commitment to Eye of the Child's CPP and request that the visitor attends a CP briefing session.

d) Corporate sponsor visitors to projects

Corporate Sponsors will be asked to sign an agreement with Eye of the Child prior to any visit being undertaken which will detail the expectations of both parties regarding the visit. Corporate sponsors will be fully briefed about Eye of the Child's CPP and will be asked to sign a statement of commitment to it. Eye of the Child will also follow up on two independent referee contacts which can be verified by telephone.

## SECTION 2) Eye of the Child - Child Protection Policy

We aim to build a "child safe organisation". We will work towards this by developing, implementing and monitoring our Child Protection Policy and Procedures as effectively as possible and in the spirit of commitment at all times, to the best interests of the child.

Updating the policy: Eye of the Child's policy will be reviewed annually and whenever there is a major change in the organisation or in relevant legislation, to guarantee the best available policies for child protection.

### 2.1) Recruitment

Eye of the Child is committed to good practice in recruitment, to ensuring staff understanding of and commitment to child protection principles, and to advising partners of its policies in this regard. Eye of the Child believes that its employees, and all those whom it may employ, or all those over whom it has any authority and influence, must demonstrate behaviour that is not simply consistent with protocols and legislation, but also with an appropriate set of personal and professional standards. Eye of the Child seeks to recruit staff who respect and value children and who are committed to preventing harm to children.

Recruitment problems begin when organisations are not clear about the job and the skills that are required in order for the post holder to perform his or her duties. We believe there is a greater likelihood of attracting the most suitable person for the job when it is clear what the job involves. Job analysis allows definition of the tasks involved and the type of person needed for the position. Hence all posts in Eye of the Child have job descriptions and key selection criteria describe the ideal skills, experience, knowledge and understanding required from a person, in order to carry out the position.

Insufficient screening is a risk factor, which could allow child abuse to occur by the placement of a child sex offender or otherwise unsuitable candidate. Hence, Eye of the Child screens all staff and volunteers as part of its recruitment and selection process.

The following detailed procedure is followed in relation to recruitment:

- A candidate specification accompanies each job description, and applicants are judged against these criteria to ensure the best candidate for the job is selected.
- When advertising vacancies, we inform candidates of our child protection policy and that commitment to this policy is a condition of employment.
- One member of the recruitment panel will have undergone recruitment training specifically on child protection.
- Specific questions on child protection will be included in the interview
- All candidates for employment must fully declare on the application form whether they have any criminal convictions, spent and unspent. A false declaration that results in employment will render the person liable to dismissal without notice. Candidates must explain gaps in their employment history.
- Preferred candidates will be subject to a standard disclosure. The candidate must organise this, with Eye of the Child's support. An offer of employment is made conditionally until this has been obtained and presented to Eye of the Child.

- Only the Director and Chair of Trustees will know the findings of the Disclosure check and only relevant convictions will be taken into account.
- A requirement of two character references (excluding family members and those who have known the applicant personally for less than 2 years) that can be verified by telephone. Referees will be informed in the reference request that employees will have access to children. They will be asked to draw to Eye of the Child's attention any matter of child protection concern they may have. They are invited to provide a telephone reference should they wish. These referees may be used as an alternate arrangement to police checking.
- On appointment, Eye of the Child staff are given a copy of the child protection policy and the behaviour code of conduct, and will be asked to sign a declaration that they understand it and agree to be bound by it. This is a contractual obligation within the staff contract.
- Interns and volunteers to Eye of the Child will be given a copy of the child protection policy and asked to sign the Statement of Commitment (See Appendix 1)

## 2.2) Education and Training

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Eye of the Child promotes an environment which encourages opportunities for questioning and learning about child protection issues. The opportunities will include:

- An induction process for all staff, trustees, volunteers, interns and consultants, and contractors, which includes: familiarisation with the CPP and procedures; opportunities to learn about the nature of abuse, the effects of abuse and how to recognise and respond to concerns about child abuse; information and support on who to contact in the event of any concerns about child protection issues.
  - New staff, trustees, volunteers, interns should receive child protection training as soon as possible (ideally within 3 months) of taking up their position.
  - Consultants, journalists and visitors who will have direct contact with children should receive a child protection briefing prior to their visit, including training on the Behaviour Code of Conduct prior to undertaking their contracted work. They must be clear who to contact in the event of any concerns.
  - Consultants, contractors, interns and volunteers who have access to information about children such as personal contact information, including their address, specific cases or incidents, or any other details of a child's personal life must be trained to fully understand the risks of sharing information regarding children. This will enable them to understand what EYC considers to be the acceptable and unacceptable sharing of children's information.
- It is recognised that lengthy training can be an additional burden on volunteers or on staff who work part time. Where possible, these limitations should be recognised and arrangements made to deliver the training in as accessible way as possible.
- It is recognised that CP training and the topic of child abuse are of a sensitive nature and may raise personal issues. It is not our wish to upset anyone and so Eye of the Child should provide information on referral telephone numbers for agencies with experience supporting survivors of child abuse.
- A regular re-evaluation of circumstances regarding training and policy procedures will be administered, assuring an up-to-date awareness of child protection issues and training requirements within Eye of the Child.

## 2.3) Management Structure

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Eye of the Child believes that every employee should be aware of the principles and procedures of child protection, and that the management structure should facilitate the implementation and monitoring and evaluation of the CPP and procedures through the following:

- Eye of the Child will have open lines of communication where understanding abuse and listening and responding to concerns are the main priority. It will create an atmosphere of support and encouragement for those who feel it necessary to report concerns, as child

protection is a difficult issue to confront. It will promote a positive environment for giving and receiving feedback.

- Designate a Child Protection Officer (CPO) to be responsible for child protection implementation with the support of a Child Protection Working Group. This person will be responsible for coordinating training, supervision, monitoring and support of child protection within the organisation. New staff will be made aware of the role and responsibilities of the CPO and will be encouraged to approach him or her with questions on child protection issues.
- The responsibilities of the designated CPO will include:
  - Promoting awareness and implementation of the policy throughout the organisation.
  - Monitoring implementation of the policy and reporting on developments at staff Meetings.
  - The development of child protection training resources as required.
  - Maintaining knowledge of best practice and statutory requirements.
- In a context of positive, overall organisational support for child protection, ongoing supervision, monitoring and support of individuals working directly with children or with direct access to information on children, will be provided by the CPO.
- All staff appraisals will include feedback from staff on whether they feel they need training, support or advice on child protection issues.
- Child Protection will be a standing agenda item at SM meetings, annual strategy and review meetings and will be included within programme evaluations.
- The disclosure of personal information on children should be limited to those staff members, volunteers, interns and contractors who need to know.

## 2.4) Behaviour Protocols

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Endeavouring to be a child safe organisation, Eye of the Child works to secure an open and aware culture where all participants feel responsible for the protection of the children we come into contact with or write about in our work. A key element of our CPP is Eye of the Child's Behaviour Code of Conduct. This applies to Eye of the Child staff and anyone acting as a representative of, or on behalf of, Eye of the Child who may come into direct or indirect contact with, or be responsible for, bringing children into contact with adults. The Behaviour Code of Conduct includes guidance on appropriate/ expected standards of behaviour of adults towards children. By setting standards for appropriate behaviour it also protects people who come into contact with children from unfounded accusations of improper conduct.

This Code of Conduct is prominently displayed in Eye of the Child's office, is easily accessible for all organisation representatives and is shared with Eye of the Child's partners. Representatives of Eye of the Child should disseminate and promote copies of the Behaviour Code of Conduct in all situations where the organisation is responsible for bringing children into contact with adults

### Eye of the Child Behaviour Code of Conduct

- This Code of Conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration.
- Eye of the Child representatives should make an attempt to understand the local norms around physical contact between children and adults.
- Eye of the Child representatives should be sensitive to differences between children based on age, gender, ethnicity, disability, faith, sexuality etc.
- When visiting project sites, EYC representatives should read the CPP and ensure they understand what children are and are not comfortable with.
- When planning workshops or interviews with children, EYC representatives should discuss the activities and questions they plan to ask with relevant staff in the partner organisation. The availability of emotional support/ counselling should be ensured in the event that children become upset through talking about their life experiences.

- Guidance should be taken from the partner organisation in relation to the appropriate environment for conducting the activities.
- EYC representatives should explain clearly to children what they plan to do during their time with them and how they plan to use the information shared.
- Children should be given the opportunity to talk or do things at their own pace. They should be listened to and given attention and should not be discussed with adults as if they are not there.
- When EYC representatives are visiting families of staff outside working hours, they should continue to act professionally and exercise common sense in their behaviour with children.

#### Minimising Risk situations

##### NEVER

- Condone or participate in behaviour that is illegal or unsafe

##### TRY NOT TO:

- Place yourself in a compromising or vulnerable position such as being alone with a single child, including in the following situations: in a car, overnight, in your home, or the home of a child
- Show favouritism or spend excessive amounts of time with one child

##### TRY TO:

- Be accompanied by a second adult whenever possible
- Meet with a child in a central, public location whenever possible
- Immediately note, on an incident report sheet, the circumstances of any situation which occurs which may be subject to misinterpretation by a third party.
- Avoid doing something that could be misinterpreted by a third party

#### Sexual Behaviour

##### NEVER:

- Develop physical/sexual relationships with a child
- Behave physically in a manner that is inappropriate or sexually provocative
- Engage in or allow sexually provocative games with children to take place
- Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.

#### Physical Behaviour

##### NEVER:

- Hit or otherwise physically assault or physically abuse a child.

##### DO:

- Wait for appropriate physical contact such as holding hands, to be initiated by the child, except in situations where it is expected for adults to greet children by offering them their hand.
- Ask permission from children before taking photographs of a child/children except under exceptional circumstances, based on the child/children's best interest, where this might not be possible or desirable.

#### Psychosocial Behaviour

##### DO:

- Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.
- Be aware that as a visit, your presence with children will often be temporary and you should therefore avoid creating bonds with children which encourage emotional or psychological

dependence: make it clear from the outset, in age-appropriate terms, that you will not be with them long-term.

#### DO NOT:

- Use language that will mentally or emotionally harm a child
- Suggest inappropriate behaviour or relations of any kind
- Act in any way that intends to embarrass, shame, humiliate or degrade a child
- Encourage any inappropriate attention seeking behaviour, such as tantrums by a child
- Show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

#### Peer Abuse

##### DO:

- Be aware of the potential for peer abuse
- Encourage Eye of the Child families / beneficiaries to develop special measures/ supervision to protect younger and especially vulnerable children
- Avoid placing children in high-risk peer situations (eg. Unsupervised mixing of older and younger children).

##### DO NOT:

- Allow children to engage in sexually provocative games with each other.

#### Physical Environment

##### DO:

- Encourage EyC beneficiaries, communities and families to develop clear rules to address specific physical safety issues relative to the local physical environment (eg. For projects based near water, heavy road traffic, railway lines).

What to do if you suspect or witness an abuse/ potentially abusive behaviour

Immediately bring to the attention of the Eye of the Child's CPO, any instance of witnessed or suspected abuse, and any action or behaviour that could be construed as poor practice or potentially abusive.

## 2.5 ) Eye of the Child's Communications Guidelines

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### Guidelines on Communications about Children

In communications about children, the following standards apply:

- Access to printed and electronic personal information about children should be restricted to the minimum number of people who need to know within Eye of the Child or those representing Eye of the Child. Personal and physical information that could be used to identify the location of a child and cause them to be put at risk should not be used on the organisation's computer system or website or in any other form of communication for internal or public purposes. Where it is necessary to use case studies to highlight the work of Eye of the Child, names of children will be changed on collection of case studies.
- Within its fundraising and publicity materials, Eye of the Child will sometimes be required to use text and imagery from its projects. In so doing, it recognises that it has a responsibility to the children that are portrayed. To this end, Eye of the Child looks on all children as human beings

with rights and we will respect these rights at all times. We accept our responsibility not to portray a manipulated or sensationalised depiction of a child's life and circumstances.

- Every child has a right to be accurately represented through both words and imagery. The organisation's portrayal of each child must not be manipulated or sensationalised in any way, but provide a balanced depiction of their life and circumstances. Children must be presented as human beings with their own identity and dignity preserved. This must be applied for written, photographic and filmed materials.
- Where children are indeed victims, the preservation of the child's dignity must, nevertheless, be preserved at all times. The organisation should attempt to depict a balance between victimisation and empowerment by using necessary tools, such as 'before' and 'after' photos.
- As far as possible, people (including children) should be able to give their own accounts, rather than have people speak on their behalf. People's (including children's) ability to take responsibility and action for themselves should be highlighted.
- Eye of the Child will avoid the following:
  - Language and images that could possibly degrade or victimise or shame children.
  - Making generalisations which do not accurately reflect the nature of the situation
  - Discrimination of any kind
- Taking or using pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible and should be relevant to any accompanying text).
- In images, children should not be depicted in any poses that could be interpreted as sexually provocative.
- Informed consent should always be sought from the child/children themselves before taking photographs, except under exceptional circumstances, based on the child/children's best interests, where this may not be possible or desirable.
- To the greatest extent possible, Eye of the Child will acquire informed consent of the child, child's guardian and/or NGO responsible for the child, before using any image, experience of story for publicity, fundraising, awareness raising or other purpose. The purpose should be made clear to the consent giver.
- Individuals or organisations that request the use of Eye of the Child's resources, such as photographs, will be required to sign an agreement with the organisation as to the proper use of such materials.

## 2.6) Reporting and Reaction Protocol

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There is a process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the Child Protection Policy which is made available to, and understood by, all staff, trustees, volunteers and interns, consultants and contractors.

### Obligation to report

- Eye of the Child's all staff, trustees, volunteers and interns, consultants and contractors are obligated to report any observations / reports you have received of alleged breaches of the Child Protection Policy to the Child Protection Officer. Failure to report any observations / reports you have received, however uncertain, could result in disciplinary action.

### Recording allegations

- All allegations should be recorded using the appropriate reporting forms and stored securely.

## Support to staff

- Arrangements will be made to provide counselling support to those Eye of the Child representatives who witnessed alleged abuse, are handling the investigation or are the subject of the allegations.

## Anonymous allegations

Allegations made anonymously will not be investigated, although if repeated anonymous allegations are received from more than one source, the matter may be investigated.

## 2.7) Ramifications of Misconduct

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- If an allegation of a violation of the policies, guidelines, principles or practice of child protection is made concerning a named individual from a verifiable source against any staff member, trustee, intern, volunteer, consultant or contractor they will be suspended on full pay (staff member) or suspended from all activity / association with Eye of the Child (trustee, intern, volunteer, consultant or contractor) pending the outcome of an independent investigation. The decision to suspend must be taken by a senior manager and is not open to challenge.
- Depending on the outcome of the independent investigation: 'If it comes to light that anyone associated with Eye of the Child commits acts in relation to children - whether within or outside the context of Eye of the Child's work - which are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, Eye of the Child will take immediate disciplinary action and any other action which may be appropriate to the circumstances'. This may mean, for example, for:
  - Staff - disciplinary action
  - Trustees - termination of Board membership
  - Volunteers and interns - ending the relationship with Eye of the Child
  - Consultants/ Contractors - termination of contract
  - All - Criminal prosecution/ Reporting
- When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process. This means that if a staff member, trustee, intern, volunteer consultant or contractor has been accused of violating the Child Protection Policy and the complaint has been upheld as a result of an investigation, the accused has the right to appeal this decision (for example, they may feel that the original decision was unjust or based on misinformation or a personal grudge of the person who carried out the investigation). An appeal would mean that a second party would re-examine the evidence to double-check that no mistakes have been made. The decision from the appeals process would then be final once and for all.
- The media will be dealt with by the Executive Director, guided in their response by the Board of Trustees and the CP.
- Child protection-related incidents will be collated and analysed and feed into the monitoring of the CPP.

## SECTION 3) Monitoring of Eye of the Child's CPP

The monitoring of the CPP will be coordinated by the Child Protection Officer, guided by the monitoring framework below and progress will be reviewed in the 3 monthly meetings of the CP. Learning from monitoring of CP practice will be shared internally following these meetings. In the spirit of openness and transparency, key lessons from the implementation and monitoring of Eye of the Child's CPP and procedures will be shared with others working on implementing CP good practice and through the Technical Working Group on Child Protection in Malawi.

Elements of CPP / overall impact	Objectives	Indicator	Who should take the responsibility for measuring this	How should we monitor/collect the relevant information?
Overall				
	Written CP policy publicised, promoted and widely distributed	Policy is visible in Eye of the Child	Child Protection Officer	Observation
	Annual Review of Policy takes place	Review process written up	CPO	Meeting with staff, feedback in staff appraisals
Recruitment	CRB/ other reference checks have been conducted satisfactorily before post has been offered and are maintained up to date.	Police reference check filed in personnel file, time taken documented	HR Manager	Review of personnel files
	Job adverts include a statement informing applicants of CP policy	Job advert	HR Manager	Review job Ad
	Relevant JDs contain specific reference to the responsibilities of the post holder for implementing and safeguarding the CP policy and procedures	JD	HR Manager & CPO	Review JDs
	Every Staff member has signed a commitment to the CPP in their contact	Contract	HR Manager	Review Contracts
Education and Training	Staff, intern & volunteer and trustee inductions have included child protection training covering core CP issues and staff are inducted within 3 months of joining CH.	Staff are able to explain how they would respond if a child disclosed an experience of abuse to them and understand what is expected of them in their work. Staff understand their responsibilities in terms of behaviour towards children and communication about them	HR Manager & CPO	Feedback from staff, evaluation of training
	Staff are acting in accordance with behaviour and communication guidelines	Staff have been trained on these and there is positive feedback from children & partner staff. Observation of staff	CPO, HR Manager	Reporting back to CP Working Group
	Staff responsible for recruitment have been trained to ask CP questions and are aware of safe recruitment practice	A trained staff member is included in recruitment panels. CP Toolkit Recruitment guidance has been referred to.	HR Manager & CPO	Notes from Interviews/ Questions lists
	Consultants are given briefings on CPP in advance of overseas visits	Consultants are clear about what behaviour is appropriate and inappropriate and how to report any concerns	CPO, PMs	Feedback from Consultant, partners
	Programme budgets	Project budgets reflect	CPO, PMs	Review Budgets



	include costs for training and mentoring on CP	costs		
Management Structure	There is a designated CPO in the organisation responsible for implementing the policy	All staff and children know who is the CPO	HR Manager	Regular staff survey
	Performance of CPO is reviewed in yearly appraisal	Appraisal notes reflect performance	ED, PMs	Yearly Appraisals
	Child Protection Working Group is coordinating Policy implementation	Group meets quarterly and reports back on action plan & incorporates new actions/decisions	CPO	Notes from CP Working Gp meetings, action plan
	CP is incorporated into project and organisational evaluation and review and staff appraisals	Evaluation reports, staff appraisal records	CPO, PMs, HR Manager	Evaluation TOR, Staff appraisal document
	CP is on the agenda of SMT meetings		CPO	SMT minutes
Behaviour protocols	Staff abide by Eye of the Child's Behaviour code of conduct which is displayed openly	Staff are clear about what behaviour is appropriate and inappropriate and have attended training. BCC on office wall.	CPO	Feedback in staff appraisals, feedback from partners
	Staff and children understand the consequences of breaching the code	Staff are able to explain about the organisation's disciplinary procedures.	HR Manager	Feedback from staff
Communication	Children's 'informed consent' is obtained when being asked for information about them or their photos are taken	Informed consent forms. Children are able to say "No"	All staff who are photographing children,	Forms collected
	The organisation's publications, written materials, website does not label, degrade or victimise children and does not	Publications, printed material, website follow communications guidelines	overseen by CPO CPO	Review of materials
	enable them to be easily identified Signed Statement of Commitment for Journalists and other project visitors visiting a CH project are obtained	Statements of Commitment	All staff responsible for coordinating such visits, overseen by CPO	Forms collected
Reporting and Reaction	Reporting and reaction processes are standardised, clearly outlined and made available to all representatives and include reporting and storing information	These processes are clearly documented and understood by all staff, trustees, interns, volunteers, consultants etc.	CPO, HR Manager, ED	Regular questions to different groups of staff
	All reporting and investigation procedures are clearly documented	Relevant documentation	CPO, HR Manager	Reporting flow chart and format displayed in the



				office
Ramifications of misconduct	The organisation has clear disciplinary guidelines	Disciplinary guidelines	HR Manager	Review Disciplinary guidelines
	Investigations are prompt and follow standardised procedures	Investigation notes are recorded	HR Manager, CPO	Review investigation notes
	HR Manager documents disciplinary action	HR documentation	HR Manager	Review of HR documentation
Monitoring and Review	The organisation is regularly reviewing and monitoring its CP policy and practice.	CP monitoring processes and tools and info. collated	CP Working Group	Review documented

## APPENDIX 1: Statement of Commitment

# STATEMENT OF COMMITMENT

to Eye of the Child's Child Protection Policy

## Eye of the Child - staff, volunteers and interns

I have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while working with Eye of the Child.

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(Print name)

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

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

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

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(Print name)

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