

CHILD SAFEGUARDING POLICY

Padova Head Quarter: Revision n. 1 December 2019

Approved by

Board of Governors Padova Head Quarter

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GLOSSARY

Child: For the purposes of this document, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Child abuse: According to the World Health Organisation, “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.’¹

Child participation: Anyone below the age of 18 taking part in a process or playing a role in a process at his/her level, according to their evolving capacities – children and young people thinking for themselves, expressing their views effectively, and interacting in a positive way with other people; involving children in the decisions which affect their lives, the lives of the community and the larger society in which they live.

Child protection: A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organisations – and individuals associated with those organisations – towards children in their care.

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.’²

Child safeguarding: is the responsibility that organisations have to make sure their staff, operations, and programmes

do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children’s safety within the communities in which they work, are reported to the appropriate authorities. “Do no harm” is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to organisations’ responsibility to minimise the harm they may be doing inadvertently as a result of their organisational activities.³

TYPES OF VIOLENCE / ABUSE EXPERIENCED BY CHILDREN

Self-harm: e.g. deliberately cutting or harming oneself; suicidal thoughts; attempted and actual suicide.

Peer abuse: e.g. bullying (physical and/or psychological); physical and sexual abuse; gang violence.

Abuse by adults: e.g. domestic violence (physical, psychological, sexual); corporal punishment in schools and organisations; sexual abuse and exploitation.

Societal abuse: a social, political, economic and cultural environment which actively encourages or tacitly condones violence against children, e.g. political campaigns which encourage ‘clearances’ of street children; religions and cultures which encourage physical and humiliating punishment of children as acceptable childrearing practices; harmful traditional practices such as female genital mutilation, ritual scarification etc.; high prevalence of violence in the media; cultural attitudes which condone violence against women in the home / which promote ideas of women and children as being the ‘property’ of men / parents rather than as human beings deserving of equal rights.

¹ Report of the Consultation on Child Abuse Prevention WHO – 1999.

² Introducing Child Protection (Child Protection Manual, Stage 1), UNICEF.

³ Child Safeguarding Standards – and How to implement them. Keeping Children Safe.

INTRODUCTION

Doctors with Africa Cuamm is a Non-Governmental Organisation recognizing Health as a basic Human Right since 1950.

The main objectives of our *mission* are:

1. To improve the health status of African People, in the firm conviction that health is not a consumer good but a universal human right, and therefore access to health services cannot be a privilege.
2. To promote a positive attitude and solidarity towards Africa – the duty of fostering interest and hope for the future of Africa, and commitment among institution and public opinion.⁴

It is known worldwide that the future of Africa resides in the children and youth of Africa. Because of this we think it is our

duty to look after their health and safety in order to preserve the future of the countries where we operate.

Cuamm is currently operating in interventions focusing on reproductive, maternal, newborn, child and adolescent health, nutrition, infectious diseases, non-communicable diseases. Our approach is operating on the *continuum* of care, working at different level, hospital level, health centers level and at community level. This means to deal with several kind stakeholders, district officers, doctors, nurses, parents, community leaders, women and man of the community as much as local authorities and national authorities at ministry level. Cuamm is aware about the real risk in such vulnerable countries of harming children this is why Cuamm wants to promote and implement this Child Safeguarding Policy.

PURPOSE

The scope of the policy is to regulate how the organisation works is oriented in a manner that the children with which we come into contact are safeguarded and have their wellbeing promoted, and that our actions do not cause any harm to children.

Cuamm aim to support country teams in applying and promoting the policy at local level.

With this Policy Cuamm wish to sensitize partners and collaborators on child protection issues.

While the Safeguarding Policy try to be comprehensive, given the diverse range of settings and operations carried out by Cuamm, it is likely that there may be circumstances which are not covered or where there is a question about the application of the policy. In such situations, the Vice Director and Responsible of Management, Finance and Control in Padova (email to: a.borgato@cuamm.org) should be contacted for further advice.

THE CHILD PROTECTION⁵

This Policy is based on the 7 elements internationally recognized as follow:

1. Personnel Recruitment

All employees at the head quarter as much as those in the field, trustees, officers, interns, JPOs and volunteers, whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children should undergo a thorough and standardized recruitment process, as described in the Human Resources manual.

The recruitment process procedure shall be based on a detailed analysis of each task and the level of contact with children. Cuamm is committed to assure a safer recruitment and selection procedure action to ensure there are as many safeguards as possible in place.

Work should not commence until all safer recruitment processes have been followed and background checks

and guidance on the Child Safeguarding Policy have been completed.

Records of safer recruitment practice, such as references etc., must be kept in HR files.

During the Recruitment & Selection process some action shall be adopted in order to obtain a safer procedure:

- on the designing phase of the Profile need to indicate what skills and knowledge are needed to safely work with children;
- in the Advertisement a clear statement about Cuamm's commitment to safeguarding children will be added;
- during the interview at least one question on child safeguarding will be included;
- before the appointment of the candidate check of the reference is mandatory (previous employer, academic supervisors, etc.);

⁴ Strengthening health systems to built resilient communities in Africa – Strategic Plan 2016-2030. Doctors with Africa CUAMM.

⁵ Developing a Child Protection Policy and Procedures - UNICEF

- verify the identification information given by the candidate are real;
- check the qualifications or professional registrations are real as declared by the candidate;
- whenever is possible make a police check or request for certificate of criminal record;
- once the candidate has been appointed he/she must sign the Code of Conduct;
- the staff need to get an induction period during which will be instructed on Child Safeguarding Policy;
- after appointment, during the probation period the staff has to be assessed for the job;

2. Education and training

In order to get everyone informed on this Policy it will be mandatory within their trial period, and no longer than three (3) months after appointment, all staff and volunteers must be given guidance as to the Child Safeguarding Policy, and their responsibilities towards safeguarding children.

- Staff and volunteers must be given the opportunity for regular updates on safeguarding children – either formally, such as through training or supervision, or more informally, for example through discussion at team meetings.
- Records must be kept in HR files of all training/ guidance meetings conducted – with the date and list of attendees.
- While all adults have the responsibility for safeguarding children, no one should have to do this alone and unsupported. Country Managers and Project Managers from Cuamm are responsible for ensuring that staff and volunteers are supported in their roles in safeguarding

children, with the Country Manager being ultimately responsible for the implementation of the Child Safeguarding Policy.

- The Child Safeguarding Focal Point based at country level within Cuamm is the primary source of advice and support in relation to child safeguarding concerns and the implementation of the Child Safeguarding Policy.

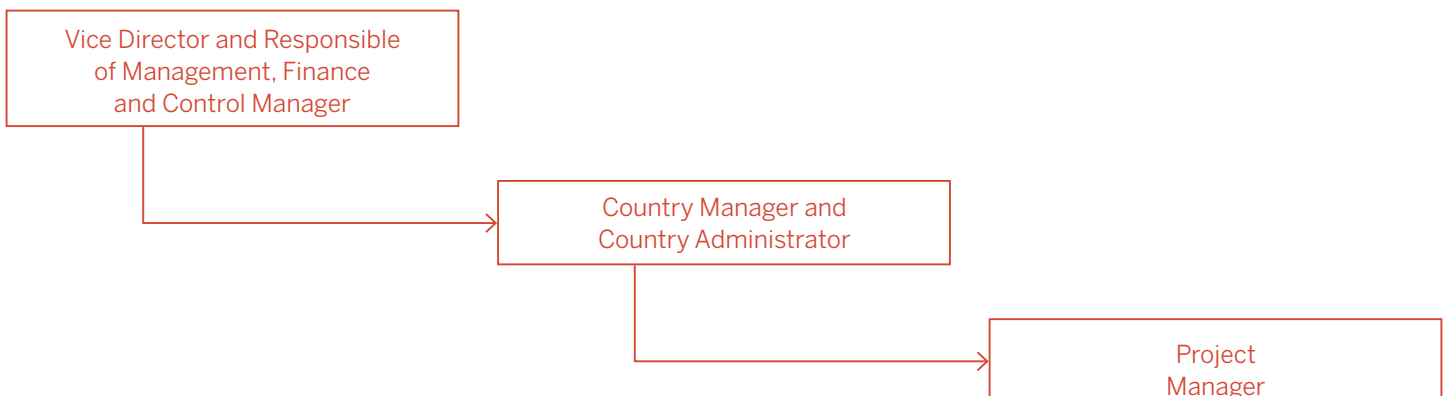
A copy of the Child Safeguarding Policy – including local adaptations – should be translated and made available in local languages. Depending on the context, this should be provided in a variety of suitable formats, and could include posters or booklets using pictures.

A revision of the training and education contents will be done every year to ensure the information is up to date as much as possible.

3. Management Structure

A management process shall be adopted in order to facilitate the implementation of the child safeguarding policy and procedures.

At Project level the Project Manager will be responsible to assure that the Policy and procedures on Safeguarding will be applied. Meanwhile at Country level the Country Manager will be the responsible person to make sure the guidelines will be followed. The Country Administrator will be the Focal Point for the Child Safeguarding Policy. At the Head Quarter the Vice Director and Responsible of Management, Finance and Control Manager will be the responsible person to oversee the respect of the Child Safeguarding Policy.



The role of the Focal Point is to provide a point of contact, and to advise, support and assist country teams in the implementation of the Child Safeguarding Policies. Ideally the role of the Focal Point should be assigned to someone with child protection/safeguarding knowledge. However the role can be given to anyone who is committed and has the respect of the team. It should be understood that the Child Safeguarding Focal Point is not solely responsible for child safeguarding – this responsibility rests with everyone. The ultimate responsibility for safeguarding within countries rests with the Country Manager.

Whenever a severe case is raised it will be discussed at first step at Country level within a Commission formed by the Country Manager, Country Administrator and the Project Managers. As second stage the issue raised will be discussed at Head Quarter level in a Commission formed by the Management team (direzionale).

4. Behaviour protocols

In order to have a successful Child Safeguarding Policy it is clear that the implementation is a everyone responsibility. This safeguarding policy applies to all the staff working with or on behalf of Cuamm. Every person working with or for the organization has to know and obey to this policy and sign the Code of Conduct.

Breaching the Code of Conduct may lead to suspension and termination of any type of engagement. This will be determined on a case by case basis, ensuring that applicable employment conditions and legislation are observed and with regard for the privacy and confidentiality of those concerned while any internal investigation is carried out. In addition, after an accurate consideration of the facts, we will decide whether the case needs to be reported to law enforcement authorities in full conformity with the law.

5. Communication guidelines

Cuamm acknowledge that child abuse, including exploitation can occur through the use of information technology, such as when children are photographed or filmed in an inappropriate way. Transparency, openness and appropriate professional

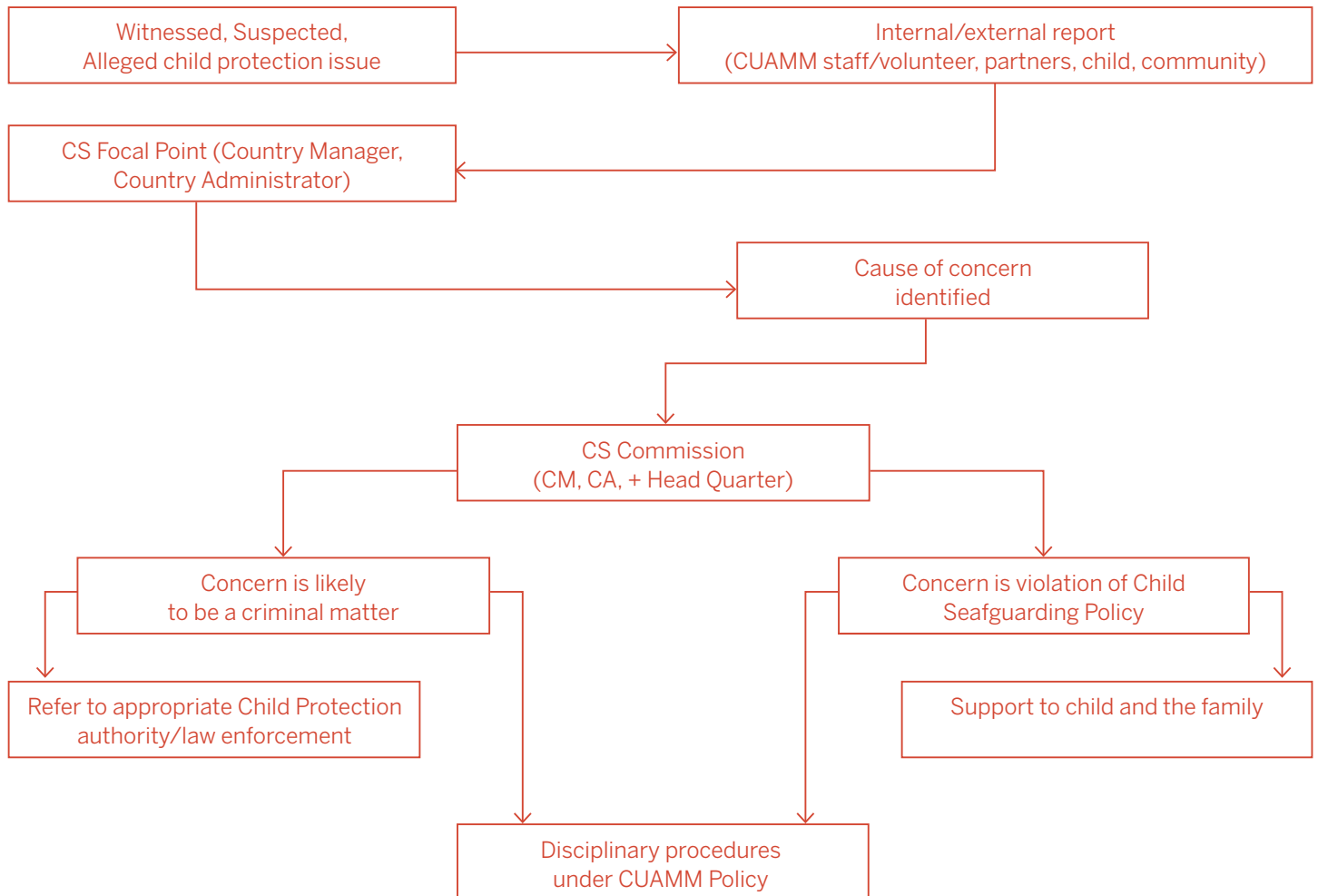
purpose underpin any Cuamm Personnel's interaction with children including via electronic and digital means.⁶ That is why it is crucial to have a set of guidelines to control confidential information regarding children and to prevent the presentation of degrading images of children through the organization's publications and website.

Cuamm is committed to:

- obtain informed consent from the child and the parents/ guardian before taking a photograph, video or audio recording and ensure that an explanation as to how, where, when and for how long the photo or film will be used is provided (Annex 1);
- take care to assess local traditions or restrictions for reproducing personal image and endeavour to comply with them;
- ensure that children are presented in a dignified and respectful manner in text, photographs and film and that images are an honest representation of the context and facts;
- ensure that no pictures of children that can be interpreted as sexualised or degrading or shaming in any way shall be published by Cuamm or Cuamm Personnel;
- ensure that no personal data or sensitive information about any individual child that could compromise their care or protection is disclosed in publications or other materials, including surnames or any specific location details;
- report and record any complaints or concerns about inappropriate or intrusive images as a safeguarding concern.

6. Reporting and reaction protocols

In order to protect children from harm and treat them with dignity it is important to get an immediate and appropriate action in case of an incident. That's why it is fundamental to have a working process for reporting and reacting to witnessed, suspected or alleged child abuse or violation of this policy. It is important all staff, volunteers and partners are aware of the system described below.



7. Action to misconduct

Depending on the intensity of the misconduct the organization will take actions accordingly.

In case of a light violation of the Safeguarding Policy and Code of Conduct the personnel could be suspended without pay, or pay a fine. In case of heavy allegation with basis of criminal action the staff or volunteers will be terminated immediately and taken to the authority.

8. Monitoring and Review

In any case this Policy is an ongoing process which need to be monitored. Infact, Cuamm will monitor the compliance of this policy within Cuamm staff and volunteers and evaluate the

effectiveness of this policy through annual checks.

Cuamm also undertakes to review this Safeguarding and Child Protection Policy every two years.

ANNEX 1 – PARENTAL CONSENT FORM

RELEASES OF MINOR IMAGES TO:

The undersigned born on
and residing in address

in the capacity of parent exercising parental authority over the minor:

(name and surname)

born in on

and residing in address

CONSENT

- free use of the image (video, audio, photography) of the aforementioned minor recorded on and
at, in compliance with the protection
of privacy, sanctioned by the Dlg 196/2003 and declares to be aware of the possibility that the recordings they can be the subject
of public representation through TV shows, events, publication on the web, downloading, public screening, broadcasting on optical
and magnetic support.

- partial or total free re-use of the work recorded in video and audio by the aforementioned minor.

The parent declares himself responsible for what was said in the registration by the aforementioned minor, raising
..... from any responsibility for the contents.

Place and date Signature