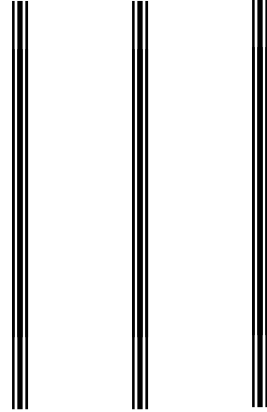


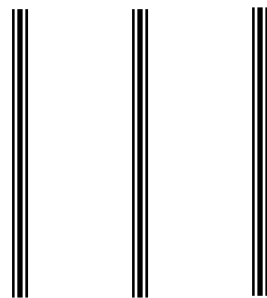
# **SHARE AND CARE NEPAL**

**Lalitpur**



## **Child Protection Policy**

### **2066 (2009)**



Share and Care Nepal  
P.O. Box: 10657  
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## **Chapter 1: Introduction**

Share and Care Nepal (SCN) is committed to safeguarding the welfare of children and young people and believes that all children have a right to protection, and that the welfare of the child is paramount. Good child protection practice protects not only children but also the staff and volunteers who come into contact with them.

This policy establishes the roles and responsibilities of everyone who works for the Share and Care Nepal in relation to the protection of children and young people with whom their work brings them into contact. In the context of child protection, children and young persons refers to anyone less than 18 years of age.

In our attempt to create a safeguard culture, the following Child Protection Policy has been adopted by the Share and Care Nepal. This Child Protection Policy is based upon the UN Convention of the Rights of the Child (UNCRC).

## **Chapter 2: Policy Statement**

Acting on behalf of the children's best interests, and in agreement with the United Nations Convention on the Rights of the Child, Share and Care strives to design and implement programs that protect children from abuse, neglect, and exploitation, including sexual exploitation. In this respect, in none of its programs does Share and Care support or promote the legalization of prostitution or trafficking in women, children or others for any purpose. Share and Care continues to work proactively with victims of prostitution or trafficking. Share and Care does not tolerate child abuse in any form. All children have equal rights to protection.

## **Chapter 3: Definitions**

A child is defined as a person under the age of 18

Child abuse: Sexual abuse, physical, mental, or emotional harm caused to a child, or gross negligence.

### **3.1 Definitions of Abuse**

#### **3.1.1 Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.

#### **3.1.2 Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child

feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### **3.1.3 Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.

### **3.1.4 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

## **Chapter 4: Policy aims**

The aim of the Child Protection Policy is to promote good practice on

- Providing children and young people with appropriate safety and protection.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

## **Chapter 5: Recruitment and Training**

### **5.1 Recruitment and Selection Procedures**

Appropriate recruitment and selection procedures for staff and examiners in the context of child protection have been adopted by the Board and include the following.

1. A clear definition of any role so that the most suitable appointee can be identified.
2. Identification of key selection criteria.
3. Confirmation of the identity of the applicant including personal details obtained either through using an application form where appropriate, or through other means.
4. Requirement of a declaration of previous convictions and submission to formal check, together with the issue of the Child Protection Policy for those candidates whose work will bring them into contact with children or who will have a management responsibility in relation to those whose work does bring them into such contact.
5. A clear guarantee that disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Criminal Records.

6. Use of several selection techniques to maximize the chance of safe recruitment, eg interview, references, checks.
0. At least one representative from the Board meeting personally with every applicant, and an exploration of their attitudes towards working with children.
0. Written references.
0. Applicants will be given a copy of Share and Care's Child Protection Policy and will be required to sign a declaration that they have received and Understood it and will adhere to it.
0. Reliable character reference will be obtained with given to any area of concern relating to child protection.
0. During the interview process applicants will be asked about previous work with children.

## **5.2 Policy for Volunteers Appointment:**

Any volunteer traveling and visiting in the working areas for the first time will be interviewed by the Child Protection Officer for the suitability of the trip.

## **Chapter 6: Behavior Protocols**

Behavior protocols are rules of appropriate and proper behavior, which are designed to protect children but also intended to protect adults from false allegations of inappropriate behavior or abuse. These protocols apply to employees, volunteers, board and general members of Share and Care Nepal.

- SCN personnel should not hire minors as 'house- help'. A minor for SCN purposes is defined as a child under the age of 18 years.
- SCN personnel must not fondle, hold, kiss, hug or touch minors in an inappropriate or culturally insensitive way. To avoid misunderstanding, it is recommended that the child be asked for permission before holding hands.
- SCN personnel need to be aware that they may work with children who, because of the circumstances and abuses they may have experienced, may use a relationship to obtain 'special attention'. The adult is always considered responsible even if a child behaves seductively. The adult should avoid being placed in a compromising or vulnerable position.
- Inappropriate behavior towards children, including failure to follow SCN behavior Protocols, is grounds for discipline. Disciplinary action will vary, depending on the offence, and serious offences including sexual abuse will be considered gross misconduct resulting in instant dismissal from employment, volunteer/internship.
- SCN personnel must be concerned about perception and appearance in their language, actions and relationships with minors and children.
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- Good practice includes valuing and respecting children as individuals, and the adult modeling of appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.

## **Chapter 7: Procedures for reporting suspected or actual abuse**

- Identification or suspect child abuse cases during recruitment process will subject to cancellation of the application immediately.
- Any member of staff who has knowledge or suspicion that a child is at risk must report this to the Child Protection Officer, who will determine what action to take.
- Any other person who has knowledge of a potential child protection issue involving SCN must immediately contact the Child Protection Officer.
- When being informed of an incident, the Child Protection Officer will immediately inform the team. The matter and its outcome will be confidentially monitored and reviewed for the purpose of revising and refining child protection measures.

(Note: incidents involving a SCN employee may result in an internal investigation by SCN and corrective action be taken.)

Note: In the absence of the CPO, any member of CP team must be immediately notified of any information relating to an actual or suspected incident of abuse.

## **Chapter 8: Communications about children**

- Communications about children should use pictures that are decent and respectful, not presenting them as victims.
- Children should be adequately clothed and poses that can be interpreted as sexually suggestive should be avoided.
- Language that implies a relationship of power should also be avoided.
- SCN standard is that web sites and other promotional materials should not use scanned images of children without formal permission of the child's parent/Guardian.

Any member of staffs, volunteers and board members discovered or suspects abusive practices should refer the matter immediately and in confidence to the Child Protection Officer of Share and Care Nepal.

## **Chapter 9: Designated Child Protection Person (DCPP)**

The SCN has appointed a designated Child Protection Officer who is responsible for dealing with any concerns about the protection of children. This person is the Administration and Finance Director.

The Child Protection Officer will also be the coordinator of the Child Protection Team. Child Protection Team will have members representing from each of the projects.

CPO will report to the Executive Director. The team will organize meeting once in two months.

## **9.1 The role of Child Protection Officer:**

The role of the designated person(s) is to:

- 0. Provide information and advice on child protection within the organization.
- 0. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
- 0. Liaise with local social services and other agencies, as appropriate;
- 0. Keep the reports about any action taken and any further action required; for example, disciplinary action against a member of staff;
- 0. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- 0. Advise the Internal Management Committee about child protection training needs.

## **Chapter 10: Procedure for Reporting Concerns**

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

- 0. The conduct of a member of the Board's staff;
- 0. A child "disclosing" abuse;
- 0. Bruising or evidence of physical hurt; which may or may not be accompanied by;
- 0. Unusual behavior by a child.

Concerns about a specific child should be reported immediately by telephone to the CPO and confirmed in writing within 24 hours using the form available from the CPO. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff these should be reported by phone to the CPO at the earliest opportunity.

The CPO will consider the report and either refer this immediately to the authorities or, after taking appropriate advice, decide not to refer the concerns to the authorities but keep a full record of the concerns.

### **10.1 Responding Appropriately to a Child Making an Allegation of Abuse**

- 0. Stay calm and listen carefully to what is said.
- 0. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- 0. Tell the child that the matter will only be disclosed to those who need to know about it.
- 0. Allow the child to continue at her/his own pace.
- 0. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- 0. Reassure the child that they have done the right thing in telling you.
- 0. Tell them what you will do next, and with whom the information will be shared.

0. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
0. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection person in the organization.

## Chapter 11: Code of Conduct for All Staff, Board Members and Volunteers

### Don'ts:

- 0) Staff, board members and volunteers **should not** spend unnecessary amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff members or volunteers should be aware of the meeting.
- 0) Staff and volunteers are **advised not to** make unnecessary physical contact with children.
- 0) However, **there may be occasions when physical contact is unavoidable**, such as providing comfort at times of distress, or physical support in sports or a something similar. In all such cases contact should only take place with the consent of the child.
- 0) Staff and volunteers **should not** meet children outside of organized activities.
- 0) Staff and volunteers should **never** (even in fun) –
  - Initiate or engage in sexually provocative conversations or activity.
  - Allow the use of inappropriate language to go unchallenged.
  - Do things of a personal nature for children that they can do themselves.
  - Make promises to keep any disclosure confidential from relevant authorities.
- 0) Staff or volunteers **should not** show favoritism to any one child, nor should they issue or threaten any form of physical punishment.

### Do's:

- 0) Staff and volunteers **must respect** children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviors they do not like.
- 0) Staff and volunteers **must refrain** from consuming alcohol and smoking in the presence of children.
- 0) All staff and volunteers **should be aware** of the procedures for reporting concerns or incidents, and should familiarize themselves with the contact details of the designated persons.
- 0) If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child, **they should** make others aware of this.
- 0) If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviors of another staff member or volunteer or concerns based on any conversation with the child, particularly where the child makes
- 0) An allegation, **they should** report this to a designated person.

This Child Protection Policy was last updated in April 2009.