

# Child Safeguarding Policy and Procedure

A short and simplified version for everyone!





## Who are we?

[Child Rights Connect](#) is an international network made up of more than 90 national, regional, and international member organisations worldwide.

Child Rights Connect empowers adults and children to make the Convention on the Rights of the Child a reality for all children globally (you can find out more about the Convention on page 3).

In our work, we are guided by the Convention and we use and encourage the principles of equality and fairness among all children. We are sensitive to difference and diversity, preventing forms of disrespect or discrimination against any child and making sure that the adults in charge of making children's rights a reality are responsible for their actions.



## What is our child safeguarding commitment?

Child Rights Connect is committed to being a **child safe organisation**. Our priority is to ensure the safety and wellbeing of all children involved in our activities.



## What is this document?

To make sure that Child Rights Connect achieves its child safeguarding commitment, we have created this Child Safeguarding Policy and Procedure.



You are looking at the everyone-friendly version of the Child Safeguarding Policy and Procedure, you can find the original version [here](#).

## Index

- Page 2:** Who does this apply to? The document is based on children's rights!
- Page 4:** Things we are doing to support safe child participation
- Page 5:** Code of Conduct
- Page 6:** What is a safeguarding situation or concern and how should we respond?
- Page 7:** The Child Safeguarding Focal Person and the Dedicated Child Safeguarder
- Page 8:** Reporting

**Be careful!** This document talks about abuse against children. You can skip any parts of the document if they make you feel uncomfortable or unhappy. Remember to speak to someone you trust if you would like to.



### Who is the Child Safeguarding Policy and Procedure for?

- This Child Safeguarding Policy and Procedure can be used by any adult or child involved in any of our activities.
- All adults who are part of our work (that includes staff members, volunteers, members and partners, accompanying adults) are responsible to making it work.



### On what is this document based? CHILDREN'S RIGHTS!

In the Convention of the Rights of a Child (CRC), where you can find all the rights that protect and empower children, a child is defined as anyone under the age of 18 years.

You can find out more about the United Nations and children's rights [here](#).

**Article 19 of the Convention** says that children should be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment, or exploitation, including sexual abuse.

**Article 17** of the Convention says that all children have the right to be protected from any information they do not need to know and for which they may not have the understanding and maturity to cope. (This means things like shocking or offensive stories/images/videos or bad language).



You can find version of the CRC with accessible language [here](#).



## What will Child Rights Connect also do to support safe child participation?

### Selection of new staff members

Child Rights Connect will help to create safe environments for children by making references and background checks to all staff.



### Awareness-raising and training

Every person working with Child Rights Connect will have child safeguarding training. This is to make sure everyone knows and understands this document and is empowered to apply it at all times.



### Preparation for activities with children

Children taking part in our or our members/partners' activities (whether online, offline or a mix of both) will have all the information they need to make a decision if they wish to take part and how. Accompanying adults and supporting organisations will also receive all the information they need.

### Risk assessments

Before any activity that includes children, a risk assessment is done to think about what risks might be involved and how to overcome them. It can help us to:

- Identify **possible risks** to children (for example, getting lost in a city, receiving a hurtful message online, hearing a distressing story)
- Think about the **level of risk** (for example, in some countries it is safer to stand up for human rights than in others)
- Helps make plans to **reduce risks** (for example, to use an online platform that is more secure or to use a pseudonym, or fake, name)



## CODE OF CONDUCT FOR ADULTS

We have a code of conduct for adults which tells them the 'do's and 'don'ts' of keeping children safe. This will help us to build empowering and safe spaces and avoid any wrongdoing.

Here are some examples (you can find the full list in the code of conduct [here](#)):

### Do:

- Monitor and respect the privacy of all children, like their personal information
- Use simple and clear language
- Respect children as equal rights holders and give equal opportunity to all for expression of their views without discrimination
- Listen carefully to children and take into account their views

### Do not:

- Hit or otherwise physically assault or abuse children
- Develop relationships with children which could in any way be exploitative or abusive
- Use language, make suggestions, or offer advice which is inappropriate
- Behave physically in a manner which is inappropriate

Anyone (a child or adult) who feels uncomfortable or needs a break from an activity, such as a presentation or discussion, can leave. Child Rights Connect will always arrange and indicate a quiet place for reflection/time-out, and a counsellor will be on call to provide support if needed.



The following page talks about difficult topics like children abuse. You can skip this part if you feel uncomfortable or unhappy.



### What might be a safeguarding issue?

The examples below help us to think of different **situations** and **signs** of safety risks that a child or adult might report on:

- A child telling someone that they are being or have been abused
- A child having an injury you are worried about
- A child behaving or appearing in such a way that it makes you feel concerned
- An accompanying adult who is not present to support a child's safety / whose behaviour is not following the code of conduct
- A child who has behaviour you think is unsafe and not appropriate for their age
- A child who you think may be neglected, for example, doesn't have enough clothes or food, is keeping themselves apart from the group
- A child who runs away
- A situation of bullying
- A child who seems very afraid of particular adults, and does not want to be alone with them
- A child who seems concerningly anxious or angry



### How could you react to a safeguarding issue?

See if you can support the child in any way, whilst keeping a distance that feels comfortable

Try to act as quickly as you can but try not to panic

Contact the Child Safeguarding Focal Person to discuss what to do

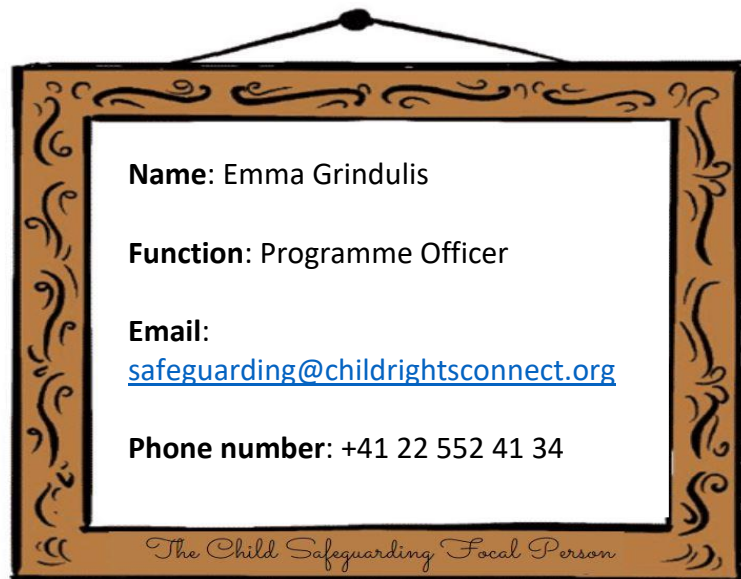
Use this document to help you report a concern or situation



## The Child Safeguarding Focal Person (CSFP) & Dedicated Safeguarder

There are two roles/persons within Child Rights Connect who work closely together to make sure that the organization is a child safe organization:

- The **Child Safeguarding Focal Person (CSFP)** is the person who has general safeguarding responsibility at all times. The CSFP for Child Rights Connect is the Child Participation and Safeguarding Focal Point of the organisation.



- The **Dedicated Child Safeguarder** is a person who has safeguarding responsibilities only for one specific activity. The Dedicated Safeguarder will be a staff member of Child Rights Connect known to all in advance of any activity and made clearly visible to all children and adults (including contact details).



## Acting on a situation or concern – how to report



Any concerns or situations raised will be handled quickly and in privacy. We may need to get other adults involved if there is a risk to a child's safety, but we will not share any information otherwise.

### **There are two ways you can submit a report:**

1. A reporting form on paper (see below) to send to the Child Safeguarding Focal Point by email (to [safeguarding@childrightsconnect.org](mailto:safeguarding@childrightsconnect.org)) or in-person if possible. We will keep any information we receive on paper locked up safely.
2. You can report any safeguarding incident or concern using the [online form](#). If you wish to, you can remain anonymous (this means your identity is kept a secret). We will make sure that your concern is taken up and sent to the right person (we will not send your form to anyone who you are reporting about).

**Follow-up:** Some services and meetings might be organized after an incident to support the child or others directly involved or affected. This could be counselling, medical help or other services.



### **Concerns about staff of Child Rights Connect**

The reporting options above are focused on children's safety. If you have concerns about the behaviour of staff members or any other adults involved in our activities, which might not be only about safety (for example, adults disrespecting other adults, staff members not being professional) these concerns can be reported under a different Policy and Procedure, called the Whistleblower Policy.

You can find more information on the procedure to follow by reading the [short and simple version of our Whistleblower policy](#) (you can also find the original version [here](#)).



## REPORTING FORM

Please send this form to our Safeguarding Focal Point at [safeguarding@childrightsconnect.org](mailto:safeguarding@childrightsconnect.org).

### 1. Your details, your phone number OR email address

*We may need to contact you to discuss about your concern and/or to inform you about what we found during our investigation. If you want that your identity is kept a secret, please EITHER write your phone number (starting with your country code) OR an email address that does not contain your name or any other personal information. If you are fine with us knowing who you are, please feel free to give us your regular email address or other contact details.*

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### 2. Did something or someone concern you or another child during one or various activities/events/communications with Child Rights Connect? (if No, you do not need to complete this form).

- Yes
- No

### 3. Who do you think did something wrong? It can be various people at the same time.

- An adult who was part of an event or activity (e.g. an accompanying adult)
- A child or young person who was part of an event or activity
- A staff member of Child Rights Connect (includes employees, interns, volunteers, consultants)
- The Child Safeguarding Focal Person of Child Rights Connect (currently, Emma Grindulis)
- The Executive Director of Child Rights Connect
- The Vice-President of the Executive Committee of Child Rights Connect
- Any other member of the Executive Committee (including the President)
- Any other person

### 4. Please write here if you know their name or are able to describe them

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### 5. Can you describe what happened?

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**6. When did this happen?**

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**7. When and how did you come to know about this?**

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**8. Where did this happen?**

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**9. Does anyone else know about this? / Is there someone else we could contact to get more information? Would you be able to share their contact details?**

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**10. Did you already speak to an adult about this?**

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**Any other comments?**

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I confirm that I have read and accept the child-friendly versions of the Child Safeguarding Policy and Procedure ([here](#)) and Procedure and Whistleblower Policy of Child Rights Connect ([here](#)).

I understand that any information that is shared by me which Child Rights Connect thinks might be a child safeguarding risk or concern, will be followed up as per the Child Rights Connect [Child Safeguarding Policy and Procedure](#) and may need to be shared with other adults or services.

I understand and agree that the personal data that I gave through this form will be collected and kept by the people responsible for taking care of the Child Safeguarding and Whistleblower Policies of Child Rights Connect. They will keep this information only during the time of the investigation. Your personal data will be destroyed once the investigation is over. Read more about our [Privacy Policy](#).