

CHILD PROTECTION

POLICY

Children everywhere are in need of protection.

SF's Child Protection Policy aims to prevent all forms of abuse and maltreatment against all children in all SF's interventions.



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I. Introduction

1.1 Preamble

Strømme Foundation (SF) works through *education* and *microfinance* with a mission to eradicate poverty, and a vision of *a world free from poverty*. SF works through a decentralised structure, with four regional offices overseeing SF's implementing partners, and a Head Office in Kristiansand, Norway, offering programme and fundraising support to the regional offices. SF is based on Christian values and seeks to approach all people, including children, with openness and respect for the absolute dignity of the human being.

In SF's programmes, the primary target groups are the most marginalised groups of society, women and children. Particularly in SF's education interventions, children are over-represented.

SF acknowledges children's need for protection, care and participation in their own lives. SF sees children as an inherent resource with a potential to contribute positively to the development of their families and communities. In this regard, SF is committed to protecting children and ensuring that they become empowered people who are able to develop their full potential. However, children cannot become empowered agents of change if they are not safeguarded from abuse, discrimination and harm of any kind, be it physical, sexual, emotional or neglect.

1.2 The Purpose and Scope of the Policy

This policy is a statement of intent that demonstrates SF's zero-tolerance for child abuse in our commitment to safeguard children from harm. At the operational level, the policy makes clear to all stakeholders of SF's operations 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 SF is taking its duty and responsibility of care seriously. The policy addresses both issues related to the prevention of abuse and actions that should be taken if and when abuse takes place in an SF-supported project. (Where abuse takes place outside an SF-supported project and SF employees are informed about it, SF has a moral responsibility to make sure that the case is reported to local authorities if necessary, as shown in the diagram in section 4.1.) It outlines a common standard applicable to all partners, regardless of cultural context. It is also intended as a tool to promote transparency and accountability to the general public, donors and other stakeholders.

This policy shall be applicable to those who have:

1. Direct contact with children

Being in the physical presence of a child or children, whether contact is occasional or regular, short or long term, and whether contact applies to children in Norway or in project countries.

2. Indirect contact with children

Having access to information on children, such as children's names, locations (addresses of individuals or projects), photographs, interviews etc.

Thus, the policy applies to, but is not limited to, staff of SF in Head Office, Regional Offices and all subsidiaries of SF¹, partners, FK participants, consultants, contractors, donors, visitors to SF projects and volunteers including Act Now students.

¹ As of 2011, this includes Strømme Microfinance AS and their subsidiaries (SMAGL and SMF EA).

1.3 Alignment to other Policies

This policy applies to the following other SF policies and procedures that promote child welfare:

- SF's overall HR policy
- Regional HR policies
- SF's code of conduct

Furthermore, regions should follow local laws and guidelines on child protection.

1.4 Definitions

The United Nations Conventions on the Rights of the Child (UNCRC) defines a **child** as “every human being below the age of 18 years.” All SF’s countries of operation have ratified the UNCRC, and SF therefore adheres to this definition of a child being under 18 years of age.

SF adopts the World Health Organisation’s (2002) definition of **child abuse or maltreatment** as constituting ‘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.’

See appendix 5 for more definitions of child abuse, and appendix 6 for a complete list of indicators of abuse.

In an SF context, **child protection** is understood as the *actions taken by individuals, communities and stakeholders in the organisation to safeguard children whom they come into contact with from all types of abuse and exploitation.*

Children everywhere are in need of protection. Moreover, in certain situations children may be particularly vulnerable to harm. These situations include disability, emergency situations, displacement, a child’s separation from his/her family, and other situations in which families are under extreme stress². Indirectly, the recent growth of the Internet and communication technologies (ICT) has also made it easier to take advantage of and harm children.

SF’s Child Protection Policy aims to prevent **all** forms of abuse and maltreatment against **all** children in **all** SF’s interventions.

² Keeping Children Safe, ‘Definitions of Abuse’, Trainer’s Notes, p.2.

1.5 Values and Principles

In its work with children, SF is committed to the following values.

Child Rights

SF is committed to upholding and promoting children's rights, as laid down in the United Nations Conventions on the Rights of the Child (UNCRC). Thus, SF is committed to working towards what is best for each child, protecting children from work or activities that are dangerous or might harm their health, education or development. SF is committed to taking children seriously, encouraging them to achieve their full potential and letting them participate in decision-making that affects their lives. Furthermore, SF will respect, value and understand children as individuals within their own culture, religion and ethnicity and make every effort to meet their needs and enhance their capacities.

Duty of care

SF staff and others have a responsibility, and in certain cases even a legal duty, to ensure the safety of children with whom they work. It is the responsibility of staff to identify, manage and minimise the risks of harm to children by promoting good practice, as outlined in this Child Protection Policy.

Confidentiality

In all matters dealt with as part of this policy, confidentiality should be maintained so as to safeguard the best interests of involved children and adults. Staff and others must exercise extreme vigilance in protecting information related to child protection concerns. They must pass on this information only to those people who need to know, and according to the reporting process and principles of confidential record keeping, as described in this policy.

II. Prevention

This section outlines SF's behaviour protocol with regard to child protection.

2.1 Safe Recruitment and Selection of Staff and Volunteers

During the interview process for positions involving direct contact with children, applicants should:

- Be asked about previous work with children.
- If the Regional Office deems it necessary, undergo a psychological assessment to identify risk behaviour.
- Provide a police check report, where possible and permissible by local law.
- Be asked to provide two relevant references.

The references will be consulted by SF, and two satisfactory references will be required to verify that applicants are suited to work with children. References and criminal records should be kept confidential.

In the best interest of children, SF should not hire anyone with a prior conviction for child abuse, paedophilia or related offences. SF reserves the right not to hire an applicant if the background check reveals that the person is not suitable to work with children.

All employees and volunteers should – as part of their induction – read SF's Child Protection Policy and sign a form acknowledging that they have read, understood and will abide by the policy (cf. *Statement of Commitment to Child Protection Policy*, appendix 3).

2.2 Visitors to SF Projects

Visitors to SF projects include staff from the Head Office, staff from other regions, potential and actual donors, youth groups and any others that would be considered a visitor by the project or regional office.

All visitors to SF's regional offices and projects should be advised of appropriate conduct that should reflect national and local sensitivities. This includes being advised to avoid differential treatment and discrimination of children through eg. the giving of gifts and/or money during project visits.

Generally, one or more of SF's Regional Office staff members should accompany all visitors to SF projects, unless an exception is made by the Regional Director or the head of the Apex body, where only a partner staff member accompanies the visitor(s).

The person responsible for other visitors than Head Office, Regional Office and partner staff should ensure that the visitors know the contents of SF's Child Protection Policy and that they will abide by it throughout their visit to an SF-supported project.³

Photos of children in projects should not be taken without the consent of parents or guardians. Guardians in this case can be close relatives, teachers or care givers (if the child is in an institution). See section 2.4 for more information on seeking consent prior to taking photographs of children.

³ Unless the person responsible for visitors deems it necessary, visitors are generally not expected to sign Appendix 1.

If a visitor acts inappropriately during the visit SF reserves the right to terminate the visit. Decisions to this effect should be made by the Regional Director or Head of Apex body as appropriate, after being contacted by the SF staff member accompanying the visit.

2.3 Behaviour Protocol (do's and don'ts)

The following behaviour protocol applies to all those with direct and indirect contact with children (cf. section 1).

DO:

- Respect the **national laws** against exploitation and abuse of children, and promote local child protection laws and norms.
- Respect **cultural norms** and dress appropriately to avoid misunderstandings.
- Be **inclusive** and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion or any other status.
- Acknowledge the importance of **play time** as a means of development.
- As far as possible, let children **participate** in decision making regarding their own lives.
- **Involve children** in the making of rules for good and bad behaviour, as well as appropriate actions in case of bad behaviour.
- Promote **safe environments** in which children are encouraged to share their concerns or ask questions.
- **Educate** children about their rights. As far as possible, education on child rights should also be given to children's parents, community members and school teachers.
- Educate children about what is considered **unacceptable behaviour** and about what to do if he/she is exposed to such behaviour.
- Be aware of your responsibility as an adult to assess what is **suitable and unsuitable** for children to see, witness or hear.
- Unless it is deemed absolutely necessary for the safety of the child to have the door closed, leave the **door open** when being in a room alone with a child.
- Where possible and practical, adhere to the **two adult rule** (have two adults present during activities involving children).
- Respect a child's **faith**.
- Keep sensitive personal information about a child **confidential**.
- Develop special measures/supervision to protect younger and especially vulnerable children from **peer and adult abuse**.
- Avoid **high-risk peer situations** (e.g. unsupervised mixing of older and younger children, which may lead to abuse and discrimination against minors).
- Limit contact with children to regular **work hours**. Thereafter, contact with project children should take place only under circumstances that are unavoidable.

DO NOT:

- Condone, or participate in, behaviour of children which is illegal, unsafe and/or abusive. This includes **traditional harmful practices** (eg. female genital mutilation, witchcraft, early marriage), child prostitution, child trafficking and alcohol and drug abuse.
- Discriminate against, show **differential treatment**, or favour particular child[ren]to the exclusion of others.
- Place yourself in a compromising or **vulnerable position** when meeting with children (e.g. being alone with a child in any circumstances that might potentially be questioned by others).
- **Sleep** in the same bed as a child. Furthermore, do not stay overnight with one or more children, whether in staff accommodation or elsewhere while on duty.
- Hit or use other forms of **physical violence** towards a child, also in a school setting.
- **Touch** children in an inappropriate or culturally insensitive way.
- Engage in or suggest **sexual activities** with a child.
- Develop relationships with children that could in any way be deemed **exploitative or abusive**.
- Use **language**, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Let a **child's work** interfere with his / her regular education or schooling.
- Discipline a child by **withholding** attention / care, food, shelter, education or any other means / person that make them feel safe.
- Do things of a **personal nature** for a child that they can do for themselves, i.e. dressing, toileting, bathing etc.
- Use **cultural** and / or **religious** values / practises as an excuse for harming a child.
- Shame, humiliate, belittle, threaten or degrade children, or otherwise perpetrate any form of **emotional abuse**.
- Take, download, use or distribute photos of children of a **pornographic** nature.
- **Expose** children to inappropriate or harmful material such as videos, pornographic literature and harmful internet sites.
- Do not be under the influence of **alcohol or drugs** prior to taking responsibility for a child.
- Do not provide **shelter for minors** in your home unless otherwise agreed upon with the parent/guardian of the child.

2.4 Visuals and Personal Information Regarding Children

With regard to visuals and communications, this policy primarily aims to protect children portrayed in images against harm; but also serves a secondary purpose: to protect children who read or access SF's visuals against seeing harmful images and headlines.

For children portrayed in SF-produced images or other visuals, the policy intends to prevent physical or sexual harm or exploitation of the child(ren) concerned.

Pictures taken in SF projects are to be used by SF's Communications Department and its partners/collaborators in order to sensitise society and to mobilise resources that will be used in SF's projects. Hence, pictures of children in SF's projects are not for commercial use.

The following precautions should be taken to ensure that children portrayed in images are protected against harm:

- The over-riding principle of all communication about children is the respect for the absolute dignity and integrity of the child, which should not be compromised in order to gain empathy.
- If there is a risk of harm to the child or the dignity of the child, the eyes of a child or other visuals should be distorted in pictures where the face can be used to identify him / her. If necessary, use pseudonyms.
- Photos of children that will be published on the website or in any of SF's publications should be taken with the permission of the parents or guardian of the child.
- Where possible, informed, verbal consent from the child and parent / guardian of the child should be solicited prior to their visuals or personal information being used.⁴
- Communication about children should use pictures that are decent and respectful, not presenting them as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive must be avoided.
- Language that implies a relationship of power, or that is discriminatory and/or degrading must be avoided.
- Images and texts of children should not be manipulated or sensationalised.
- Images of children should be stored in a secure place, and efforts should be made to ensure that donors, partners and media who request the use of SF resources such as videos or photographs use such materials in an appropriate way.

Every time a controversial picture is considered for use to serve a certain purpose, a discussion and risk analysis should take place by those responsible for publication or broadcast. To aid this process, the three levels of risks – and consequent protection measures specified in appendix 1 – should be assessed to determine what level of protection is required in each particular case.

SF staff members are obliged to inform the Child Protection Officer (cf. section 3.2) about any concern or suspicion arising about data, information or visual images that is stored and can be interpreted as being potentially harmful to a child or children.

⁴ Children who are not being interviewed or named can be photographed in public places (eg. in street scenes) without consent, but verbal consent from these children should be sought where practical. SF's principle of human dignity is the underlying principle here.

III. Intervention

This section outlines the procedures that should be followed when a child protection concern arises or is reported. At every stage of the process the best interests of the child should be upheld. Failure to report or intervene in child protection concerns may result in the continued abuse or exploitation of the child, and on occasions may even result in his/her death.

3.1 Managing Disclosure

Child protection cases may arise in any of the following ways:

- A child discloses abuse
- Abuse is suspected or observed
- A claim is made about the possible abuse or exploitation of a child

When a child protection concern arises, it should first be determined whether the concern is internal to the organisation or relates to an external situation. In the latter case, local child protection mechanisms apply. When necessary, SF should consider intervening through advocacy.

This policy is limited to child protection concerns that occur internally within one of SF's projects or within a level of SF's structure.

In the case that a child discloses abuse, tell the child that (s)he is not to blame for the abuse that occurred, and appraise the child for reporting the matter. Take the child seriously and ask open questions in order to uncover what has happened. Explain your responsibility to pass the information disclosed to SF's Child Protection Officer (cf. Appendix 2). Avoid promising a child complete confidentiality, but limit the sharing of the child protection concern to those who need to know. Consider encouraging the child to consult psychological expertise and take action to secure that no further abuse will take place (cf. section 4.1).

3.2 Reporting

Reporting procedures should step into place immediately following disclosure, so that the child's best interests are kept central and necessary action can be taken. Reporting lines centre around SF's Child Protection Officers (CPOs); one for each partner (appointed by the partner)⁵, one in each region (appointed by SF's respective Regional Director), and one 'overall' CPO at Head Office level (appointed by the Program Director). **The roles of the respective CPOs are explained in Appendix 2.**

At the regional level, SF has a Child Protection Committee that has the authority to determine or advise what disciplinary action needs to be taken when child protection concerns are reported. Members of the CPC are the Regional Director and Regional CPO. In special cases, where this is deemed relevant by the rest of the CPC, other RO and/or partner staff, the Program Director of SF / CPO at Head Office and in exceptional cases the Director of Human Resources at Head Office may be called in to attend Child Protection Committee meetings.

⁵ This should be a requirement outlined in partner contracts with SF. Many partners already have their respective internal reporting norms, which may make it easier to appoint an appropriate Child Protection Officer at partner level.

The Regional CPO should, at all times, ensure that all partners and project staff know his/her role and the correct reporting procedures. On suspecting, witnessing or being informed of an incident, the witness or person making the report should immediately inform the partner CPO.

Within 24 hours after being informed of an incident, the partner Child Protection Officer should:

1. **Complete the written report** *Child Protection Concern Reporting Form* (appendix 4), underlining the details of the allegation. If a child protection concern is reported anonymously, the partner CPO should complete the written report to the best of his/her ability. Furthermore, take immediate action to ensure that the child concerned is in a place of safety.
2. Send in the report to the Regional Child Protection Officer.
3. **The Regional Child Protection Officer** thereafter **arranges a Child Protection Meeting** with the Child Protection Committee / Regional Director. The meeting should address the report received, in particular action taken or planned, and whether there is a further need for SF RO involvement in solving the case.

Within **3 weeks** of a child protection concern arising, the **regional CPO** should ensure that:

4. In collaboration with the partner concerned, internal reporting matters are concluded with a written report. This report should include details of the investigation, who was involved, and what action was taken.
5. The written report of investigation is submitted to the Child Protection Officer (Program Director) at SF's Head Office.

After SF's CPO at Head Office has been notified of the case by the Regional CPO, the former will notify the Secretary General, who reports to the Board on a regular basis the number of child protection concerns reported, and the number of concerns dismissed.

The roles of the CPOs at partner level, Regional Office level and Head Office level are detailed in appendix 2.

IV. Management and Investigation

As stated, the partner CPO must send in the *Form for Reporting Child Protection Concerns* to SF's CPO at Regional Office within 24 hours of the allegation being made.

The allegation will be treated confidentially by communicating what is appropriate only to those involved in the claim.

When an allegation of abuse is made, parents or guardians of the child concerned must be notified immediately. They should continually be kept informed throughout the investigation process.

The investigation process should be documented in writing, with reports of findings within three weeks of the allegation being made. If SF staff members are involved in the allegation, SF's HR Director should be notified immediately. In exceptional circumstances, SF's Board of Directors should be notified within two weeks; otherwise normal deviation reporting procedures apply.

When the partner/regional CPO considers the child protection concern to be an illegal matter, the concern should be reported to authorities. If the case is investigated by police / authorities, ensure that the child in question is taken good care of and protected from the suspect during the investigation. Ensure that the suspect is suspended from his/her functions in the project / partner organisation while the investigation is ongoing. If the suspect is declared guilty, he/she will be subject to criminal prosecution and his/her contract with the organisation should be terminated with immediate effect. In cases where SF is asked by other organisations to provide a reference for a staff member, volunteer or partner who has been dismissed due to a child protection concern, SF has a moral duty to notify the requesting organisation about the matter.

If, following a legal investigation, a suspect is declared not guilty, he/she should be given the right to have his/her job back.

No breach of the Child Protection Policy will be tolerated by SF staff. SF staff will receive a written warning by the Regional Director or SF Head Office HR Director (or, if senior staff are involved, by the Secretary General), in cases that the Child Protection Policy is breached. In this case, disciplinary procedures in SF's HR policy also apply.

If the child protection concern is around the behaviour of an SF representative (eg. project worker), and the matter is not illegal, the Child Protection Committee should determine appropriate disciplinary steps. Strategies should be implemented to prevent and minimise risk. Furthermore, efforts should be made to work with the accused and the partner he/she represents to raise awareness about the importance of child protection and SF's Child Protection Policy.

This can be done through:

- conversations with the accused
- conversations with the child about their rights and appropriate reporting procedures if their rights are violated; and
- capacity building and training of partners by SF on relevant Child Protection topics with the aim to change behavioral patterns among staff and stop child abuse. The capacity building of partners is a must where child abuse is likely to continue if no training/capacity building is given.

NB! Note that if repeated incidences of abuse are uncovered, if correct reporting procedures are not followed and/or the project/partner does not change their behaviour after capacity building, SF should reconsider involvement with this project/partner.

As stated (section 3.2), internal reporting matters should be concluded with a written report within three weeks of the child protection allegation being made, and submitted to the Child Protection Officer at SF's Head Office.

In the event an allegation is determined to be untrue, or even fabricated, appropriate steps determined by the regional Child Protection Committee are taken for follow-up with the person who has been accused, the child and the person who reported it. The case will be closed and deleted from all files.

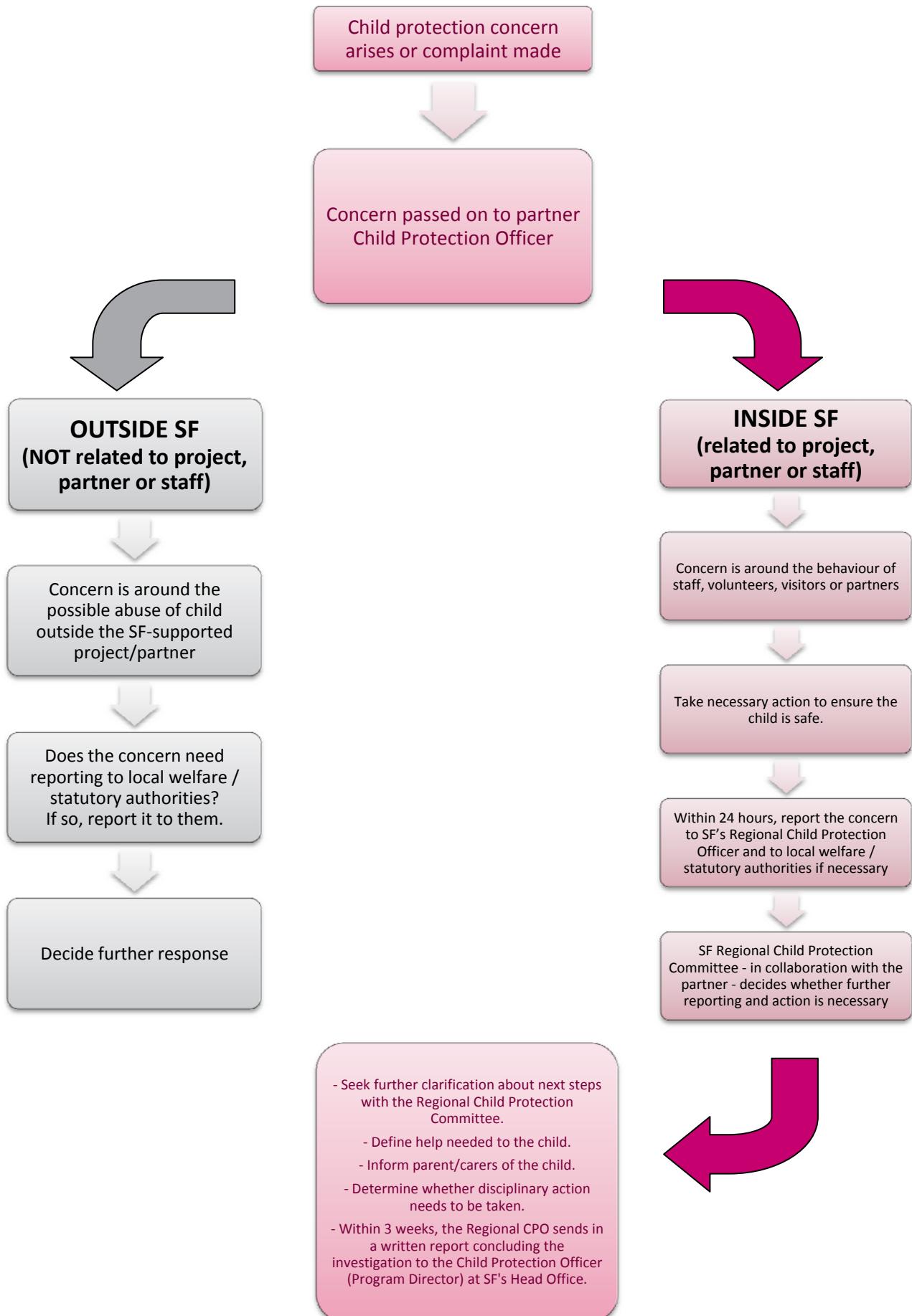
4.1 Support to the Child

During investigation, all necessary measures should be taken to ensure that the child is in a place of safety.

The child should be kept informed about the reporting process and the outcome of the investigation(s).

Where appropriate and where resources (such as medical, psychological and / or advocacy support services) are available, SF should do its utmost to offer these services to traumatised children and their families. In order to promote a quick recovery, the child and their family should be encouraged to return to their normal everyday life as soon as possible.

The following diagram sums up the reporting and investigation procedures to follow when a child protection concern arises:



V. Implementation

5.1 Education and Training

Awareness about child protection issues will be promoted where appropriate in SF's forums, such as partner meetings, international staff meetings, leadership meetings, and other platforms for events.

In order to increase organisational knowledge about child protection, all staff and partners should read SF's Child Protection Policy. Furthermore, SF Regional Office staff members are encouraged to undergo training on Child Protection issues in their regions, in collaboration with relevant strategic partners.

SF's Child Protection Policy, translated into the local language, should be included in partner/consultant agreements.

5.2 Monitoring and Compliance

In order to ensure adherence to SF's Child Protection Policy, the Program Director as SF's overall Child Protection Officer is responsible for following up each region's work with Child Protection, including making sure that training needs are met and that the Child Protection Policy is understood. The Regional Office CPO has the equivalent responsibility for making sure that SF's Child Protection Policy is being complied with at partner level (cf. Appendix 2).

If a partner withholds serious Child Protection concerns from the Regional Office, the Regional Office will, in collaboration with Head Office, reconsider partnership with this partner.

Before every Board meeting, the Program Director should report to the Secretary General, who in turn reports to the Board of Directors – within the agenda point called "Deviation Report" - the number of child protection cases that have been reported.

5.3 Review of Policy

SF's Child Protection Policy should be integrated into all of SF's work, and reviewed every three years.

VI. Resources

International Labour Organisation (1999) *Worst Forms of Child Labour Convention* (No. 182) – available at <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C182>

Keeping Children Safe; *A Toolkit for Child Protection* – available in English, French and Spanish at <http://www.keepingchildrensafe.org.uk/download/toolkits.html>

Organization of Africa Unity (1999) *African Charter on the Rights and Welfare of the Child* – available at <http://www.unhcr.org/refworld/docid/3ae6b38c18.html>

Tostensen, A.; Stokke, H; Trygged, S and Halvorsen, K.(2011) *Supporting Child Rights. Synthesis of Lessons Learned in Four Countries*. Norad & Sida. Available at:
<http://sidapublications.citat.se/interface/frmoptimaker3.asp?doctype=3&order=createdate%20DESC&departmentid=298&topheight=55&headerheight=23&foheight=0&leftframewidth=300&width=820&stylesheet=sida.css&frameout=0&language=14&login=True&username=sida2&password=sida2>

United Nations (1989) *United Nations Convention on the Rights of the Child* – available in English, French and Spanish at <http://www.unicef.org/crc/>

World Health Organisation (1999) ‘Report on the Consultation on Child Abuse Prevention’. Geneva, March 29-31. Available at:
<http://www.who.int/mip2001/files/2017/childabuse.pdf>

World Health Organisation (2002) *World Report on Violence and Health*. Available at:
<http://whqlibdoc.who.int/hq/2002/9241545615.pdf>

Appendix 1

VII. Levels of Risk in Communication about Children

Every time a controversial picture is considered for use to serve a certain purpose, a discussion and risk analysis should take place by those responsible for publication or broadcast. To aid this process, the three levels of risks – and consequent protection measures⁶ – should be assessed to determine what level of protection is required in each particular case.

Levels of risk	Recommended action
<p>Level 1 – Low risk of harm or stigma</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Child lives in a protected environment • Child has a stable and safe network around them (family, institution, etc.) which you have sufficient knowledge about • Child runs a low risk of being pursued by anybody • There is no risk, or little risk of compromising their dignity 	Faces, names and geographical location may be revealed.
<p>Level 2 – Medium risk of harm or stigma</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Child's situation is unknown (eg. unknown identity, home environment and/or risk to the child) • Small but significant danger of persecution or of a child's dignity being compromised through publication or broadcast 	Faces, pseudonyms and vague geographical location may be revealed.
<p>Level 3 – High risk of harm or stigma</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Child's life is in danger • Child is in danger of kidnapping, identification or access by paedophiles • High risk that child's dignity will be compromised, or other significant danger 	Faces and visuals should be concealed, pseudonyms should be used and locations should be changed.

⁶ Adapted from Tearfund UK's Child Protection Policy

Appendix 2

VIII. Role of SF's Child Protection Officers

The role of the **Partner** Child Protection Officer:

- Responsible for ensuring that all child protection **concerns are recorded** on the *Child Protection Concern Reporting Form* (appendix 4), and sending this form to the Regional Office Child Protection Officer within 24 hours of being notified of the concern.
- Responsible for **following up** child protection concerns at project/partner level, and taking appropriate action to ensure that the best interests of the child are kept central.
- Responsible for reporting child protection concerns to the **authorities** where they are illegal matters, if necessary in consultation with SF's Regional Child Protection Committee.

The role of the **Regional** Child Protection Officer:

- **Focal point** for regional consultations on SF's Child Protection Policy and child protection issues.
- Responsible for **awareness raising and capacity building** of Regional Office staff, partners and visitors/donors on regional level with regard to child protection.
- Responsible for the orientation of new staff with regard to the Child Protection Policy.
- Responsible for making sure that all **partner staff know how to contact** the Regional CPO when child protection concerns arise.
- Responsible for **interacting** with the CPO at Head Office and CPOs in other regions
- Ensure that all child protection concerns are **adequately followed up** according to SF's Child Protection Policy.
- Responsible for **receiving child protection concerns** from partners / projects.
- Responsible for **discussing appropriate action** with the Child Protection Committee within 24 hours of being notified of the concern.
- Responsible for confidentially **monitoring and reviewing** the response and outcome for the purpose of revising and refining child protection measures.

The role of the **Head Office** Child Protection Officer:

- Ensure that SF's Child Protection **Policy is adhered to and followed** in each of SF's regions.
- **Provide support, advice and follow-up** to the regional CPOs in SF's four regions.
- **Responsible for reporting** the number of child protection cases reported, and the number of child protection cases dismissed, to the Secretary General.
- **Coordinate the revision of** SF's Child Protection Policy every third year, in consultation with all relevant stakeholders.
- Responsible for **staying updated** on current child protection research and trends, ensuring that SF's policy is aligned with these.

Appendix 3

IX. Statement of Commitment to SF's Child Protection Policy

Following appropriate orientation with the appropriate Child Protection Officer on SF's Child Protection Policy, *this statement of commitment to SF's Child Protection Policy should be signed by every member of SF staff, whether at Head Office / Regional Office or partner staff, as well as volunteers in SF's child-related projects.*

I have read Strømme Foundation's Child Protection Policy and agree to abide by its terms in my work and throughout my time as a representative of Strømme Foundation and/or its partners.

I commit to following the correct reporting procedures if inappropriate behaviour is uncovered.

Signed: _____

Date / location: _____

Appendix 4

X. Child Protection Concern Reporting Form

To the Regional Child Protection Officer, Strømme Foundation Regional Office

E-mail: Send email marked CONFIDENTIAL

THE INFORMATION IN THIS FORM IS CONFIDENTIAL. UPON RECEIPT, THE FORM SHOULD BE PRINTED OUT AND DELETED FROM THE E-MAIL ACCOUNT. THE PRINTED FORM SHOULD BE STORED IN A LOCKED ARCHIVE MARKED "CHILD PROTECTION – CONFIDENTIAL". ANONYMITY WILL BE SECURED IN THE FURTHER PROCESS.

Please complete the below form to the best of your ability, filling out as much as possible. Please distinguish clearly between what you have observed and what you have been told (if another person made the allegation to you). Be as specific as possible.

Contact details of person making allegation:

Name:	_____
Relationship to SF:	_____
Phone Number:	_____
Address:	_____
E-mail address:	_____

Details of child(ren) potentially abused:

Name:	_____
Gender:	_____
Age:	_____
Relationship to SF:	_____
Address / location:	_____

Contact details of suspect:

Name:	_____
Nationality:	_____
Relationship to SF:	_____
Phone Number (if known):	_____
Address (if known):	_____
E-mail address (if known):	_____

Nature of concern being reported:

Date(s), time(s) and location(s) of incident(s):

When and how did you first become aware of this situation?

Exactly what the child said and what you said (Use the child's exact words, do not lead the child):

External agencies contacted (if any). Include contact details, advice given to you, and any other action taken:

Where is the child now? Is s/he in a place of safety?

Are there any immediate medical or safety issues?

Does the child have a disability or learning difficulty?

Are there cultural issues to be aware of?

Action taken or planned:

Any other comments:

Appendix 5

XI. Definitions

Term	Definition	Source
Child	Every human being below the age of 18 years.	United Nations Conventions on the Rights of the Child (UNCRC)
Child Protection	Actions taken by individuals, communities and stakeholders in the organisation to safeguard children whom they come into contact with from all types of abuse and exploitation.	
Child Abuse	"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."	World Health Organisation (2002)
Child Abuser	A person who engages in physical, sexual or emotional ill-treatment or neglect of a child	
Physical abuse	"Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be a single or repeated incidents."	World Health Organisation (1999)
Sexual abuse	"Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to: <ul style="list-style-type: none"> • The inducement or coercion of a child to engage in any unlawful sexual activity. • The exploitative use of child in prostitution or other unlawful sexual practices. • The exploitative use of children in pornographic performances and materials." "	World Health Organisation (1999)

Emotional abuse	"Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells. There may also be acts towards the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment."	World Health Organisation (1999)
Neglect and negligent treatment	"Neglect is the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible".	World Health Organisation (1999)
Exploitation	"Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development."	World Health Organisation (1999)
Significant Harm	"The threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, Significant Harm."	Children Act 1989 http://services.salford.gov.uk/sscb-manual/chapters/p_recg_sig_harm.htm

Appendix 6

XII. Indicators of Child Abuse⁷

TYPE	PHYSICAL OBSERVATIONS IN A CHILD	BEHAVIOURAL OBSERVATIONS IN A CHILD
PHYSICAL ABUSE	Bruising, burns and scalds, bite marks, fractures, swelling, serious injuries with no explanation or conflicting explanations, untreated injuries.	Unusually fearful of adults, unnaturally compliant to parents, refusal to discuss injuries, fear of medical help, aggression towards others, covers-up with clothing.
SEXUAL ABUSE	Damage to genitalia, anus or mouth, sexually transmitted disease, unexpected pregnancy especially in very young girls, soreness in genital area, anus or mouth, unexplained recurrent urinary tract infections and discharges or abdominal pain.	Sexual knowledge inappropriate for age, sexualised behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality, lack of concentration, restlessness, aimlessness, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults, regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.
NEGLECT	Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather (exposure symptoms might include recurrent colds, pneumonia, sunburn, frostbite, etc), is inadequately supervised or left in the care of an inappropriate	Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies, low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging.

⁷ From SF's EU-CORD partner *Tearfund UK's Child Protection Policy*. Used with permission.

	care giver, untreated medical problems, is malnourished (this may be seen as being undersized, having low weight and a sallow complexion, lacking body tone, and being constantly tired), drug or alcohol abuse.	
EMOTIONAL ABUSE	Highly anxious, showing delayed speech, low self-esteem, self-harming behaviour, drug or alcohol abuse.	Physical , mental and emotional development lags, acceptance of punishment which appears excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging.

Note: most forms of abuse have a combination of the above indicators and observations and sometimes cannot be put in a specific category.