

# WWP EN

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WWP || EUROPEAN NETWORK

## Child Protection Policy



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## The WWP EN Child Protection Policy and Procedures

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### Policy Statement

WWP EN's mission is to prevent violence in close relationships as a gender-based phenomenon and to foster gender equality. The network's main objective is to improve the safety of women and their children and others at risk from violence in close relationships through the promotion of effective work with those who perpetrate this violence, mainly men.

WWP EN is therefore committed to safeguarding the well-being of all the children and young people that may in any way be affected by the intervention of the organisation. Although WWP EN does not work in direct contact with victims and perpetrators of violence, through its member organisations it has an indirect ethical responsibility to ensure that all measures are in place for the protection of all victims of violence namely women and children.

The following policy is in accordance with the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention) and the United Nations Convention on the Rights of the Child (UNCRC).

### Child Protection Principles and Values

This child protection policy deals with the protection of children and adolescents as defined by the UN Convention on the Rights of the Child. The UNCRC should be implemented holistically, providing a comprehensive framework for the protection, provision and participation of all children. All children and adolescents involved in WWP EN related activities, projects and programmes have a right to their health, safety and well-being, and to have their best interests considered a top priority; to have their development promoted and safeguarded so that they can achieve their full potential; to be valued, respected and understood within the context of their own culture, religion and ethnicity; to be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them, including in child protection decisions. In specific relation to WWP EN's work with perpetrators, the Istanbul Convention is also a basic reference. In particular, there are specific forms of less recognized violence against children pertaining to the "protection and support for child witnesses" (Article 26) and assuring that children's rights are respected and their voices heard in issues linked to "Custody, visitation rights and safety" (Article 31). Therefore, it is central to WWP EN and its members missions to support all countries in promoting and lobbying to assure the protection and the support of the needs of children witnessing all forms of violence; including age-appropriate psychosocial counselling. It is also central that in the determination of custody and visitation rights, protection from violent fathers and all incidents of violence, including having witnessed violence, be central in the courts evaluations. It is necessary to ensure that the exercise of any visitation or custody rights does not jeopardize the rights and safety of the mother and the children.

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## Non-Negotiable Duty

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WWP EN believes that NGOs working with perpetrators must also make the safety of those effected by the violence, mostly women and children, their priority. Therefore, it is relevant for the protection of children's rights that perpetrator programmes understand their absolute duty to protect children from abuse, mistreatment, and exploitation from within, as well as from outside of the organisation. This duty is imperative and non-negotiable. Without adequate standards and mechanisms for 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.

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## Open Environment

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WWP EN believes in:

- ❖ Creating an environment where issues of child protection are discussed openly and are understood;
- ❖ Creating a specific attention and awareness to issues faced by children living in situations of domestic violence: children witnessing violence, imbalances of power in the judicial system penalizing the relationship between victimized mothers and their children through a manipulative use of the system by the perpetrators, the importance for the child's wellbeing that the mother be supported and helped to overcome possible trauma-related effects.
- ❖ Promoting open lines of communication both internally and externally within and between member organisations to improve awareness and implementation of child protection policies and practices.
- ❖ Creating a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse.

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## Children's Participation

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WWP EN recognizes the need to include children's participation in all proceedings that concern them and promotes children's participation recognizing that effective and sustainable protection of children can only be achieved through listening to children. WWP EN supports the implementation of strategies that include children's participation based on the nine requirements for meaningful, safe and inclusive children's participation:

- 1) Participation is transparent and informative
- 2) Participation is voluntary
- 3) Participation is respectful
- 4) Participation is relevant
- 5) Participation is child-friendly
- 6) Participation is inclusive
- 7) Participation is supported by training

- 8) Participation is safe and sensitive to risk
- 9) Participation is accountable

## Implementation and Accountability

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This child protection policy is developed to the highest standards of professional behaviour and personal practice to ensure no harm occurs to children and adolescents in any situation during their involvement in activities, projects and programmes related or in any way linked to WWP EN. It therefore includes measures regarding recruitment procedures, review of management structures, staff training, and development of transparent protocols. The included standards are a tool for the promotion of the welfare of children in activities, projects and programmes related to WWP EN.

The Child Protection Policy is supported by clear guidelines on how it needs to be implemented by organisations participating and supporting children in activities, projects and programmes related to WWP EN.

Special procedures and checklists are part of the Child Protection Policy, including reporting procedures and actions following behaviour, which is not in compliance with the child protection standards.

The principles outlined above underpin all the standards set out in this document.

## Definitions<sup>1</sup>

### Child

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A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child (1989).

### Child Protection

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Child protection is a broad term to describe philosophies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies to WWP EN's duty to make sure that its 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

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<sup>1</sup> Definitions are taken from: Eurochild Child protection policy, Setting the Standard: A common approach to Child Protection for international NGOs, Standard 1 (Policy); The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO 1999; Child protection fact sheet: The definitions and signs of child abuse. NSPCC, 2009; Definitions of Child Sexual Exploitation and Related Terms. NGO Group for the Convention on the Rights of the Child, 2000; Questions and Answers about the Commercial Sexual Exploitation of Children. ECPAT International, 2001; Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography. United Nations, 2000; Child Protection Policies and Procedures. ECPAT International Secretariat, 2006; The UN Secretary General's Study on Violence, 2005, Istanbul Convention (art. 26 and art. 31)

organisation has about children's safety within the activities and programmes in which they work, are reported to the appropriate authorities.

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### Direct Contact with Children

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Being in the physical presence of a child/children in the context of WWP EN's work, whether contact is occasional or regular, short or long-term. This could involve, for example, attending meetings and conferences at which children are present or working with child volunteers in the WWP EN member organisation's offices

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### Indirect Contact with Children

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Having access to information on children in the context of WWP EN's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

Providing funding for organisations that work directly with children. Albeit indirect, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility of child protection issues.<sup>2</sup>

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### Child Abuse and Exploitation

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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”.<sup>3</sup>

WWP EN's understanding of child abuse and exploitation includes, but is not limited to:

- ❖ **Physical abuse:** This type of abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. This is commonly described using terms such as 'fictitious illness by proxy' or 'Munchausen's syndrome by proxy'.
- ❖ **Emotional abuse:** This type of abuse is defined as the persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger frequently, or the exploitation or corruption of children.

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<sup>2</sup> This is a non-exhaustive list of possible scenarios.

<sup>3</sup> See footnote 1.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

- ❖ **Domestic violence related forms of child abuse:** In the context of domestic violence, children can be exposed to multiple form of abuse.

It is important to recognize the gendered nature of domestic violence and how this can affect children in many ways.

It must always be clear how forms of violence against the mother represent direct forms of violence also against the children. It is also central to support the efforts of the parent (usually the mother) that is trying to protect the children, who are often penalized by the court/social system. Within this frame, specific attention must be posed to forms of post separation violence against the mother, that may take the form of, among others, physical, emotional, sexual and economical violence. In all these cases, the imbalance of power may damage both the mother and the children and compromise the protection of the child's right to a safe and stable childhood.

- ❖ **Sexual abuse:** This type of abuse involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening or not.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes. This can include photographs, negatives, slides, magazines, books, drawings, movies, videotapes and computer disks or files.

Sexual abuse of children also includes any contact or interaction between a child and an older or more knowledgeable child or adult (a stranger, sibling or person in a position of authority, such as a parent or caretaker) when the child is being used as an object of gratification for an older child's or adult's sexual needs. These contacts or interactions may be carried out by using force, trickery, bribes, threats or pressure. Even if there are no evident signs of force, cases of sexual interaction between a child and an adult can never be considered consensual.

Sexual abuse can be physical, verbal or emotional. Sexual abuse also extends to any form of commercial sexual exploitation of children comprised of sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is treated as sexual object and as a commercial object. The commercial sexual exploitation of children constitutes a form of coercion and violence against children and can also amount to forced labour and a contemporary form of slavery.

- ❖ **Other non-sexual forms of commercial exploitation** can be the exploitation of a child for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. This includes, but is not limited to, child labour.
- ❖ **Neglect:** This type of abuse is defined as 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 physical or cognitive development.

- ❖ **Peer abuse and Bullying** : This type of abuse is defined as deliberately hurtful behaviour, usually repeated over a period of time, during which it may be difficult for those bullied to defend themselves.

It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling), emotional (e.g. isolating an individual from the activities and social acceptance of their peer group) and sexual (pressuring peers to engage in sexual activities, sexting and any other sexual activity that could be object of blackmailing).

A child who is being abused may experience more than one type of cruelty. Discrimination and harassment are also abusive and can harm a child physically and emotionally.

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#### Member

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For the purpose of this policy, a member is a full or affiliate or supporting organisation or an individual member of WWP EN.

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#### Policy

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A statement of intent that demonstrates a commitment to safeguarding children from harm and makes clear what is required in relation to the protection of children. It helps to create a safe and positive environment for children and shows that the organisation is taking its duty and responsibility of care seriously.

### Purpose of the Child Protection Policy

WWP EN needs a child protection policy to ensure that

- ❖ children are protected. Some children are particularly vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, project workers, and those with access to their personal information. Many children growing up in vulnerable circumstances have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse. It is also important to recognize that in situations of domestic violence the safety of the mother is central to child protection.
- ❖ organisation's staff are protected. All children have a right to freedom from all forms of violence, abuse and exploitation. It is therefore the responsibility of WWP EN to ensure that all its activities, policies, projects and programmes are safe for children. This means that staff do not represent a risk to children and that programmes, policies and practices are designed and developed with the protection of children in mind.
- ❖ the organisation and its reputation are protected. Organisations working with violence may enter into contact with vulnerable children that have been, are and will continue to be vulnerable to abuse until the issues are brought into the open.

Without a proper child protection policy and child protection standards in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This has serious implications for fundraising as well as the reputation of the children's rights NGO sector.

### The Scope of the WWP EN Child Protection Policy

The WWP EN Child Protection Policy applies to:

- ❖ all staff, management and board members, interns and volunteers.
- ❖ all those acting on behalf of WWP EN, such as members, consultants or trainers.
- ❖ all those who participate in WWP EN events and meetings (e.g. Study Visit, Annual Workshop) that involve children, including journalists, sponsors, donors, policy makers, etc.

All the individuals cited above will be expected to read WWP EN's Child Protection Policy and to sign a statement of commitment declaring that they will adhere to its principles and procedures.

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### Spreading Awareness

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For the effective implementation of the child protection policy, it needs to be understood accurately by all those that the policy applies to. WWP EN will ensure that all its staff, interns, volunteers, consultants, etc. are informed about this policy, act in accordance with all its provisions and do no harm to children whom they may encounter during or outside their work.

The Membership Officer will send the WWP EN Child Protection Policy to all organisations and individuals upon their joining the network. The Membership Officer will also ensure that a copy of the policy is sent to all organisations that manage meetings or other activities on behalf of WWP EN.

## Members and External Partners

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The WWP EN Child Protection Policy applies to all WWP EN member organisations, as well as to external partners if they are involved in WWP EN events which include children.

As of the 2018 General Assembly, new membership applicants will be asked to demonstrate the existence of their own child protection policy which meets, or goes beyond, the standards of WWP EN. If no child protection policy is in place, applicants will be asked to adopt the WWP EN child protection policy and demonstrate their commitment to developing their own child protection policy and procedures within their local context and legal framework.

Existing members will also be asked to send the WWP EN board their own child protection policy and/or adopt the WWP EN's child protection policy.

In the event of persistently poor efforts to apply the child protection policy or in child abuse cases by a WWP EN member organisation, WWP EN may decide to terminate the. However, we will always aim to work alongside members to improve practices and address concerns in an open and constructive manner before considering a membership termination.

Any external partners which cooperate with WWP EN in the organisation of events involving children will be asked to provide evidence of their own child protection policy or, in lack thereof, to adopt the WWP EN's child protection policy.

## Risk Assessments and Safe Programme Design

WWP EN encourages member organisations to design and deliver programmes that are safe for children. This includes risk assessments, and according safety strategies, when designing projects and activities.

The developed risk mitigation strategies should minimize the risks to children and be incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children. If WWP EN develops programs that involve children, it will develop risk mitigation strategies to minimize the risk for children in design, delivery and evaluation of programmes.

## WWP EN's Child Protection Policy

This Policy ensures the highest standards of professional behaviour and personal practice to guarantee that no harm occurs to children during their involvement in any WWP EN activities or projects.

## Staff and Personnel

As a condition for working with WWP EN, all staff, management and board members, interns and volunteers, and all those acting on behalf of WWP EN, such as members, consultants or trainers are required to both accept and commit to WWP EN's Child Protection Policy and Code of Conduct for working with children by signing a statement of commitment declaring that they will adhere to its principles and procedures.

This includes the recruitment and appointment process:

- ❖ Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of WWP EN's Child Protection Policy.
- ❖ All job interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and WWP EN's commitment to child safety.
- ❖ Adherence to WWP EN's Child Protection Policy is part of WWP EN employment contracts and service agreements from 2019 onward.

## Training and Education

Education and training are essential to implementing the child protection policy. This includes:

- ❖ An induction period (within 3 weeks of taking up the position) of staff/volunteers/interns/Members/Board members by the Child Protection Focal Person introducing the WWP EN Child Protection Policy and procedures. This will include training on behaviour guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children. Training will also allow staff to learn identify sources of support for children and their families.
- ❖ Child safeguarding training to all staff, volunteers and interns, appropriate to their roles and responsibilities.

## Behaviour protocols

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All staff, volunteers, interns, management and board members, consultants or advisers who have direct contact with children in their work will be fully informed of WWP EN's Code of Conduct.<sup>4</sup>

### Management

A Child Protection Focal Person (CPF) will be appointed who is responsible for:

- ❖ Promoting awareness and the implementation of the child protection policy throughout the organisation.
- ❖ Monitoring the implementation of the policy and reporting on developments at team meetings and for the management and board.
- ❖ Developing the child protection trainings.
- ❖ Maintaining knowledge of best practices and statutory requirement.
- ❖ Acting as a source of support and information for staff on safeguarding issues.

The name and contact details of the CPF will be clearly displayed in the WWP EN office and new staff will be made aware of the role. Information will also be published on the website.

The disclosure of personal information about children, including legal cases, will be limited to those employees, interns, volunteers, Board members who need to know. The Board will have the overall responsibility to oversee and ensure the Policy's implementation.

### WWP EN's Child Protection Code of Conduct

WWP EN is committed to protecting children from abuse and exploitation. The network will take all necessary actions to prevent child abuse and/or respond to children in such situations by diligently investigating all reports of alleged abused based on its child protection policy, irrespective of the nature of the referral, who the allegations are about, who the referrer is or where they are from.

This code of conduct includes guidance on ethical and proper standards of adult behaviour towards children, and of behaviour between children. It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense.

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<sup>4</sup> See below.

## DO

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- ❖ Be aware of what constitutes child abuse and exploitation (included in the child protection policy) and understand the provisions determined in the child protection policy.
- ❖ Recognize signs of abuse and report any suspicious observations immediately to the CPF.
- ❖ Ensure that you know who the CPF at WWP EN is.
- ❖ Respect lines of authority and reporting procedures.
- ❖ Respect the others' basic rights by treating them fairly, honestly, and tactfully, and by treating people with dignity and respect.
- ❖ Treat all children equally: be inclusive and involve all children without discrimination.
- ❖ Work actively to ensure the highest levels of respect towards each other.
- ❖ Maintain high standards of personal and professional conduct.
- ❖ Protect the health, safety and well-being of yourself and others.
- ❖ Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors).
- ❖ Be aware of potential for peer abuse (e.g. bullying).
- ❖ Be concerned about the way in which your language, actions, and relationships with children could be perceived.
- ❖ Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- ❖ Provide an environment encouraging children's personal, physical, social, emotional, moral and intellectual development.
- ❖ Encourage and respect children's voices and views.
- ❖ Limit access to and/or do not expose children to any inappropriate electronic material.
- ❖ Respect the confidentiality of children's personal information at all times.
- ❖ Obtain (written) consent from the child and parent/carer when photographing, filming or requesting personal information for activities

## DON'T

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- ❖ Engage in any form of sexual activity with children.
- ❖ Commit any acts or behave in any way that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- ❖ Have a child stay overnight in the adult's room or sleep in the same bed (unless prior consent is provided by both the child and his/her parent/guardian).
- ❖ Perform activities for children that they can do themselves, including dressing, bathing and grooming.
- ❖ Discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g. use language that will mentally or emotionally abuse a child or tell a story/show pictures that will mentally or emotionally abuse a child).
- ❖ Hit or otherwise physically assault anybody.
- ❖ Act in any way that may be abusive or place others at risk of abuse.



- ❖ Condone violations of this code by others (staff, interns, consultants, etc.).
- ❖ Be alone with a child in any circumstances that might be questioned by others.
- ❖ Allow children to engage in sexually provocative games with each other.
- ❖ Kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g. do not initiate physical contact, such as holding hands, unless initiated by the child).
- ❖ Suggest inappropriate behaviour or relations of any kind or encourage any infatuation by a child.
- ❖ Take photos, film or request personal information if not required for WWP EN activities.

## Implementation strategy

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### Reporting Procedures

All staff, volunteers and interns should be alert to signs that may suggest a child needs help. Deciding whether to report an incident can be a very difficult choice. This reporting procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

All witnessed, suspected or alleged violations of the WWP EN Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) using the safeguarding reporting form.<sup>5</sup> The safety of the child is always the most important consideration. These records will be stored securely with access limited to the CPF or the Executive Director. The CPF sends a report to the Chair of the Board.

When a child protection/safeguarding concern is brought to your attention, apply ACT:

**A**ct on your concerns: if in doubt, speak out.

**C**hild-centred: the protection of children is the most important consideration.

**T**ime counts: ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

The first stage of reporting is deciding whether the concerns are internal to the organisation or relate to an external situation.

#### Internal

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If the concern regards the behaviour of staff, volunteers, interns, a board member or members, the CPF must consider whether to report the incident to the local/national authorities. If this is not necessary, the internal safeguarding procedure needs to be applied. In case of a report to relevant authorities, the CPF must follow up on actions taken. Additionally, they need to decide on further responses and record the case.

Acts of a criminal nature will be referred to the police and/or children's welfare services in the reported country and may result in a criminal investigation and conviction.

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<sup>5</sup> See Annex 2.

## External

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If the concern is external, meaning that there is concern regarding abuse outside the organisation, the CPF must consider whether the concern is due to the organisation's work and then decide whether this needs reporting to local or national authorities. After these considerations, the same procedure as for internal concerns applies.

The CPF will act on the concerns or allegations in a confidential manner in accordance with the standardized process developed by WWP EN in the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from. The CPF will take appropriate action to protect the child/children in question from further harm during and following an incident or allegation. A safeguarding report<sup>6</sup> must be compiled to document details of the incident. The best interests of the child must be considered throughout the process.

The support and assistance necessary for children affected by the incident will be assessed.

### Internal Safeguarding Procedure

WWP EN will immediately suspend any employee, volunteer, intern, board member or members, consultant, adviser, etc. alleged to have violated the child protection policy, pending the outcome of the investigation. WWP EN reserves the right to take any disciplinary measures against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the police.

The investigation completed by the CPF will be submitted to the Chair. The final decision will be made by the board about actions to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

When investigating concerns or complaints, the process should always be fair and, where complaints are upheld, the individual will have the right to appeal the decision. In such instances, the individual must write to the Chair of the board within one week of receiving written confirmation of the complaint outcome, explaining the grounds for appeal. The Chair will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. The Chair will take their finding to the board for the final decision, which will be confirmed in writing. The decision from the appeal's process is final.

In cases where staff from WWP EN members or accompanying adults with children are alleged to have violated the child protection policy in meetings and activities organised by WWP EN, this needs to be reported to the CPF of WWP EN. They will investigate the complaint(s) or concern(s) confidentially and discreetly, and report to the Chair of board. Where possible WWP EN's CPF

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<sup>6</sup> See Annex 2.

together with the Chair will discuss the concerns with the responsible person and/or their organisation in order to change the behaviour or acts of the concerned person/organisation. If the person/organisation is not able or willing to change their behaviour according to the standards of the child protection policy, the Chair will report this to the Board. The Chair will take the complaint to the board for a decision whether to suspend further cooperation with this member organisation when directly involving children or whether to suspend membership. The member organisation has the right to appeal the board's decision. In such instances, the organisation must write to the Chair within a week of receiving the written confirmation of the complaint outcome, explaining the grounds of appeal. The Board of WWP EN will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. The WWP EN Board will come to a final decision, which will be confirmed in writing. The decision from the appeal's process is final.

In cases of acts of a criminal nature committed by WWP EN member organisations in relation to activities organised by WWP EN this will be referred to the police.

## Communication and Media Guidelines

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The rights and dignity of the child must be respected at all times and the best interests of the child must be maintained as the paramount concern of all WWP EN communications, especially regarding children. Additionally, WWP EN will never use discriminatory or degrading language.

This section is to provide guidelines on the use of images, films and stories of children for media and communication purposes to ensure data protection and to protect children themselves. Abusers sometimes target children whose pictures they saw in the media and communication materials.

### Principles

In WWP EN communications about children follow these principles:

- ❖ **Dignity:** The child's dignity must be preserved at all times. Language used must not degrade, victimize or shame the child. Children's images shall generally be avoided, and if they are used, children should always be dressed appropriately and should never be depicted in any poses that could be interpreted as sexually provocative.
- ❖ **Accuracy:** The portrayal of children must not be manipulated or sensationalized in any way. Images and stories should provide a balanced depiction of the child's life and circumstances, balancing negatives with empowering images or showing the progress that children are making. Communications should avoid making generalizations, which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context.
- ❖ **Privacy:** Any information that could be used to identify a child or put them at risk will not be used. WWP EN will ensure that:
  - ❖ Only first names of children are used. One must be careful not to reveal details about the residence, school and other information that could lead to them. If needed for child safeguarding, the names of children will be changed.
  - ❖ Information about a child/children's life and photographs of children (including information stored on the computer) will be kept in secure files. Access to these should be limited to those that need to use them during their work.
  - ❖ The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals.

Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.<sup>7</sup>

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<sup>7</sup> See Reporting Procedure

## Informed Consent

Informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may then be used in WWP EN's materials. Informed consent means that children are told how WWP EN may use the information or images/film and that they are under no obligation to agree to its use. They should also be re-assured that locations and other identifying information that might lead to the location of residence of children will be changed. They will need to be asked whether they give consent that their first name is shared with the information or images/film.

Consent must be obtained by completing and signing the media consent form.<sup>8</sup> Consent is also required from the child's parent/carer or guardian, who must countersign the form or, where this is not possible, from the organisation working with them. The organisations working with the children should lead on asking for consent of children and families, as they may feel more comfortable to refuse consent when asked by someone they already know and trust.

The media consent forms and other consent forms will be kept on the child's file by WWP EN.

Obtaining prior written consent does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.

## Interviewing Children

Interviewing children requires skills and certain basic principles should be followed to ensure their dignity and their rights are respected.

- ❖ **Informed Consent:** In relation to interviews, informed consent includes explaining what subjects are likely to be covered in the interview and clarifying the child's right to withdraw their consent at any point. The interviewer should review the child's understanding of consent at the start of the interview.
- ❖ **Provision of support:** There should be someone else present during the interview, with whom child is familiar. Wherever possible, the child should be given a choice regarding who supports them during the interview, including the right to choose to be alone if the child is over 13.
- ❖ **Respecting the right to say No:** It must be clear before the interview that the child only has to talk if they are comfortable doing so, and that they can stop the interview and withdraw their consent at any point.
- ❖ **Gender:** Consider the different needs of different genders and which gender they would be more comfortable to talk to. Gender must be considered when deciding what topics may be discussed.

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<sup>8</sup> See Annex 3.

- ❖ **Respecting the right to information:** If you are going to take notes, or record the interview in another way, you must explain this to the child and verbally ask their permission to do so.

### Visits by Photographers, Film Crews, Journalists and Others

Special care must be taken when organizing visits for external photographers, filming crews, journalists or visitors within the scope of WWP EN projects, activities and publications:

- ❖ Journalists, photographers, film crews, etc. must be fully briefed about the WWP EN Child Protection Policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment statements to adhere to this policy.
- ❖ The organisation(s) involved make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They must be accompanied by staff at all times.
- ❖ Children, parents and guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by WWP EN or the national/local organisation they are involved in.
- ❖ Copies of images, film and story should be sent to the (member) organisation to be passed on to the children.
- ❖ In order to protect the confidentiality and privacy of the children, WWP EN must be notified as to how the photographer or filmmaker intends to use the images, film or stories. WWP EN reserves the right to refuse use if it is felt that the images, films or stories are not in accordance with our child protection policy and/or our media and communication principles.
- ❖ If an image or any material is to be used by another organisation, it must be credited to WWP EN/photographer with an appropriate caption.

## Accountability

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### Monitoring and Evaluation of the Child Protection Policy

The aim of monitoring and evaluating the child protection policy is to learn from practical case experiences, which will contribute to inform policy reviews and changes.

WWP EN will regularly monitor the implementation of its child protection policy and procedures. Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Chair annually and included in WWP EN's report to the AGM. Monitoring and evaluation will be done by checking whether the standards from the child protection policy are implemented and whether safeguards are working. This will be done by carrying out a periodic survey among WWP EN staff, interns and volunteers on how the standards from the child protection policy are being met, how effective they are and what needs improving.

Next to the overall monitoring and evaluation of the child protection policy, reactive monitoring will take place, after incidences have occurred, which will contribute to a learning process for WWP EN and if necessary changes to the policy or reporting procedures.

Every seven years an internal review of the policy will be carried out and its results will be approved by the board. Every 7 years an assessment and review of the implementation of Child protection policies of all members will be presented to Annual meeting.

A Safeguarding Children Self-Audit will be carried out with the support from the Safeguarding Children Self Audit by the Oak Foundation. This will provide a base line assessment of WWP EN's child protection and safeguarding measures.

## Key contact information

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Child Protection Focal Person

Name of WWP EN CPF

Mobile:

E-mail:

Executive Director

Alessandra Pauncz

Mobile: 004917645791084

E-Mail: [alessandra.pauncz@work-with-perpetrators.eu](mailto:alessandra.pauncz@work-with-perpetrators.eu)

Chair of WWP EN

Neil Blacklock

E-mail :

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OAK  
FOUNDATION

## Annex 1

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### Statement of Commitment to WWP EN Child Protection Policy

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 and promoting the child protection policies, procedures and practices contained within this document while working or associated with WWP EN.

I further understand that adherence to WWP EN's Child Protection Policy will involve the following: both acceptance and commitment to WWP EN's Child Protection Policy and Code of Conduct for working with children by signing a commitment to adhere to the Child Protection Policy principles and procedures. That all staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of WWP EN's child protection policy.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name)  
(Job title/role)  
(Signature)  
(Date)

## Annex 2

### Recognising Signs of Abuse

Recognising indications of potential abuse is complex and there is no simple checklist, which allows easy recognition. There are potential warning signs that you can be alert to but they should be assessed with care. It should not be automatically assumed that abuse is occurring. Equally, however, it is important not to dismiss your concerns or ignore any signs of abuse – these should be discussed with the CPF as soon as possible to help decide the most appropriate course of action.

<p>Possible signs of physical abuse:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bruises, burns, sprains, dislocations, bites, cuts</li> <li><input type="checkbox"/> Improbable excuses given to explain injuries</li> <li><input type="checkbox"/> Refusal to discuss injuries</li> <li><input type="checkbox"/> Withdrawal from physical contact</li> <li><input type="checkbox"/> Arms and legs kept covered in hot weather</li> <li><input type="checkbox"/> Unwillingness to participate in physical activities that may involve undressing, e.g. sports</li> <li><input type="checkbox"/> Fear of returning home or of parents being contacted</li> <li><input type="checkbox"/> Showing wariness or distrust of adults</li> <li><input type="checkbox"/> Self-destructive tendencies</li> <li><input type="checkbox"/> Being aggressive towards others</li> <li><input type="checkbox"/> Being very passive and compliant</li> <li><input type="checkbox"/> Chronic running away</li> </ul>	<p>Possible signs of neglect:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent hunger</li> <li><input type="checkbox"/> Taking scraps of food from bins or plates, or stealing food</li> <li><input type="checkbox"/> Poor personal hygiene</li> <li><input type="checkbox"/> Constant tiredness</li> <li><input type="checkbox"/> Inappropriate clothing, e.g. summer clothes in winter</li> <li><input type="checkbox"/> Frequent lateness or non-attendance at school</li> <li><input type="checkbox"/> Untreated medical problems</li> <li><input type="checkbox"/> Low self-esteem</li> <li><input type="checkbox"/> Poor social relationships</li> <li><input type="checkbox"/> Compulsive stealing</li> <li><input type="checkbox"/> Drug or alcohol abuse</li> </ul>
<p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical, cognitive or emotional development is delayed</li> <li><input type="checkbox"/> Highly anxious</li> <li><input type="checkbox"/> Showing delayed speech/ sudden speech disorder</li> <li><input type="checkbox"/> Fear of new situations</li> <li><input type="checkbox"/> Low self-esteem</li> <li><input type="checkbox"/> Inappropriate emotional responses to situations</li> <li><input type="checkbox"/> Extreme passivity or aggression</li> <li><input type="checkbox"/> Drug or alcohol abuse</li> <li><input type="checkbox"/> Chronic running away</li> <li><input type="checkbox"/> Compulsive stealing</li> </ul>	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age inappropriate sexualised behaviour or highly sexualised language</li> <li><input type="checkbox"/> Bed wetting or soiling</li> <li><input type="checkbox"/> Anal or genital soreness</li> <li><input type="checkbox"/> Sleep problems</li> <li><input type="checkbox"/> Fear of being with adults</li> <li><input type="checkbox"/> Promiscuity</li> <li><input type="checkbox"/> Extreme risk taking in adolescents</li> </ul>

Possible signs of concern regarding adult behaviour:

- A person in whose presence the behaviour of a child significantly changes such as becoming withdrawn, fearful, distressed or agitated
- Asking a child to lie or keep secrets
- Breaches of the organisation's Code of Conduct/behaviour protocols
- Initiating private contact with a child, in person or by e-mail or phone

## Annex 3

### Safeguarding Report Form

If you have knowledge that a child might be at risk of harm, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at WWP EN (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the CPF or you may wish to complete the report afterwards.

The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the CPF, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

#### 1. About you

Your name: \_\_\_\_\_

Your job title: \_\_\_\_\_

Organisation you work for: \_\_\_\_\_

Nature of your contact with the child: \_\_\_\_\_

Contact details:

Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 2. About the child

Child's name: \_\_\_\_\_

Child's gender: \_\_\_\_\_

Child's age: \_\_\_\_\_

Child's address: \_\_\_\_\_

Child's parents/guardians: \_\_\_\_\_

Has any treatment been given to the child?

Treatment given by \_\_\_\_\_

Taken to hospital: YES \_\_\_\_ NO \_\_\_\_

If yes, which hospital and how \_\_\_\_\_

#### 3. About your concern; Details of incident

Was the incident:

- observed by you?
- suspected?
- disclosed by someone else?

If the concern was shared by someone else, please state who and their relationship to the child:

\_\_\_\_\_

What happened? Give cause (how and why) if known - If you include personal observations please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

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Did the child/young person or another source say anything to you [if relevant] and how did you respond to him or her: [Do not lead the child. Record actual details.]

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Date of the alleged incident: \_\_\_\_\_

Time of the alleged incident: \_\_\_\_\_

Location of the alleged incident: \_\_\_\_\_

Name of the alleged perpetrator (if applicable): \_\_\_\_\_

Were there any other children/people involved in the alleged incident? YES \_\_\_\_ NO \_\_\_\_

Are any other children at risk of harm? YES \_\_\_\_ NO \_\_\_\_

Action taken by you:

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**For completion by the Child Protection Focal person:**

Incident/Accident investigated:

Written investigation report necessary:

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here

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## Annex 4

### General Consent Form

Your name and age	
Your address	
Your phone number	
Your mobile number (if available):	
Your email address:	

Are you comfortable to take part in ..... (e.g. meeting/event/etc)?

Please tick Yes or No:

Yes  No

#### WE WANT TO MAKE SURE YOU FEEL WELCOME AND COMFORTABLE TO TAKE PART

Do you have any allergies we should know about? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Do you have any additional support needs you'd like us to know about (physical or learning disability, mental health issues, low confidence, difficulties with communication, things you find it hard to talk about)?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Is there anything extra we can do to make sure that you can come along and participate fully? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Are you taking any medication we should know about? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Do you have any dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
If you practice a religion, please tell us if there's anything connected to taking part in the event that we should know about	Details:

<p>My Consent</p> <p>Signature:</p> <p>Location (where you live): Today's date:</p>	<p>Parent/Legal Guardian Consent (if under 18)</p> <p>This child/young person under 18:</p> <ul style="list-style-type: none"> <li>• is allowed to participate in .....(event)</li> <li>• is allowed to take part in media activities at ..... (event)</li> <li>• has been informed about the ..... (event) goals, the voluntary nature of participation and anonymity in an age-appropriate way</li> <li>• has been informed that they can refuse to participate at any time with no consequences</li> <li>• is allowed to receive appropriate medical attention from a registered practitioner if at any time my child requires urgent medical attention,</li> </ul> <p>Full name: Relationship to child/young person: Location: Date:</p>
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## Media Consent Form

WE WANT TO MAKE SURE YOU FEEL COMFORTABLE TO TAKE PART IN MEDIA ACTIVITIES

WWP EN and its Communications Team are actively promoting .....  
(e.g. activities/events/etc). We publish photos and or statements of participants. In this way we inform the public and decision makers about ..... (event)

If you or your parents/carers are interested in following the WWP EN's work via social media, you can do this by following the WWP EN Facebook page and/or twitter feed or the WWP EN website: [www.work-with-perpetrators.eu](http://www.work-with-perpetrators.eu)

➤ Is it okay for you participate in visual documentation during the WWP EN..... (event)?  
If you say it is ok, we might share photos, film, audio, writing or art on our website or social media; in our reports or leaflets; at our events; and/or in the promotion work we do to people around Europe who help to support children and adolescents.

Please tick Yes or No:

Yes  No

➤ Is it ok for us to capture your voice in film, photos, audio, writing and/or art and to share this content in the ways listed above?

Please tick Yes or No:

Yes  No

➤ Is it ok if we tell people your first name when we share this content? (you can still take part in ..... (event) even if you don't want us to tell people your name).

Please tick Yes or No:

Yes you can share my first name  No you cannot share my first name

➤ Is it ok for you to talk to the press during .....(event) (including photos, television/video/camera coverage)? All media interviews will be conducted in consultation with and in the presence of your accompanying adult and a WWP EN staff member. You have a right not to respond to any questions that you do not want to answer.

Please tick Yes or No:

Yes  No