



# CHILD SAFEGUARDING POLICY

**International Human Resources Office**

**January 2022**

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## Introduction

The Jesuit Refugee Service (JRS) is an international Catholic organization, established in 1980 by the Society of Jesus (Jesuits) that operates in 56 countries (supported across 9 Regional offices<sup>1</sup>) with a mission to accompany, serve and defend the rights of refugees and other forcibly displaced persons, whether they be refugees in camps and cities, individuals displaced within their own countries, asylum seekers in cities or those held in detention centres. The main areas of work are in education, emergency assistance, healthcare, advocacy, reconciliation, livelihood activities and MHPSS and protection services. At the end of 2021, more than 800,000 individuals were direct beneficiaries of JRS projects. More than 8,000 personnel contribute to the work of JRS, including staff, volunteers, interns, religious and incentive workers.

Through its work across the globe, JRS personnel engage both directly and indirectly with children, through their direct protection, education and psychosocial support. JRS personnel acknowledge that all children, regardless of their nationality, religion, race, culture, social status, sex, gender, language or (dis)ability, should be protected from abuse and exploitation. JRS recognizes that in various humanitarian situations where forced displacement occurs, all affected persons (particularly children), are sometimes vulnerable to abuse and exploitation by personnel affiliated to humanitarian agencies tasked with assisting them. Humanitarian environments often create unequal power relations between beneficiaries and humanitarian workers and present opportunities for exploitation and abuse of power, necessitating measures to prevent this occurrence. Drawing upon a vast body of international human rights and humanitarian and refugee law, this policy will be applied in accordance with the national laws of the country of operation, with particular consideration to the following guiding documents and legal frameworks:

International Conventions and Guidelines	Regional Conventions and Declarations
UN Convention on the Rights of the Child (1989), and Optional Protocols I, II and III	African Charter on the Rights and Welfare of the Child (1999)
Geneva Conventions (1949) and Protocols I and II (1989)	Convention Governing the Specific Aspects of Refugee Problems in Africa (1969)
Convention Relating to the Status of Refugees (1951) - (plus 1967 Protocol)	Kampala Convention (for the Protection and Assistance of Internally Displaced Persons in Africa) 2009
Minimum Age Convention (1973)	Cartagena Declaration on Refugees (1984)
Convention on the Worst Forms of Child Labour (1999)	American Convention on Human Rights (1978) [OAS]
Guidelines on Sexual and Gender-Based Violence in Refugee, Returnee and Displaced Situations (2003)	Arab Charter on Human Rights (2004) [League of Arab States]
Guiding Principles on Internal Displacement (1998)	ASEAN Human Rights Declaration (2012) [Association of Southeast Asian Nations]
Inter-Agency Standing Committee (IASC) Commitment on Eliminating Sexual Exploitation and Abuse by UN and non-UN/NGO Personnel (2008)	Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (2007) [Council of Europe]
Global Protection Cluster Minimum Standards for Child Protection in Humanitarian Action (2012)	Convention for the Protection of Human Rights and Fundamental Freedoms (1950 / as amended by Protocol No. 11 - 1998) [Council of Europe]

<sup>1</sup> JRS Regional Offices: Asia Pacific, Eastern Africa, Europe, Latin America and the Caribbean, Middle East and North Africa, North America, South Asia, Southern Africa, and West Africa

## Definitions

**Beneficiary:** someone who directly receives goods or services from a JRS programme.

**Child:** any individual under the age of 18, irrespective of local age of majority or age of consent.

**Child Abuse and Exploitation:** the use of one's position of power, authority, office or trust to profit from children by means of coercion, threats, force, inducement or other similar methods, with or without promises of assistance to them or their families/caregivers.

**Child Protection:** procedures put in place to respond to all allegations and/or suspicions of child abuse. The protection and safety of the child is the paramount concern. JRS is committed to taking whatever action is necessary to ensure that children receive the highest standard of care available.

**Child Safeguarding:** measures taken by JRS to ensure that children with whom the organisation comes into contact are not subjected to willful or intentional physical, sexual, emotional and verbal abuse, exploitation or neglect by the organisation's personnel. This involves proper risk assessment at project level and the putting in place of systematic preventative measures to reduce risk of harm to children.

**Child Sexual Abuse:** the involvement of a person under 18 years of age in sexual activity with an adult. The inducement or coercion of a child to engage in any unlawful sexual activity and the exploitative use of a person under 18 years of age in prostitution, pornography or other unlawful activity is also child sexual abuse.

**Complainant:** someone who makes a complaint or report about an alleged act of exploitation and/or abuse. This can be the survivor or another person.

**Disclosure:** a specific allegation of abuse made against a named individual.

**Emotional and Verbal Abuse** – includes verbal insults, intimidation, threats, bullying and any actions of a discriminatory nature.

**Grooming:** the cultivation of emotional relationships with those in positions of vulnerability or inequitable power, with the intention of manipulating these relationships into sexualised situations in the future. Grooming generally refers to behaviour that makes it easier for an offender to procure a child or vulnerable adult for sexual activity. Grooming includes encouraging romantic feelings, engaging in inappropriate touching or physical activity, providing illegal substances, exposure to pornography, etc. It often involves building the trust of children and/or their caregivers to gain access to children for sexual abuse.

**Harassment:** any unwelcome behaviour of an offensive nature, severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. It includes bullying, stalking, and any unwelcome behaviour based on characteristics such as, but not limited to gender, gender identity, race, religion, sex (including pregnancy), sexual orientation, ethnicity, age, disability, or genetic information.

**Neglect** – occurs when a child suffers significant harm or injury because JRS personnel willfully omit to perform their duty or because of their position in office, they use their power to withhold rightful assistance to them.

**Online grooming:** sending electronic messages with indecent or inappropriate content to a recipient whom the sender believes or knows to be less than 18 years of age, with the intention of encouraging the recipient to engage in or submit to sexual activity with the sender and/or other persons, including the exchange of sexual comments and/or images.

**Perpetrator:** a person or group of persons who commits an act of SEA.

**Personnel:** includes all staff at the National, Regional and International levels (regular staff, interns and volunteers), Administrative Council members, consultants as well as any other person JRS considers to be working on behalf of the organization. This includes sub-contracted staff from other agencies (including volunteers) and incentive workers i.e., members of the refugee and IDP community who are hired (paid or voluntarily) to work with JRS.

**Physical Abuse:** consists of actions that intentionally inflict injury on a child's body, such as hitting, beating, kicking, pinching, burning etc.

**Sexual Abuse** – includes the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, use of verbal sexual innuendos, using force or coercion to solicit sexual acts.  
*Note: consent given by a child is not a defense.*

**Sexual Exploitation** – is the abuse of a child through the use of one's position of power or trust to profit sexually from a child, sometimes in exchange for or with promises to provide them with any type of assistance. In this case, the child feels that he or she is powerless and has no other choice but to agree. It also refers to the soliciting of children to others for the purpose of commercial gain.  
*Note: consent given by a child is not a defense.*

**Subject of the Complaint** (also Subject of Concerns): the person alleged to have abused the survivor

**Survivor:** The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive. However, it is the individual's choice as to how they wish to identify themselves. (This document will use the term survivor inclusively.)

**Suspicion:** an expressed concern regarding abuse that may have taken place, may be taking place, or may be about to take place.

**Witness:** anyone giving testimony or evidence in an investigation of SEA.

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## Purpose and Scope

This is a JRS International Policy that establishes minimum standards and guidelines for the safeguarding of all children who come into contact with JRS personnel in all JRS works. This policy also applies to all who work in collaboration with JRS, whether they be Contractors, Sub-Contractors, Suppliers and/or other Service Providers. JRS must ensure that that all partners have their own safeguarding and safe recruitment policies in place. At a minimum, there should be a standard safeguarding clause included in all contractual agreements to ensure that these entities adhere to the JRS Child Safeguarding and JRS PSEAH (Protection against Sexual Exploitation, Abuse and Sexual Harassment) Policy.

JRS affirms that all its members should uphold the highest standard of respectable conduct as they owe a professional duty of care and protection towards children. They are required to uphold the **best**

**interest of the child** and take measures that are necessary and reasonable to ensure that they do not subject children to physical, sexual, emotional and verbal abuse, exploitation or neglect. JRS must ensure that the protection of children is a priority in all its work. The principles involved derive from the UN Convention on the Rights of the Child (UNCRC):

- All children have equal rights to protection from abuse and exploitation
- All children should be encouraged to fulfil their potential and inequalities should be challenged
- Everybody has a responsibility to support the care and protection of children
- International NGOs have a duty of care to children with whom they work and with whom their representatives work
- If agencies work through partners, they have a responsibility to meet minimum standards of protection for the children in their partners' programmes. All child protection interventions should follow the 'Best Interest of the Child' principle

**Definition of a Child:** JRS adopts the internationally recognized definition provided in the 1989 UN Convention on the Rights of the Child, to include “*every human being **below the age of eighteen (18) years***”<sup>2</sup>

*Child abuse constitutes “all forms of physical and/or emotional ill treatment, sexual abuse, neglect, 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 or responsibility, trust or power” - (World Health Organisation).*

JRS therefore undertakes to put in place safeguards for the protection of refugee children. JRS clearly states that sexual exploitation and abuse represent a betrayal of trust as well as a devastating failure of protection:

***Any form of sexual or gender-based violence or abuse constitutes a violation of the fundamental values of JRS. In all cases, JRS prohibits its personnel to engage in sexual activity with a person under the age of 18, regardless of the age of majority or the age of consent in any local context, due to different social, cultural or religious reasons.***

## Appointment of Child Safeguarding Officers

In order to ensure that the following child safeguarding measures are implemented, 2 designated Child Safeguarding Officers (CSOs) have been appointed for the International Office. (The Deputy CSO is appointed to stand in for the CSO in case of absence, unavailability or in the event that an allegation is made against the CSO). Their contact details are below:

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<sup>2</sup> The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18. However, the vast majority of countries already concur with the UNCRC definition.

Child Safeguarding Contact Details for JRS International Office	
<b><u>Child Safeguarding Officer</u></b>  <b>Name:</b> Martine Helene Minnecré <b>Position:</b> International HR Director <b>Email:</b> <a href="mailto:marleen.minnecre@jrs.net">marleen.minnecre@jrs.net</a>	<b><u>Deputy Child Safeguarding Officer</u></b>  <b>Name:</b> Simona Fadda <b>Position:</b> HR Officer, Field Support <b>Email:</b> <a href="mailto:simona.fadda@jrs.net">simona.fadda@jrs.net</a>

Child Safeguarding Officers at Regional and Country levels must be appointed by the Regional and Country Directors, in consultation with the Regional / Country Human Resources Officers. However, the Regional / Country Director and/or Regional / Country Human Resources Officers may also be the appointed Child Safeguarding Officer. Two CSOs should also be appointed at each individual project level (plus at least one focal point at each project site, who will report to the Country level CSOs). All Child Safeguarding Officers will closely collaborate with their respective Human Resources Officers, as child safeguarding is closely related to the JRS Code of Conduct and other organisational policies.

The International Office will support the provision of guidelines, induction, training and assistance in the implementation of child safeguarding initiatives and the appointment and training of Child Safeguarding Officer(s). The International Human Resources Director will provide detailed roles and responsibilities for Child Safeguarding Officers at Regional and Country levels.

## Role of the Child Safeguarding Officer

1. **Receive information** about a concern or allegation *(and to ensure that this information is recorded in the standardised JRS Report Form – see Appendix 1)*
2. **Ensure procedures are followed** about how to manage concerns, suspicions, allegations and disclosures of abuse involving JRS Personnel and that a referral is made to a statutory authority.
3. **Create a child safeguarding case file** for every referral that includes a log of actions, events and information received. Entries should be made as soon as possible after the event. They must be timed, dated and signed by the author.
4. **Take possession of any written records** made by any person in connection with the case and place them on the confidential Child Safeguarding Case File.
5. **Explain the procedures** for addressing the concern, allegation or disclosure to the person who has raised the concern and discuss issues of confidentiality and data protection with them.
6. **Contact emergency or appropriate services** where a child appears to be at immediate and serious risk of harm. An immediate referral should be made to the National Child Protection Services (or equivalent). If it is not possible to contact the National Child Protection Services, the Police authority should be contacted to ensure that under no circumstances is a child left in a dangerous situation pending intervention.
7. **Inform staff** that a complaint has been made and make a recommendation about any immediate action(s) that may need to be taken in order to ensure the safety of children.
8. **Make enquiries** to identify the present and previous appointments of the person involved in order to establish whether there are any previous concerns about his/her practice, or any current grounds

for concern in relation to the safety and well-being of children.

9. **Conduct an initial interview** with the person against who the allegation was made as soon as possible. The respondent shall be given information about his or her entitlement to seek legal advice and about the child safeguarding process. The respondent should be informed that he/she is not obliged, in law, to respond or to furnish evidence, but that any statement provided will be taken into account in the investigation. The Child Safeguarding Officer should then inform the respondent of the nature and detail of the allegation/concern. The purpose of the interview is to inform the respondent of the existence of the allegation and of the process being followed. The respondent needs to be given enough detail about the disclosure/allegation/concern to be able to offer a response. A written record of the interview must be prepared, agreed with the respondent, signed and dated.

10. **Consult** the Regional / Country Director, the National Child Protection Services and/or Police authority on the appropriate steps to be taken, particularly in cases where a Child Safeguarding Officer has a concern about a child but is not sure whether to make a referral. The Child Safeguarding Officer must keep a written record of the outcome of the consultation with the Child Protection Services / Police authority on the Child Safeguarding Case File.

11. **Follow the advice** of Child Protection Services / Police authority where a child protection concern has been referred to them. Allow the Child Protection Services / Police to conduct their enquiries unimpeded. Do not visit family or contact family members without prior discussion with investigators.

12. **Maintain a dialogue** with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Child Safeguarding Case File.

13. **Request** a written account of the outcome of investigation from the Child Protection Services / Police authority and keep this confidentially with the rest of the case file.

14. **Clearly state** to the individual who raised a concern, in cases where the Child Safeguarding Officer decides not to report concerns to the National Child Protection Services or the Police, the reasons why it is not being reported. See **JRS Reporting Flowchart**. They should be advised that if they remain concerned about the situation, they are free to contact Child Protection Services or the Police.

15. **Conduct an internal investigation** *if* for some reason any external investigation does not take place (e.g., it is not a criminal accusation or it the investigation does not require the support of the local child protection lead<sup>3</sup>). Any internal investigation will be initiated in cases where child safeguarding concerns remain or where disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses. In cases where there is a delay, and particularly where JRS Personnel are suspended from duties, it is important to maintain records of all communications.

## Responsibilities of Regional and Country Offices

JRS is committed to acting at all times in the best interests of children and it shares the view that the Catholic Church, and any Catholic agency, should be an example of best practice in child safeguarding and protection. JRS Regional and Country offices must adopt and implement policies and procedures to ensure this happens. By introducing and implementing these child safeguarding procedures, JRS commits itself to making the issue of child safeguarding an absolute priority.

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<sup>3</sup> In most situations, the allegations must be reported to the local child protection cluster or lead agency for child protection coordination – be sure to know who this agency is in your local context.



### **JRS Regional and Country offices ARE REQUIRED TO:**

- Positively reaffirm their commitment to the values that guide and inspire JRS and accord a high priority to child safeguarding and protection.
- Draw up their own Regional and Country level Child Safeguarding Policies, based upon the content of this JRS International Policy. These policies should reflect the Regional, National (especially legal) and local contexts and include the contact details of the relevant Child Safeguarding Officers.
- Accept the **JRS Child Safeguarding Policy, JRS Code of Conduct** and **JRS PSEAH Policy** and ensure that all personnel are fully aware of the sanctions for failing to respect them. Incorporate these policies into recruitment, orientation, work reviews and periodic training programmes. Require staff to sign statements that they will abide by these policies, stating clear disciplinary procedures and appropriate sanctions for any misconduct. (*“Personnel” includes everyone involved in JRS work, whether paid or not, and whether recruited locally, internationally or from within the refugee community*)
- Set in place, implement and regularly monitor procedures to protect children, including recruitment practice, personnel training and management responsibilities. *This document provides minimum standards for those procedures.* Continue to review policies, job descriptions, procedures, and training and assistance programmes to mitigate against risks and ensure the protection of children, particularly from sexual exploitation and abuse.
- Strengthen accountability mechanisms - including supervision, reporting, and disciplinary action - with a view to protecting the rights and confidentiality of both survivors and the accused, bringing justice and closure to incidents of abuse and exploitation.
- Communicate clearly to employees and beneficiaries the channels of reporting and the consequences of misconduct, as well as the consequences of complicity in and failure to report misconduct. Also, increase access to feedback and complaint mechanisms so that children and vulnerable adults are more likely to seek help when they feel at risk or have been exploited.
- Foster an environment of respect, trust and accountability so that children feel comfortable talking about their problems, employees respect children’s boundaries, and adults and children are willing to challenge exploitative or abusive behaviour at an early stage.
- Increase the number of female personnel in field situations, particularly in activities that affect women and children, such as food distribution, health care, counselling, skills training and income-generating programmes.
- Increase the participation of children in the design and implementation of programmes affecting their rights and well-being, to ensure that assistance responds to their needs and that they are fully aware of services and recourse available to them.

## **JRS Minimum Standards and Guidelines for Child Safeguarding**

JRS International acknowledges that the issue of Child Safeguarding is a global challenge. This section provides minimum standards and best practice guidelines that should be adhered to by JRS personnel globally, to ensure that children are safe within all activities undertaken by the organisation.

This policy shall be implemented in compliance with the national laws of the country of operation, the JRS Code of Conduct and the local JRS Human Resources Manual (and national labour laws). All JRS personnel will be required to sign and adhere to this policy, unless there is a Regional or National level policy in country which takes precedence. Importantly, when outside of their country of operation all JRS Personnel must still, and always, abide by this International Policy.

## Standard 1: Procedures for Reporting and Responding to Allegations

The JRS Child Safeguarding Officers will be the focal persons for receiving reports and responding to any complaints related to child safeguarding issues. They will be expected to liaise with the relevant Director (be it Project, Country, Regional or International), other Child Safeguarding Officers and Human Resources Officers, in following up complaints efficiently and effectively until they are finalised, in compliance with the national laws of the country of operation. In particular:

- Any allegations raised or reported *must* be forwarded directly to the nearest Child Safeguarding Officer. The Child Safeguarding Officer will liaise with the relevant Director and Human Resources Officer on how to share this information, with whom it will be shared and will follow JRS reporting procedures.
- Basic information is required to determine the exact nature of a concern or allegation and to make decisions on next steps. If this basic information is not available at the time the report is made, an initial 'fact-finding' exercise should be undertaken as a matter of urgency. The initial fact-finding exercise involves asking basic questions to establish what is being reported and gain a clear understanding of the complaint (as per details required in the Reporting Form). Although it is sometimes referred to as a preliminary investigation, it should not be confused with a formal investigation, which should only be carried out by trained authorities.
- Where it is established that the allegation constitutes a violation of the national laws of the country of operation (especially sexual offences), the matter *must* be immediately reported to the local authorities for further investigations. In addition, they will make an objective assessment on whether to involve other external agencies such as the local health officers, or appropriate agencies, to ensure that the best interests of the child/children involved are prioritised.
- It is important to reassure staff that no negative action will be taken against personnel or others who report, *in good faith*, information indicating perceived misconduct (see JRS Whistle-Blower Policy)
- All reports that are made to the Child Safeguarding Officer must be put in writing, including the dates, times and signed testimonies of all parties involved, and acted upon without delay until they are finalised. (See **JRS Report Form** – Appendix 1)
- The investigation process must include testimonies from both the person reporting the allegation, the person against whom an allegation is made and from witnesses if any are available. These testimonies must be signed by the persons making them.
- Any JRS representative who has allegations made against him/her will be informed of the allegations and the investigation process will be explained to him/her. That person will be asked to take leave from their duties until an investigation has been completed. It should be made clear that such suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken. Any punitive measures will be decided upon, in compliance with JRS policy and the national laws of the country of operation.

- If the allegations are made against a member of a religious congregation, the matter shall also be reported to his/her Superior or person in-charge of the congregation.
- In the case where the alleged violator is not JRS personnel, the Human Resources Officer in consultations with the Child Safeguarding Officer, the International / Regional / Country Director will decide on the most appropriate form of action to be taken to deal with the incident. For the purpose of assessing allegations and reports of abuse within JRS, a Child Safeguarding Committee may be formed<sup>4</sup> (at International, Regional or Country level).
- An enabling environment will be created for children or aggrieved persons to freely communicate any form of abuse, including a suggestion box and/or an emergency hotline, in an accessible place in every office where anonymous information can be given or more specific information can be given directly to the JRS Child Safeguarding Officers.
- All allegations received, together with all the information, investigations and subsequent reports relating to the claim, will be held in confidence by the people involved in the matter. The accused must understand that they cannot request (or at least receive) the identity of the person raising the concern. All these documents shall be stored securely by the Child Safeguarding Officer who will ensure that they are not unnecessarily availed to other persons without just cause. JRS recognises that disclosures (i.e., when a specific allegation of abuse is made against a named individual) and suspicions (i.e., when concern is expressed about abuse that may have taken place or where there may be fear of potential harm) should always be investigated and acted upon swiftly, making the welfare of children the paramount consideration.
- Any information offered in confidence should be received on the basis that it will be shared with relevant people in authority: this might include a JRS senior employee and/or, if appropriate, child protection personnel in statutory agencies. Parents or carers will also be informed if appropriate. In all cases, confidentiality should be carefully observed.
- All reported allegations shall be fully investigated to evaluate their accuracy (or otherwise) and appropriate measures taken in the best interests of protecting both the children and JRS personnel involved.
- In the event that any JRS personnel are found to be in breach of this Child Safeguarding Policy, he/she will be subjected to disciplinary action in accordance with the local JRS Human Resources Manual and national laws of the country of operation. He/She will also be ineligible for future employment with JRS. Where it is established that abuse has taken place, the guilty party will be dismissed from their post immediately.
- Personnel found in breach of policies will be allowed 14 days to appeal their case to Regional/Country Director if they feel aggrieved by the process and/or outcome of the investigation.
- Should the allegations be found to be false, or it is established that abuse has not occurred, JRS will work with the parties involved to restore their good name and reputation and steps will be taken to sensitively reinstate the staff member or representative without delay.

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<sup>4</sup> A Child Safeguarding (or Protection) Committee typically comprises the Child Safeguarding Officer(s), the Director (or Assistant Director), the Human Resources Officer (or member of HR Team), someone from Programmes (perhaps an Advocacy Officer) and a member of the local/National/Regional Board of Governors (or equivalent).

- JRS, being an organization that upholds the dignity of the person, may accord additional care for the person making the allegation and the person against whom an allegation is made, and/or their family members where it is deemed necessary.
- No force, intimidation or coercion should be used by anyone to elicit information about the alleged violation or abuse. JRS will take all necessary steps to ensure that the entire process is impartial, free from coercion or manipulation and will emphasise that personnel involved are presumed innocent until the completion of the entire process.

JRS uses both *internal* and *external* mechanisms to facilitate the reporting of allegations or concerns by personnel and beneficiaries. To adhere to core principles of effective reporting, JRS reporting channels must be safe (avoid creating risk for those reporting), confidential (non-identifying information used when discussing incidents) and accessible (reporting channels must be easy to use and not form any keep in mind the diversity of target users). There is also an option of third-party anonymous reporting through our independent external service provider, which can be found at [safecall.co.uk](https://safecall.co.uk).

ALL JRS personnel must be trained on how to respond when they receive complaints and/or allegations of child abuse or exploitation. As a standard operating procedure, please use a variation of the sample Incident Report Form at the end of this policy document (appendix 1).

In addition to the above, specific mandatory reporting procedures must be followed in accordance with the various contractual requirements of different UN Agencies and implementing partners. In particular, the UN is required to report allegations of SEA (sexual exploitation and abuse) to the Secretary-General. It is the responsibility of implementing partners to promptly report allegations of SEA to the UN partner entity, as part of this reporting obligation. In an alleged case of SEA against a child by JRS personnel, it is our obligation to report the incident to UNICEF.

**If any JRS Representative suspects abuse, or if a child or an adult makes a disclosure about child abuse, the following steps should be taken:**

**Avoid delay.** Do not dwell on allegations or suspicions of abuse.

**Report** the allegation or suspicion to your designated Child Safeguarding Officer

**Contact the appropriate authorities**, if in the best interest of the safety of the child (particularly if in a situation whereby the health and physical safety of the child is of great and immediate concern).

**Accept what the child says** (It is not our responsibility to judge or investigate an allegation). It is our responsibility to receive information about any suspicions/allegations raised and to bring it to the attention of the Child Safeguarding Officer(s).

**Always take the alleged abuse seriously.** You may only have some information, but others may also have received information that you are unaware of. The CSO will assess the case based on all information received.

**Reassure the child** that they have done the right thing by telling you.

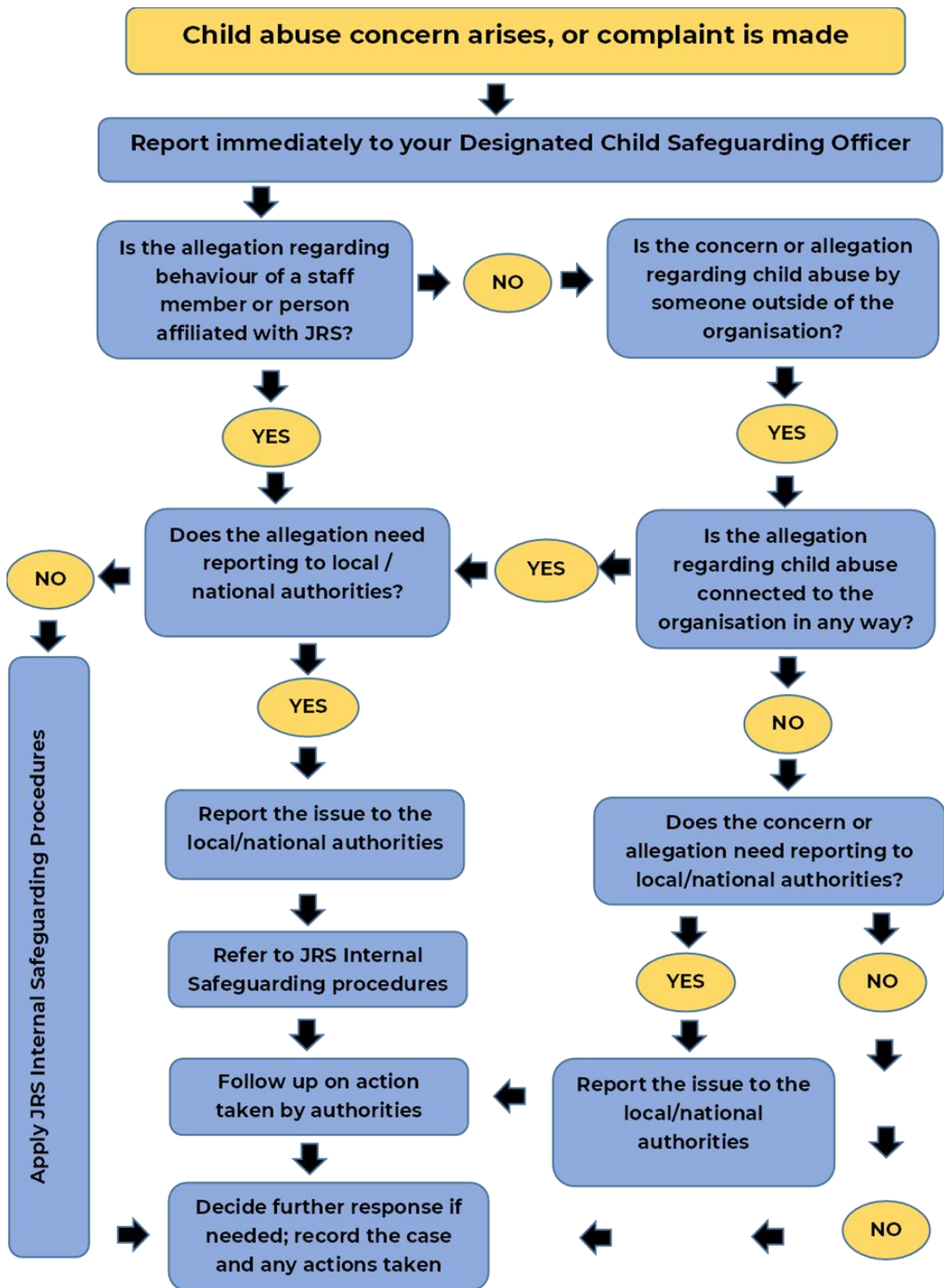
**Let them know you need to tell someone else.** Do not promise total confidentiality.

**Let the child speak freely** but do not press for information.

**Never ask leading questions** (particularly about sexual abuse allegations)

**Let the child know what you are going to do next** and that you will let them know what happens.

**Record** carefully what you have heard whilst it is still fresh in your mind. Include the date and time of your conversation and any incident disclosed (*see report form*).



## Standard 2: Preventing Harm to Children

JRS will ensure that its recruitment, induction processes and working environment do not allow for opportunities for child abuse and exploitation. To curtail instances of child abuse and exploitation, JRS personnel will uphold this policy in compliance with national laws of the country of operation, the JRS Code of Conduct, and the JRS PSEAH Policy.

JRS will take appropriate steps to ensure that the environment for working with children is open and transparent and does not create room for exploiting or abusing children. JRS personnel must not take advantage of, or mistreat or exploit vulnerable children, including those with disabilities. No JRS personnel should ever engage in any form of inappropriate touching of children or use inappropriate language and behavior towards children as detailed in the [JRS Code of Conduct](#). (See Appendix 2: Code of practice when working with children).

JRS personnel should make every effort to avoid situations in which they are lone adults working with one or more children. If circumstances result in such a situation occurring, they should resolve it as soon as possible and note it to their managers. In the event that an activity is organised for children by JRS Personnel, it is advised that parental/guardian consent is given, in order to ensure transparency and professional accountability at all times. Children must be supervised by more than one adult and never placed in a situation that may create any risk of harm or expose children to potential abuse or exploitation.

### Safe Recruitment Procedures

All JRS personnel should be familiar with and sign a written agreement to follow the JRS Code of Conduct and they should have clear job descriptions and roles, and clear management structures should be in place. Prior experience of working with children should be explored during recruitment for all applicants for positions within JRS, especially those which involve direct contact with children.

The Human Resources Officer, in collaboration with the Director, will take reasonable steps to ensure that all persons recruited, including those from religious congregations, do not have previous records of abusing children. This includes (but is not restricted to) getting information from references, previous employers, police checks (where possible), filling of self-declaration forms on any previous convictions (see Appendix 3: **Self-Declaration Form**), permissible background checks or any other necessary organisational or legislative procedures used in the vetting process. Prior work experience with children should be considered.

Where recruitment agencies are employed, the selection procedures of such agencies should be scrutinised. Where staff/volunteers are sub-contracted from other agencies, JRS must ensure that those agencies have properly vetted these personnel. Any allegation or suspicion raised against these personnel, particularly in the case of expatriate staff, must be discussed on an individual basis by the Child Safeguarding Committee, in order to ascertain if a report should be sent to the person's country of origin.

### Checklist for safe recruitment

1. **The Role:** When you are designing the job description, analyse the role and think about the issues of child safeguarding and risk in that job:  
*What contact with children will the job involve? Will the employee have unsupervised access to children, or hold a position of trust? What other sort of contact may the person have with children (e.g., via email, phone, letters, internet etc.)?*
2. **Job Description:** Develop clear job descriptions, terms of reference for all posts including where short-term contracts, consultants are being recruited. In the advertisement, ensure there is a statement that the candidate will be vetted in accordance with the Child Safeguarding Policy.
3. **Consent:** Develop application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings.
4. **Identity:** Ask for documentation to confirm identity and proof of relevant qualifications.
5. **Attitudes and values:** Include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it has had on their current practice?
6. **References:** Take up to *three* references including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children (for instance, a faith leader or a respected community member). Verify the identity of referees.
7. **Probation:** Consider the use of probationary periods of employment to ensure suitability.

## Standard 3: Training and Education

The JRS Child Safeguarding Policy, as per the JRS Code of Conduct and the JRS PSEAH Policy, is introduced to all personnel during their induction. They are given time to read, understand and question the content of the policies before signing in front of a witness (usually a senior HR person, or project/country director).

The Human Resources Officer, in collaboration with the Child Safeguarding Officer, will facilitate regular trainings for existing JRS personnel on child safeguarding, and will ensure that additional on-going training is provided to all Child Safeguarding Officers – including their roles and responsibilities, the process of handling complaints, disciplinary actions and strengthening monitoring systems. In particular:

- Refresher training on Child Safeguarding is conducted on a regular basis for all personnel<sup>5</sup>. For new personnel, Child Safeguarding training must be a priority component of their induction to JRS.
- Records of trainings provided to staff on child safeguarding *must* be kept by the Child Safeguarding Officer with copies to the Human Resources Office, where possible.
- Training needs and budgetary allocations towards child safeguarding training and awareness

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<sup>5</sup> This can take the form of a briefing, orientation or full-day workshop. Support from the International Office is available.



raising must be evaluated each year, as part of JRS organisational development. The Country Director, HR Manager and Finance Officers will be responsible for ensuring that these are in place.

- Any personnel who require specific training or upskilling in relation to their work, if it improves the quality of child safeguarding/protection services, should receive support in doing so. This may apply to external training courses or attendance at conferences/forums on child protection and children's rights.
- Partners are commonly defined as those organisations which are contracted to deliver programmes and projects or provide funding. All contracts with partner organisations must include clauses on child safeguarding. Capacity building for partners should include development of Child Safeguarding Policies and the implementation of Child Safeguarding measures.

## Standard 4: Communicating the Child Safeguarding Message

Based on the operational context, the Child Safeguarding Officer, the Director and the Human Resources Officer, will decide on how best to communicate the Child Safeguarding Policy and related messages to all personnel (and beneficiaries), to all persons visiting them and on the display of such information within JRS offices and residences. Most importantly, children should, in age-appropriate language and in a medium that suits them, be made aware of their rights, what constitutes child abuse, exploitation and neglect against them, and the message should be communicated to them regarding whom they should report to, or seek advice from, if they feel they have been violated or offended in any way.

A 'short version'<sup>6</sup> of the Child Safeguarding Policy is available, which should be translated into local languages where necessary, and information communicated to children and beneficiaries through an appropriate user-friendly format. Special consideration will be given to the following aspects:

- All JRS personnel working in or visiting another country will be made aware of the relevant Child Safeguarding Policy (and local Child Safeguarding Officers) and a copy availed to them.
- Where appropriate, a summarised version of the policy statement, including the contacts of the person(s) related to child safeguarding in that locality should be displayed in an open place, such as a notice board or a door. (See Appendix 4: **Sample Policy Statement**). A child-friendly version of this policy statement should be posted at centres where children are direct service users.
- The Child Safeguarding Officer will proactively engage staff and beneficiaries on the basics of child safeguarding. For personnel, this may involve regular updates at staff meetings, instance. For beneficiaries, this might entail focus group discussions on children's rights and the JRS reporting mechanism.
- Clear procedures will be made available on how child safeguarding concerns are reported and handled, while respecting confidentiality and dignity of all involved.

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<sup>6</sup> This 'long version' Child Safeguarding Policy is designed for JRS Personnel at Regional, Country and Project Offices. However, there is a 'short version' of this policy, which is tailored towards ancillary staff and incentive workers and also for short term contracts. The short version policy must be translated at national level into the required local languages.



## Use of Photographic or Filming Equipment

- JRS personnel should never take inappropriate photographs or films of children. All media information taken should be relevant to the work of JRS and not for personal use.
- As far as is practically possible, photographic and/or filming equipment should not be used without the consent of the child and/or their parents and guardians. If it is not possible to get this consent due to the circumstances, at least a general explanation must be given as to why the photograph or film is being taken.
- All media information, including photographs and films must a) uphold the dignity of the child, and b) never disclose the name or location of the child (for further guidance see [JRS Communication Guidelines: Ethical and Protection Standards 2020](#) )
- JRS personnel should never use mobile phones, email or internet facilities to capture, access or transmit inappropriate and/or indecent images of children.

Awareness raising in the communities in which we work is extremely important. Beneficiaries may not fully understand what child abuse is in all its forms, why it is dangerous, what children's rights are, and what they can do to prevent and respond to it. Personnel also need continuous reminders so that they can realise their roles and responsibilities in reporting and responding to incidences of child abuse and exploitation. Awareness raising efforts include:

- The development of core child safeguarding messaging for beneficiaries and community members, covering:
  1. children's rights
  2. prohibited behaviour of personnel
  3. different reporting channels: how to report complaints (e.g., hotlines, suggestion boxes, contact details of Child Safeguarding Officers)
- The adaptation of communication messages, materials and channels to the various target audiences, especially children. It is best to use relevant languages and communication styles that are appropriate and accessible, especially to groups considered at higher risk of abuse.

The wide publication of child protection related information relies on a variety of communication channels (e.g., website, social media, staff/community meetings, posters, radio or television announcements, story boards, drama groups etc.). In some cases, there may be opportunities to work with other organizations on awareness-raising activities, including as part of child safeguarding and child protection campaigns. The setting up of effective Feedback and Complaints Handling Mechanisms is best conducted in consultation with the local community. *Recommended guidelines for these community-based mechanisms can be found below:*<sup>7</sup>.

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<sup>7</sup> 'Closing the Loop' Guide - Effective feedback in humanitarian contexts ALNAP-CDA.  
IASC Best Practice Guide Inter-Agency Community-Based Complaints Mechanisms.  
The Good Enough Guide (2007), Impact Measurement and Accountability in Emergencies, Oxfam.  
The Danish Refugee Council, Complaints Mechanism Handbook 2008.  
See also the Core Humanitarian Standards 'Revised PSEAH Index' (Commitment 5) for further guidance:  
[https://d1h79zlgfht2zs.cloudfront.net/uploads/2020/10/CHS\\_PSEAH\\_Index-102020.pdf](https://d1h79zlgfht2zs.cloudfront.net/uploads/2020/10/CHS_PSEAH_Index-102020.pdf)

## Standard 5: Access to Advice and Support:

Where JRS expertise in child safeguarding is limited, the organisation shall liaise with other organisations that have expertise in this field. JRS will maintain networks with agencies that offer support, advice and trainings in child safeguarding in order to continually develop its capacity in this field. JRS personnel should know the identity and contact details of the relevant Child Safeguarding Officers and have contact details for statutory authorities including Social Services and the Police, as appropriate.

This information should be gathered during a general *mapping* exercise, identifying quality child protection services in the area of operation. These contact details should also be shared with children and parents/caregivers so that they can seek advice and support, or report concerns directly to trusted authorities (particularly when seeking access to medical, psychosocial and legal assistance). It is essential to ensure that the child's safety and welfare are addressed. The needs of child victims can be summarised under the following four sub-headings:

- **Safety** - Children and adults disclosing information should be informed of any limits on the Regional / Country office's capacity to provide protection (where such may exist). Responding to safety needs should be considered at the local mapping stage and may include, for instance, relocating the child to a 'safe house' if necessary.
- **Health** - Medical intervention should be arranged to promote the child's health and wellbeing. Emergency medical attention may be needed. If the child is a victim of sexual exploitation/abuse she/he may have sustained injuries (if violence was used) which may not be immediately visible. If there is information to suggest that sexual activity has occurred within the previous 72 hours, referral for medical treatment *must* be immediate if treatment to prevent HIV is to be effective.
- **Psycho-Social** - Crisis counselling and support is needed to help the child abuse survivor deal with potential self-blame, guilt, shame and fear which are often common effects of child sexual abuse. In the case of sexual abuse, individuals and family may also need support in dealing with the community stigmatisation which may occur as a result
- **Legal/Judicial** - The decision-making process and the steps to take to refer to national authorities are detailed in the reporting procedures as well as in the role of the CSO. JRS may need to seek legal advice during a referral (or the child may need access to legal advice but not know how to seek it). JRS can refer the child to (preferably free) legal services.

During the process of referral to authorities, JRS recognises the barriers to reporting as well as the potential for additional exposure to harm. JRS will assess the local protection environment and, where possible, assist and accompany children (and adults acting on their behalf) during the reporting/referral process. JRS Child Safeguarding Officers will not only offer advice and support to fellow personnel and to children and beneficiaries, but must also receive advice and support when needed, in order to effectively carry out their roles. This may include their own psychosocial support, or legal advice, as required.

## Standard 6: Implementation and Monitoring

It is mandatory that all JRS personnel read, understand and sign the JRS Child Safeguarding Policy, in addition to the JRS Code of Conduct and JRS PSEAH Policy. Failure to adhere to this will be dealt with in accordance with the JRS Code of Conduct and the JRS Terms and Conditions of Employment.

Records of child safeguarding incidents reported throughout the year will be evaluated annually, as part of the monitoring and evaluation process. JRS will carry out basic risk assessments, particularly at project level, to monitor the changing protection environment and to remain aware of emerging threats and risks to the safety of children under our care. These risk assessments will help inform programming and policy/procedures alike.

This policy (and Regional / Country level policies) will be reviewed at least once every three years by the relevant Human Resources Officer, in collaboration with the Child Safeguarding Officer(s) and Project/Country/Regional/International Director, using the **JRS Child Safeguarding Self-Audit Tool** (see Appendix 5).

This Child Safeguarding Policy shall be implemented together with the JRS Code of Conduct and the JRS PSEAH Policy in accordance with the laws of the country of operation. Implementation of this policy should take the form of a JRS Child Safeguarding Action Plan, based on the findings of the country (or project level) risk assessment and self-audit.

Any relevant amendments shall be made to the policy at any time, to ensure that it complies with any new developments in policy standards and international legislation that relate to the safeguarding of children within the realm of activities undertaken by the organisation. Amendments to this policy will be reviewed with the International Human Resources Director and the International Director and will form the updated version of the policy. All updated versions or amendments must be circulated to Regional Offices for their attention.

## Investigation Procedures

JRS personnel are informed on a regular basis of how to file a complaint/report and the procedures for handling these. Standard investigation operating procedures are used to guide investigation practice. Investigations are undertaken by experienced and qualified professionals only, who are also trained on sensitive investigations, such as allegations of SEAH. Substantiated complaints will result in either disciplinary action or contractual consequences. For details on managing investigation procedures, if an internal investigation is required, please consult the *Core Humanitarian Alliance Guidelines for Investigations*. <https://www.chsalliance.org/get-support/resource/guidelines-for-investigations/>

## Related JRS Policies and Procedures

This JRS Child Safeguarding Policy is linked to and must be read and adhered to in accordance with the following:

- JRS Code of Conduct
- JRS PSEAH Policy
- JRS Gender Policy
- JRS Communications Guidelines
- JRS Whistleblowing Policy
- JRS Recruitment Guidelines
- JRS Anti-Harassment Policy
- JRS Investigation Guidelines

# Policy Approval

This policy has been approved and endorsed by the JRS International Director.

Thomas H, Smolich, S.J.  
**JRS International Director**



**Date:** 10<sup>th</sup> January 2022

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## Statement of Commitment to JRS Child Safeguarding Policy

I, \_\_\_\_\_, confirm that I have received and read the JRS Child Safeguarding Policy. I have had the opportunity to ask questions and seek clarification on any points that were not clear to me.

I am now fully aware of my obligations as a JRS representative (whether staff or other) to act in full accordance with the requirements of this policy. This includes appropriate professional behaviour and the responsibility to report instances of sexual exploitation and sexual abuse and harassment that may come to my attention.

I understand the consequences if I fail to act in accordance with this policy.

**NAME (BLOCK LETTERS)** .....

**SIGNATURE:** .....

**DATE:** .....

**WITNESS (BLOCK LETTERS)** .....

**WITNESS SIGNATURE:** .....

**DATE:** .....

## Appendix 1: Reporting Form for Suspected Child Abuse

### 1. DATE OF DISCLOSURE/CONCERN

Date of disclosure/concern	
Time of disclosure/concern	
How was the information received? E.g., by telephone, email, letter or in person?	

### 2. DETAILS OF PERSON MAKING DISCLOSURE / RAISING CONCERN

Name	
Address	
Telephone Number	
Email	
Relationship to child or alleged victim?	

### 3. DETAILS OF CHILD OR ALLEGED VICTIM

Name	
Date of Birth	
Sex (Male or Female)	
Address	
Telephone Number	
Ethnic Origin	
Language spoken (Interpreter needed?)	
Any disability or special needs?	

### 4. PARENT/GUARDIAN DETAILS (where appropriate)

Name	
Address (if different from above)	
Telephone Number	
Are they aware of the allegation?	

### 5. DETAILS OF ALLEGED PERPETRATOR

Name	
Address	
Telephone Number	
Relationship to Child/Victim	
Position (in JRS Office / Camp / Community etc.)	
Address at time of alleged incident(s)	
Current contact with children if known (e.g., teaches children, runs youth groups, volunteers etc.)	

## 6. DETAILS OF CONCERN, ALLEGATION OR COMPLAINT

Date of incident	
Time of incident	
Location of incident	
Were there any witnesses? (Who? How many? Etc.)	
Details of the incident <i>(use extra paper)</i>	
Does the child/victim know the referral is being made?	

## 7. ACTION TAKEN

Has the matter been referred to the relevant authorities?	
If Yes, Date and Time of referral	
If No, explain why	
Who was it referred to? (Give name and designation of person)	
Address	
Telephone number	
Email (if available)	

## 8. NEXT STEPS

What actions were agreed upon and by whom when the matter was referred to the relevant authorities?	
Are there any immediate child protection concerns? If so, please record what they are and state what actions have been taken and by whom.	

## 9. DESIGNATED CHILD SAFEGUARDING OFFICER DETAILS (Or person completing the form)

Name	
Telephone Number	
Address	
Position in the Organisation	
Date of form completion	
Time of form completion	
Signature	

## Appendix 2: JRS Code of Practice for Working with Children

### APPROPRIATE BEHAVIOUR:

- Treat all children with respect and never discriminate against them because of their age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, physical or mental disability, sexual orientation, or any other distinguishable factors.
- Always adhere to this Child Safeguarding Policy and related procedures.
- Report any incidents or concerns that a child is, or is likely to be, at risk of harm.
- Inform line managers and HR Manager of any changes in circumstances since one's first involvement with JRS, which may impact upon your ability to comply with our Child Safeguarding Policy and the Code of Conduct.
- Keep clear personal boundaries and rules when conducting activities that involve children to keep both yourself and them safe. E.g., In general, only hold a child's hand when they initiate it.
- Ensure that confidential information concerning children is not shared inappropriately on social media, or with others, except through formal JRS reporting processes with full informed consent.
- Undertake a risk assessment prior to carrying out any project involving children.
- Be aware that all children that we work with may have witnessed or experienced traumatic events and therefore ensure that any activity undertaken considers their physical, emotional, and cognitive state. This includes ensuring games, interviews, research, or any other activities are age appropriate.
- Be aware of and recognise the power balance between an adult and a child and behave in an appropriate, child friendly, accountable, and transparent way at all times.
- Provide a safe and conducive environment for activities.

### INAPPROPRIATE BEHAVIOUR:

- Any kind of discrimination including racism, homophobia, sexism, and/or religious discrimination.
- Showing preferential treatment of some children to the detriment or exclusion of others.
- Shouting at or bullying children, including the use of offensive or threatening language.
- Physically or verbally intimidating children or preventing a child from expressing his/her opinion.
- Using any sort of physical chastisement or punishment, beating or hitting a child, or withholding food, water or other necessities of care, even as a form of discipline, is not permitted.
- Assisting children with tasks of a personal nature which are not part of their job description and/or which the child can fulfil themselves.
- Allowing a child with whom you work to stay overnight in your house or to sleep in the same bed.
- Spending time alone/unsupervised with a child. Wherever possible and practical, two adults should be present during workshops and other children's activities. Where this is not possible staff should seek alternatives such as the presence of adult community members and/or use of open spaces.
- Engaging in, or attempting to engage in physical, sexual, or inappropriate relationships with children for any reason. This includes the use of suggestive conversations, comments, texting, instant messaging, emails, or social media sites.
- Carrying out duties, visiting or volunteering with children whilst under the influence of alcohol, solvents, or drugs of any kind.
- Engage or pay a child for any service that is not part of an activity that has been organised and agreed upon by JRS.
- Neglect a child or leave a child unsupervised as this may put the child at risk of harm or injury.
- Marry or carry out traditional practices involving a child that could be harmful to the child or engage a child in exploitative labour, even if it is culturally acceptable to do so.

## Appendix 3: JRS Self-Declaration Form

### Confidential

This Self-Declaration form must be completed and signed by all candidates for JRS employment, in accordance with the JRS global Code of Conduct, JRS International Child Safeguarding Policy and the JRS PSEAH Policy. JRS fully adheres to the UN Convention on the Rights of the Child (1989), and the UN Secretary General Bulletin's Special measures for protection from sexual exploitation and sexual abuse (2003). We request that all persons working or volunteering with us abide by good practice and agree to keep children and vulnerable adults safe from harm. We also require that you speak out against any incidences of sexual abuse and exploitation within the organisation. In addition, we ask that you declare the following:

**Have you ever been investigated for or convicted of a criminal offence? \***

YES ☐

NO ☐

**If yes, please state below the nature and date(s) of the offence(s)**

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**Have you ever been investigated for an incident of Sexual Exploitation, Abuse or Harassment (SEAH), or any incident related to Sexual Misconduct?**

YES ☐

NO ☐

**If yes, please state below the nature and date(s) of the offence(s)**

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**Have you ever been investigated by an organisation, or been the subject of an audit, for a breach of that organisation's Code of Conduct?**

YES ☐

NO ☐

**If yes, please state below the nature and date(s) of the offence(s)**

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FULL NAME (PRINT):

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Any surname previously known by: \_\_\_\_\_

ADDRESS:

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DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

### DECLARATION

**I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my position, whether paid or voluntary, without notice. I understand that the information will be kept securely by the organisation. I hereby declare that the information I have provided is accurate.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Appendix 4: Sample Contact Details / Policy Summary Statement

### JRS Child Safeguarding Policy Statement

JRS is committed to the absolute safeguarding and protection of children under our care. Any complaints of abuse pertaining to JRS staff or volunteers should be made to the local Child Safeguarding Officer, who will work in conjunction with the local Child Protection Authorities and the police to investigate any concerns. In cases of emergency, where a child appears to be at immediate and serious risk the civil authorities must be contacted directly.

#### Contact Details

##### Child Safeguarding Officer

Name: \_\_\_\_\_



\_\_\_\_\_

##### Deputy Child Safeguarding Officer

Name: \_\_\_\_\_



\_\_\_\_\_

##### Local Child Protection Services

Name/Role: \_\_\_\_\_



\_\_\_\_\_

##### Local Police

Name/Role: \_\_\_\_\_



\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please insert name and position here: \_\_\_\_\_)

## Appendix 5: JRS Child Safeguarding Self Audit Tool

Name of Office/Project: \_\_\_\_\_

Person(s) completing the Self-Audit: \_\_\_\_\_ Date: \_\_\_\_\_

### Part A: The Self-Audit Framework

*This programme tool is designed to assist JRS personnel in self-assessing their child safeguarding initiatives; to help recognise strengths and weaknesses; and to help develop a Child Safeguarding Action Plan.*

**Instructions:** Please tick the appropriate box according to the level at which the indicator is in place:

**A:** In place

**B:** Partially in Place. If so, please add comments

**C:** Not in place

For **Means of Verification** please refer to attached appendices as proof of the procedure being in place, e.g. photographs, extracts from documents, etc.

		A	B	C	Comments	Means of Verification
	<b>STANDARD 1 – POLICY and PROCEDURES</b>					
<b>1.1</b>	The organisation has a written child safeguarding policy specific for the project/works (not just at Regional/Province level).					
<b>1.2</b>	The policy and procedures are approved and endorsed by the relevant management body (e.g., senior management board, executive, and committee) and a signed copy of the policy is on file with the Child Safeguarding Officer (CSO).					
<b>1.3</b>	It is understood by all staff and representatives that the policy and procedures must be followed by everyone in the organisation.					
<b>1.4</b>	There are clear reporting procedures in place that provide step-by-step guidance on what actions to take if there are concerns about a child's welfare or safety.					
<b>1.5</b>	The policy includes the name and contact details of the Child Safeguarding Officer (CSO) at project/works level and explicitly outlines his/her responsibilities.					
<b>1.6</b>	The organisational policy makes reference to guiding documents such as the United Nations Convention on the Rights of the Child, as well as any relevant and important national laws and policies.					

	<b>STANDARD 2 – PREVENTION of HARM</b>					
<b>2.1</b>	Staff and representatives are adequately assessed for their suitability to work with children, including where possible police and reference checks.					
<b>2.2</b>	Persons under contract/agreement have signed a declaration form stating whether or not they have had any previous court convictions or pending/previous investigations.					
<b>2.3</b>	There are written guidelines for behaviour or some way of describing to staff and other representatives what behaviour is acceptable and unacceptable, especially when it comes to contact with children (i.e., Code of Conduct).					
<b>2.4</b>	The consequences of breaking the guidelines on behaviour are made clear and are linked to organisational disciplinary procedures					
<b>2.5</b>	Children are not put at risk through the inappropriate use of information technology, such as the internet, websites, digital cameras etc.					
<b>2.6</b>	Where there is direct responsibility for running/providing activities, including residential care, children are adequately supervised and protected at all times (including use of parental/guardian consent forms where necessary and appropriate).					
	<b>STANDARD 3 –TRAINING and EDUCATION</b>					
<b>3.1</b>	All staff and representatives have an induction to child safeguarding when they join the organisation, conducted by the CSO, which includes an introduction to the organisation's child safeguarding policy and procedures.					
<b>3.2</b>	All new CSOs receive adequate training/induction/handover on the child safeguarding policy within a specific period of time from the start of their appointment.					
<b>3.3</b>	All members of staff and other representatives are provided with training opportunities within the organisation in order to learn more about how to recognise and respond to concerns about child abuse.					
<b>3.4</b>	Staff who have specific roles of responsibility towards children are given opportunities outside of the organisation to attend and participate in conferences, trainings, forums and other external meetings/events concerning children's rights and child safeguarding.					
<b>3.5</b>	Opportunities are made available to collaborate with and learn from other organisations working with children and to share our experiences with them in a safe and confidential manner.					
<b>3.6</b>	Work has been undertaken with smaller partner organisations to encourage best practice (e.g., assisting with policy/procedure development, training of partner staff etc.)					

	<b>STANDARD 4 – COMMUNICATING the MESSAGE</b>					
4.1	The organisation makes its policy and procedures visible through active sensitisation/dissemination to all stakeholders (including funding organisations)					
4.2	Children are made aware of their rights, particularly to their equal rights to safety and protection from abuse.					
4.3	A Contact Details page (Policy Summary Statement) is visible on the wall for children and beneficiaries which guides them, in language that is locally appropriate, on how to report any concerns					
4.4	There are clear and transparent messages made available to staff, partners, beneficiaries and other organisations (including funding organisations) on how children will be kept safe (primarily through the use of visual child friendly images)					
4.5	The organisation encourages and promotes non-violent and non-humiliating behaviour towards children (e.g., no corporal punishment).					
4.6	The Child Safeguarding Policy (plus all materials aimed at protecting the rights of children) are translated into local languages wherever relevant					
	<b>STANDARD 5 – ADVICE and SUPPORT</b>					
5.1	It is clear to all staff and representatives of the organisation that they are free to contact the CSO(s) at any time in order to discuss or report a concern.					
5.2	The organisation has conducted a mapping of quality local child protection resources, safe places, national authorities (e.g., police) and emergency medical, psychosocial and legal assistance.					
5.3	Children are provided with information and advice on where to go to for help in relation to abuse, harassment and bullying etc.					
5.4	The CSO has established a good network of relationships with the relevant child protection/welfare agencies as appropriate.					
5.5	Staff members with special responsibilities for keeping children safe have access to specialist advice and information (e.g., management, legal advice, UN agencies etc.)					
5.6	All child protection concerns are confidentially filed with the CSO and then stored in a secure location.					
	<b>STANDARD 6 – IMPLEMENTATION and MONITORING</b>					
6.1	Human and financial resources are made available to ensure implementation of good child safeguarding practices					
6.2	Steps are taken to include the opinions of children and parents/carers in the monitoring and review of policies and practices in order to improve their effectiveness.					

<b>6.3</b>	Staff and representatives are consulted as part of the monitoring and review process.					
<b>6.4</b>	A Risk Assessment exercise has been carried out to help inform the child safeguarding policy, procedures and protocols.					
<b>6.5</b>	There is a written Child Safeguarding/Protection Action Plan (typically for up to 3 years), sufficiently resourced by management, showing what steps will be taken to keep children safe (including timeframe and person(s) responsible)					
<b>6.6</b>	Policies and practices are reviewed and evaluated at regular intervals, ideally at least every three years (using the Self-Audit Tool)					

### **Part B: The Self-Audit Web.**

When you have finished Part A, transfer your answers to the web (below) using coloured pens or different kinds of shading. The web visually illustrates any gaps in your work in safeguarding children and highlights where further action is needed. Use the self-audit tool (and visual web) to help prioritise action plans to improve the protective environment for children.

