



"A society where children enjoy their rights"

## Child Protection Policy and Procedures

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**Contact address:** Pokhara- 07, Masbar, Kaski District, Nepal

**Phone:**461938/461554

**Email:** [childrennepal95@gmail.com.np](mailto:childrennepal95@gmail.com.np)

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# UNIT-ONE

## BACKGROUND AND INTRODUCTION

### **1.1 Background**

Most of the teachers and parents in our country subject children to corporal punishment in the name of discipline. Because of this tradition, many children experience violence at a young age, and go on to repeat the same kind of behaviour with their own children. Thus, disharmony and violence against children continues.

Since people regard such violence as a normal and acceptable thing, they do not take an interest in child protection issues. There are no institutions with the purpose of implementing and monitoring child-focused good practice within the family and other child care fields. No efforts to offer training in child friendly behaviour to the police and security officers are made – and no system of 'Child Friendly Justice' has developed. Even those children who fall victim to violence, and reach hospital, receive little sympathy or priority from doctors and health workers. Efforts to help and support children (and their families) in critical situations are being made by some NGOs working for child empowerment. These NGO's are providing psycho-social counselling services to children and their families, however, the formalization of child protection policies within NGOs has not yet been given priority.

Since its creation, CHILDREN-Nepal (CN) has worked to empower children to champion their rights. In this context, all members, staff and volunteers of CN implement child friendly behaviour as they work and cooperate with children in difficult circumstances. As the organization expands, the numbers of volunteers, supporters, and other groups or organizations associated with CN is growing,

and CN has come to realize that priority should be given to the formalization of its policies towards child protection and participation. As a result, in consultation with staff and others involved with the organization, CN has drafted this Child Protection Policy and Procedure, which is relevant to all staff, members, volunteers and supporters. The policy will be finalized and implemented after discussion by the executive committee (board) of CN. We hope this policy will also inform the work of other Nepali organizations who work with children.

## **1.2 Child Protection**

The efforts or action taken to protect children from violence and misconduct or accidental events caused by the children themselves or adults in the community (whether intentionally or accidentally) are all deemed to be child protection.

### ***Child Protection Policy***

In **this** policy there is provision for the systematic detection problems and protection of children from violence and misconduct. It is hoped that in the production of this written policy and efforts to implement it, CN will play an important role in raising awareness of these issues. Moreover, it formalizes CN's efforts to create a child friendly and safe environment inside its organization. The policies outlined will continuously be improved and developed as times goes by and circumstances change.

## **1.3 Types of violence and abuse experienced by children**

We begin by outlining the types of violence and abuse experienced by children, and attempt to categorize them in ways that will assist with the understanding and implementation of the policy that follows.

Firstly, we find it helpful to think of violence and abuse as falling into four categories, according to the direct perpetrator of the harm:

1. Self harm - deliberately cutting, pinching, biting oneself, or trying to commit suicide etc.
2. Peer abuse - bullying, fighting, insulting, sexual abuse, gang violence etc.
3. Abuse by adults – including domestic and in-school violence (or within other organizations).
4. Societal abuse - discrimination and violence within the broader community, often resulting from political, traditional, economic and social status.

We also find it helpful to think of the arenas in which violence and abuse may take place. Here we think primarily of ‘internal’ and ‘external’ arenas, the former being within the family or another caring institution, and the latter being outside of these. Some examples are listed below.

#### **Internal**

- Sexual violence or misconduct
- Insulting
- Providing unsafe shelter
- Beating
- Breaching confidentiality
- Threatening and abusive language
- Threatening behaviour / expressions
- Not providing proper or timely health care.
- Behaving indifferently and discriminately
- Making unfounded accusations of theft
- Not listening
- Blaming the child generally for circumstances

#### **External**

- Forcing to beg
- Publication of photos of child in magazines without permission
- Not providing proper care in hospital.
- Not providing proper care in prison.
- Depriving of education.

beyond their control

- Directing anger caused by other factors towards children
- Fostering drug addiction
- Not attempting to understand a child's problems
- Bullying\*

\* More information is provided on bullying in the Nepali situation in Appendix 1

#### **1.4 Crimes, misconduct and weakness**

Most importantly for this policy, we divide all types of violence and potentially abusive behaviour against children into three categories, according to their seriousness, namely: crime (meaning an act that is prohibited by the Nepali law), misconduct and weakness. The level of seriousness of the action, will determine the action taken in response to it.

<b>Crime</b>	<b>Misconduct</b>	<b>Weakness</b>
▪ Sexual violence	▪ Discrimination	▪ Not listening to children.
▪ Rape or attempted rape	according to ethnicity,	▪ Aggressive behaviour and expressions
▪ Threat to life	gender or religion	▪ Not delivering clear information or guidance
▪ Hard beating which may cause wounding	▪ Threatening & bullying	▪ Being indifferent
▪ Exploitation of children through child labour. (See Rules and Regulations of Nepal for information about specific legislations)	▪ Insulting	▪ Teasing
▪ Selling, kidnapping, child trafficking	▪ Hitting/beating	▪ Not attempting to understanding matters
▪ Using children in	▪ Blaming	
	▪ Torture without weapons e.g. standing on one leg in corner of room.	
	▪ Scolding, threatening disgracing which amounts to mental torture.	



- criminal activities
- Exposure to behaviour which can degrade the morality of children

### **1.5 People coming in contact with children through Children Nepal**

This Child Protection Policy is relevant to all those who come into contact with children through CN, including:

- Staff (full time and part time)
- Volunteers (Nepali and foreign)
- Members (board & other)
- Members of Child Protection Committee
- Members of Child Self-Help Group.
- Members of CN Youth Forum
- Parents and children supported by CN (and their families)
- Friends, supporters, donors & general visitors who come to CN to learn more about the organization.

### **1.6 Principles & values of Child Protection Policy and Procedures**

This policy, its procedures and plans for future implementation, are rooted in a number of principals and values, outlined below.

#### **(i) A legal duty**

##### ***UN Child Rights Protocol***

The Child Protection Policy and Procedures of CN are based on the United Nations Child Rights Protocol. This Protocol, without any discrimination, respects the rights of children to enjoy child protection, participation, growth and development. In particular, the following articles concerning Child Protection are important.

- 1 Definition of Children
- 2 No Discrimination
- 3.1 Interest and welfare of children
- 3.2 Duty of protection and care
- 3.3 Level of care
- 6 Security and development
- 12 Participation
- 13 Freedom of speaking
- 19 Protection from violence
- 25 Regular observation for reestablishment
- 32, 33, 34, 36 & 37 (a) Protection from economic exploitation, all misbehaviours alcohol, drug addiction and other torture, cruel behaviour, inhumanity, degradation and punishment.
- 39 Physical and psychological treatment and social integration.

### ***Rules and Regulation of Nepal***

- Child Act 2048 and rule 2051
- Child labour (Prohibition & Regulation) Act 2056
- Child Right Protection Act 2063 (Submitted to Parliament)
- Interim constitution of Nepal (Second amendment) 2063 especially part 3: Fundamental right, Part 4: Responsibility of State.

### **(ii) A moral duty**

The protection of children from misbehaviour and the facilitation of a safe and protective environment for them is the moral duty of CN. Criminal activities against children are not matters that can be subject to any compromise.

### **(iii) The need to end silence**

For as crimes and violence against children remain hidden, the exploitation of children will continue to grow. Sexual abusers always look for weak organizations. For this reason we believe:

- Discussion about Child Protection should be continued over time openly within the organization.
- Awareness programs on Child Protection Policy and Procedure should also be conducted and implemented outside the organization.

### **(iv) Child participation: hearing the voices of children**

We believe that it is best to *empower* children to protect themselves from all types of abuse and misconduct. They should be given clear information and proper support to raise questions, to choose alternatives and equip themselves to make their own decisions.

### **(v) Implementing the policy and procedures**

Simply making policies and procedures, showing commitment and signing papers is not enough. We have to implement the prepared codes of conduct, and policies and regularize monitoring and evaluation methods properly. Unit 3 of the Child Protection Policy is dedicated to ensuring the successful implementation of all policies and procedures. It states that CN will commit to its Child Protection Policies by appointing a Child Protection Officer who will be directly responsible for the evaluation, management and identification of possible situations where the Child Protection Policy may be violated (See 3.3). An internal Hearing Committee will also be developed to formally deal with any breaches to the code of contract (See 3.3).

### **(vi) Extending capacity**

In order to facilitate practical implementation of our Child Protection Policy and Procedures, different opportunities for orientation and training should be provided by the organization for staff, members, volunteers and other visitors and supporters.

### **(vii) Challenging non-implementation**

We should challenge those organizations and people who do not work in accordance with our Child Protection Policy and Procedures. This may happen because of negligence or ignorance about children rights or our policy, or it may happen as a result of a willingness to accept abuse against children. We will challenge the approach of those that do not comply, and should not work with those who refuse to cooperate.

## **1.7 Foundations of Child Protection**

### **(i) Child rights-based approach**

A child rights based approach offers a useful framework for planning, decision-making, implementation and monitoring of child protection issues. The Convention on the Rights of the Child acts as a simple reminder that child protection is a fundamental right and focuses attention on the essential elements that make child protection implementation successful. A child rights-based approach puts children at the centre of work intended for their benefit and involves them as actors in their own protection and development.

### **(ii) Commitment to consultation**

Without adequate consultation we are at risk of making inappropriate decisions, implementing ineffective and impractical policies and procedures that are not based on the experience of all stakeholders involved. Without consulting

children themselves, as well as relevant adults in our organization, we run the risk of producing policies and procedures which children themselves do not understand, cannot access, and which may not necessarily benefit them. Children have much to contribute though a clear understanding of their own situations and ways in which they can be supported to protect themselves. In order to take this into consideration, CN has involved its children in the making of its policies and procedures through the formation of the Consultation Committee of Children (See 3.3 and 4.3). The committee has helped to develop clear rules and regulations of acceptable and unacceptable behaviour regarding children. In order to maintain a regular input the children will complete an annual monitoring index (27.B and Appendix 7). All members of staff, volunteers and sponsors have been sent a copy of the draft of their relevant Code of Conduct (See 2.2, 2.3 and Appendix 9) before it is formalized by the board so that they are able to share their comments with the preparation team and alterations can be made where they are deemed necessary. CN is also encouraging its members of staff to comply with the procedures of the code of conduct before the policy is passed. This is not only to make the transition into the policy easier but also to assess the effectiveness of the Code of Conduct and root out any problems that may arise during the practical implementation of the policy.

### **(iii) The need for ownership**

If all stakeholders do not have a sense of ownership of child protection policies and procedures, then they are unlikely to take responsibility for implementing child protection in their work. The more people feel they 'own' ideas, policies and procedures, the more sustainable child protection policies and procedures are likely to be without broad ownership across the organization, child protection becomes too dependent on particular individuals. This runs the risk of child protection being weakened or disappearing when these people leave the

organization. CN has initially addressed this problem by consulting everyone that is involved with the organization when drafting its Child Protection Policy (See 2.3). All staff, volunteers and sponsors have been given the opportunity to contribute to the finalized version of the policy. CN will also provide regular staff training on Child Protection issues (See Appendix 6). The organisation will also hold separate briefings where all those involved (particularly sponsors and volunteers) will be made aware of their own personal responsibilities regarding the Child Protection Policy (See 2.3 and 3.8).

#### **(iv) The importance of confidentiality**

Failing to keep confidentiality may put people at risk of physical harm and false rumours etc. People in the organization (both adults and children) need to be reassured that any sensitive information in their personnel records/any personal information about them is treated with respect. In order to comply with this, all child protection complaints will be handled by the Hearing Committee which has set guidelines and procedures outlined in section 3.3 of the Child Protection Policy regarding confidentiality of information and complaints reports. This means that such information is only accessible to the minimum number of people necessary for the functioning of the organization and that this clear guidance on instances when confidentiality should be breached in the best interests of the child/child protection. For example, there may be situations where children ask you not to pass on information but you may have to explain that the only way you can help them is by getting others involved. Difficult decisions may also need to be made in situations where the best interests of one child are at odds with the best interests of many children. For example: A child may want you to wait before passing on information because they want to build up the courage to report the incident to the authorities themselves. However, this may be putting other children at risk; a child may ask you to promise to keep a disclosure of abuse secret but this may be putting them and others at risk.

As a general child protection guideline, CN will not promise silence to children who disclose abuse. Sector 3.6 of the Child Protection Policy outlines that, if it is deemed appropriate, CN will prepare case referrals for hospitals, social welfare organizations and child protection service centres. CN is aware that it may need to balance keeping personnel records confidential with sharing concerns with other organizations about a particular person they are interested in recruiting, but who you may have dismissed for inappropriate behaviour towards children. Section 2.4 clearly states, under the heading "Punishment for breaking the Code of Conduct" that the necessary authorities will be informed if a crime has been committed. Where the dismissal of an employee because of repeated misconducts is concerned CN will disclose relevant information upon the request of a recruiting organisation if it deems it to be relevant to child safety.

**(v) The importance of transparency**

Transparency combats/ breaks through cultures of silence, taboo, secrecy and fear in which child abuse thrives. Transparency and the space and opportunity to talk freely create a preventive and protective environment for children, and learn from mistakes-all of which is a true sign of a learning and accountable organization. For an organization to be accountable, information needs to be properly recorded, signed and dated, clearly marked as either opinion or fact, whether witnessed by anyone else etc. CN has taken this into account and has included set guidelines for its Hearing Committee regarding registrations and record keeping in section 3.3 of the Child Protection Policy. CN has also produced a series of forms to be used when making an official complaint (See Appendices 4 and 5) in an attempt to promote organisation and efficiency in the complaints procedure. Transparency is about having a clear and standardized process in place to minimize confusion and rumour. However, CN is conscious that transparency should not be confused with confidentiality: child protection

policies and procedures should be transparent, i.e. everyone should know that they exist and should be clear about what they involve and consequences of breaching them. However, the actual information that passes through the procedures in particular (e.g. names and incidences) should be kept confidential, accessible only to those who need to know. CN will achieve this by committing to personal confidentiality but also ensuring that any person that comes into close contact with children from its organisation will have received a copy of its Code of Conduct and signed a 'Commitment Form' (Appendix 2) pledging to adhere to the policies and procedures outlined in the Child Protection Policy when this is necessary. On top of this, a copy of the behaviour guidelines and the code of conduct will be posted on CN's notice board publicising its values and the regulations that are in place to protect these values (See 3.4).

#### **(vi) The need for sensitivity**

One of the greatest challenges you may face is how to raise the issue of child abuse and its prevention within your organization without creating suspicion and alarm. There may be some people who feel extremely threatened or uncomfortable about the issue of child abuse itself. Many programmes have had long term participation by people who have developed intimate friendships and bonds. This intimacy is often based on trust and being part of the community. Sometimes these groups find it impossible to contemplate abuse occurring in their programme. There are also privacy concerns that people have about undergoing screening and police checks. Sensitivity in discussions around child protection is essential as participants (adults and children) may have personal experience of abuse which could cause them distress. To overcome this potential obstacle, CN has been briefing its staff and members of the benefits of maintaining a Child Protection Policy whilst also explaining the importance of confidentiality and transparency. The organisation will also continue to provide regular staff training on issues of child protection so that all involved with CN



understand the policies and are confident about their effectiveness. CN is committed to rooting every activity it organises in the Child Protection Policy so that once the initial change has been implemented open discussions of child protection procedures will, given time, become commonplace and nothing to cause alarm.

To spread the awareness to children about the violence against them without doubting or threatening others is more challengeable. While raising voice on such matters, some people may consider the issue against themselves. It may create disbelief among friends or groups. People may have suffered with misbehaviours. So we should be more sensitive in raising issues and in its eradication. This issue has been taken into account in the Child Protection Policy as it states that children at CN will be educated about possible incidents that may occur and informed of the importance of dealing with such incidents in an appropriate way. If those that come into close contact with children are confident that the children understand the seriousness of child protection issues then they should not feel threatened.

## UNIT-TWO

# CHILD PROTECTION POLICY

### 2.1 General guidelines

The below principles have been used as the foundation for the guidelines for sponsors, donors and visitors and the code of conduct. All staff members, volunteers and other visitors associated with CN are requested to behave according to the following:

#### **A. Physical behaviour**

- Do - Study the behaviour or attitudes of children in detail, and always control your emotions; use your intellect and ideas to formulate considered responses.
- Never - Undertake corporal punishment using tools or parts of the body.  
- Drink alcohol within the working hours of the organization.

#### **B. Psychological behaviour**

- Do - Take time to make thoughtful decisions which focus on the welfare of the child or children; confirm any course of action only after seeking the child's permission.
- Never - Insult, neglect, or use abusive words towards a child.  
- Threaten the child with violence, neglect or abuse, or encourage any behaviour which may hurt children psychologically.  
- Behave in a way that creates fear in children or use power for your own benefit/gain.
- Try to - Visit children in public places if possible.  
- Avoid situations or behaviour which could be open to criticism by third parties.

- Create an environment where elders love and support youngsters and youngsters respect elders.

### **C. Avoiding misconduct between friends/peers**

- Do
- Be aware of possible misconduct between friends/peers
  - Prepare a policy setting out accepted and unaccepted activities for children which also determines consequences.
  - Implement that policy or rule.
- Never
- Make young boys and girls work together alone in pairs, or send them out for visits in this way.
  - Organize games between girls and boys which may create sexual stimulation.
  - Let abusive child fellows be together with other children unsupervised.

### **D. Environment**

- Do
- Teach all those groups formed by children, family, child self-help groups and the child support committee to follow the code of conduct and behaviour guidelines of the organization.

## **2.2 Guidelines for sponsors, donors and visitors.**

These Guidelines aim to formalize CN's efforts to create a child friendly, safe environment inside its organization. The protection of children from misbehavior and the facilitation of a safe and protective environment for them is the moral duty of CN.

All sponsors, donors & visitors associated with CN are requested to behave according to the following general guidelines:

Information held in relation to children should not be used in a way that is harmful to them.

No personal benefit from the children and their families should be sought.

Taking, publishing or distributing photographs where this is not in the children's interest is not allowed. Please ask for permission from CN staff and the children themselves before taking any photographs.

Communication with the children and their families should only happen through CN. That is why sponsors, visitors or donors will not receive contact addresses of any children nor will the children and their families receive addresses of sponsors, visitors or donors. If any information is to be shared please contact CN.

Please do not visit children with the purpose of providing gifts or economic or physical support without consulting CN before hand. Except in the event of an emergency, do not provide any support to children without asking for

permission from the parents/guardian or the children themselves. It is important that promises that can't be fulfilled are not made to the children.

Children and their families can be visited with a clear purpose and after consulting CN. A member of CN staff will accompany you. If possible, always try to visit children in public places so not to raise any kind of suspicion.

Please do not take children away on visits of any distance where they have to use a vehicle or have to spend a night away from home without permission being granted first by CN, then by the child and the parents/guardian. The purpose of any such activity should be clearly explained to the children and their families and the children will be accompanied by a parent/guardian or a member of CN staff.

If visiting CN or CN children at their home, please dress respectfully and modestly so not to offend local people, and to keep their cultural norms. Women should wear shirts that cover their shoulders. Please do not wear short trousers that end above the knees.

Adult sponsors, visitors and donors should make all reasonable efforts to make their behaviour understandable to children.

Never threaten a child with violence, neglect or abuse, or encourage any behaviour which may hurt children psychologically. Insults, aggressive behaviour, corporal punishment, teasing, discrimination or threats of such behaviour are prohibited.

## **2.3 Guideline for Volunteers**

These Guidelines aim to formalize CN's (CHILDREN-Nepal's) efforts to create a child friendly, safe environment inside its organization. The protection of children from misbehavior and the facilitation of a safe and protective environment for them is the moral duty of CN.

All volunteers associated with CN are requested to behave according to the following general guidelines:

Information held in relation to children should not be used in a way that is harmful to them.

No personal benefit from the children and their families should be sought.

Taking, publishing or distributing photographs where this is not in the children's interest is not allowed. Please ask for permission from CN staff and the children themselves before taking any photographs.

Please do not visit children with the purpose of providing gifts or economic or physical support without consulting CN before hand. Except in the event of an emergency, do not provide any support to children without asking for permission from the parents/guardian or the children themselves. It is important that promises that can't be fulfilled are not made to the children.

Children and their families can be visited with a clear purpose and after consulting CN. A member of CN staff will accompany you. If possible, always try to visit children in public places so not to raise any kind of suspicion.

Please do not take children away on visits of any distance where they have to use a vehicle or have to spend a night away from home without permission being granted first by CN, then by the child and the parents/guardian. The purpose of any such activity should be clearly explained to the children and their families and the children will be accompanied by a parent/guardian or a member of CN staff.

If working CN or CN children at their home, please dress respectfully and modestly so not to offend local people, and to keep their cultural norms. Women should wear shirts that cover their shoulders. Please do not wear short trousers that end above the knees.

Volunteers should make all reasonable efforts to make their behavior understandable to children. The viewing or showing of offensive, sexual pictures, photos, posters, email etc is not allowed.

Games which may create sexual stimulation should not be organized.

Volunteers are not allowed to do whatever they like; they must always fulfil their duty and responsibility to ensure the welfare of children. They should be aware of the basic rights of children such as health, nutrition, games, entertainment, education etc.

If Volunteers see or hear any violence against children, they should take steps to support their protection.

Volunteers should not involve children in training, workshops, visits, meetings etc. without permission from CN, parents and school.

Children should not be counselled alone in a closed room; the door must be left open.

Volunteers should praise good behaviour and create favourable situations to improve misbehaviour by informing the children sensitively and immediately.

Volunteers should help children to improve/correct their negative attitudes.

Volunteers should not be under the influence of alcohol or drugs during working hours.

Never threaten a child with violence, neglect or abuse, or encourage any behavior which may hurt children psychologically. Insults, aggressive behavior, corporal punishment, teasing, discrimination or threats of such behavior are prohibited.

#### **2.4 Code of Conduct for staff, members and volunteers**

The following Code of Conduct will be given to and apply to all Staff, Volunteers and Members of CN. It will also apply to Donors, Sponsors, Supporters and Visitors, who will be made aware of their responsibilities through separate briefings.

- a. Information held in relation to children should not be used in a way that is harmful to them.
- b. Taking, publishing or distributing photographs where this is not in the children's interest is not allowed. Permission from CN staff and the children themselves should be received before any photographs are taken.
- c. The viewing or showing of offensive, sexual pictures, photos, posters, email etc is not allowed.



- d. Games which may create sexual stimulation should not be organized.
- e. Children should not be involved in activities with the purpose of benefiting those other than the children themselves.
- f. If Volunteers are interested in visiting children or their families, they should seek permission from CN staff and go only if a CN staff member can accompany them.
- g. Children should only be given information that is necessary and appropriate for their age and development.
- h. Staff, Volunteers and Members are not allowed to do whatever they like; they must always fulfil their duty and responsibility to ensure the welfare of children.
- i. Staff should play the role of facilitator for the minimization of problems concerning children and parents.
- j. Staff should be aware of the basic rights of children such as health, nutrition, games, entertainment, education etc.
- k. Staff, Members and Volunteers, including foreign Volunteers, should dress modestly according to Nepali culture.
- l. If Volunteers, Members or Staff see or hear any violence against children, they should take steps to support their protection.
- m. Staff, Members and Volunteers should not involve children in training, workshops, visits, meetings etc. without permission from parents and school.
- n. Staff, Members and Volunteers are not allowed to visit children and their families supported by CN without any clear purpose.
- o. Neither Volunteers nor Donors/Supporters are allowed to visit children with the purpose of providing economic or physical support, or to send correspondence directly to children or their families without consulting CN.

- p. Volunteers and Donors/Supporters, with clear purpose, can visit children and their family after consulting CN and if they are accompanied by a CN member of staff.
- q. Except in the event of an emergency, Staff, Volunteers, Members or Donors/Supporters should not provide any support to children without permission from parents/guardian or the children themselves.
- r. Children should not be counselled alone in a closed room; the door must be left open.
- s. Children should not be taken away on visits of any distance where they have to use a vehicle or have to spend a night away from home without permission being granted by the parent/guardian.
- t. Insults, aggressive behaviour, corporal punishment, teasing, discrimination, or threats of such behaviours, are prohibited, as is the making of false promises.
- u. Staff, Volunteers, Members and Donors/Supporters should not get any personal benefit from children and their families.
- v. Children should not be used as workers.
- w. Adults should make all reasonable efforts to make their behaviour understandable to children.
- x. Staff and Volunteers should praise good behaviour and create favourable situations to improve misbehaviour by informing the children sensitively and immediately.
- y. Staff and Volunteers should help children to improve/correct their negative attitudes.
- z. Staff and Volunteers should not be under the influence of alcohol or drugs during working hours.

## **2.5 Punishment for the breaking of Code of Conduct**

The Code of Conduct of the organization sets out important guidelines. All of the rules and regulations set out in the code should be followed honestly. If not, punishment will be delivered according to the policy of the organization. Some of the codes have been determined primarily to guide and raise awareness, and the breach of these will be treated less seriously than others. The following punishments are determined according to different actions and their cause.

- According to the law of Nepal, if somebody commits a crime against a child, or some other criminal activity, a complaint can be made to the authorities with a view to obtaining for proper punishment.
- Articles a, d, g, h, i, j, k, l, m, q, r, s, u, w, x and y of the code of conduct set out in 2.2 above are determined as guidelines to help with the fulfilment of the purposes of the organization, and to make our Child Protection Policy successful. So generally, there will be no immediate punishment for breaching these codes. However, corrective action will be taken and if the breach persists, records will be kept in accordance with the policy outlined in Unit 3, which will feed into the appraisal process of the person concerned.
- Any disregard of articles a, b, c, f, g, k, m, n, o, p, r, s and w are Code of Conduct generally occur on the part of foreign Donors/Supporters or Volunteers. To minimize the risk of breaches of the Code of Conduct, they will be provided with pre-information and re-information during the course of their involvement with CN. In difficult circumstances, a Donor subscription can be cancelled or a Volunteer can be asked to leave. If any criminal activity or event happens, a complaint or recommendation will be forwarded to the relevant authorities according to the regulations of Nepal.

- If misconduct occurs on the part of CN Staff as explained above in article b, c, e, s, t, v and z, it will be subject to the organization's internal organisational punishment procedure. Regarding the types of misconduct mentioned above, the following punishments will be given according to the nature of the breach of Code.
  - i. Making the person aware of the situation: Improving behaviour by giving the party concerned an opportunity to realize their mistake and apologize for their behaviour.
  - ii. Asking for written clarification of the breach and circumstances surrounding it.
  - iii. Deduct grades or allowances, other than the monthly salary provided by the organization, for a period of time.
  - iv. If satisfactory clarification or answers are not given, or a negative attitude continues, promotion may be rejected; s/he may be suspended and ultimately may be expelled.
  - v. Before giving punishment as mentioned in (iv), sufficient opportunities for clarification should be given to the person involved.
  - vi. The above mentioned punishments in (i) to (iv) can be considered during the annual appraisal of staff.

## 2.6 Policy to be adopted by CN and its staff while organizing sponsorship programs.

The policies and implementation procedures outlined below are for internal use, designed to assist CN staff with the management of the child sponsorship programme.

<b>Polices</b>	<b>Implementation Procedure</b>
A. Sponsors (Nepali/Foreign) should be familiar with the CPP	Highlight relevant aspects of the CPP in letters and make summary guidelines available in pre-sponsorship information.
B. Families of sponsored children should also be aware of the CPP.	This will be done through face-to-face meetings and training.
C. Contact addresses for children will not be made available to sponsors, and direct communication between sponsors and children is not allowed.	If related information is to be shared between sponsor and children, it can be done through CN.
D. Children will not receive contact address of their sponsor.	Children and their families will be made aware of this policy through face-to-face interactions.
E. With clear purpose, sponsors can visit or meet children after permission is granted by CN, and provided a CN staff member can accompany them.	Make sponsors aware of the rules of the CPP as in A. above. CN staff member to accompany any visits made.

F. If visiting CN or CN children, sponsors should dress modestly, in keeping with cultural norms.	CN to provide pre-visit briefing to visitors.
G. Sponsors should not give gifts directly to the children or their families.	CN to provide pre-visit briefing to visitors. They can give something during a visit in consultation with CN staff.
E. Sponsors can only invite children to take part in activities, visits etc if permission is sought and granted first from CN and then by the child and his/her family.	Make this clear is such activities are suggested. The purpose of any such activity should be clearly explained to children and their families, and the child must be accompanied by their parent/guardian or a member of CN staff.
F. Confidential information about sponsored children will not be disclosed to sponsors, or made public.	<ul style="list-style-type: none"> <li>- Records will be kept safely, preferably in an attended or locked room/cabinet.</li> <li>- Selective information will be given to relatives or guardians only.</li> </ul>
G. If CN becomes aware that any prospective sponsor or sponsor has been convicted of a crime against children they will be excluded from the sponsorship programme.	Make sponsors aware of the rules of the CPP as above in A.

Note: In the longer term, CN is considering how to manage ‘group sponsorship’ i.e. collecting donations in a ‘basket’, rather than directing individual sponsorship donations to specific individuals, and may reduce some of the potential difficulties raised through the individual sponsorship approach.

## 2.7 Policies to be adopted involving visitors, volunteers & donors in child centred activities.

The policies and implementation procedures outlined below are for internal use, designed to assist CN staff with the management visits from volunteers and supporters or donors, who may come into contact with children through CN.

Policy	Implementation Procedure
A. Such visitors and volunteers should be aware of the CPP before and during their post.	Pre-visit orientation information. For volunteers, provision of CPP Code of Conduct.
B. The purpose/mission of all such visitors and volunteers should be clear, and the main activities in which they will be involved outlined in advance of the visit.	CN to provide pre-visit orientation, and discuss and agree overall objectives in advance. A more detailed schedule of work will be discussed on arrival.
C. The focus of all involvement with CN should first and foremost be on the welfare of the children, and developing the capacity of CN staff and members to support children and their families.	Pre-visit orientation. Volunteers will be asked to sign Commitment Paper (Appendix 2).
D. Visitors, volunteers and donors should not visit children and their families unaccompanied.	If they want to visit children, they should seek permission from CN and be accompanied by a CN member of staff.
E. Visitors, volunteers and donors should seek permission from CN before taking photographs of	CN may ask for details of the intended use of photographs, and will explain that permission should also be sought by the

children.	children themselves.
F. Gifts or information should not be exchanged directly between children or their families, and visitors, volunteers and donors. Neither will be provided with direct contact addresses of the other.	Pre-visit briefing. Explanations provided to visitors on request.
G. Foreign volunteers and visitors in particular should dress modestly, in keeping with Nepali culture. Specifically, they should not wear short or transparent clothes, and be especially sensitive when working directly with children or their families.	Pre-visit orientation. Volunteers to sign Commitment Paper (Appendix 2).
H. If any visitor, volunteer, donor is found committing any crime they will be asked to leave.	If misbehaviour or crime is proved prior to visit, the visit will be cancelled. If it occurs and is proved during their visit, they will be asked to leave.



## **2.8 Policies and procedures for CN staff to encourage discipline among children**

### ***A. General Policy and Procedures***

- Give children responsibilities according to their capacity.
- When disciplining children be careful when selecting/using words.
- Inform parents and relatives about the positive as well as negative side of a child's behaviour.
- Discuss the negative consequences of possible incidents before they occur.
- Teach children about the possible incidents that can appear in day to day affairs in relation to discipline, and appropriate ways of dealing with conflict.
- Provide children with enough time to think and reflect on their actions.
- Listen children's ideas and opinions and give priority to their independence.
- Provide enough information so that children realize that one can learn more if helped and treated with respect rather than with physical punishment.
- Rather than saying 'Don't do that' say 'Do this', this can bring positive changes in children's behaviour.
- Rather than saying 'it is not good to do that', show them how to behave well (i.e. lead by example).

### **B. Main Policy and Procedure Needed to Make Children Disciplined.**

- The main policy and procedure will be made by involving the children themselves. They will make clear the rules & regulations of acceptable and unacceptable behaviours involving the children.

- The consequences of disobeying the rules will be developed after clearly explaining the importance of the praise and reward, as well as punishment.
- While developing the policy, it should be clear who responsibilities and duties reside with, and that if somebody does not follow the rule, the person will be punished. The policy should encourage a balanced emphasis on rights and duties, and the importance of two-way respect between children and adults.
- The agreed rules and regulations will be clearly publicized and periodically reviewed.

(For more information Appendix 3)

**UNIT-THREE**

**PROCEDURES FOR THE IMPLEMENTATION OF CHILD  
PROTECTION POLICY**

CN will implement the child protection policy as follows:

1. Recruitment and Selection
2. Education and Training
3. Management Structure
4. Behaviour Protocols
5. Communication Guidelines
6. Reporting and Reaction
7. Ramifications of Misconduct
8. Major Policies

**3.1 Recruitment and Selection**

*Staff*

1. While publishing advertisements, it should be stated that priority will be assured to those who are aware of and committed to Child Protection.
2. References from three people will be requested, and telephone contact will be made with the successful candidate's referees before their appointment is confirmed.
3. Short-listed candidates will be asked questions about child protection issues during interview, and will complete a short written test on child protection matters.
4. The CN Child Protection Code of Conduct will be sent candidates along with the job application form.

5. The candidate will be asked whether s/he has ever been investigated by the police. If they have, they will be asked to provide further information on the application form.
6. Before their appointment, the successful candidate will be required to sign a commitment paper. (Appendix 2)

### ***Volunteer / Member / Tuition Teacher***

1. Applicants will be provided with behaviour guidelines or the Code of Conduct along with their application form.
2. After selection, the candidate will be asked to sign a Commitment Paper, agreeing to the behaviour guidelines or Code of Conduct.
3. Before becoming involving with target groups, children and parents need to be made aware of the CN CPP, and have indicated commitment to following its principles.
4. Behaviour guideline should be included with the application form for the Child Self Help Groups.
5. CN's Code of Conduct and behaviour guidelines will be enclosed with the application form of CN youth forum.
6. The full policy will be included with the membership form of child protection committee.

### **3.2 Education and Training**

In any training programs for staff, volunteers, members or other people associated with CN, there should be some topics included about child protection issues. The topics could be as follows:

- CRC / Law
- Child Abuses (sexual abuse, physical punishment)
- Alternative forms of discipline (feedback, educating children)
- Ethical and meaningful child participation

- Bullying (Appendix 1)
- Child Protection

### **3.3 Management structure**

The CN management structure will include the following, tasked with leading on child protection issues.

- a. Formation of Hearing Committee (3 members), which will include:
  - Executive committee members (1 male & 1 female)
  - Member secretary (1 child protection officer)
  
- b. An appointment to the position of child protection officer will be made. He/she will be responsible for:
  - CPP evaluation and monitoring
  - Identification of possible situations where CPP may be violated.
  
- c. A Child Consultation Committee will be formed, including seven members (all children).

### **Hearing Committee reporting procedure**

- I. Hearing written report's (Appendix 5)
- II. Keeping complaint reports confidentially
- III. Preparing a register for registration of complaints. (Appendix 4)
- IV. Punishment Procedures
  - Collecting information from the reporters.
  - Discussing the situation with accused person
  - Discussing the situation with the complainant
  - Questioning witnesses
  - Providing report and recommendation for punishment to the Executive Committee.
- V. Starting punishment process within 24 hours of the reporting of the case.

## **General responsibilities of the Hearing Committee and its members**

- Investigating the case according to the guidance of the chief officer of child protection.
- Keeping the available information confidential and releasing to relevant people only what is necessary.
- Determining punishment/action for complaints.
- Concerning normal misbehaviours, leading the case with an emphasis on compromise, determining and adjusting punishments.
- Keeping the written records of the punishment/action.
- Providing recommendation to the Executive Committee regarding the criminal cases.
- Managing safe conditions for the complainant or victim.

### **3.4 Conduct and behaviours - (Behaviour Protocols)**

- Developing behaviour guidelines and Code of Conduct for Staff, Volunteers, Members and Supporters/Donors, and the children themselves.
- Publicizing the above appropriately. Pasting it in the notice board of CN or if possible, displaying it in a bigger board.
- Observing the impact of them, and modifying/developing accordingly.

### **3.5 Communication guidelines**

- The information given to the children should be simple and clear avoiding confusion and double meanings.

- While giving or taking information, staff should be well informed of the purpose of that information.
- Permission should be taken from children or their families if taking photographs or collecting information that may appear in notices or magazines etc.
- We should aim to have written agreements between a child's family (or school, government organization etc) and CN outlining the responsibilities of both sides in the activities/programs with which they are involved.
- Written reports of misconduct against a child, where possible should be written by the child concerned.

### **3.6 Reporting and response process**

The internal reporting process is described in the Management Structure section above. In addition CN will, if appropriate:

- Prepare 'case referrals' to refer an incident to hospital, police, social welfare etc.
- Refer case to child protection service centre (GO, NGO) if in existence.

(See Appendix 4 & 5)

### **3.7 Rectification of Misconduct**

The following actions will be taken to minimize crimes, misconduct and weakness against the children.

#### **Level 1 - For Crime**

- Complete the case reporting process (the accused will be suspended from service during the investigation).
- In the case of Level 1 actions, Crimes, the concerned person/s will be expelled from service.

- For legal punishment, the case will be reported to the concerned agency according to the Complaint Report Form. Compensation for harm caused will be sought from the concerned person/s.

### **Level 2 - For Misconduct**

- Complete the case reporting process.
- For Level 2 actions, Misconducts, the concerned person/s will receive a formal warning, and be given the opportunity to improve.
- If Misconduct is repeated for a second time, the person may be suspended from service for 1-3 months.
- If Misconduct is repeated for a third time, s/he will be expelled from service and compensation will be sought from the person.

### **Level 3 – Weaknesses**

- Complete the case reporting process.
- For Level 3 actions, Weaknesses, the person will be informed about the complaint and supported to amend their behaviour.
- If a Weakness is reported for a second time, s/he will be given a verbal warning, and supported to amend their behaviour.
- If a Weakness is reported a third time, and if it is of the same nature as a previous Weakness, a formal record will be placed on his/her personnel file.

(See Appendix 6 for some examples of possible events and their solutions)

### **3.8 Overall Policy**

- Every activity organized by CN will be rooted in the CPP.
- CN will not cooperate with persons or organizations if they are proved to have committed any Crimes against children.
- After being proved criminal by the legal process, volunteers, members, supporters or staff will be excluded from service.



- CN will prepare and implement activities in child, family or civil society groups which will support its Child Protection Policy.
- CN will thoroughly publicize its CPP through CN staff, members & volunteers.
- CN will endeavour to engender a sense of responsibility among all its staff, members and volunteers, for promoting and adhering to its CPP
- CN will support the further development of this policy in the schools and NGOs with which it works directly.
- CN will cooperate with and increase its participation with governmental authorities keen to develop their own CPPs.

Note: If the case or complaint is proved false, the accused will not be punished and the reporter (person or organization) will be punished and/or requested to provide compensation to the accused as determined by the investigation committee.

## UNIT-FOUR

### POTENTIAL CHALLENGES AND SOLUTIONS

#### **Ways of facing difficulties/challenges that appear while implementing Child Protection Policy:**

##### **4.1 Difficulties / Challenges**

- ⇒ The report/complaint is made late, and events have moved on or problems developed further.
- ⇒ The supported children or families may complain unnecessarily following as a result of rumour, misunderstanding or for revenge.
- ⇒ It may take longer than anticipated to implement CN's CPP among all staff and associates.
- ⇒ Implementing the CPP may significantly increase CN's workload and demands on resources.
- ⇒ CN staff may not all implement the CPP to equal extents.
- ⇒ If the confidential information is collected for a case, and later revealed, it may create more problems.
- ⇒ Conflict may appear because of disbelief and doubt.
- ⇒ Producing the CPP may raise expectations to high and a negative impression may be created if CN is unable to fully implement it immediately
- ⇒ There may be negative impacts on the reputation of the organization if the reported cases are not handled in a sensitive and skilled way.
- ⇒ Volunteers, supporters and donors may reduce their involvement with the organization, thinking the CPP to be something unnecessary or indicate lack of trust in them.
- ⇒ The organization will direct too much time to procedural matters.
- ⇒ People with bad intentions may use the CPP against CN staff.

- ⇒ The implementation of the CPP may generate conflict between staff.
- ⇒ If the committee is believed to have made a misguided decision, faith in the process may be undermined.
- ⇒ Different perspectives may lead to unnecessary accusations and blaming.
- ⇒ The cases may grow more complex and time consuming.
- ⇒ Ordinary lapses in good judgment may lead to conflict if these situations are not handled well.
- ⇒ The government may not support the principle of the CPP.

### **Challenges / Difficulties for Children**

- ⇒ People may disrespect, victimize or humiliate a child making a complaint.
- ⇒ Making a complaint could thereby lead to more difficult circumstances for the sufferer.
- ⇒ The families involved in cases may lose out economically if they are taken away from work to take part in the reporting and evaluation process.

## **4.2 Potential solutions or ways to reduce potential problems**

- ⇒ Informing the children & families clearly about acceptable and unacceptable behaviour. (See 2.7)
- ⇒ Forming the 'Hearing Committee' at CN and investigating the cases through it. (See 3.3)
- ⇒ Appointing a CN CPP officer and giving them clear responsibilities. (See 3.3b)
- ⇒ Allocating necessary funds for it.
- ⇒ Monitoring the work of staff regularly and routinely, to expose potential problems before they escalate.
- ⇒ Making formal records of reported cases and filing them confidentially. (See 3.3 and Appendices 4/5)

- ⇒ Receiving commitment to the CPP from those most involved with the organization, particularly staff and volunteers, by asking them to sign the Commitment Paper. (See 3.1.6 and Appendix 2)
- ⇒ Providing counselling/briefing service about the CPP for CN's target groups. (See 3.2 and Appendix 6)
- ⇒ Organizing from time to time CPP training and orientation for the staff. (See 3.2 and Appendix 6)
- ⇒ Making amendments to the CPP over time.(See 2.4 vi)
- ⇒ Creating an open environment, transparent processes and sense of unity among staff, to encourage faith in the system and the open discussion of problems. (See 1.7 v)
- ⇒ Creating a network with other child focused organizations. (See 3.6 and Appendix 8)

#### **4.3 Ways of monitoring and evaluating the Child Protection Policy**

- Provision of the CPP officer (See 3.3b)
- Formation of the 'Hearing Committee' (See 3.3a)
- Formation of the Consultation Committee of children, and their completion of an annual monitoring index (Appendix 7)
- Supervising the effectiveness of implementation of the CPP through a checklist. (See 3.3)
- CPP evaluation on an annual basis (See 3.4)

## APPENDICES

### Appendix – 1

#### **Bullying – Information and discussion document for CN staff**

##### **Q.1. What is bullying?**

Bullying is the use of threatening, scolding, and disgracing behaviour to satisfy selfish aims (and often carried out in the name of making children disciplined).

For example, bullying behaviour may include:

- Group teasing
- Intended sexual misconduct
- Spreading negative rumours
- Discrimination
- Chasing somebody as if to beat them (but not beating)

##### **Q. 2. How can we begin to develop an anti-bullying environment?**

- Awareness program should be organized in the community or workplaces.
- We should teach children about their rights over their own body.
- We can encourage children to speak to an adult in confidence if an incidence of bullying arises.
- We can teach children to flee (run away) towards other elders and ask for support if they fear they are in danger.
- We can increase the amount of child participation as much as possible in different programs aimed at reducing violence and misconduct against children.

## **Policies**

- Recognize the misconduct and deal with it through the CN Code of Conduct, emphasizing ways in which the concerned person/s can modify their behaviour.
- Include an 'anti-bullying' element within CN staff appraisals.
- Take opportunities to organize discussion programs about bullying and its effects on children within the community, schools or other organizations, and advocate against bullying.

**Commitment Paper**

I ..... (Name)..... have read and understood CN's Child Protection Policy and Procedures, including its Code of Conduct. I agree to adopt it fully while working at CN, with children, families or the community. I agree to accept any punishment in accordance with the Policy for my weaknesses or misconduct that may occur while undertaking this work.

Signature:

Name:

Post:

Date:

**Children and Discipline (CN discussion document)**

**A. What are opinions or ideas of those who think of misconduct as a way of disciplining children?**

- Belief developed or learnt through their family environment.
- Have mentality of controlling children by beating. (Assume children learn in the way that they experienced.)
- Thinking that beating can lead the children on the right track.
- Belief that corporal punishment and threatening children will make children capable in the future.
- Social structure and environment (traditions and belief that corporal punishment and threats are right).
- Belief that such behaviours develop and sustain personal prestige.
- Competitive mentality/thinking (comparing children with other children and trying to mould them like others).
- Weak mentality.
- Seeing such behaviours as the easy way or most immediate solution to managing the teaching-learning environment.
- Taking self satisfaction from revenge.
- An already established attitude of children - not obeying anything without beaten or harshly scolded.
- Not understanding the concept of child rights and thinking of children as incapable.
- The mentality that issues relating to corporal punishment refer only to the school or family and are not the concern of others like CN.



## **B. What may be the alternative ways for making children disciplined?**

- Informing children about the possible consequences of various actions.
- Encouraging them onto the right track in positive ways.
- Involving children in the development of policy/rules.
- Empowering children for their own protection.
- Developing the sense of ownership among children.
- Searching for the root causes of the problem (how & why has it emerged).
- Giving responsibility to children according to their age and capacity
- Acting as guides by leading by example and demonstrating commitment to the children's welfare.
- Working by understanding the circumstances of children without giving them false hopes.
- Studying the behaviour and conduct of children previous to any mishap.
- For repeated mistakes or pretension of not understanding something, at first they should be given information, secondly warning and finally exclusion from some opportunities.
- Develop rules and regulations for different activities, determining the punishment according to the weakness or mistake. Never repeat the weakness or mistake as a form of punishment.

**Draft Complaint Record / Referral Form**

S.N.	Date	Reg. No.	Code	Description of the event	Name of the victim	Name of the complainant	Signatures	Name of the case holder

**Draft Initial Complaint Report Form**

To: The Child Protection Officer, Hearing Committee, CN

Subject: Complaint Report

Date:

Name of complainant:

Signature:

Contact details:

Description of event leading to complaint:

*(Include details of when and where the event occurred, and a detailed description of what happened. Include names and positions of those involved, and ages of children where possible. Append related documents.)*

**CN discussion document: Potential child protection issues/problems and appropriate solutions**

**Condition 1**

You saw a staff member, more senior than you, beating a child and using abusive words.

Procedures of solution:

- Gently intervening at the time of the event, with the aim of diffusing the situation.
- Reporting the event to other CN staff. If staff member is of the same seniority, first speak directly to them (otherwise approach their supervisor).
- Talking to and dealing with the accused member of staff as per the CPP guidelines...
- Reminding the person about the child protection policy of the organization
- Involving the person in training to avoid such cases in the future.
- If the case is repeated, s/he will receive a warning, but if the behaviour continues (as detailed in CPP), they may be expelled from duty.

**Condition 2**

You have received information about a staff member that has downloaded pornographic pictures and sometimes he shows you these directly.

- Request that the internet distributor to blocks access to such pornographic sites.
- Inform the person about the negative impact of such pictures.

- Give a warning to the person, if s/he does not alter their behaviour, expel from service.

### **Condition 3**

One local newspaper has published name and picture of a girl where CN's name also written. That girl was the victim of sexual abuse. There was also a story about that girl.

- Find out about the condition of the girl and her family.
- Manage a safe environment for the girl.
- Approach the magazine to try to identify the source of the information.
- Inform the news reporter/s about CN's approach to child protection.
- The incident may be true or false, so investigate the accuracy of the story if not already known.
- If the abuse case has not been officially investigated, suggest that the family or related persons report the case to the authorities for due investigation.
- If the news was published as a result of an internal breach of the CN Code of Conduct, a complaint will be registered against the person breaching the Code, and investigation and action will occur accordingly.

### **Condition 4**

A potential foreign supporter wants to visit the organization, but you have been warned that he may not be safe with children.

- Inform the person about the policy of child protection.
- If the foreigner volunteer is visiting for a while, they should be asked to provide references. In the event of serious allegations, the person should be asked to provide a security check certificate from their country of origin.

- If he is proved of having committed a crime against children he will be denied the visit.

Note that:

- All new volunteers will be made aware of the CPP.
- No foreign volunteer, without purpose, will be taken to the field without being accompanied by a CN member of staff.
- Any such volunteer who is going into the field, will receive a pre-visit briefing about appropriate behaviours (such as the giving of gifts, dress, taking of photos).

### **Condition 5**

One student who is studying the subject "violence and sexual misconduct against children", has asked you to provide case studies of such events.

- We should provide general information about such events. We can inform the student about the kinds of incidents we come across, and we can provide some specific examples, but the real names and contact details of the children involved should not be provided, and we should be clear about how the student intends to present the information requested.
- The student should not normally be allowed to visit any of the children concerned, however, in some cases, where children and their families have agreed, and the subject of the visit is to further understand the impact or causes of ordinary beating/corporal punishment, some visits may be permitted if accompanied by a member of CN staff.
- Information about our Child Protection Policy will be provided to the student.
- Such visitors will be allowed to question the staff of CN who are familiar with the CPP (with some terms & conditions).

### **Condition 6**

A volunteer (Nepali or foreign) has come to the organization, wanting to work with children and their families.

- Conduct initial assessment and orientation process which covers the CPP.
- In the case of foreign volunteers, send out the Code of Conduct or behaviour guidelines with the application form.
- Remind new volunteers about the CPP on the first day of starting work. Ask them to sign the Commitment Paper after CPP orientation.

### **Condition 7**

It comes to your (management) attention that a member of staff beats children in the name of discipline, and uses rude words to the parents.

- Arrange a meeting with the concerned person to discuss and investigate the situation.
- If the actions are confirmed and repeated again, follow the process outlined in the CPP, giving the opportunity to change. If this doesn't occur, provide a formal warning, postpone grades or deduct salary as a form of punishment.

### **Condition 8**

Your organization is going to appoint new staff. On the day of the interviews, a candidate beats a child during an observed teaching practice.

- To reduce the chances of this occurring, potential staff will be informed about the CPP of CN...
- And the policy will be part of the selection process by...;
- Asking questions about it during the interview and including questions about it in a written test.

- The Child Protection Policy will also be publicized to potential members, and membership will be given only after the Commitment Paper is signed.

### **Condition 9**

One of your staff teases a boy / girl when you are on a field visit. S/he wants to make you laugh through it.

- Discuss this behaviour with the member of staff and consider submitting a field report.
- Talk to the programme coordinator, asking them to speak to the member of staff about their behaviour.
- If the member of staff does not listen, give them a formal warning.
- Inform other staff about the inappropriateness of such behaviour.
- If the behaviour continues, punish according to the CPP.



**Child Consultative Committee Monitoring Index**  
**To be completed annually**

<b>S.N.</b>	<b>Index</b>	<b>Good</b>	<b>OK</b>	<b>Poor</b>	<b>Remarks</b>
A	Assessment of children's safety				
	- While going to CN's office				
	-While being with CN staff or in their contact				
	-While in contact with Nepali volunteers				
	-While in contact with foreign volunteers				
	-While participating in activities organized by CN				
	-While being with other children in contact with CN				
B	Assessment of the level of information given to children about CN's CPP				
C	Understanding about the CPP Hearing Committee				
D	If they have referred a case to the Hearing Committee, or are aware of any cases that have been referred, assessment of the way in which they have been dealt				

**CN discussion document: Accepted and prohibited activities concerning children**

<b>Accepted</b>	<b>Prohibited</b>
<ul style="list-style-type: none"> <li>□ Unless explicitly agreed with the child and family, and deemed in the best interests of the child, the organization can only provide case studies of children only if the individuals are anonymous.</li> <li>□ We should be simple, clear and responsible while talking with children.</li> <li>□ We should show equality of behaviour towards the children.</li> <li>□ We should conduct discussion programs among children about 'Child Rights'. The discussion should relate to accepted and unaccepted behaviours of children.</li> <li>□ Programs with children should be organised transparently.</li> <li>□ The self-determination of children should be respected.</li> <li>□ Reported complaints should be investigated immediately.</li> <li>□ The children's opinions and ideas should be listened to attentively.</li> <li>□ Children should be praised for their positive activities.</li> <li>□ Information and suggestions provided to</li> </ul>	<ul style="list-style-type: none"> <li>□ The publication of confidential information about the children is prohibited.</li> <li>□ Information should not be collected about children without taking permission from children and their families.</li> <li>□ There should be no discrimination against children in terms of gender ethnicity, capacity, religion, disability etc.</li> <li>□ Illogical behaviour towards the children should be avoided.</li> <li>□ No misconduct or crime should be committed in the name of discipline.</li> <li>□ Touching children with some sexual intention is prohibited.</li> <li>□ Sexual relations with children are prohibited.</li> <li>□ The smoking of cigarettes, taking tobacco, and drinking alcohol is not allowed in front of children.</li> </ul>

<p>children should be clear.</p> <ul style="list-style-type: none"><li>▫ The written reports of misbehaviour against children should be written by victim /suffered child himself or herself if possible.</li><li>▫ Progress reports of children should be kept through a clear filing system.</li><li>▫ Permission from children &amp; families should be sought before taking photos or collecting information.</li></ul>	<ul style="list-style-type: none"><li>▫ Games that are likely to cause sexual stimulation are prohibited.</li><li>▫ Dress of staff should not be short or transparent.</li></ul>
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**Cover letter to accompany sponsors, supporters and donors with Guidelines**

Dear supporters, sponsors and donors,

As you know, CHILDREN-Nepal (CN) has always been committed to practicing child-centred and child-friendly behaviour. As we have grown as an organisation, and more and more staff, volunteers and supporters are becoming involved in our work, we have become aware of the importance of formalizing our policies towards child protection in order to maintain the safe and nurturing environment that has been created.

Towards the end of last year CN formed a preparation team to discuss and develop a draft set of policies and procedures, which is relevant to all staff, members, volunteers and supporters.

We have attached here Draft **GUIDELINE FOR SPONSORS, DONORS & VISITORS**. These Guidelines aim to formalize CN's efforts to create a child friendly and safe environment inside its organization.

The draft policy guideline and full policy document are due to be discussed by the CN board during in at the end of July 08, after which it will be finalized and the implementation process will begin.

If you have any questions or comments about the attached document or if you would like to see the full draft policy (61 pages), please don't hesitate to get in touch.

We look forward to hearing from you.

With many thanks

Ram Chandra Paudel and policy preparation team

**Child Protection Policy and Procedures**

**Preparation team**

<b>Name</b>	<b>Representation</b>
1. Ram Chandra Paudel - <b>Main Facilitator</b>	Executive committee
2. Dilly Prasad Sharma	Executive committee
3. Sharada Sharma	Executive committee
4. Shiva Sharma Chapagain	Executive committee
5. Babu Ram Paudel	Executive committee
6. Santa Poudel	Executive committee
7 Sabitri Nepali	Executive committee
8 Ram Baharur Thapa	Executive committee
9. Prakash Tripathi	Staff member
10. Laxmi Gautam (Tripathi)	Staff member
11. Hom Maya Karki	Staff member
12. Goma Pariyar	Staff member
13. Nanu Adhikari	Staff member
14. Sashi Gautam	Staff member
15. Juna Devi Nepali	Staff member
16. Krishna Poudel	Staff member
17. Bhim Bahadur B.K.	Staff member
18. Achyut Paudel	Volunteer (Nepali)/youth forum
19 Ishret Parbin	Volunteer (Nepali)/youth forum
20. Kokoro Nanye (Japan)	Volunteer (Foreigner)
21. Jesper Bisgard (J.B) Denmark	Volunteer (Foreigner)
22. Fiona Roberts UK	Volunteer (Foreigner)