

# Child Protection Policy

Defence for Children International Netherlands – ECPAT Netherlands

‘The best way to protect children  
is to empower them to protect themselves’



Date: December 6, 2016



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## Glossary

### **Child**

A child is defined as anyone under the age of 18 years old, in accordance with the definition in the UN Convention on the Rights of the Child

### **Child abuse**

Child abuse or maltreatment includes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’<sup>1</sup>

### **Child participation**

Anyone below the age of 18 years old taking part in a process or playing a role in a process of decision-making and thereby thinking for themselves, expressing their views freely and effectively and interacting in a positive way with other people; involving children in the decisions which affect their lives, the lives of the community and the larger society in which they live, in a manner consistent with the evolving capacities of the child.<sup>2</sup>

### **Child protection**

The philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organizations – and individuals associated with those organizations – towards children in their care.

### **Direct contact with children**

Being in the physical presence of a child or children in the context of the organization’s work, whether contact is occasional or regular, short or long term. For the purpose of this policy, contact over the phone is deemed direct contact.

### **Indirect contact with children**

Having access to information on children in the context of the organization’s work, such as children’s names, locations (addresses of individuals or projects), photographs and case studies providing funding for organizations that work ‘directly’ with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organization responsibility for child protection issues.

### **Child protection policy**

‘A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and

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<sup>1</sup> World Health Organization (1999), *Report of the Consultation on Child Abuse Prevention*, Geneva: WHO.

<sup>2</sup> Adapted from Article 12 of the UN Convention on the Rights of the Child, the Save the Children UK training materials for West Africa, and: ChildHope (2005) *Child Protection Policies and Procedures Toolkit*. How to create a child-safe organization, London: Consortium for Street Children.

positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.’<sup>3</sup>

### **Informed consent**

The capacity to freely give consent based on all available information, according to the age and evolving capacities of the child. For example, if you seek consent from a child regarding their photograph and using it for publicity purposes, the child is informed as to how the photograph will be used and is given the opportunity to refuse. If a child is invited to input into the development of a child protection policy or in any other policy or decision-making process, they must be made aware of the time it will take, what exactly it will be involved, their roles and responsibilities and only then will they be able to give their “informed consent”.

### **Staff**

All persons working at or for DCI-ECPAT NL, such as employees, interns, volunteers, board members and consultants.

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<sup>3</sup> Setting the Standard: A common approach to Child Protection for International NGOs, Standard 1 (Policy).

# 1. Introduction

Defence for Children International – ECPAT Nederland (hereafter: DCI-ECPAT NL) is committed to the protection and promotion of the rights of children under the UN Convention on the Rights of the Child and therewith to the principle of “do no harm” to children, preventing all forms of abuse, neglect, exploitation and violence. DCI-ECPAT NL has a moral and legal obligation to protect children within their care from both intentional and unintentional harm (a duty of care).

It is the goal of DCI-ECPAT NL to minimize the harm our organization may be doing inadvertently as a result of our organizational activities. This Child Protection Policy and Procedure aims to improve the professionalism of DCI-ECPAT NL’s staff when working with children and describes the values and principles that must underpin our approach to children. This, in turn, will help to achieve a greater impact for children.

Staff of DCI-ECPAT NL are child rights and child protection specialists. DCI-ECPAT NL recognizes that, on occasions, staff and others engaged by the organization or its partners to work with children may pose a risk to children and may abuse their position of trust. Risks to children can be posed by staff and associates, but also by inappropriately designed programmes and poor operational management.

DCI-ECPAT NL believes that the abuse of children is an abuse of their rights as set out in the UN Convention on the Rights of the Child.

Associated documents:

- DCI-ECPAT NL’s Staff Regulations;
- DCI-ECPAT NL’s Privacy Policy (under construction and review)
- Defence for Children International Code of Ethics and Gender Policy<sup>4</sup>;
- DCI-ECPAT NL’s Gender Policy (under construction and review);
- DCI-ECPAT NL’s Exclusion Policy for IATI;<sup>5</sup>
- DCI-ECPAT NL’s Social Media Policy; and
- DCI-ECPAT NL’s Partner Policy and Sanction Policy (under construction and review).

## 1.1 About DCI-ECPAT NL

Defence for Children International (DCI) is a global movement for children, established in 1979, the international Year of the Child. DCI protects and promotes the rights of children on the basis of the UN Convention on the Rights of the Child. DCI is an independent grassroots and human rights-based non-governmental organization. DCI is currently represented in 47 countries and its International Secretariat resides in Geneva. DCI the Netherlands was established in December 1983.

ECPAT is a global network of organizations in 82 countries and campaigns worldwide against the sexual exploitation of children. ECPAT coordinates research, advocacy and action to end the commercial sexual exploitation of children. The International Secretariat of ECPAT International is based in

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<sup>4</sup> [http://www.defenceforchildren.org/wp-content/uploads/2014/12/CodeofEthics\\_GenderPolicy\\_EN.pdf](http://www.defenceforchildren.org/wp-content/uploads/2014/12/CodeofEthics_GenderPolicy_EN.pdf).

<sup>5</sup> <https://www.defenceforchildren.nl/p/215/4718/mo480-cg310/mo481-cg310/dci-ecpat-nl-exclusion-policy-for-iati>

Thailand. ECPAT became active in the Netherlands in 1995. In the Netherlands, Defence for Children and ECPAT collaborate as one organization since 2003.

## 1.2 Goal of this Policy

It is the goal of this Policy to introduce child protection in the organizational context of DCI-ECPAT NL.

### Objectives

- To adequately prevent and/or respond to harm to children and child abuse, by providing a tool that sets standards and procedures for DCI-ECPAT NL;
- To ensure that all DCI-ECPAT NL members of staff, including interns, volunteers, board members and consultants, understand the possible harmful effects of our work on children, are able to recognize signs of child abuse and child protection issues for prompt response in the best interest of the child; and
- To ensure that every DCI-ECPAT NL member of staff are knowledgeable of and comply with principles of child protection.

### Scope

DCI-ECPAT NL's Child Protection Policy is concerned only with child protection within our organization, being the recruitment, management, behavior and the physical environment of facilities. The Child Protection Policy applies to all members of staff, consultants, (external) advisors, interns, volunteers and board members.

DCI-ECPAT NL acknowledges there are broader child protection issues faced by organizations in the environments in which we and our partners work – for example domestic violence, abuse by the police, commercial sexual exploitation, et cetera. This policy does not address such issues, as these types of child protection concerns take place outside the organization. It is however our responsibility to do our best to protect the children we are in contact with, whether harm is taking place within or outside the organization. For that reason, in some instances we have the responsibility to refer or notify certain agencies.

## 1.3 Foundation Principles

As a child-centered organization, DCI-ECPAT NL seeks to promote the rights and well-being of children in accordance with national and international standards on child protection and human rights. In our work we continuously strive to uphold the best interest of the child and we will take the views and opinions of children into account.

DCI-ECPAT NL works rights-based and the UN CRC is leading in all our activities. The four umbrella rights of the UN CRC underpin the approach of our Child Protection Policy and Procedure (CPPP) as well as we see each child as:

1. A unique and equally valuable human being (art. 2, non-discrimination);
2. With the right not only to life and survival, but also to development to her/his fullest potential (art. 6, right to life, survival and development);
3. With essential experience to offer and someone with the best understanding of anyone of his/her own situation (art. 12, participation); and

- Someone who deserves to have her/his best interests met (art. 3 best interest of the child).<sup>6</sup>

## 2. Prevention

### 2.1 Staff recruitment<sup>7</sup>

- DCI-ECPAT NL ensures that job specifications, terms of reference et cetera clearly outline generic and specific child protection responsibilities.
- It is good practice to provide applicants, young people and potential colleagues with an opportunity to meet the team and/or project members as part of the selection process.
- DCI-ECPAT NL undertakes appropriate identity and qualifications checks and seeks satisfactory explanations and evidence for any intermissions in the employment history of a prospective employee. DCI-ECPAT NL must be satisfied that the prospective employee has not at that time been imprisoned by any offences, particularly any charges or offences against children, or been involved in any matters which would present him or her as a risk to the safety of children.
- The Ministry of Justice and Security is asked to run a check on a successful applicant that is offered a contract with DCI-ECPAT NL (a '*Verklaring Omtrent Gedrag*'). The objective of such a check is deterring and an assurance to the employer and subjects of the bona fide of staff appointed.
- A check of former employers is done by the executive director of DCI-ECPAT NL.

### 2.2 Induction

- Staff will receive both initial induction and regular (twice per year) refresher training in child protection organized by DCI-ECPAT NL's Child Protection Officer (CPO). The effectiveness of the training programme and the level of uptake should be monitored. The aim will be to:
  - Develop the ability of staff to be aware of the possible harmful effects of our work on children and recognize signs of child abuse;
  - Raise awareness of issues of particular vulnerability such as gender, sexual orientation and disability;
  - Ensure that staff understand the Policy and Procedures relating to harm to children and child abuse, including the role of the Designated Offices and Social Services.
- For some groups of staff who have little direct contact with children only awareness training may be required.
- Trainings are documented and archived, for the use of monitoring and evaluation of the policy and the procedures (see also: 4.3 Monitoring & Evaluation).
- Upon employment, the employee is introduced to the child protection policy by the child protection focal point and signs the Code of Conduct.

### 2.3 Education & Training

- Everyone involved in DCI-ECPAT NL undergoes an induction training in child protection by the Child Protection Officer upon appointment.<sup>8</sup>

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<sup>6</sup> Child Protection Policies and Procedures Toolkit, p. 43-44.

<sup>7</sup> Related documents: Behavior Protocol 3: Guidelines for recruitment: job advertisement and job interviews.

<sup>8</sup> Members of staff, consultants, interns, volunteers and board members.



2. DCI-ECPAT NL's CPO offers an induction and awareness raising and training on the organization's child protection policy for existing staff.
3. DCI-ECPAT's CPO offers twice a year a general refresher training in child protection for all staff to remind personnel of procedures in place and to update on any new developments.
4. The CPO also offers briefings for personnel traveling overseas on project visits to remind personnel of behavior codes of conduct and use of photography (communications guidelines) and reporting procedures in the event that the visitor may witness abuse whilst overseas.
5. Specialized briefings / training for particular audiences are organized by the CPO, such as for HR, communications, media and fundraising staff on the use of images and case studies etc.
6. A resource person and resource materials are always available for staff to refer to if they have questions in relation to child protection. This is the Child Protection Officer, substituted by another DCI-ECPAT NL-employee in case the CPO is out-of-office.
7. In case of projects which involve children, DCI-ECPAT NL offers orientation to children and youth on children's rights, how to protect themselves, and where and how to report abuse.
8. In case of projects engaging families and/or communities, DCI-ECPAT NL offers, often through local partners, orientation to family/community members on harm to children and child abuse and how to report abuse.
9. DCI-ECPAT NL shares information on child protection training materials and processes with other (partner) organizations.

## 2.4 Performance Management

1. Everyone involved in DCI-ECPAT NL<sup>9</sup> is required to acknowledge in writing the receipt and understanding of [the organization's] Child Protection Policies and Code of Conduct. They are to be kept informed of policy changes as they arise.
2. Everyone involved in the organization must be familiar with the policy and be aware of the possible harmful effects of our work, situations which may present risks, the problem of abuse and how to manage different situations.
3. Programme Managers are accountable for ensuring that all work is risk assessed and steps are taken as necessary to minimize risks to children.
4. Programme Managers are accountable for ensuring that measures for identifying training needs are put in place, and identified needs are met, e.g. via supervision and performance review.
5. In programming, specific attention is granted to child protection issues and steps to undertake to prevent harm to children, child abuse, exploitation and neglect.
6. It is important for all staff and others in contact with children to talk to children about their contact with staff or others and encourage them to raise any concerns.
7. It is important for all staff and others in contact with children to empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
8. Staff should contribute to an environment where children are able to recognize unacceptable behavior and feel able to discuss their rights and concerns.
9. Children are considered active participants whose hopes and aspirations are respected and whose welfare is of paramount importance. They are involved in programmes designed to protect them through mechanisms that give them a voice and provide them with skills for

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<sup>9</sup> Members of staff, consultants, interns, volunteers and board members.

protecting themselves. However, the responsibility for protection of children lies with adults. Children should not be expected to make adult decisions.

10. Indicators related to child protection are part of the job profiles of staff and these are monitored in performance evaluations.

## 2.5 Management structure

1. The Executive Director is responsible for the effective implementation of the Child Protection Policy and Procedures in the organization. The CPO guides this process.
2. The Executive Director takes a lead in the protection of the child and ensures, through the CPO, that all measures are recorded and that the best interests of the child are of primary consideration.
3. The CPO is responsible for the collection of signed codes of conduct, which are filed by HR.
4. Programme managers advise project partners on how to implement their policies and ensure they comply with international norms. A copy of the Child Protection Policy of the project partner and a signed code of conduct of DCI-ECPAT NL have to be administered.

## 2.6 Communications and ICT<sup>10</sup>

### Informed consent

1. We follow the Dutch Law on the Agreement of Medical Treatment (Wet op de Geneeskundige Behandelingsovereenkomst, WGBO). For children under twelve years old, parental consent needs to be sought. For children between twelve and sixteen years old, consent needs to be sought from both the parent(s)/caretaker(s) and the child. For children of sixteen years and older, only their consent needs to be sought and no parental consent is needed.
2. Ensure that the child and/or parent/caretaker know they are talking to a reporter. Explain the goal and intended use of an interview or communication on the child.
3. Anyone who is featured in a photograph or on film will have understood why the materials are being gathered and how they will be used, before anything is captured.
4. DCI-ECPAT NL takes due time to have a full and frank discussion on image consent. In the case of children, the discussion is held both with the child and his/her parent(s) or legal guardian, if possible.
5. A child and/or a parent/caretaker should not be pressured in any way and understand that the story may be spread locally and globally. Therefore, permission should be sought in the native language of the child and in consultation with an adult the child trusts.
6. If a subject (child or adult) seems confused or uncomfortable, we do not take the photograph or shoot the footage until this has been resolved.
7. DCI-ECPAT NL offers, wherever possible, translated consent forms appropriate to the local language spoken by the image subject. See Templates 2A and 2B.
8. DCI-ECPAT NL explains that consent can be withdrawn at any time through the local programme staff and remember to fill in the programme staff's details in the relevant section of the form. All subjects should sign a form (see Template 2. Declaration of consent of individuals/parents/legal guardians for the manufacturing and usage of communication materials) or give verbal consent on camera agreeing to be photographed and/or filmed as

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<sup>10</sup> Related documents: DCI-ECPAT NL's Social Media Policy and Templates 2A and 2B: Consent form for children and/or their parents/guardian.

per the instructions on DCI-ECPAT NL's consent form, except under exceptional circumstances, based on the child/children's best interests, where this may not be possible or desirable.

### Content gathering

1. Every child has a right to be accurately represented through both words and imagery. The organization's portrayal of each child must not be manipulated or sensationalized in any way, but provide a balanced depiction of their life and circumstances. Children must be presented as human beings with their own identity and dignity preserved.
2. Do not (further) stigmatize children. Avoid categorizing children and avoid descriptions of children that put them in danger of (more) harm, abuse, discrimination or exclusion by his/her community.
3. People, including children, should be able to give their own accounts. If this is not possible or desirable due to the child's vulnerability and/or privacy, DCI-ECPAT NL can speak on their behalf. The ability of children to take responsibility and action for themselves should be highlighted.
4. Choose the context for the story or image of the child with care. Think about the place and manner in which the child will be interviewed, minimize the number of people present and the number of times interviews will be held. Aim at putting the child at ease and in a situation in which the child can speak freely, without interference or pressure of others, including the interviewer. When video- or audio recording, ascertain that the choice of background (images/sounds) does not negatively impact the image of the child and/or his/her life and story. Make sure that the child is not exposed to danger or disadvantage through demonstrating his or her home, community or general living circumstances.
5. Do show the circumstances that make children vulnerable. Show them as active and resourceful when they are able to be. Where relevant, include families, parents or carers.
6. Avoid leading or biased questions, behavior or comments or that are not sensitive towards the culture, values or (traumatic) experiences of children.
7. Do not stage anything: do not ask children to tell a story or do something that is no part of their own history.
8. No one involved with DCI-ECPAT NL should offer any direct gifts to subjects in the field. This includes cash, objects, or gifts in kind. DCI-ECPAT NL will allow expenses to be paid if incurred by the subject or community involved during the process of a shoot.

### Intolerable imagery of children

1. DCI-ECPAT NL considers portraying certain subjects and situations as intolerable. This is the case if, to our knowledge, a child:
  - a. Is nude;
  - b. Carries a weapon;
  - c. May be harmed or in danger by telling his or her story; or
  - d. Has died.

### Reporting on vulnerable children

1. Extreme caution is required when reporting about (vulnerable) children. We consider this the case if a child, to our knowledge:
  - a. Is very ill (for instance HIV-positive or infected with aids);
  - b. Is a (former) child soldier;
  - c. Is in mental or physical distress;

- d. Is the perpetrator of physical or sexual abuse;
  - e. Is the victim of physical or sexual abuse, exploitation or violence, including domestic violence;
  - f. Is accused or convicted of a misdemeanor; or
  - g. Is undocumented, a refugee or seeking for asylum.
2. The name and identity of such children is changed and images are made unrecognizable.
  3. However, in some cases, if explained duly and with consent of the child and his/her custodian/parent and only in situations comparable to the ones below, the usage of the real identity (name and/or image) can be in the best interest of the child. When using the real identity of the child, he/she still needs to be protected against any kind of damage, stigmatization and possible retributions. Special cases could exist when:
    - a. a child seeks contact with a reporter out of his/her own motion, because he/she wants to make use of the right to freedom of speech and have his/her opinions heard;
    - b. a child is part of an advocacy, representation and/or empowerment programme and as such wants to be recognized; or
    - c. a child is part of a psychosocial programme and making reference to his/her identity is part of a healthy development and/or (re-)integration into society.

#### Content use

1. Communication about children should use pictures that are decent and respectful, not presenting them as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive should be avoided. Language that implies a relationship of power should also be avoided.
2. When in doubt of the risks a child may incur, report on the general situation of children and not of the individual child, however newsworthy the story may be.
3. DCI-ECPAT NL will allow retouching only within these guidelines, because any serious manipulation of images runs the risk of damaging DCI-ECPAT's NL credibility as presenting authentic imagery.
  - a. Cropping is acceptable as long as it does not alter the meaning of a photograph. For example, an image may convey its message more effectively by slight cropping of unintentional details in the background, but it is not acceptable to entirely crop out a child's mother, making the child look more vulnerable.
  - b. Slight alterations to colour are acceptable, such as correcting the colour balance. However, no alterations should be made to images that manipulate the narrative of the image. For example, changing the colour of a child's clothes from a bright to a faded colour to change the mood of the image is not allowed.
  - c. Flipping imagery is acceptable as long as it does not change the meaning of the image. Be aware that, when using one image across various communications, e.g., for a particular appeal, your audience may notice if an image has been flipped in one instance and not another.
  - d. Any film footage edited by DCI-ECPAT NL must stay true to the story presented by people in the field. Films must not be edited to change the original narrative.
  - e. For child protection reasons we sometimes need to retouch our imagery to remove identifying features such as school badges or a name badge.
4. All materials must be credited correctly as marked.
5. Faxing of information is discouraged unless absolutely necessary. Subject titles of e-mail messages should be harmless and flagged as confidential.

6. Images may be supplied by DCI-ECPAT NL staff to third parties where the image restrictions allow. Those that supply this imagery are responsible for how it is used. Images must be sent with full and correct caption and credit information.
7. DCI-ECPAT NL takes the privacy and wishes of the people we depict very seriously. It is for this reason that every photograph must be filed with clear captions embedded in the metadata of the files, why all film footage must be filed with clear logs, and why all imagery must be displayed with the correct captions. Child personal and physical information that could be used to identify the location of a child within a country should not be used in any form of communication about a child.

### Social Media

1. All staff members are bound by DCI-ECPAT NL's Social Media Policy and subsequent Code of Conduct.
2. Every staff member active on Twitter, adds to his/her account: 'Tweets are personal'.
3. It is not allowed to invite children, involved with DCI-ECPAT NL, on personal social media accounts.

## 2.7 Partner organization selection and assessment

To implement some of its activities, DCI-ECPAT NL contracts partner organizations.

1. In the selection, assessment, contracting, monitoring and evaluation of a partner organization, DCI-ECPAT NL pays attention to possible harmful effects of the work for children, child abuse, child protection risks and responsibilities and the child protection procedures in place.
2. As part of the partner assessment, DCI-ECPAT NL requests the child protection policy of the organization. If such is not available or if upon revision gaps arise, the partner can be requested to improve this and capacity support can be provided by DCI-ECPAT NL.
3. Together with the partner contract, the partner organization needs to commit to DCI-ECPAT NL Child Protection Policy and subsequent Code of Conduct.
4. In case of a project in which DCI-ECPAT NL is a donor or a partner, DCI-ECPAT NL does not accept liability for harm or abuse done to children that take part in activities within a project of a partner organization.

### 3. Response mechanisms<sup>11</sup>

DCI-ECPAT encourages her staff, the staff of project partners and others to know about what measures need to be taken when they have doubts about or suspects of the safety of a child.

#### 3.1 Signs of abuse

Please note that it is not the responsibility of DCI-ECPAT NL's staff to determine whether or not abuse has taken place.<sup>12</sup> Recognizing indications of potential abuse is complex and there is no single, simple checklist to allow easy recognition.<sup>13</sup> All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Doubts and signs can be reported on two levels:

- a. With DCI-ECPAT NL. When signs of or worries about abuse exist within the activities of DCI-ECPAT NL, the Child Protection Procedures and Staff Regulations of DCI-ECPAT NL need to be followed.
- b. With the project partner. When signs of or worries about abuse happen in a project executed by a project partner of DCI-ECPAT NL, the child protection policy and procedure of the project partner, including the response mechanisms, need to be followed. If such policy and/or procedure is not written down or not available, general complaint procedures can be followed and/or the board can be informed. The management of the project partner always need to inform DCI-ECPAT NL immediately about the abuse and the measures that have been taken. If it is not possible, for whatever reason, to report abuse with the management of the project partner, worries or signs need to be reported to DCI-ECPAT NL directly.

#### 3.2 Reporting and responding to Child Protection concerns

1. Concerns about suspected, witnessed, reported or potential abuse of a child/children can be identified by a member or members of staff, visitors or another child / children in a project.
2. It is important for all staff and others in contact with children to ensure that a culture of openness exists to enable any issues or concerns to be raised or discussed.

#### Reporting

1. If someone has any suspicions or concerns regarding possible harm to children, child abuse or child protection concerns, or if there is anything with one feels uncomfortable, it is his/her responsibility to tell someone. He/she should raise the issue with his/her programme manager and/or the designated Child Protection officer, preferably the same working day. If this is not possible, seek out the director.
2. If the concerns involve this specific person, he/she should go to the next most appropriate person i.e. a Programme Manager.
3. If the worries or suspicions regarding harm, abuse or exploitation concern a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
4. Everyone should raise concerns about any case of suspected abuse in accordance with applicable local procedures. In certain instances there will be the obligation for the

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<sup>11</sup> Related documents: Behavior Protocol 2. Guidelines for reporting and reacting to suspicions of harm and/or abuse and Template 1. Reporting form for suspicion of harm to children and/or child abuse

<sup>12</sup> Defence for Children International – Sierra Leone Child Protection Policy, p. 14.

<sup>13</sup> Sense International Child Protection Policy, Section 5.2.1.

organization and its staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.<sup>14</sup>

### Responding

1. DCI-ECPAT NL takes seriously any concerns raised and will ensure it supports children, staff or other adults who raise concerns or who are the subject of concerns.
2. If there is a concern involving immediate harm to a child, staff and others affiliated with DCI-ECPAT NL<sup>15</sup> act without delay, as inaction may place the child in further danger.
3. On being informed of an incident, the director immediately informs the Child Protection Officer, with a copy to Human Resources. The Child Protection Officer confidentially monitors and reviews the response and outcome for the purpose of revising and refining child protection measures.
4. Action will be taken by the director, programme manager and/or designated child protection officer to ensure the child is safe as a priority and then to investigate the matter, guided by the Child Protection Policy and Procedures. Additional referral contacts could be made as appropriate, to the local Police and/or Social Services.
5. The welfare of a child is of primary importance to DCI-ECPAT NL. If sexual abuse is proven or suspected, every effort is made to assist the child in coping with any effect and/or trauma he or she may be experiencing. This may include psychological counselling or another form of assistance deemed necessary and appropriate.
6. DCI-ECPAT NL will ensure that it listens to and takes seriously the views and wishes of children.
7. In the case of a suspicion against an employee, intern, consultant, volunteer or board member of DCI-ECPAT NL, he or she should be informed that charges have been made against him or her and given an opportunity to respond. Furthermore, as a result of these charges, DCI-ECPAT NL has an obligation to initiate an internal investigation. The employee is encouraged to participate in the investigation by providing information and the names of witnesses to be interviewed. At the conclusion of the investigation, the employee should be informed of the results of the investigation and what corrective action, if any, will be taken.
8. All information concerning the incident, investigation and process leading to decision-making is documented in writing. A copy of the confidential report of the investigation and conclusion should be provided to both the Child Protection Officer and HR and is to be kept on file.
9. A reporting plan should include a plan for dealing with media inquiries that includes a designated spokesperson.
10. If an employee raises a legitimate concern about suspected harm to children or child abuse, which proves to be unfounded on investigation, no action will be taken against the employee. Any employee who makes false and malicious accusations, however, will face disciplinary action. DCI-ECPAT NL will take appropriate legal or other action against other DCI-ECPAT NL's associates who make false and malicious accusations of harm to children or child abuse.
11. An allegation of child abuse is a serious issue. In following this policy and local procedures, it is essential that all parties maintain confidentiality. Sharing of information, which could

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<sup>14</sup> Tearfund Child Protection Policy (2001), Section C (Reporting, Making Reports).

<sup>15</sup> Members of staff, consultants, interns, volunteers and board members.

identify a child or an alleged perpetrator, should be purely on a 'need to know' basis. Unless abuse has actually been proved to have occurred, one must always refer to 'alleged abuse'.

12. DCI-ECPAT NL follows-up with the child that (possibly) experienced harm. This may include interventions such as counseling, ensuring the child's well-being at school and supporting the child to deal with any legal consequences.
13. When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.<sup>16</sup>
14. Reports that are made maliciously or not in good faith shall warrant strict disciplinary action in line with DCI-ECPAT NL's Human Resources staff manual.

#### 4. Implementation, advocacy and monitoring & evaluation

1. A Child Protection Officer is given the responsibility to coordinate and take a lead on child protection work and to continuously put the issue of child protection within the organization on the agenda, in close collaboration with the Executive Director.
2. Programme Managers have particular responsibilities to support and develop systems which maintain an environment which prevents exploitation and abuse and promotes the implementation of their code of conduct.
3. The CPO is accountable for ensuring that all staff, partners and relevant others have access to the child protection policy, are aware of its contents and clear about the responsibilities it places on them.
4. Programme Managers are accountable for ensuring that an open and responsive management culture is developed so that staff and others are able to discuss the issue of harm to children and child abuse and be confident of a positive response to any concerns that may arise.
5. DCI-ECPAT NL will ensure that the CPPP is referenced in all contracts, grants/partnership agreements et cetera.
6. Key elements of the policy are written in child friendly language, described in pictures and distributed and/or made clearly visible to children that get in touch with DCI-ECPAT NL.
7. DCI-ECPAT NL will ensure that the CPPP is subject to periodic monitoring and review and that issues and processes are fully documented so that appropriate action can be taken and lessons from experience drawn together.
8. Trainings are documented and archived, for the use of monitoring and evaluation of the policy and the procedures (See as well 2.2. Induction).
9. The CPO develops a monitoring and evaluation framework for child protection policies, incorporating elements of both process and impact assessment.

#### Amendment history

Version	Date	Comments/changes
	Dec. 6, 2016	Template 3 is now separated for children (A) and adults (B).
	Dec. 6, 2016	2.2 and 2.3 used induction training and basic training. All is now aligned.

<sup>16</sup> HIV/aids Alliance Child Protection Policy January 2005.



	Dec. 6, 2016	2.3 under 3 referred to general training. This has been changed into refresher training.
	Dec. 6, 2016	Templates 2A and 2B now have the option to disclose first name and/or family name.
	Dec. 6, 2016	A link has been made to the newly adopted Social Media Policy in 1. Introduction and 2.6, under Communications. There, also a new paragraph has been added, titled 'Social Media', based on the aforementioned Policy.
	Dec. 6, 2016	The Code of Conduct now also contains a paragraph on Social Media Usage, based on the Social Media Policy.

# CODE OF CONDUCT

## Protecting children

Defence for Children International - ECPAT International the Netherlands (hereafter: DCI-ECPAT NL) is a non-governmental organization focused on the rights of the child and as such engages in protecting children against all forms of abuse and harm, and looks after their wellbeing including the promotion of their rights without reservation as stated in the United Nation's Convention on the Rights of a Child.

The DCI-ECPAT NL Child Protection Code of Conduct is a statement of the expectations the organization has of its employees and others involved when in contact with children and young persons. It describes a behavior protocol with rules of appropriate and inappropriate behavior, based on the DCI-ECPAT NL Child Protection Policy. The primary purpose of this protocol is to protect children from any harm done by us but also to protect adults from false accusations of inappropriate behavior or abuse. The Director is authorized to take any necessary measure when the Code of Conduct is not observed.

Signing to the Code of Conduct commits the signatory to actively participate in building and maintaining an environment which is safe for children and their families.

This Code applies to all DCI-ECPAT NL staff and anyone acting as a representative of, or on behalf of DCI ECPAT NL: interns, volunteers, board members, consultants, (external) advisors, and any participants visitors of the agency's projects.

All DCI-ECPAT NL staff and anyone acting as a representative of, or on behalf of DCI ECPAT NL must sign up to and abide by this Code of Conduct.

### Minimizing Risk Situations

#### I will:

1. Be aware of and behave according the Child Protection Policy and this Code of Conduct.
2. Ensure that a culture of openness exists between staff so that poor practice or potentially harmful or abusive behavior does not go unchallenged.
3. Treat children with respect, regardless of race, sex, gender, colour of skin, language, religion, political or other conviction, nationality, ethnical or social background, disability, et cetera.
4. Empower children: inform them on their rights, teach them what is acceptable behavior of adults towards them, what not and what they can do if something occurs.
5. Be aware of situations which may present risks to harm children and report and manage these.
6. Realise that children are vulnerable for abuse – the children involved in the work of DCI-ECPAT are often more vulnerable or already victim of abuse.
7. Follow the "two adult"-rule for physical encounters, wherein two or more adults supervise all activities where minors or children are involved and are present at all times. If this is not possible, staff members are encouraged to look for alternatives.

8. As far as possible, be visible in working with children. I will try to meet with a child in a location the child prefers, which is a public location whenever possible.
9. Ensure that all people working/visiting an institution or community on behalf of DCI-ECPAT NL are introduced by appropriate DCI-ECPAT NL staff or partner organizations staff.
10. Immediately note the circumstances of any situation which occurs which may be subject to misinterpretation by a third party by notifying the child protection officer (in short: CPO), who keeps a log book.

**I will never:**

1. Condone, or participate in, behavior of children which is illegal, unsafe or abusive.
2. Spend time alone with a single child or young person with whom I have a work relationship with, away from others, behind closed doors or in a secluded area.
3. Take children I have a work relationship with home or to another space where they will be alone with me.
4. Discriminate, show favoritism or spend excessive amounts of time with one child with whom I have a work relationship with.

**Psychosocial behavior**

**I will:**

1. Uphold the practice of non-discrimination at all times, including age, gender, race, language, religion, and disability.
2. Be a positive role model, for instance by treating girls and boys equally and apologizing for mistakes made.
3. Demonstrate encouragement/motivation by giving compliments on behavior and actions of the child.
4. Be aware of the power balance between an adult and a child and avoid taking any advantages this may provide.
5. Treat all children with respect and take notice of their reactions and adjust my tone of voice and manner.
6. Listen carefully to children and pose open questions.
7. Inform and consult children at all time on all matters affecting them.
8. Try as much as possible to always involve children in decision-making. Allow children to make their own decisions, particularly about their own lives. All are responsible to create an enabling environment where children are encouraged and able to express themselves, and raise issues affecting them for discussion.
9. Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
10. Talk to children about their contact with staff or others and encourage them to raise any concerns.
11. Act on children’s concerns / problems immediately.
12. Commit myself to creating a culture of openness and mutual accountability at workplaces to enable all child protection issues to be raised and discussed.
13. Contribute to create and/or uphold an environment where children are listened to and respected as individuals.

14. Ensure when making images of children (photos, videos or otherwise) that they are decent and respectful, that the children are adequately clothed and that sexually suggestive poses are avoided.

**I will never:**

1. Abuse the power and influence that I have by virtue of my position over the lives and well-being of any child or any other vulnerable person.
2. React judgmental, negative or rejective towards the child, insinuate things or openly question the credibility of the child's story.
3. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
4. Suggest inappropriate behavior or relations of any kind.
5. Act in ways intended to shame, humiliate, belittle, stigmatize or degrade children, or otherwise perpetrate any form of emotional abuse .
6. Without good reason, share confidential information about a child, children and/or his family.

**Physical behavior**

**I will:**

1. Wait for appropriate physical contact such as holding hands, to be initiated by the child.
2. Ask informed consent<sup>17</sup> from children before taking photographs of a child/children or (a) young person(s) except under exceptional circumstances, based on the child/children's best interest, where this might not be possible or desirable.

**I will never:**

1. Hit or otherwise physically assault or physically abuse children.
2. Hold, fondle, kiss, cuddle or touch children, young persons or other vulnerable persons with whom I have a work relationship in an inappropriate and/or culturally insensitive way.
3. Engage in activities involving close body contact with children, young persons or vulnerable persons with whom I have a work relationship, beyond the professional requirement.
4. Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
5. Make sexually suggestive comments or actions to a child, young person or other vulnerable person, even as a joke.
6. Actively or passively engage children in child labour activities, nor will I condone this in my direct environment.
7. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
8. Neglect children e.g. not meeting children's needs, not offering adequate care to children
9. Deploy any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism, such as:
  - A. Developing relationships with children which could in any way be deemed exploitative, abusive or otherwise harmful; or

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<sup>17</sup> Informed consent exists when the child and the parent(s)/caregiver(s) know(s) for what purpose the material is made, in what way(s) it will be used, by whom and what the possible consequences are in the short and long term.

- B. Act in ways that may be abusive or may place a child at risk of abuse.

## **Sexual behavior**

### **I will never:**

1. Develop physical / sexual relationships with a child.
2. Behave physically in a manner which is inappropriate or sexually provocative.
3. Engage in or allow sexually provocative games with children to take place.
4. Have a child/children with whom I am working stay overnight at my home unsupervised.
5. Sleep in the same room or bed as a child with whom I am working.
6. Do things of a personal nature that a child could do for her/himself, including dressing, bathing and grooming.
7. Purchase any sexual services, regardless of the age of the secondary individual, and regardless of the legality of the exchange, online or offline.
8. Engage in any form of activity of a sexual nature with any person below the age of 18 years, online or offline.
9. Be personally involved in any way in, inter alia, the viewing, possessing, producing or distributing of child pornography; child sex tourism; trafficking of children; and any other form of sexual exploitation.

## **Use of Social Media**

### **I will:**

1. If active on twitter, I will add to my account: 'Tweets are personal.'

### **I will never:**

2. Invite children that are involved with DCI-ECPAT NL to connect to my personal social media accounts.

## **Peer Abuse**

### **I will:**

1. Be aware of the potential for peer-to-peer abuse.
2. Encourage DCI-ECPAT NL's partners to develop special measures/supervision to protect younger and especially vulnerable children from their peers.
3. Avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).

### **I will never:**

1. Allow children to engage in sexually provocative games with each other, bully or exclude each other.
2. Encourage children to fight with each other, insult or exclude each other.

**Reporting**

**I will:**

- 1. Respond to all child protection concerns, allegations or disclosures according to the reporting guidelines.
- 2. Immediately bring to the attention of DCI-ECPAT NL any instance of witnessed or suspected abuse, and any action or behavior that could be construed as poor practice or potentially harmful and/or abusive.
- 3. Bring every presumed case of child abuse to the attention of the Director of DCI-ECPAT, who in turn will take action and if need be will submit the matter to competent local authorities who will decide on the appropriate action to be taken. I am aware that any employee or partner who would make a false and malicious allegation will face disciplinary/ legal action.

I have clearly read and understand the DCI-ECPAT NL Child Protection Policy and Code of Conduct and will adhere at all times to the standards of behavior described in it.

I declare that I have never been convicted of any offence involving any type of harm to a child, children, young or vulnerable person, nor have I ever been warned or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behavior which may constitute poor practice, potentially harmful and/or abusive behavior and/or is not in the best interest of the child, young person or otherwise vulnerable person or even - constitutes a child rights violation.

Name: .....

Date: .....

Signature: .....

## BEHAVIOR PROTOCOL 2

### Guidelines for reporting and reacting to suspicions of harm and/or abuse

Related document: Template 3. Reporting form for child protection concerns and suspicion of child abuse

#### General

1. Concerns about suspected, witnessed, reported or potential abuse of a child/children can be identified by a member or members of staff, visitors or another child / children in a project.
2. The best interest of the child are always leading.

#### When to report

1. Use your common sense in combination with your knowledge of and experience with child protection.
2. In case of doubt, always discuss your concerns with colleagues and involve the Child Protection Officer (CPO).
3. In determining whether you have to report to the CPO, ask yourself the following questions:
  - 3.2 How grave is the incident?
    - a. Is this a serious incident? If yes, turn to the CPO as swiftly as possible
    - b. Are you not sure? Turn to the CPO as swiftly as possible
    - c. Is this not a serious incident? Continue with 2.2
  - 3.3 Can I handle the incident myself?
    - a. Have I handled a similar incident before? And/or
    - b. Am I trained to handle such an incident? And/or
    - c. Am I comfortable and confident enough to handle the incident? If yes, handle the case yourself and inform the CPO afterwards. If not, turn to the CPO as swiftly as possible.
4. If you know any information about the maltreatment of a child, it is your responsibility to tell someone.
5. Reports that are made maliciously or not in good faith shall warrant strict disciplinary action in line with the Human Resources staff manual.<sup>18</sup>

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<sup>18</sup> See as well the Code of Conduct and Child Protection Policy of DCI-ECPAT NL. Inspired by HIV/AIDS Alliance Child Protection Policy (2005).

## Process of reporting, acting and documenting

1. If your concerns involve immediate harm to a child, act without delay, as inaction may place the child in further danger.<sup>19</sup>
2. Discuss your concerns with the designated CPO in your organization, preferably on the same working day.
3. If your concerns involve this specific person, go to the next most appropriate person i.e. a Programme Manager.
4. When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.<sup>20</sup>
5. Action will be taken by the Director, Programme Manager and/or the designated child protection officer (the latter may require consultation with more senior management) to ensure the child is safe as a priority and then to investigate the matter, guided by the Child Protection Policy and Procedures. Additional referral contacts could be made as appropriate, to the local Police or relevant child protection agencies.
6. Follow-up on the case, if possible with the child. This may include interventions such as calling with a trusted adult close to the child, counseling, ensuring the child's wellbeing at school and supporting the child to deal with any legal consequences.
7. The process leading to decision-making should be well documented and all facts or written allegations and responses kept on file.<sup>21</sup>

## Reporting to external bodies

1. In certain instances, there will be the obligation for the organization and its staff and others to report concerns to the appropriate external bodies (e.g. local police and/or relevant child protection agencies). This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.<sup>22</sup> The child will be informed about this.
2. The responsibility for investigating allegations of child abuse rests with the Police and relevant Child Protection Agencies, such as child abuse reporting centers.<sup>23</sup> A programme manager, supported by the organisation's CPO may seek legal advice, the advice of the Social Services / Child Protection Agencies or Police in deciding whether a formal referral to the authorities is necessary. If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded. The decision not to report in such circumstances should be unanimously approved by the relevant management personnel – e.g. Executive Director, Programme officer and the Child Protection Officer.<sup>24</sup>

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<sup>19</sup> Jackson, E., & Wernham, M. (2005) Child Protection Policies and Procedures Toolkit, How to create a child-safe organisation, London: Consortium for Street Children UK.

<sup>20</sup> Ibid.

<sup>21</sup> Ibid.

<sup>22</sup> Tearfund Child Protection Policy (2001), Section C (Reporting, Making Reports).

<sup>23</sup> In the Netherlands 'Veilig Thuis' are such child abuse reporting centers.

<sup>24</sup> Jackson, E., & Wernham, M. (2005) and Tearfund Child Protection Policy (2001).



# BEHAVIOR PROTOCOL 3

## Guidelines on recruitment

### Job advertisement

1. DCI-ECPAT NL ensures that job specifications, terms of reference et cetera clearly outline generic and specific child protection responsibilities.
2. DCI-ECPAT NL states in the wording of any job advertisement that we have a child protection policy. This will demonstrate our commitment to child protection issues and will act as a deterrent to individuals seeking out organizations with weak protection procedures.
3. Suggested wording:
  - a. "Candidates will be expected to comply with DCI-ECPAT NL's child protection policy."
  - b. "DCI-ECPAT NL has a child protection policy in place."
  - c. "DCI-ECPAT NL actively promotes its Child Protection Policy. For that reason, we request candidates to comply with this policy, to sign our Code of Conduct and collaborate in obtaining clearance from the Ministry of Justice and Security (a "*Verklaring Omtrent Gedrag*").

### Interview

In the interviews with candidates, specific attention will be paid to Child Protection.

The Child Protection Officer provides input for possible questions and themes to discuss with the candidate during the interview to assess candidates' suitability in relation to child protection.

The interview is also seen as an opportunity to assess candidates' suitability in relation to child protection. The Child Protection Officer should remind the interview panel of some basics in relation to child abuse, e.g. that abusers look completely 'normal', are often very skilled at deception, salesmen and 'grooming' (of organizations as well as individual children).

The interview panel should pay attention to:

1. Gaps in employment history (if the candidate has had a career working in children's issues)
2. Frequent changes of employment or address (if the candidate has had a career working in children's issues)
3. Reasons for leaving employment (especially if this appears sudden)
4. Gain clarification on any duties or accomplishments that come across as 'vague' in a CV in relation to work with children.
5. Keep an eye out for body language and evasion, contradiction and discrepancies in answers given (although this must be interpreted in context and in a spirit of common sense).
6. Ask for situations related to child protection policies: is there anything the candidate would like to be discussed? And/or are there any past convictions?

It is important that in the interview that the issue of child abuse is openly discussed and that the interview panel reinforces that the organization has a comprehensive child protection policy and procedures in place. Transparency is an important part of abuse prevention: an abuser may decide that there are not enough opportunities to offend in an open and aware culture.

Direct and challenging questions encourage self-selection (i.e. candidates withdrawing themselves from the process). Suggested / possible direct questions to be adapted to suit the type and level of seniority of the position being applied for:<sup>25</sup>

- a. Have you ever worked anywhere where a colleague abused a child? What happened and how was it handled? What did you think of the way it was handled? Would you have handled it differently yourself?
- b. Are you aware of our Child Protection Policy? What do you think of it?
- c. When might it be appropriate and inappropriate to be alone with a child (on, say, an overseas project visit)?
- d. How and when might it be appropriate to comfort a child?
- e. What sort of things might make a photograph of a child inappropriate for publication in our organization's annual report? [the interview panel should be looking for things like: inappropriate clothing; if the photo depicts prostituted children / children in conflict with the law, their faces should be blurred and their names changed; was the photo taken (and – in an ideal world – used) with the child's permission? Et cetera].
- f. Is there anything that we might find out during reference checks that you would like to talk about?

**Warning signs as listed by ECPAT include (but are not limited to):**

- Overly smooth presentation or keenness to please;
- Poor listening or rapport or communication skills;
- Strange or inappropriate questions / statements about children;
- Expresses an interest in spending time alone with children / in working with children of a particular age or gender;
- Excessive interest in child photography; and
- Background of regular overseas travel to destinations where child sex tourism is prevalent.

However, it may be none of these. Signs may not be clear. A skilled child sex abuser “may not be detected by gut feelings or obvious warning signs.” Remaining alert is of utmost importance: “[L]isten to your gut reaction but harness it with good practice!”<sup>26</sup>

In spite of these questions, the interview should be sure to end on a positive note.

Also, a final reminder that under Equal Opportunities law, an organization is not allowed to discriminate against anyone on the grounds of age, gender, marital status, race, religion, sexual preference, disability, et cetera.

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<sup>25</sup> Adapted from ECPAT 'Choose with Care'.

<sup>26</sup> ECPAT Australia – 'Choose with Care'.

## **Terms of employment**

After selecting a successful candidate, he or she usually has a conversation on the terms of employment. It is at this stage that the prospective employee, intern, consultant, board member or volunteer will be provided with the Child Protection Policy and Code of Conduct with the message that (s)he is expected, upon contracting, to comply with this Policy. Also, (s)he is informed that (s)he will need a satisfactory clearance through a police check conducted by the Ministry of Justice and Security. If such a conversation is not held explicitly, the Child Protection Policy and Code of Conduct are handed to the successful candidate together with the contract.

After this, the newly recruited person receives explanation and induction training by the CPO.

# BEHAVIOR PROTOCOL 4

## Guidelines for Helpdesk Employees

### 1. Initial contact and handling of a case

1. When a child submits a message, we respond on the same day, at least with the message that we have received the message and when we will respond.
2. We manage expectations. From the initial contact, we inform children and parents about what they can expect from us (legal support in procedures) – and what not (arrange a residence permit).
3. We listen to the story and wishes of the child. Additionally, we may contact other actors involved with the child, e.g. a teacher, lawyer or (other) trusted adult.
4. We communicate in a way the child understands. We speak clearly, slowly and use easy language. We check whether the child understands what is being said by asking questions and by being silent at times.
5. We do not share information about the (case of the) child with third parties, not even parents, if the child is the (primary) client, unless in the case of a severe risk of harm and sharing information is necessary to avert the harm. If that is the case, we need to refer to other institutions. We then notify the child that we are obliged to do so and/or inform the parents.
6. We have contact with clients through e-mail and over telephone. We do not meet with our clients at our office or any another location, unless this fact finding is necessary and contributes to the argumentation in a legal procedure.
7. In case of such an exception, we aim at holding the meeting in a public space and not at home. Ensure you are never alone with the child and preferably be accompanied by a colleague.
8. The specific situation of the child and his/her best interest is central in each case and our primary concern. In the light of this, we determine in each case what we can and cannot offer.
9. When multiple family members are clients at our Helpdesk and have a legal dispute, we can appoint a separate helpdesk employee to each client and member of the same family. This way, each client receives a legal advice which is applicable to his/her legal situation. This could be the case, for instance, in the case of divorce. In the case of siblings in one case, it may not be necessary to appoint a separate helpdesk employee.

### 2. Writing a report

1. If a child rights report is written in a legal matter, this is for an adult, professional audience.
2. If the child him/herself is the primary client, the child receives the report as well. We then send the report to a trusted person of the child and ask whether (s)he can explain the report to the child in child-friendly language. Often, this is a parent or the lawyer.
3. If the child him/herself is not the primary client, it depends on whether there has been contact with the child in the case, as well as her/his age and evolving capacities whether (s)he receives the report as well.

4. Parents may also receive the report, in case they are the primary client and if this is not harming or interfering with the best interests of the child.

### **3. Evaluation**

1. After closing the case or after a court decision has been taken, we ask about the experience of the client. We send a short survey per e-mail within four weeks.
2. The surveys will be evaluated quarterly. The helpdesk coordinator, relevant Programme Manager(s) and the CPO discuss the outcomes and signals and act upon this, if necessary.

### **4. After care and Follow – up**

1. If the (primary) client is a child, we, whenever possible try to follow-up to verify how things are going and whether new child rights issues/questions have arisen.
2. If it is not possible to communicate with the child him/herself due to language, speech impediments or for other reasons, we follow-up with a mentor or other trusted person of the child.

### **5. Information Management and Privacy**

1. We ask for permission and inform our clients in our first contact how we register and process their information, that colleagues can see this information as well and that we discuss cases with our colleagues if necessary. We inform our clients that we are bound by privacy legislation.
2. By exception, it is an option to provide a different, fictitious name to the case instead of the real name of the primary client.
3. Likewise, we seek permission from our clients, if applicable and necessary, to contact their lawyer. This needs to be confirmed in writing, preferably by e-mail. If the lawyer is the (primary) client at the helpdesk, we conversely request the lawyer to check with his/her client whether (s)he agrees with sending the dossier to our help desk.
4. We aim at printing as little as possible. In case we print, we immediately pick up the document at the printer.
5. The entire helpdesk team is responsible for ensuring no documents are left in or around the printer, that no dossiers are left at desks that the lockers containing dossiers, are locked.
6. When discarding documents that are part of a dossier, we do so by destroying it in the shredder.
7. If it is necessary to work on a case at home, the following rules apply:
  - a. Beforehand, this needs to be discussed with the relevant Programme Manager, or, if (s)he is not available, the Helpdesk Coordinator.
  - b. We e-mail the documents to our professional e-mail or log in on our server at home.
  - c. We do not use our private e-mail account for work-related e-mails nor we use our private mobile telephone number for contact with our clients.
  - d. We do not use private social media accounts to have contact with our clients.
  - e. We do not use flash drives or external hard drives to take entire dossiers or documents of a case with us.
  - f. If it is really necessary to take a document printed home, we anonymize the document and do not read it in a public place (such as the train).
8. Before taking documents or (parts of) a dossier out of the office (be it to our homes, court sessions or otherwise), seek permission from your Programme Manager, or, if (s)he is not available, the Helpdesk Coordinator.

## **6. Communications about cases in the media**

1. We do not publish about individual and/or ongoing cases, unless they are representative for a larger group and/or this is the last resort, taking into account the requirements for getting informed consent, as described in the Code of Conduct.
2. Names and identities of children in conflict with the law and victims of violence must never be published by DCI-ECPAT NL or its staff anywhere under any circumstances.
3. Staff will never disclose information that identifies children or families to unauthorized persons or make it available to the general public without the informed consent of the child and/or the family. See the Child Protection Policy and Template 2. Declaration of consent of individuals/parents/legal guardians for the manufacturing and usage of communication materials.

## **7. Induction of staff**

1. New helpdesk employees and – interns are introduced to these guidelines by the CPO.
2. Also, new helpdesk employees and –interns receive a telephone instruction and an instruction for the helpdesk. They are trained on how to talk on the phone with clients.
3. New helpdesk employees and interns first only have e-mail conversations. Secondly, they listen in on telephone conversations, before having telephone conversations themselves, first with a supervisor next to him/her and listen in. After this, the employee or intern independently conducts telephone conversations.

# BEHAVIOR PROTOCOL 5

## Guidelines for doing research involving children <sup>27</sup>

These guidelines are largely drawn from standards set in the Ethical Research Involving Children – project, see Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

### 1. Deciding to involve children in research

#### 1.1. Aims of involving children in research

1. Through research, DCI-ECPAT NL aims to enhance and materialize children’s right to participation and other rights under the UNCRC. By involving children in research, their views on their best interests and other rights, can be elucidated and taken into account in subsequent programming, policy development and lobby and advocacy.

#### 1.2. The importance of the research for children

1. Think about how children in general benefit from this research, as well as the individual children taking part in the research
2. Decide on what form children’s involvement in the research takes. Will they be observed, fill out a survey, will they be interviewed, take part in an experiment, do they collect data for you, are they interviewing other(s) / other children?

#### 1.3. The necessity of the research involving children

1. Define the purpose of the research clearly. Decide if it is necessary or desirable to involve children. Consider:
  - A. Other ways to obtain the information;
  - B. What kind of new knowledge children are expected to contribute;
  - C. In what capacity the children will be involved; and
  - D. The possible benefits and drawbacks for children of taking part in the research.
2. Then, perform a risk analysis on the involvement of children in the research combined with (possible) mitigating measures. In this, attention should be granted to the likely users of your research and mediate the possibility that your research findings could be misused as far as possible.

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<sup>27</sup> These Guidelines are largely based on Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

## 2. Planning, preparation and research design

### 2.1 Inclusion and exclusion of children

1. Formulate clear inclusion criteria, which are to be understood easily by children as well.
2. Ensure your research design does not discriminate against particular children.
3. Ensure that all children, where relevant to do so, have equal opportunity to participate irrespective of their age, gender, ethnicity, disability, literacy level or any other specific characteristics/circumstances.
4. Think of steps to take to include marginalized/hard to reach children in research.
5. Justify why a specific group of children are being included in or excluded from the research (for example, on the basis of their age, gender, sexuality, culture, ethnicity, disability, language, and/or family structure, mental health, well-being. Or, for non-child specific issues such as the scope of the study, methodological choices, or financial, geographical or other constraints).
6. Think about how to communicate the decision to include or exclude children.

### 2.2 Resourcing children's involvement

1. Determine whether you have sufficient time, staff, equipment and budget needed to undertake the research project ethically. If not, plan for how these will be obtained/managed.

#### *Financial support of children's involvement*

1. Research participants should be appropriately reimbursed for any expenses, compensated for effort, time or lost income, and acknowledged for their contribution. A fair return for their involvement should be sought.
2. Budget for the costs to be incurred with involving children. For example, transport, accommodation, food, interpreters, space, materials, communication with children, rewards/payments, staff time and preparations, hiring of external specialists, et cetera.
3. Assess whether there are sufficient funds available to perform the research ethically.

#### *Recognition of children's involvement*

1. Decide on whether you find it appropriate to offer appreciation payments for children's participation.<sup>28</sup>
2. Payment should be avoided if it potentially pressures, coerces, bribes, persuades, controls, or causes economic or social disadvantage. Neither should it influence the nature of their responses.

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<sup>28</sup> Appreciation payments are bonuses or tokens given to children after their participation to acknowledge their contribution to the research and to thank them. Research participants are frequently unaware of the appreciation payments until after they have consented to participate or after the data collection is completed. See ERIC (2013), p. 89.



3. Determine the form of any payment (for example gift cards, food, a gift, educational materials) and who will receive it – the child, parents, class, community.
4. Take the social and cultural context into account when deciding about payment and consult locally and/or with the institution(s) involved about payment and other forms of reciprocity in research.
5. Think about when and how information on payment will be disclosed (in the consent process, after children have agreed to participate or at the end of the research?).
6. Avoid the use of incentive payments, unless with good reason.<sup>29</sup>

Work to ensure that payment does not raise unrealistic expectations or cause disappointment.

### **2.3 Involvement of children in the design of the research**

1. Decide on how to involve children in the research, as much as possible in collaboration with children themselves. Children can be involved in multiple ways, such as:
  - a. in the design of the research;
  - b. in conducting the research (participatory research);
  - c. being a respondent; or
  - d. being a proof-reader of results, meeting notes, conclusions, recommendations.
2. Decide whether you include opportunities for children to provide input or feedback regarding the research design and think of strategies to facilitate this.
3. Then, incorporate the feedback from children about the study design.

### **2.4 Ensuring children’s safety during the research process**

1. Identify the possible risks for children taking part in the research and think of plans to reduce risks. Take into account any children whose particular circumstances place them at high risk.
2. Imagine the possible stigma that may attach to children if they participate in the research. What will you do about this?
3. Employ strategies to minimize distress for children participating in the research. When conducting research on topics that are sensitive / difficult for children, a specialized Psychologist, Psychiatrist and/or other relevant external specialist should be included in the design of the research.
4. Think of arrangements you need to make to support children who become distressed and ensure that the issues or concerns of children are attended to. Seek advice regarding existing psychosocial support.
5. Think about the referrals that may have to be made as a result of involving children in the research and the special needs of individual children that may arise. Think about what support may need to be offered and by whom.
6. Consider a post-interview check-in by someone who is a known, trusted support, familiar with the child’s usual behavior, and can read the signs and find additional help if needed.

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<sup>29</sup> Incentive payments are designed to encourage the participation of children in research. These may be cash payments or alternatives such as vouchers. The use of persuasion to take part in the research is contentious. See ERIC (2013), p. 89.

7. Assess your experience and/or skills to respond to children's distress.
8. Consider if you will need / have the necessary and appropriate skills to interview children about the specific subject of the research and engage interviewers with these skills.
9. Determine the supervision or support you need to have in place for the research team members.

### **2.5 Ethics approval**

1. Determine whether this study requires ethical approval and if so, from whom.
2. After gaining formal ethics approval, ensure that ethical standards are adhered to throughout the research process, by you and the entire team.

### **2.6 Appropriate research methods**

1. Research should honour children's rights to express their opinions by talking, drawing, writing or in any other ways. Researchers have a responsibility to listen and take children's views seriously.
2. Define research methods that are appropriate to collect the required data, but which are also child-friendly.<sup>30</sup>
3. Formulate questions (particularly in surveys) that are appropriate for the child's characteristics, including age and surrounding context.
2. Make sure and test whether the research / interview questions are easily understood by the children who will be involved.
3. Choose methods that are responsive to the specific needs of children (i.e. adaptable for particular situations, needs, ages of children).
4. Consider the gender and number of researchers/interviewers in relation to the children being interviewed or involved in the research in any other way.

### **2.7 Respecting the rights of children to participation**

5. Research should honour children's rights to express their opinions by talking, drawing, writing or in any other ways. Researchers have a responsibility to listen and take children's views seriously.
6. A child with a different opinion than other children or an opinion that differs from our organizational standpoint is not unfairly excluded.

### **2.8 Children's privacy and confidentiality**

1. Children's involvement in research is always anonymous; the names and identities of children and their families are not to be identified.

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<sup>30</sup> One could think of observation as a method; storytelling and facilitation; face-to-face / written interviews and surveys; and participatory research.

2. Respect children's rights to privacy and ensure that all kinds of their information remains confidential.
3. Put strategies in place to keep data safe and securely store it, by:
  - a. Not using flash drives or clouds to store data, but only the secured environment of the 'Z-schijf';
  - b. Ensuring your files are only accessible to those who really need to have access; and
  - c. Replacing the names of involved children by numbers.
4. Ensure involved staff, including consultants, know about privacy and confidentiality in research involving children and if needed, provide for training.
5. Be mindful that any assurance about confidentiality also includes explicit mention of the limits to this, and always be prepared to act sensitively on safety concerns.
6. Attend to the privacy of children in the research setting.
7. Decide whether you want to allow parents or persons in authority to be present when research is being conducted with children. If so: why? Consider the impact this may have on children's involvement in the research or the information they may share.
8. Decide how you will respond if parents or others will not allow children to be interviewed on their own.
9. Decide how you will respond if a child requests that others be present.
10. If you have collected information that was additional to that specified in the initial consent process and if you consider using it, gain consent for this as well. Think about which manner you will use for this.
11. Consider returning data to children and if you decide doing so, think of the most appropriate manner.
12. If returning data, think of a way ensuring confidentiality is remained.
13. Data, beyond the final product(s) of the research and subsequent publications, is not shared with third parties and not used for other means.
14. Ensure the secure destruction of all information and data when it no longer needs to be kept (for instance, three months after concluding the research project).

### **2.9 The role of the researcher(s) in the research**

1. Consider your own values, assumptions and beliefs about children, childhood, their place in research, the context in which children live.
2. Determine how these will shape the decisions you make about the research process.
  1. Consider how your understandings of culture (generally and in relation to the cultural context of the children) impact on the decisions you make in planning and preparing to do the research.
  2. Imagine what might change as a result of involving children in the research.
  3. Imagine the beneficial outcomes for children (both the individual child participants and children as a social group) as a result of your research.

### **2.10 Requisite skills and expertise**

1. Assess whether any additional training or up-skilling is required for this particular research study.
2. Assess whether it is necessary to hire external expertise. See as well 2.2 and 2.4.
3. Assess whether all involved are mindful of culture, religion and ethnicity and respectful to children/parents/communities.
4. After drafting interview questions, a case study to discuss with children or any other research activity in which you involve children, consult with the CPO and wherever necessary, practice and perform pilot interviews.
5. See also 2.2 and 2.4: consider involving external expert(s) (organizations) to collect the interviews.

### **2.11 Preparation of the researcher to meet and conduct research involving children**

1. Self-assess your knowledge about the children who you want to involve.
2. Plan how you will find out what you need to know about the children and their lives.
3. Determine to what extent you have the necessary skills (technical and interpersonal) to involve the children in research (including, for example, skills in facilitating respectful conversations and knowledge related to children's ages and evolving capacities). What experience do you have in dialogue with children? What do you know of child development?
4. Determine how you will respond if you become aware that children are breaking the law.
5. Determine how you will respond if you become aware of / have suspicions of harm and/or child abuse. Make sure you are acquainted with and follow the Child Protection Policy and Behavior Protocol 2. Guidelines for reporting and reacting to suspicions of harm and/or abuse.
6. Consider whether and how children will be informed of test results related to their health status which may result from their participation in the research.
7. It is the responsibility of the lead researcher to ensure that the entire research team shares the same ethical concerns and approach.
8. Think of means (or methods) to address the power difference that exists between you and children and between you and other family and community members.

### **2.12 Child-sensitive behavior**

1. Researcher(s) do not ask directly about negative experiences and do not pursue further questions if the researcher is under the impression that the child is no longer comfortable. In that case, the researcher can take a break or leave for silence, asks the child whether it want to continue or whether he/she would prefer to do or talk about something else.
2. Parents/Guardians can be possibly informed if anything has occurred.

### **2.13 Consulting other relevant persons and/or organizations**

1. List the (expert) adults, young people and children, if any, that you need to contact in the family, community or institution in order to understand the needs and rights of the children involved.

2. List the persons whose consent you need for children to be involved.
3. Establish support and supervisory relationships (for example, with experienced researchers, relevant groups, child protection experts, local experts in the field of research). Consider setting up a supervisory committee.
4. Consider collaborating with external expert(s) (organizations) to interview children. See as well 2.2, 2.4 en 2.10.

#### **2.14 Consider the role of parents (or carers) in the study**

1. Consider the responsibilities of parents with regard to the research.
2. We follow the Dutch Law on the Agreement of Medical Treatment (Wet op de Geneeskundige Behandelingsovereenkomst, WGBO). For children under twelve years old, parental consent needs to be sought. For children between twelve and sixteen years old, consent needs to be sought from both the parent(s)/caretaker(s) and the child. For children of sixteen years and older, only their consent needs to be sought and no parental consent is needed.
3. Decide on the information parents need to have to be able to make informed decisions and to support their children in research participation
4. Explain the expected benefits of children's participation to parents.
5. Consider others that need to give consent to involve children.
6. Consider the impact of parents on the reliability of the data and decide whether interviewing children in the presence of parents or carers in the study, is acceptable or not.

#### **2.15 Stakeholder and community concerns about the research**

7. Determine beforehand how you will involve stakeholders and community members in getting into contact with the children you would like to select as respondents in the research.
8. Consult related stakeholder and/or community groups regarding the involvement/exclusion of children and the nature of the research.
9. Determine beforehand whether you are able to incorporate their feedback into your research and/or respond to concerns.
10. Ensure that the community groups and stakeholders understand the research questions and process.

#### **2.16 Risks for the researcher(s)**

1. Consider the possible risks, if any, for yourself/yourselves in undertaking this research.
2. Take measures to manage these risks and search for support for you as researcher(s).

#### **2.17 Ensuring your own emotional and physical safety**

1. Take into account the standards of the Code of Conduct considering Minimizing Risk Situations. Plan at meeting at a location the child prefers, which is a public location whenever possible. Do not spend time alone with a single child or young person with whom you have a work relationship, away from others, behind closed doors in a secluded area. Do not take children

you have a work relationship with, home or to another space where they will be alone with you.

2. Consider the need for debriefing at the conclusion of research procedures.
3. Notify your supervisor of your location, travel plans and expected time of return during fieldwork.
4. Make sure you are able to contact your colleagues/supervisor or emergency services should an incident arise where you need help.
5. Consider the possible ways your safety might be compromised and make contingency plans if necessary.

### **3. Executing the research**

#### **3.1 Informed consent by children**

1. Informed consent needs to be obtained from all children participating in research.
2. Find out what information children need.
3. Think about how to make children understand what consent is.
4. Think about how to support children to understand and weigh up any risks, by:
  - A. Thinking of *what and how* you are going to tell children about the study (in writing, in pictures, verbally, through a video?) and ensure the information is age and context specific.
  - B. Providing all relevant information to children, in order to consider giving their consent. They should at least know what the research is about, what it involves and what their rights are, as well as your methods of data collection, dissemination and acknowledgment. The information they receive, should be child-friendly.
  - C. Children should be able to give their opinion about the research and participation, and adults have to listen and take children's views seriously. Children are therefore informed about how their opinions are going to be used in the research and what will be done with their data. Moreover, they are informed about the results of the research.
  - D. Children should be able to find out things and share what they think with others, by talking, drawing, writing or in any other way, unless it harms or offends other people.
  - E. Indicate that there is a designated person (the CPO) that the child (and/or parents) can go to if she/he has any questions or concerns (now or in the future). Provide for the name, number and e-mail address of the CPO in the research consent form (see Template 3. Consent form for children involved in research).
  - F. Design the method of obtaining consent: in writing, verbally, on video tape, or otherwise.
  - G. If you are in doubt about whether a child can oversee the consequences of taking part in the research and therefore is unlikely to give informed consent, consult the CPO. In research, the researcher can decide to stop the activity, not use the results of the activity and/or to consult the parents/carers to see whether the child is fit to take part.

- H. In long-term projects, think about further information the children will need to enable them to consider their continued consent, and at what stages.
- I. Ensure that children (and others) understand that consent is negotiable and that children can withdraw at any point (during the research), without negative consequences.
- J. Design procedures to prevent children being coerced to participate.

### **3.2 Support to children's participation**

1. Agree on a time of the day and place that is suitable for children to meet, possibly with their parent(s)/caretaker(s).
2. Estimate and communicate the amount of time you require from children and make sure it is reasonable.
3. Aim at ensuring that children's participation does not conflict with other responsibilities and commitments.

### **3.3 Concerns about children's safety that arise during the research**

1. Ensure children (and parents) understand the circumstances under which confidentiality should be breached. We follow the five steps of the Law on a Reporting Code, 'Wet Meldcode' once we have concerns about the safety of a child/children.
2. Plan what actions you will take in response to a child's disclosure of harm or abuse. Check legal requirements.
3. Ensure that children are informed in regard to these and their views taken into account. Think of others that need to be informed about these actions.
4. Think about how you will attend to concerns about children's safety that arise during the research and always be prepared to act sensitively on safety concerns, in collaboration with the CPO.

### **3.4 The involvement of children in the analysis of data**

1. If possible, provide children with the opportunity to comment on the data and/or the analysis and/or conclusions to see whether they recognize the findings and what conclusions and/or recommendations they draw from these.
2. If children will be involved in data analysis, determine what support they require.
3. Ensure the privacy and confidentiality of participants is respected by children involved in the analysis of the research.

## **4. Dissemination and follow-up**

### **4.1 The dissemination of research findings to children**

1. Think of how children will find out about the outcomes of the research, both in writing and in person.
2. Provide the children with a child-friendly version, presentation or summary of the results of the research.
3. If possible, reflect and evaluate with the children involved and to explain how you have used their data, preferably in a personal meeting. This becomes more important once the child has been involved intensively and/or for an extended period of time.
4. Consider the benefits / possibility of a separate launch of the research results for children.

5. Consider the involvement of (individual) children in the official / press / adult launch of the research results. Would they like to take part and under what circumstances? Carefully balance the possible benefits to empowerment and risks of disempowerment of the children.
6. Ensure children involved in the study can access, understand and, where appropriate, act on the findings.
7. Ensure feedback on the research findings from children and their communities, if sought and provided, is incorporated in any follow-up actions.
8. Ensure children's contributions, and their value in the research, receive due recognition.
9. Consider your obligation, if any, to promote the consideration and use of research findings in programming, service delivery, staff practices and policy-making.

#### **4.2 Safe dissemination**

1. Ensure the identities of children, families and communities are not revealed, if appropriate.
2. Think of what your response will be if children want to be identified.
3. If children have been researchers, think about including their names in published materials, in recognition of their contribution.
4. Ensure the reporting and dissemination is appropriately managed, particularly in relation to language issues, as well as immediacy and ease of accessibility to children and communities.
5. Take measures to ensure that harm is not caused to children, families or communities in the dissemination of the research findings.

#### **4.3 Follow-up**

1. Think of ways to follow-up with the child and how often would be necessary. This depends on the intensity and length of the research, as well as the topic and wishes of the children.
2. Inform children when the research generates media attention and send them the news items.
3. Explain the possibilities of aftercare to the children. It is a possibility to facilitate seeking professional help.



## BEHAVIOR PROTOCOL 6

Guidelines for visiting partner and/or field projects, institutions, sites and communities, both in the Netherlands and abroad

1. A local staff member must accompany all visitors, to (project) sites, institutions and communities.
2. Institutions, communities and families are, whenever possible, informed about a visit and its objectives by DCI-ECPAT NL.
3. A local staff member briefs DCI-ECPAT NL staff and visitors on the roles, expectations and customs of the site, institution and/or community they are visiting, including whether or not and how photography, voice recordings and videos can be taken.
4. DCI-ECPAT NL strives to be the least disruptive as possible when visiting and therefore leaves people carry out their normal tasks.
5. DCI-ECPAT NL visits only those sites, institutions and communities that are necessary to reach the objectives and obtain the information needed. DCI-ECPAT NL does not visit sites, institutions and communities for 'touristic' reasons.
6. Neither local staff, nor DCI-ECPAT NL should disclose information that identifies children and / or families to unauthorized persons or make it available to the general public without the informed consent of the child(ren) and or the family.
7. DCI-ECPAT NL staff and visitors remain close to the local staff and do not roam around at sites, institutions or in communities on their own.
8. DCI-ECPAT NL does not exchange home addresses or (private) contact details with individual children and families; any follow-up communication is done through a (local) partner organization.
9. DCI-ECPAT NL is careful in the dissemination of information about children, families and their communities after a visit, as information can be confidential.
10. DCI-ECPAT NL takes photos and/or videos/voice recording primarily for internal use and strives to document individual children as little as possible. Take into account informed consent-norms and other communication-norms as described in the Child Protection Policy.
11. DCI-ECPAT NL does not hand out gifts for individual children, their families and communities apart from DCI-ECPAT NL materials. If staff of DCI-ECPAT NL carries materials or gifts to a project site or institution, these are always distributed by the local (partner) organization and at their convenience.

# TEMPLATE 1

Reporting form for suspicion of harm to children and/or child abuse<sup>31</sup>

Related document: Behavior Protocol 2. Guidelines for reporting and reacting to suspicions of abuse

	<p><b>Case number: 201_ -00_</b></p> <p><i>To be filled out by the Child Protection Officer</i></p>
<p><b>The child concerned</b> Name and details of child</p>	<p><b>Person &amp; organisation referring</b></p>
	<p>Name of person referring:</p>
	<p>Title:</p>
	<p>Date of report:</p>
	<p>Contact details:</p>
<p><b>Where is the child / where does the child stay, and who is responsible for him/her?</b></p>	<p><b>Suspect</b> <i>Is there a suspected abuser? If the situation concerns a specific person, please fill out as many details as possible. Where names are not known, include descriptions</i></p>
	<p>Name</p>
	<p>Title</p>
	<p>Location</p>
	<p>Contact details</p>
<p><b>Is this safe? If not, alternative arrangements need to be organised</b></p>	

<sup>31</sup> Adapted from ECPAT International and Jackson, E., & Wernham, M. (2005) and Tearfund Child Protection Policy (2001).

		General description of the behavior
<b>Situation</b> <i>What happened?</i> Description of the concern/suspicion of child abuse		
<i>What were the circumstances? (i.e. place, time, etc.)</i>		<i>Who else was there?</i>
<i>Who else knows about the incident (full details, including names and other agencies involved).</i>		
<i>What would the child like to happen next?</i>		
<i>What services does the child need? (such as medical support) Who should provide these?</i>		<i>Who will follow up the case, and what is the timeframe?</i>
<i>What actions need to be taken? Specify by who and when</i>		
<i>Record of follow-up</i>	<i>Action/information</i>	<i>Record made by</i>

## TEMPLATE 2

### Declaration of consent of individuals/parents/legal guardians for the manufacturing and usage of communication materials

In furtherance of the charitable mission of Defence for Children International – ECPAT the Netherlands, and without expectation of compensation or other remuneration, now or in the future, I hereby give consent to DCI-ECPAT NL for the following:

	I want this (yes) 😊	I do not want this (no) ☹️
To take a group and individual photo of my/our child and this photo may be used in [name of project/campaign].		
To videotape my/our child and this video may be used for [name of project/campaign].		
To be interviewed by the media [during and/or after the event, for instance] (for example by a journalist of a newspaper, television or radio).		
To use my/our first name(s) and/or my child's first name in [name of project/campaign].		
To use my family name(s) and/or my child's family name(s) in [name of project/campaign].		
To use, copy and publish original materials created by my/our child (such as artwork, photos, poems, essays) for [name of project/campaign].		

#### Duty of care of DCI-ECPAT NL

This consent expires after **two years**. DCI-ECPAT NL will not use the material(s) for other child rights projects and/or campaigns undertaken. In case DCI-ECPAT NL would like to use your child's material(s) at a later stage in another campaign or project or for other materials of DCI-ECPAT NL, we will always seek new permission for the use. Also, if we want to use the materials for fundraising, we will seek new permission.

Moreover, the materials are always used within the appropriate and original context.

DCI – ECPAT NL securely stores your material(s) and personal details and is bound by Dutch Privacy Laws.

## Statement

I/we understand that participation is voluntary and that I/we may withdraw at any time without giving a reason. **DCI-ECPAT NL has duly informed me/us about what the materials will be used for and I/we understand possible consequences (both positive and negative) of my consent.** Choose your option:

(Yes) 😊	(No) ☹️
Good! You may sign underneath	Ask for clarification of DCI-ECPAT staff or do not consent!

I/we will provide for a copy of my Identification Card or Passport to Defence for Children-ECPAT, supporting this statement.

Name and family name of <b>both parents</b> , if both parents have parental authority:	
Address:	
Postal Code and Place:	
Phone number	
Email address:	
Signature/thumbprint:	

The above signed parent(s)/legal guardian(s) consents to and gives permission to the statements on behalf of the child (**below twelve years old**) / or together with the child (**if the child is between 12 and sixteen years old**):

Name of the child:	
Date of birth of the child:	

*The following is to be filled out by the DCI-ECPAT NL representative:*

Name of representative of DCI-ECPAT NL collecting this informed consent form:

*The following is required if the consent form has to be read to the responsible individual/parent/legal guardian:*

I certify that I have read this consent and release form in **full** to the responsible individual/parent/legal guardian whose signature appears above.

Signature of representative of DCI-ECPAT	Date and place

## TEMPLATE 2 B

### Declaration of consent for minors of 12 years and older for the manufacturing and usage of communication materials

In furtherance of the charitable mission of Defence for Children International – ECPAT the Netherlands, and without expectation of compensation or other remuneration, now or in the future, I hereby give consent to DCI-ECPAT NL, its affiliates and agents for the following:

	I want this (yes) 😊	I do not want this (no) ☹️
To take a group and individual photo of me and this photo may be used in [name of project/campaign].		
To videotape me and this video may be used for [name of project/campaign].		
To be interviewed by the media [during and/or after the event, for instance] (for example by a journalist of a newspaper, television or radio).		
To use my first name in [name of project/campaign].		
To use my family name in [name of project/campaign].		
To use, copy and publish original materials created by me (such as artwork, photos, poems, essays) for [name of project/campaign].		

#### Duty of care of DCI-ECPAT NL

This consent expires after **two years**. DCI-ECPAT NL will not use the material(s) for other child rights projects and/or campaigns undertaken. In case DCI-ECPAT NL would like to use your material(s) at a later stage in another campaign or project or for other materials of DCI-ECPAT NL, we will always seek new permission for the use. Also, if we want to use the materials for fundraising, we will seek new permission.

Moreover, the materials are always used within the appropriate and original context.

DCI-ECPAT NL securely stores your material(s) and personal details and is bound by Dutch Privacy Laws.

## Statement

I understand that participation is voluntary and that I may withdraw at any time without giving a reason. Defence-for Children has duly informed me about what the materials will be used for and I understand possible consequences (both positive and negative) of my consent. Choose your option:

(Yes) 😊	(No) ☹️
Good! You may sign underneath	Ask for clarification of DCI-ECPAT staff or do not consent!

I will provide for a copy of my Identification Card or Passport to Defence for Children-ECPAT, supporting this statement.

Name and family name:	
Date of birth:	
Address:	
Postal Code and Place:	
Phone number	
Email address:	
Signature/thumbprint:	

*The following is to be filled out by the DCI-ECPAT NL representative:*

Name of representative of DCI-ECPAT NL collecting this informed consent form:

*The following is required if the consent form has to be read to the child:*

I certify that I have read this consent and release form in **full** to the child whose signature appears above.

Signature of representative of DCI-ECPAT NL	Date and place



# TEMPLATE 3A

## Consent form for children involved in research

>INSERT PROJECT NAME<

Participant name / identification number: .....

		Yes ☺	No ☹
1	I confirm that I have read the information about this study (or insert > the information sheet concerning this study has been read to me<) and I understand what is required of me.		
2	I have been given the opportunity to ask questions and a reply was given for all the questions that I am happy with		
3	I understand that my participation is voluntary and that I may quit at any time without giving a reason		
4	I understand that any information given by me may be used in future reports, articles or presentations by the research team		
5	I understand that my name will remain secret and will not appear in any reports, articles or presentations		
6	<b>If photos are being taken, include:</b> I consent to photographs being taken and used for the research and ... <b>see consent-form comms</b>		
7	I want to take part in this study		

If you crossed all boxes 'yes', you are ready to sign. If not, turn to the staff member of DCI-ECPAT NL who gave you this form.

<b>Consent for child above ten years to participate (if a child above 12 years old participates)</b>		
Name	Date	Signature/thumbprint
<b>Consent from parent / caretaker for the child to participate (if your child of below 16 participates)</b>		
Relationship to child of person giving consent: .....		
Name	Date	Signature/thumbprint
<b>Researcher signature</b>		
Name	Date	Signature/thumbprint

## **Duty of care of DCI-ECPAT NL**

DCI-ECPAT NL is committed to ensuring that its staff has the requisite skills and expertise, is trained and well-prepared to undertake this specific research. DCI-ECPAT NL has appointed a Child Protection Officer who monitors the involvement of children in the research process as well as the training of staff on this topic.

DCI-ECPAT NL respect children's rights to privacy and ensure that their information remains confidential. DCI-ECPAT NL securely stores the material(s) and personal details and is bound by Dutch Privacy Laws.

DCI-ECPAT NL is committed to ensure children's physical and mental safety and can facilitate referral to professional help if such need be, after involvement in the research.

DCI-ECPAT NL will not use the materials for other child rights projects and/or campaigns undertaken. The materials are always used within the appropriate and original context.

In case DCI-ECPAT NL would like to use your child's material(s) at a later stage in another campaign or project or for other materials of DCI-ECPAT NL, we will always seek new permission for the use. Also, if we want to use the materials for fundraising, we will seek new permission.

<If there is an ethical committee, include there is one overseeing this process and provide further details, if necessary>.

In case of any doubt or complaint, you can turn to the Child Protection Officer confidentially, through e-mail or phone:

Carrie van der Kroon

[c.vanderkroon@defenceforchildren.nl](mailto:c.vanderkroon@defenceforchildren.nl)

071 516 0980 and ask for Carrie.

# TEMPLATE 3B

## Consent form for parents / caretakers of children involved in research

>INSERT PROJECT NAME<

Participant name / identification number: .....

		Yes ☺	No ☹
1	I confirm that I have read the information sheet concerning this study (or insert > the information sheet concerning this study has been read to me<) and I understand what is required of me / my child if I / they/we take part in this study.		
2	I have been given the opportunity to ask questions and a reply was given for all the questions to my satisfaction		
3	I understand that participation is voluntary and that I may withdraw at any time without giving a reason		
4	I understand that any information given by me/my child may be used in future reports, articles or presentations by the research team		
5	I understand that my name / my child's name will not appear in any reports, articles or presentations		
6	<b>If photos are being taken, include:</b> I consent to photographs being taken and used for the research and ... see consent-form comms		
7	I agree to take part in the above study / I give permission for my child to take part in the above study		

If you crossed all boxes 'yes', you are ready to sign. If not, turn to the staff member of DCI-ECPAT NL who gave you this form.

<b>Consent for child above ten years to participate (if a child above 12 years old participates)</b>		
Name	Date	Signature/thumbprint
<b>Consent for adult to participate (if an adult participates)</b>		
Name	Date	Signature/thumbprint
<b>Consent from parent / caretaker for the child to participate (if your child of below 16 participates)</b>		
Relationship to child of person giving consent: .....		
Name	Date	Signature/thumbprint
<b>Researcher signature</b>		
Name	Date	Signature/thumbprint

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