

# ECLT POLICY

Sub-Title	Child Safeguarding Policy (2017-2018)
File	20171019-A9-Legal/Policy-Child-Safeguarding-Policy
Category	Legal/Policy
Author	Senior Programme Manager
Executive with Oversight	Executive Director
Approver	Executive Director
Purpose and Description	This policy describes ECLT Foundation's commitment and approach to child safeguarding for instructing staff, implementing partners and all ECLT representatives
Compliance Requirement	<input type="checkbox"/> Statute <input type="checkbox"/> Regulation <input checked="" type="checkbox"/> Industry/Not-for-profit sector standards <input type="checkbox"/> Not applicable
Audience	<input checked="" type="checkbox"/> ECLT Foundation staff, Interns and Volunteers <input checked="" type="checkbox"/> Implementing partners and their sub-grantees, suppliers, consultants and others with whom we provide resources in exchange for services or products (collectively, "Partners") <input checked="" type="checkbox"/> ECLT Project Child Labour Committees and other field project volunteers that interact with children <input checked="" type="checkbox"/> ECLT Board of Directors
Scope	All of the above (audience) must act in accordance with this Policy in both their professional and their personal lives.
Effective Date	1 <sup>st</sup> November 2017
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## TABLE OF CONTENTS

CONTENTS	PAGE
A. DEFINITIONS .....	3
B. PRINCIPLES.....	5
C. POLICIES .....	6
1. Policy on Commitment to Children .....	6
2. Policy to Comply with Applicable Laws and Regulations.....	6
3. Policy Regarding Sexual Activity with Children .....	6
4. Policy Regarding Management Accountability .....	7
5. Policy on Confidentiality in Child Safeguarding Matters .....	7
ANNEX 1: PROCEDURES.....	8
ANNEX 2: TRAINING REQUIREMENTS .....	11
ANNEX 3: MONITORING MECHANISMS .....	11
ANNEX 4: COMMUNICATIONS GUIDELINES .....	12
ANNEX 5: PROJECT VISIT CHILD SAFEGUARDING GUIDELINES .....	16
ANNEX 6: GUIDELINES FOR CHILD SAFEGUARDING IN RESEARCH .....	18

## A. DEFINITIONS

- I. **Child safeguarding:** The measures that an organization takes to protect children from harm, abuse and neglect from its staff, partners, operations and organizational activities.
- II. **Child or Children:** Anyone under 18 years of age.
- III. **Child Abuse:** The physical, emotional (psychological), or sexual maltreatment or neglect of a child or children. The main forms of child abuse include physical abuse, emotional abuse, neglect, sexual abuse and exploitation.
  - a. **Physical Abuse:** The non-accidental use of physical force that causes actual or is likely to cause harm to the child's health, survival, development or dignity. Physical abuse includes female genital mutilation, striking, kicking, burning, biting, hair pulling, choking, throwing, shoving, whipping or any other action that injures or is likely to injure a child, whether intended or accidental.
  - b. **Emotional abuse:** Any act including humiliating or degrading treatment which has the effect or likely effect of diminishing a child's sense of identity, self-worth and dignity. Examples of acts that are tantamount to emotional abuse include name calling, yelling at a child, constant criticism, belittling, persistent shaming, solitary confinement, intentionally frightening and isolation. While a single incident may constitute abuse, most often emotional abuse is a pattern of behavior that may result in a child being suicidal, withdrawn, anxious or depressed over time.
  - c. **Neglect/Negligent Treatment:** Any act or failure to act which results or is likely to result in death, physical or emotional harm, sexual abuse or exploitation of a child, for example, failure to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failure to provide education to a child or attend to the child's special education needs, or failing to ensure the child's access to appropriate medical care or treatment.
  - d. **Sexual Abuse:** The act of employing, enticing, persuading or forcing a child to engage in any form of sexual stimulation. Sexual abuse includes indecent touching, exposure of or to a child and all forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material. It also includes when a child who is older or more powerful uses another child for sexual gratification or excitement.

The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense.

- e. **Exploitation:** The act of using a child for economic and/ or sexual advantage. It includes any actual or attempted abuse of a position of authority, differential power, or trust, for sexual purposes or profit, including, but not limited to, profiting monetarily, socially or politically from the sexual and/or economic exploitation of a child.

A child is considered commercially or economically exploited whenever a profit is made from their vulnerability and lack of power, whenever children are abused to somebody else's benefit and whenever they start working despite being too young or for long hours. Commercial exploitation also occurs when children work in dangerous or unhealthy conditions or conditions that are detrimental to their health, education, morals and/ or social-emotional development; including when the child is in child labour, underpaid or when they are coerced into forced labour, debt bondage or slavery.

- IV. **Representatives of ECLT:** Employees, volunteers, interns, consultants, Board members, implementing partners and others who work with children on ECLT or ECLT partners' behalf, visitors to ECLT-funded programmes, or who have access to sensitive information about children in ECLT-funded programmes.

## B. PRINCIPLES

The Child Safeguarding Policy is guided by the principles of:

- **Personal responsibility:** As representatives of ECLT, we adhere to the highest standards of behavior towards children, both our private and professional lives. We accept the responsibility to understand and promote the Child Safeguarding Policy and we will do all that we can to prevent, report and respond to actual and/ or potential breaches of the policy.
- **Universality:** Our Child Safeguarding Policy applies to all ECLT representatives in all aspects of ECLT's work, regardless of the country, context or circumstances. We adopt a standards-based approach to child safeguarding. This means that our expectations towards ECLT representatives are often higher than those of the national law, local customs and traditions. Nevertheless, it is our child safeguarding standards that representatives agree to when they join the ECLT family and it is to these that they will be held account.  
This policy applies to all our representatives during, after and in between work hours.
- **Transparency:** We have nothing to hide in relation to child safeguarding issues, and we will create an environment where any issues raised, discussed or reported, as the case might be.
- **Accountability:** ECLT representatives are accountable to each other, to children and to the communities that we serve. We accomplish this through strengthening our internal systems for training, monitoring and reporting on this standard.
- **Children participation and non- discrimination:** All children, regardless of gender, colour, race or creed should be made aware of their rights and ECLT expectations towards its representatives around child safeguarding, in terms of what is acceptable and unacceptable, and what the child or children can do if there is a problem or a concern.
- **The Best Interest of the Child:** Where concerns are raised or reported about our representatives' Child Safeguarding conduct, our overriding concern shall be the best interest of the child, and we will prioritize ensuring the child's safety, health and development.
- **Confidentiality:** We value confidentiality. All Child Safeguarding concerns, communications, reports and investigations will be dealt with on a need-to-know basis and all records will be held securely.
- **Timeliness:** Given the potential for cover-up, increased or repeated abuse and the need to preserve evidence, we prioritize timely responses to any concerns or reports on child safeguarding.
- **Partnership.** We will work together with other agencies to promote Child Safeguarding within our organization and within the wider community.

## C. POLICIES

### 1. Policy on Commitment to Children

ECLT is committed to implementing its programmes and operations in a manner that is safe for children. This commitment includes protecting children with whom ECLT or its Partners are in contact. All ECLT Representatives (see Definitions, above) are explicitly prohibited from engaging in any activity that may result in any kind of child abuse.

ECLT is obliged to create and maintain an environment that is conducive for preventing any actions and omissions, whether deliberate or unintended, that place children at the risk of any kind of child abuse.

All ECLT Representatives are expected to conduct themselves in a manner that is consistent with this commitment and obligation.

ECLT treats any violations of this Child Safeguarding policy seriously. Violation will result in disciplinary action being taken, including termination and any other available legal remedy. For implementing partners and/ or contractors, breach of the Child Safeguarding policy can lead to termination of the relationship, including contractual, memorandum of understanding and partnership agreement. Where relevant, the appropriate legal or other frameworks as per the law will be referred to.

To realize this policy, ECLT has adopted Procedures, described below, to promote:

- i. **Prevention of Child Abuse:** Procedures to prevent and minimize the risks to children and proactive measures to protect children who may be the subject of any concerns. This includes raising awareness and sharing good practice among ECLT representatives.
- ii. **Reporting of Child Abuse:** Procedures to ensure that ECLT Representatives know where to report wherever and whenever concerns safeguarding of children arise.
- iii. **Responding to Child Abuse:** Taking steps to protect children when concerns arise regarding their well-being; supporting those who raise concerns; investigating and/ or cooperating with any subsequent investigation; and taking corrective action to prevent the recurrence of child abuse.
- iv. **Training to Promote Awareness of Child Safeguarding Obligations:** Ensuring that all ECLT Representatives are aware of the ECLT expectations towards them with regards to this policy.

### 2. Policy to Comply with Applicable Laws and Regulations

It is ECLT's Policy to ensure compliance with host country and local child welfare and protection legislation, or international standards, whichever affords greater protection, and with Swiss law, where applicable.

### 3. Policy Regarding Sexual Activity with Children

It is ECLT's Policy that any individual under the age of 18 is a child and is "under-age", regardless of the legal age of consent of the country, local customs and traditions in which the offence occurs or the child or the ECLT representative lives. An individual who is under-age cannot legally give informed consent to sexual activity, work or employment. As such, ECLT's position is that work or sexual activity involving a child, with or without their consent, is a serious

violation of this policy and will result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

Furthermore, consensual sexual activity with a child over the legal age of consent of the country in which s/he lives and/or in which the offense occurs, but below 18 years will be treated as a serious violation of this policy and may result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

#### **4. Policy Regarding Management Accountability**

It is ECLT policy that management of the Foundation must take all preventive measures, and where abuse nonetheless occurs, take all appropriate corrective actions, including disciplinary, legal or other actions in response to any violation of this Child Safeguarding Policy. The scope of management's preventive and/ or corrective actions includes relevant individuals (including those who committed a child safeguarding violation and/or anyone who knew of such child safeguarding violation but failed to act), and taking into consideration the findings of a violation of the Child Safeguarding Policy, to review the policy, procedures, and protocols herein to identify and address any gaps or weaknesses.

#### **5. Policy on Confidentiality in Child Safeguarding Matters**

ECLT has a duty to protect data and manage sensitive information in a manner that is respectful, professional and that complies with the applicable law. ECLT staff are expected to keep all information about any suspected or reported child safeguarding incidents strictly confidential, and must divulge only that information to the Executive Director, Operations team and any other senior staff directly involved in the investigation (and in the case of incidents occurring overseas, to the relevant Partner director), except as required by law.

Signed

A handwritten signature in black ink that reads 'Javed Hammed'.

Executive Director

Date 3 November 2017.

## ANNEX 1: PROCEDURES

<b>1</b>	<p><b>Preventing Child Safeguarding Incidents</b></p> <p>A. <u>Mitigating Child Safeguarding Risks in Project Implementation</u></p> <ol style="list-style-type: none"> <li>i. As much as possible, the ‘two-adult’ rule should be applied, that is, two or more adults must be present and supervise all activities where children are involved.</li> <li>ii. ECLT Representatives must not stay alone overnight with one or more children benefiting from ECLT programmes, whether in their house, project premises or elsewhere, unless the children are part of their immediate or extended family.</li> <li>iii. ECLT Representatives should not place themselves in compromising or vulnerable positions with regards to children and should not discriminate against, show differential treatment towards, or favour some children to the exclusion of others.</li> </ol> <p>B. <u>Background Checks</u></p> <p>To minimize the risk of child safeguarding issues from arising in the first place, ECLT shall ensure criminal background checks are conducted on all ECLT Representatives, and anyone who visits ECLT-funded programmes (e.g., journalists) as it deems appropriate and within the confines of the law.</p> <p>The due diligence for engagement of new Implementing Partners shall include an assessment of Child Safeguarding Policy existence, awareness and training requirements</p>
<b>2</b>	<p><b>Reporting of Child Safeguarding Incidents</b></p> <p>Wherever they are, ECLT Representatives should take steps to know who to contact when concerns arise regarding the safeguarding of children. Failure to report suspicion of misconduct in accordance with this Policy will be treated seriously and may result in disciplinary action.</p> <p><u>If a child is in danger or in harm’s way, call 147 (in Switzerland) or the local authorities immediately.</u></p> <p><b>Reporting Specifics</b></p> <p>A. <u>Mandatory Reporters</u></p> <p>“Mandatory Reporters” (as defined below) must report concerns to the appropriate local authority (each country and/ or state may have its own reporting hotline). “Mandatory Reporters” are those individuals who are mandated by law to report child maltreatment (Some countries may not have mandated reporters; rather they require all people to report). Individuals designated as Mandatory Reporters typically have frequent contact with children. Such individuals may include:</p> <ul style="list-style-type: none"> <li>• Social Workers</li> <li>• Teachers, principals, and other school personnel</li> <li>• Physicians, nurses and other health care workers</li> <li>• Child care providers</li> <li>• Directors, employees, and volunteers at entities that provide organized activities for children, such as camps, youth centers and recreation centers</li> </ul> <p>B. <u>ECLT employees and other Representatives who have direct contact with children</u></p> <p>Incident reports must first be submitted by phone or text, that is, immediately and then submitted by email to <a href="mailto:eclt@eclt.org">eclt@eclt.org</a> within 24 hours. The report always should include:</p>



- Date, time and location of the incident
- The nature of abuse (e.g. sexual abuse, violence, inappropriate behavior, etc.)
- The actions being taken to remedy the child's situation at the moment/ right now

**C. All other Representatives**

Other ECLT Representatives covered by this policy must report any suspicion of misconduct covered by this policy as soon as practicable to the ECLT Executive Director or their direct supervisor (if an employee). If one feels they cannot raise the concern with the Executive Director or the direct supervisor for any reason, or if the representative is not an employee, they should report the matter confidentially to the Child Safeguarding Champion at [eclt@eclt.org](mailto:eclt@eclt.org) or anonymously via phone +41 306 1444.

**D. Manager Responsibilities**

Any Director or manager who receives a report of any allegation of a violation of this Child Safeguarding Policy must forward the report as soon as practicable to the Child Safeguarding Champion at [eclt@eclt.org](mailto:eclt@eclt.org) or file in writing to the Executive Director, whenever appropriate.

**E. Staff Outside the Country**

When staff are travelling or working outside Switzerland in ECLT Partner offices are required to report any suspicions or allegations of Child Abuse to the Implementing Partner in accordance with ECLT's child safeguarding reporting procedures. However, a report must also be made to ECLT in line with these Procedures.

**F. Reporting to Senior Management Team**

On an annual basis, the Executive Director shall report all pending Child Safeguarding cases to the Board of Directors.

**3 Responding to Child Safeguarding Incidents**

**A. Child Safeguarding Champions**

The Executive Director shall designate one or more staff members "Child Safeguarding Champion(s)". The Child Safeguarding Champion is a staff member who is trained on child safeguarding policy and processes, and whose role is to ensure initial and continuing child safeguarding training, investigation, response and reporting. The Child Safeguarding Champion(s) shall be appointed by the Executive Director at the beginning of every year, for a one-year term.

**B. Investigating and Follow-up of Child Safeguarding Allegations**

ECLT takes every allegation of a violation of the Child Safeguarding Policy seriously. The Child Safeguarding Champion is responsible to ensure all credible allegations are logged and tracked.

The Child Safeguarding Champion is tasked with receiving child safeguarding reports, ensuring a report is filed with an appropriate senior officer, setting up an ad-hoc committee to investigate any allegations, ensuring all allegations are properly investigated and corrective action is taken.

ECLT Representatives are obliged to cooperate fully with the Child Safeguarding Champion and any investigation or inquiry, and to preserve all records pertaining to or that may be relevant to any alleged violation of this Child Safeguarding Policy. All reported concerns or allegations must be kept confidential or on a need-to-know basis to the extent possible.

	<p>1. <i>Initial Assessment:</i> Upon receipt of a report or allegation, an initial assessment will be conducted by the Child Safeguarding Champion(s). A full account of the matter and any further action will be recorded. The Child Safeguarding Champion will consider the circumstances of the report, seek professional advice and determine next steps.</p> <p>2. <i>Reporting to Applicable Authorities:</i> In Switzerland, referrals can be made to children’s services or the police as soon as possible, but must be within one working day. Be advised that Switzerland imposes penalties in the form of <b>fines or imprisonment</b> for a <b>mandated reporter</b> who fails to timely report suspected child abuse, neglect or maltreatment of a child.</p> <p><b>If the incident happens abroad</b>, then it will be the responsibility of the relevant authorities there to organize an investigation. Irrespective of the local outcome, ECLT staff must report (verbally and in writing) to the Child Safeguarding Champion and a senior staff member at the organization/project where they are working.</p> <p>C. <u>Investigation in Exceptional Cases:</u> In cases where the allegations relate to a senior member of staff or Board of Directors, and is likely to result in serious reputational injury, or other exceptional cases (collectively, “Exceptional Cases”), the Child Safeguarding Champion shall consult with the ECLT external counsel and other senior members of staff or Board members, as appropriate, on how the investigation should proceed, including to determine whether ECLT should retain an external party to investigate the allegations.</p>
4	<p><b>Training to Promote Awareness of Child Safeguarding Obligations</b></p> <p>The Child Safeguarding Champion shall develop a training programme and ensure that all ECLT staff undergo an initial training on the Child Safeguarding Policy. For new employees/interns/volunteers, Child Safeguarding training shall be part of the induction to ECLT. The initial training shall be conducted within the first six months following the adoption of this policy, and refresher courses on Child Safeguarding must take place for all staff every two years.</p> <p>Managers at all levels are expected to ensure that their subordinates are made aware of and understand this Policy and are given training as described above. Additional trainings may be required depending on job specific responsibilities.</p>
5	<p><b>Agreements with Implementing Partners</b></p> <p>All Memoranda of Agreement, contracts or partnership agreements with Implementing Partners must include this Child Safeguarding Policy as an addendum and must include a provision in which the Partner agrees to comply with this Policy.</p>
6	<p><b>Communications Materials (interviews, photography and filming)</b></p> <p>Any communications materials that include images of or information about children are subject to the Communications Guidelines attached as Annex 4 and included as part of this Child Safeguarding Policy</p>
7	<p><b>Guests on Project Visits</b></p> <p>All Representatives of ECLT on project visits that may involve children are subject to the Project Visit Child Safeguarding Guidelines (Annex 5) and included as part of this Child Safeguarding Policy. Before the visit to the project and/ or once at the project, project visitors must be reminded of appropriate conduct in line with this Policy.</p>

## ANNEX 2: TRAINING REQUIREMENTS

Training Course	Who?	Frequency	Training Moment
Child Safeguarding Policy	All staff Implementing Partners	Upon induction, and then every two years	Induction or within six months following the adoption of policy
Child Safeguarding Course	All	Within six months following adoption of this policy, and then every two years	First six months after induction or within six months following the adoption of policy

## ANNEX 3: MONITORING MECHANISMS

What is monitored?	Data Source	Action Owner	Escalation levels	Frequency
Safeguarding policy and procedures are being communicated to relevant audience, including Implementing Partners	Audience feedback/ attestation	Child Safeguarding Champion	Executive Director	Annual
Relevant Trainings	Training reports/ materials	Child Safeguarding Champion	Executive Director	Annual

## **ANNEX 4: COMMUNICATIONS GUIDELINES**

### **Guidelines for ethical reporting about children**

ECLT staff and representatives have a responsibility to write, show and tell stories about children's lives in a manner that is responsible and ethical. In doing so, the best interest of the child should always be the overriding consideration.

ECLT projects work with vulnerable children and communities. We want companies, governments, farmers, unions, volunteers, traditional leaders and children to be motivated to support ECLT's work. To do this, we need to show the situation of children in agricultural communities, as well as the improvements that we make possible. We do so in a way that empowers children and motivates people and organizations to act to make the lives of children in agricultural communities better. We respect the dignity and humanity of the children that we exist to serve.

Children have human rights enshrined in the Universal Declaration of Human Rights (UDHR), the United Nations Convention on the Rights of the Child (UNCRC) and ILO Conventions 138 and 182, among others. Due to their young age and developing capacities, children have the right to be protected from harm. Communicating with, on and about children carries this added dimension and restriction, especially in the current digital era when it is nearly impossible to limit a story's reach.

The purpose of these Communications Guidelines is to provide guidance on the best intentions of ethical reporting – serving the audience's interest for truth without compromising the rights of children.

We are aware that our reporting on children and publicly speaking on child rights abuses may put children and/ or their families at risk of reprisals, abuse, exploitation or stigmatization. When in doubt about the potential repercussions to children, we err on the side of caution and ensure the right of the child to be protected from harm.

In all cases, we portray children not as victims but rather show them in an empowering way, allowing them to advocate for themselves, whenever possible.

### **Guidelines for interviewing children**

- 1) Do no harm to any child. Avoid asking questions, showing attitudes or making comments that are or may come across as judgmental or insensitive to the child's cultural values, that put a child or his/her family or others in danger or potentially expose the child to humiliation, or that make the child relive pain and grief from past traumatic events.
- 2) In choosing the child or children to interview, do not discriminate or choose on the basis of sex, race, age, religion, educational background or physical abilities.
- 3) Ensure that the guardian and the child know they are talking to a reporter and explain the purpose of the interview and how the information provided during the interview, the pictures taken, and/ or the resultant story is going to be used.
- 4) Assess the risk or potential repercussions to the child or children, including:

- a. The possibility of reprisals,
  - b. The possibility that the child will be stigmatized, rejected or attacked by the family or communities,
  - c. Legal repercussions, such as prosecution.
- 5) No staging: Do not 'stage' interviews by asking children create stories or to tell a story that is not part of their own experience. Asking children to promote products may be a form of commercial or economic exploitation.
  - 6) Obtain permission from the child and her or his guardian for all interviews, videos and photo. When possible and appropriate, this permission should be in writing, and inform the child and the parent or guardian how the interview, video and/ or photo(s) will be used.
  - 7) The reporter must consider where and how the child is interviewed. It is advisable to limit the number of interviewers and photographers. Furthermore, the reporter must make sure the child is comfortable and able to tell their story without outside pressure, including pressure from the reporter. The choice of venue for the interview must be made carefully to ensure that the child or his/her home or village is not identified in case of reprisals.
  - 8) If a child discloses abuse during an interview, the reporter must know the local procedures for reporting this. Staff should also be familiar with ECLT's Child Safeguarding Policy.
  - 9) No payments, inducements or any other form of compensation are to be provided to children or parents in exchange for their interview, photo or consent.

#### **Guidelines for reporting on children**

- 1) Do not further stigmatize any child. Avoid categorizations or descriptions that expose children to negative reprisals – including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.
- 2) Always provide an accurate contextual background for the child's story or image.
- 3) Do not give any information that could lead to a child being identified or traced. Thus, rather than naming the specific village where a child resides or the specific school the child attends, simply mention the district where the child lives.
- 4) Use the child's first names only.
- 5) Always use a pseudo name (i.e. change the name of the child) and obscure the visual identity of any child who is:
  - i. Suspected or actual victim of sexual abuse or sexual exploitation,
  - ii. Suspected or actual perpetrator of physical, sexual abuse or sexual exploitation,
  - iii. Suspected, charged or convicted of a crime,
  - iv. A current or former child combatant,
  - v. HIV positive, living with AIDS or has died from AIDS, unless the child, a parent or a guardian gives fully informed consent,

- vi. Not willing or any child who has indicated that he/she does not wish to be named and identifiable, or whose parent/guardian has indicated that the child should not be named and identifiable,
  - vii. An asylum seeker, a refugee or an internally displaced person,
  - viii. Orphaned, abandoned or separated from parents/guardians. In the case of orphans, please be sure to mention when they are in the care of relatives or guardians.
  - ix. Sick or unhealthy children
  - x. Or a child in conflict with the law
- 6) A child's identity must be changed unless it is in the child's best interests and/ or it is important to the child and the story (e.g. the child is lost). In such cases, it is still necessary to assess whether stigmatization or reprisals may arise. Further examples of these exceptions include:
- a. When the child, desirous of expressing their right to freedom of expression and have their opinion heard, takes the initiative to get in touch with the reporter.
  - b. When a child is part of an awareness-raising campaign and wants to be so identified and the guardian has consented.
- 7) When using a pseudo name to protect the child's identity, ask the child what name they want to be known by. Where the child does not provide an alternative name, ask the guardian or someone from the child's community to help to choose a pseudo name that is culturally appropriate, taking into account the child's gender, religion and other considerations. At this stage, it would also be important to choose a name that would be easy to pronounce and recall by an audience that may be unfamiliar with the child's culture.
- 8) Review immediately what the child has just said and confirm the accuracy of the information provided. You can confirm with other children or an adult, preferably both.
- 9) Regardless of the newsworthiness of the story, when you assess that the child may be at risk of victimization or reprisals, you must report on the general situation for children rather than on the individual child.
- 10) Do not ask a child hypothetical questions or ask the child what tragic things would happen "if ECLT assistance is withdrawn". If the reporter's intention is to present the child's image or story in this manner, the child and parent or guardian must see the creative treatment and give additional consent.

## **Guidelines for use of videos and photos including children**

### **Quality indicators**

- Clarity – Pictures and videos must be clear and the sound quality good.
- Writing style: The reporter must write conversationally while ensuring grammatical correctness.
- Structure: All videos, stories and images must have clear introduction, middle and end, including imagery that conveys emotion and action.

- Context: Link the child's story to ECLT's work, either as background for the story or reference that demonstrates ECLT's work. The story must not only show the problem that ECLT is trying to solve but also demonstrate what we are doing to alleviate the problem. For example, providing books, school feeding, distributing books or building classrooms.
- Compelling: Take pictures and videos that grab attention and make the audience want to stop, learn more and act.

### **Compliance indicators**

- Coverage: Make sure children are dressed. Under no circumstances should video, pictures or images show children's private parts. Shirtless children should be photographed, video recorded and/ or drawn with very strict discretion, to ensure that images of children do not serve as fodder for paedophiles)
- Dignity: ask yourself if the child is portrayed as a helpless victim, or as a brave survivor who is contributing to his/her own success. In all cases, we portray children not as victims but rather show them in an empowering way, allowing them to advocate for themselves, whenever possible.
- Care: Children in hazardous work or other grave or dangerous situations must not to be depicted without care. Other examples of children in grave situations include a baby alone and crying; a child under attack, severe acute malnutrition, injured or wounded child.
- Releases: written or recorded communication sent to news media may be required (verbal in case of emergencies). In such cases, the child and guardian/parent must be informed about the intended use of the photo or video. In all cases, care should be taken to protect the identity of the child, especially if in conflict situations, child labourers, forced labour and those affected by deadly infectious diseases such as HIV/ AIDS and Ebola.)

## ANNEX 5: PROJECT VISIT CHILD SAFEGUARDING GUIDELINES

### Procedures for Child Safeguarding and Site Visits

The ECLT Project Officer or the Implementing Partner Project Officer organizing or coordinating the site visit must uphold the Child Safeguarding Policy by requiring that all project visitors to sign an acknowledgement that they have read and understood the policy and providing visitors with child safeguarding briefs before the site visit. Visitors are defined as staff, interns, consultants, volunteers, vendors, policymakers, talent, corporate or foundation partners, board members, etc. who visit an ECLT-funded project.

### Procedure 1

#### Before Site Visit

*Prior* to any contact with children, ECLT's Child Safeguarding Champion must:

- Review expectations for site visits with visitor(s), including making sure that the visitors sign an acknowledgement of the Child Safeguarding Policy, if necessary.
- Provide a copy of ECLT's child safeguarding policy to ECLT-funded project visitor(s) prior to each visit.
- Retain signed copies of Acknowledgement of Child Safeguarding policy for ECLT records.
- Send a copy of the signed Acknowledgement of Child Safeguarding policy to Implementing Partner for the latter's own record
- If a representative participates in multiple visits annually, he/she only needs to sign and return the policy once a year.
- If the Implementing Partner has an additional Child Safeguarding or Ethics Conduct forms for visitor(s) to review and sign, the visitor will be notified likewise.
- Reiterate to the visitor the need to adhere to the two-adult rule, as outlined in the Child Safeguarding Policy.
- Implementing Partner to explain the Communications Guidelines to all participants of the upcoming site visit.
- The Implementing Partner must require that caretakers, guardians, parents of children at the site sign Consent Forms to be included in photographs, videos and interviews. If an adult or guardian/caretaker of a child has not signed the form prior to the visit, they cannot be included in photographs, video, quotes or other materials intended for publication, marketing or other use are gathered during the visit. Copies of the Consent Forms should be filed at the Implementing Partner Office.
- All site visitors must go a thorough background check.
- The ECLT Child Safeguarding Champion must send the visitor an Authorization to Obtain Background Reports form a month in advance of the visit. The visitor must complete, sign and return the form to the Child Safeguarding Champion. The Authorization to Obtain Background Reports form must be signed by hand in pen (electronic signatures are not acceptable) and submitted to ECLT.
- The background check must be completed and cleared before the visit.
- The background check is good for a year's time.



## Procedure 2

### During Site Visit

- The Implementing Partner and/ or ECLT staff accompanying the visitor(s) must never leave children with visitor(s).
- ECLT staff, Implementing Partner staff and the visitor(s) must always adhere to the two-adult rule, that is, two or more adults are required to be present at all times during activities where children are involved.
- The Implementing Partner, ECLT staff and/ or visitors must respect the privacy and sensitive personal information of children and families at all times.
- ECLT staff, Implementing Partner staff and the visitor(s) must not share children's full names or locations on social media. This may also mean turning off location devices that automatically update the location on social media.
- The Implementing Partner and ECLT staff must ensure that all project site visits are authorized in advance, and visit procedures are followed, including with government, local and traditional authorities, as needed.
- If a visitor arrives at an Implementing Partner without prior notice and requests a site visit, the Implementing Partner should explain that a visit cannot take place because the proper forms and background checks have not been completed and notify ECLT of the request. Under no circumstances should an ECLT guest visit a child, programme or community unannounced.
- Visitors must not stay overnight with one or more children benefiting from ECLT-funded programmes, unless the children are part of the visitor(s)'s immediate or extended family, whether in their house, project premises or elsewhere.

## **ANNEX 6: GUIDELINES FOR CHILD SAFEGUARDING IN RESEARCH**

### **Guidelines for ethical research involving children**

To address child labour, ECLT conducts commissions a considerable amount of survey research among children to determine the characteristics of their work in agriculture: number of hours worked, age, nature of work, schooling etc. Special care and precautions on the part of the researcher is required so that children are not harmed by the experience of being subjects of research.

The purpose of these guidelines is to provide guidance to ECLT representatives so that accurate and reliable information on the characteristics of children's work is collected and used without compromising the rights of children. Typical research activities covered by these guidelines include baseline studies, project mid-term assessments and final evaluation (end-line) surveys.

We do not perform human subject experiments on children.

In carrying out research, we recognize that children must not be disturbed or harmed by the experience of being interviewed. Therefore, we take practical steps to minimize the risk to children who are part of ECLT-funded research.

Researchers should not spend time alone with a child in premises such as a classroom, office, or house, even if an adult in authority asks them to do so. Neither is it permissible for researchers to leave the premises with a child, in the absence of a guardian.

We recognize the right of the child to freedom of expression, including the right to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice. Accordingly, in carrying out research, children must be informed as fully as possible, given their age and capacities, about the nature of the study and the methods, at the beginning of data collection.

Our research may expose children to the risk of abuses, reprisals, exploitation or stigmatization. We give careful consideration to what we mean when we assure the parent or child that participation in the research will take place on confidential basis. When in doubt about the potential repercussions to children, we err on the side of caution and ensure the right of the child to be protected from harm.

### **Practical Steps to Minimize Risks in Research with Children**

#### Before research:

1. Due diligence checks on previous criminal record: It is now the policy of the ECLT Foundation that all staff, consultants, volunteers, enumerators, students, interns and others conducting research with children are required to undergo a Child Safeguarding due diligence background check to ensure that the researchers have no previous record of offences against children and have not, in the past, been excluded from working with children.
2. The Child Safeguarding Champion shall explain this policy to the researcher.

3. This Child Safeguarding Policy shall become an integral part of the contract between ECLT and the researcher
4. Consent: Parents must sign a consent form to show that they agree for the child to be interviewed. Consent from children can be verbal only if an adult known to the child is present. A child's right to refuse to take part should be respected, even if parents or guardians have given consent. Furthermore, it should be explained to the child that he/she may choose to discontinue the session if they are not comfortable with continuing.
5. Confidentiality: researchers must assure child respondents that the information they provide will be treated on a confidential basis. Verbatim quotes and/ or videos and images will only be used when the name of the child is changed, and recognition altered, as the case may be.
6. Preparation: Researchers should conduct the research in a suitable setting that is safe for children, both in terms of physical and psychological security. In a school setting, for example, it may be advisable to request to use an office or classroom where an adult with responsibility for the children can easily see the researcher and the child.
7. Questions: Questions to children must be carefully designed in terms of language and clarity. The number interviewers and photographers must be limited to allow the child to respond without outside pressure, including pressure from the interviewer. Questions must not be value-laden, judgmental or culturally insensitive.

#### During the data collection

1. If a researcher becomes concerned about the health or safety of a child that he/she is interviewing, a report should be made to the Principal Investigator. The Principal Investigator shall inform ECLT and/ or the Implementing Partner in terms of this Child Safeguarding Policy.

#### Data protection

1. In most jurisdictions, restrictions are placed on researchers on who they can give or transmit personal data. The law may also give everyone the right to establish whether personal data is being kept, and to have access to any data that relate to them personally, and to have any inaccurate data erased.
2. Data collected from children must only be kept for the lawful purpose for which ECLT had it collected and not used or disclosed in any way that is not compatible with that purpose.
3. As is the case with data collected with adult participants, data collected with children should be stored in a secure way. Computerized data should be password-protected, printed documents should be kept in secure filing cabinets, and all data, including audio and videotapes should be labeled with ID codes rather than names.

