



Protecting children
from abuse and
maltreatment

The Child Protection Policy of Kindernothilfe

For the children of the world
and in memory of our colleague

Barbara Dünnweller,

who stood up for the rights
and the protection of children
all her life and passed away
much too soon.

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1. Introduction

In its work in Germany and abroad, Kindernothilfe commits itself to strengthening the rights of girls and boys and protecting them from abuse, maltreatment and exploitation. The goal of Kindernothilfe is to create a safe environment for children in which the rights of children and all human beings are upheld. This applies for all children in programmes and projects sponsored abroad as well as Kindernothilfe's activities in Germany.

In every country and society, girls and boys are affected by sexual violence, abuse, maltreatment and exploitation. According to information reported by the World Health Organisation (WHO), 10 percent of all boys and 20 percent of all girls worldwide become victims of sexual violence or abuse. Children with disabilities are affected twice as much as children without disabilities. The number of unreported cases is probably much higher. Many incidents are never made public, or only after long delays. Children living in institutions or who are otherwise in care are also subject to a greater risk of abuse.

Organisations involved in development cooperation and humanitarian aid as well as their local project partners are exposed to a higher risk that potential abusers¹ will seek out access to children through them because these organisations work frequently in fragile areas where protecting children is not a central priority. For many years, Kindernothilfe has been concentrating its efforts to protect children in the projects from abuse and maltreatment and to increase awareness for the issue of child protection as part of its network in Germany as well as with its various partners abroad.

Kindernothilfe views children as partners in combating poverty and helps them to discover their own potential and develop it. In its work, Kindernothilfe recognises the need to ensure that children are protected from abuse and maltreatment within its own organisation as well as with partners abroad. That is why Kindernothilfe has introduced a Child Protection Policy aimed at standardising child protection measures both within the organisation and within sponsored projects to minimise the risk of violence and abuse. Clear rules governing conduct as well as functioning and transparent oversight and

¹ This word will be used throughout to refer to both male and female potential abusers.

Kindernothilfe's core values

Kindernothilfe derives its energy from God's love for His world. In following Jesus on the path of righteousness, Kindernothilfe works to promote universal human rights and to protect children's rights by overcoming poverty and violence. In the spirit of Christian charity, Kindernothilfe places children as one of God's gifts in the centre of its work. In respecting their dignity as God's creation, Kindernothilfe's work is founded on a rights-based approach to secure the rights of every child to life and development.

Kindernothilfe bases its work on international human rights agreements, and in particular on the UN Convention on the Rights of the Child. Its aim is to ensure that children's rights are given priority worldwide.

In the programmes and projects it sponsors, Kindernothilfe listens to children. It empowers and involves children and their families, and protects them from abuse, violence and exploitation. Kindernothilfe strengthens children and their social environment, empowering them to exercise their rights and to shape their own future.



complaint mechanism ensure children a high degree of protection. Every Kindernothilfe employee has a duty to report potential abuse and to respond appropriately and immediately in the event of abuse and maltreatment pursuant to Child Protection Policy requirements. Kindernothilfe is a member of the international Keeping Children Safe Coalition². This Child Protection Policy is based on the internationally recognised standards for child protection created within the framework of this network.

Declaration of commitment³

Kindernothilfe has established the protection of children and the following standards as a mark of quality in its work throughout Germany and abroad. Kindernothilfe and its employees work:

- › to strengthen girls and boys, both those with disabilities and without, in their rights and protect them from sexual, emotional or physical abuse and neglect.
- › to create a safe environment for children in which the rights of children and all human beings are upheld.
- › to involve children in the measures affecting them and to take into consideration their interests in planning and implementing project activities.
- › to raise awareness within Kindernothilfe and amongst partners about the issue.
- › to develop, implement and comply with suitable instruments including clearly defined responsibilities and approaches in the areas of prevention, crisis management and monitoring.
- › to ensure that children's dignity is always maintained in press, educational and public relations work.
- › to raise awareness amongst political and economic decision makers as well as those in networks in this regard.

Goal and scope of the Child Protection Policy

The goal of Kindernothilfe's⁴ Child Protection Policy is to keep children safe from abuse and maltreatment in the projects it sponsors. In order to reduce the risk of abuse or maltreatment, Kindernothilfe fosters awareness for this issue amongst its own employees, as well as partners'

employees. The Child Protection Policy also helps to shield employees from false allegations and Kindernothilfe from reputational risk as an organisation.

All employees will receive training in how to prevent abuse and maltreatment, how concerns and potential cases need to be reported in a transparent fashion and (while ensuring the safety of the affected children) how to deal with abuse and maltreatment cases and the abusers. Clearly defining responsibilities engenders an organisational climate of openness in which the issue can be handled transparently, effectively and solely for the welfare of the child.

The Child Protection Policy applies for all Kindernothilfe employees and committee members in Germany and abroad and, in combination with our partners' Child Protection Policies, forms a consistent and finely coordinated system to guard against abuse and maltreatment. This system is enhanced by complementary child protection activities in the direct programme and project work of our partners.

Legal framework

Children have a right to be protected from abuse and maltreatment. Most countries have criminal and civil laws in place that protect children and prosecute abusers and those who subject children to maltreatment. In some countries, state legal systems are not equipped with the resources to quickly and effectively pursue offenders and enforce the rights guaranteed to children. In Germany, as is the case in certain other countries as well, criminal prosecution under prevailing national law is even possible when the crime was not perpetrated in the offender's country of origin.

As a supervening orientation framework over national laws, the UN Convention on the Rights of the Child as well as its Optional Protocols that together form a comprehensive system of the declaration of children's rights with international validity. The Convention defines every human being as a child "means every human being below the age

² The Keeping Children Safe Coalition is a network of organisations working together to improve child protection. It was founded by leading international development organisations in 2001 to combat abuse and exploitation as part of its work. For more information, go to: www.keepingchildrensafe.org.uk

³ According to the "VENRO Code on Children's Rights: Protecting children from abuse and exploitation in development cooperation and humanitarian aid", Bonn 2009

⁴ This Child Protection Policy applies to Kindernothilfe e.V. and the Kindernothilfe Foundation in Germany. Kindernothilfe sister organisations in Austria, Luxembourg and in Switzerland will each develop their own Child Protection Policies.

of eighteen years unless under the law applicable to the child, majority is attained earlier". Together with the two additional Protocols, the Convention on the Rights of the Child provides a legal framework to enable countries to shape their own national laws to protect children. By ratifying the Convention on the Rights of the Child, states undertake to recognise and uphold the rights stated by the Convention. The Convention on the Rights of the Child spans multiple foundational principles of vital importance in the arena of child protection. Among them are the principle of child welfare, the principle of non-discrimination, the right to life and development as well as respect for the beliefs of a child. Three articles relate directly to child abuse (Arts. 19, 34, 39). In particular, article 19 requires "...legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation...".

For Kindernothilfe, the Convention on the Rights of the Child is the moral and legal foundation of its commitment to work with its partners to protect children and ensure their well-being in the projects it supports. The Convention on the Rights of the Child and its Optional Protocols⁵ thus serve as a legally binding frame of reference for this Child Protection Policy.

Definitions and types of abuse

"Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."⁶

Five main categories of child abuse were carved out of this definition.

Physical abuse – is actual or potential physical harm to a child or a failure to live up to the responsibility to protect a child from physical injury.

Sexual abuse – is any sexually motivated touching of a child, whether actual or threatened, including

all forms of sexual activities such as socially taboo touching, intercourse, etc., as well as activities that do not involve physical contact, such as showing the child pornographic material.

Emotional abuse – comprises the failure to provide an environment suitable for fostering the age-appropriate and psycho-social development of the child as well as persistent or serious verbal abuse, humiliation, debasement or rejection that negatively impact the child's spiritual behavioural development.

Exploitation – consists of the commercial or other use of the child through activities that the child performs for the benefit of a third party. These activities include exploitative child labour and child prostitution as well as any other activity that leads to the economic exploitation of the child, that is to the disadvantage of the child's physical or mental welfare, that prevents the child from receiving an education or damages the child's moral and psycho-social development.

Neglect – begins as soon as a child is denied the basic foundations for psycho-social development, including that relating to health, nutrition, clothing, shelter, education, etc.



⁵ „Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict“, „Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution and Child Pornography“, and „Optional Protocol on the Individual Complaints Procedure“

⁶ World Health Organization, „Report of the Consultation on Child Abuse Prevention“, Geneva 1999



2. Preventative measures

2.1 Code of Conduct for Kindernothilfe employees

The aim of the Code of Conduct for interacting with children is to take joint responsibility for the safety of children. A further aim is to protect Kindernothilfe employees and individuals who have access to children via Kindernothilfe from false allegations regarding their conduct towards children.

All Kindernothilfe employees must sign this Code of Conduct and comply with it (see Appendix 1). By signing the Code of Conduct, the person commits to actively contributing to creating and maintaining an environment that is safe for children. Every Kindernothilfe employee is responsible for observing and spreading awareness for the Code of Conduct.

Every person who signs undertakes:

- › to comply with Kindernothilfe's Code of Conduct for the protection of children.
- › to be responsible for observing, and spreading awareness for the Code of Conduct in his or her work environment as a Kindernothilfe employee.
- › to respond immediately to any concerns, allegations and incidents and to notify the Kindernothilfe Child Protection Team of them without delay.
- › to contribute to creating a safe, nurturing and empowering environment for children.
- › to take children's beliefs and concerns seriously and to foster their personal growth.
- › to treat all children with respect.
- › to follow the "two adult rule" whenever possible, which means making sure that another adult is present or nearby whenever individual training, education or medical treatment is taking place or whenever a child involved in a Kindernothilfe-sponsored project is a guest at the home of a Kindernothilfe employee. When an adult is having a private conversation with a child, care should be taken that both can be seen by a second adult. Whenever individual consultation or treatment is necessary, consent must be obtained from the child's legal guardian and another adult must be informed of when and where it will take place.
- › to respect at all times children's human dignity and their need to be protected when taking photographs, filming or writing reports for public relations work; in particular, this also applies to

handling address information with care and requiring this of third parties who receive information about children from Kindernothilfe or partners.

- › to use disciplinary measures that are free of violence and humiliation.

Every person who signs undertakes never:

- › to threaten, discriminate or intimidate children.
- › to abuse the power afforded by position or office on the life and well-being of a child.
- › to hit or physically assault a child in any other way.
- › to abuse or exploit a child sexually, physically or emotionally; in particular to never engage in sexual activities with a child or expose a child to any pornographic material.
- › to hug, pat, kiss or touch a child in any manner that is inappropriate or culturally insensitive.
- › to use any language that is inappropriate, taboo or abusive.
- › to make any sexual innuendo or suggestive act toward a child.
- › to provide a child with unsolicited help to perform intimate acts that the child can manage alone (such as accompanying the child to the toilet, bathing the child or changing clothing).
- › to spend a disproportionately large amount of time with a child away from other children.
- › to tolerate or facilitate illegal, dangerous or abusive conduct toward children.
- › to ask the child to perform a service or favour that is abusive or exploitative.

2.2 Code of Conduct for other groups of people

Kindernothilfe institutes measures to raise awareness as to how to interact appropriately with children for people who visit projects abroad via the organisation or who are involved in activities in Germany. This includes, sponsors, donors, foundation members, committee members, aid workers, volunteers, interns, consultants, translators and other people for whom Kindernothilfe arranges trips to projects where these people then come into contact with children.

Kindernothilfe ensures that, before they come into contact with children, these individuals have been informed of Kindernothilfe's child protection system and that they sign the appropriate Code of Conduct for interacting with children prior to embarking on

any trip where they are not accompanied by Kindernothilfe employees. This guidance is based on the Code of Conduct that applies for Kindernothilfe employees (see Appendix 2). If the person taking an unsupervised trip has not signed the document, Kindernothilfe will refuse to organise the trip.

Partners abroad and event organisers for activities in Germany (such as working groups or circles of friends) have a responsibility to comply with the Code, just as Kindernothilfe has. In order to achieve this, they are informed of the content of the Code of Conduct and they also receive continuing training. If the Code is violated at any point, Kindernothilfe is informed and the case management system (see chapter 3) is initiated. Donors that have a sponsorship involving personal letter exchanges are made aware of how to communicate directly with their sponsored child in an appropriate way and receive guidance on the matter (see Appendix 4).

2.3 Human Resources policy standards

2.3.1 Preventative measures in personnel policy

In the effort to ensure a safe environment for children, Kindernothilfe has instituted basic preventative measures as part of its Human Resources management. Kindernothilfe is aware that a conscientious hiring and selection procedure does not provide 100-percent protection against potential abusers, but it can serve to dissuade people who seek to gain access to children via Kindernothilfe in bad faith.

Recruiting and selecting employees

All employees have an obligation to actively contribute to creating a culture of safety not only for the children who are sponsored by Kindernothilfe, but also for themselves and the organisation.

New employees are recruited according to a consistent hiring procedure that takes into account child protection issues.

The hiring and selection procedure addresses the extent to which the vacant position entails direct contact with children and where the corresponding risks for inappropriate conduct might lie.

Job advertisements

All of Kindernothilfe's Job advertisements contain Kindernothilfe's clearly formulated personal commitment to protecting children.

Application procedure

All incoming applications are checked against clearly defined criteria using a check list. In the interview, the candidates are assessed according to the following interview guideline.

Interview guideline

The interview, regardless of the position that needs to be filled, contains the following paragraphs that must be complied with:

- > Explanation and check of the application documents for frequent changes of careers tracks or jobs without an obvious reason
- > Questions about the person's interest in the working environment and the posted job
- > Questions about the candidates' attitude toward Kindernothilfe's child protection measures



- › Questions about any other ideas the candidates might have about child protection or comments on examples of critical cases

Expanded police record report

All new and existing employees are required to submit an expanded criminal record report. This requirement is explained to employees and candidates.

The expanded criminal record report must be updated and submitted by all employees every three years.

Hiring

All new employees and contracting consultants receive the Child Protection Policy and are required to comply with the principles outlined within it. A signed copy of the Code of Conduct for Kindernot-hilfe Employees is also given to the Human Resource Department.

Recruiting and selecting volunteers, interns, and temporary staff

If the position and agreed responsibilities involve contact with children, the recruiting and selection process does not differ from the approach used to hire permanent employees or consultants.

HR recruiting and selection for humanitarian aid activities

An emergency situation generally involves pressure to act fast. Among other things, this means a short window of time in looking for adequate personnel. There is a risk that compromises are made when following the otherwise customary guidelines in response to the pressure to achieve success quickly.

In order to avoid exacerbating the already considerable risk of abuse or maltreatment that exists in any emergency situation, the same HR standards apply to immediate aid measures in recruiting and contracting (short-term) consultants as in other cases. Even for short-term hires, it is important that everyone that could have direct access to children be selected carefully. It can be extremely helpful to have access to the pool of trained consultants who have already been made aware of the issues.



2.3.2 Personnel development

All employees and short-assignment consultants for humanitarian aid undergo awareness training and receive continuing education in line with their responsibilities and roles on the issue of child protection. The subject also plays an integral role in terms of introductory events and continuing training on the child rights approach.

2.4 Communication standards

Kindernothilfe views public news coverage of international projects and activities within Germany as an important element in contributing to enforcing child rights, but it also holds the potential to violate child rights. In order to protect the involved girls and boys from the risk of violence or stigmatisation, Kindernothilfe ensures that any media⁷ content that is produced or circulated maintains the child's dignity and protects the child's identity. Kindernothilfe requires that every reporter⁸ complies with the general communication standards for protecting children and, when reporters are working with particularly at-risk children, the reporters employ additional protection measures.

2.4.1 General communication standards for protecting children

- All media content rests on the values of respect and equality, and preserves the dignity of the people described.
- Children are portrayed as multi-faceted individuals with a diverse range of potentials. Reducing children to a victim or other stereotypical role is avoided.
- Before creating media content, all the affected children are informed in an easy to understand way of its intended purpose and use.
- When creating media content, consent must be obtained from the affected children and their parents or guardians. For general reports about the project, this may be done orally by the reporters themselves or in advance by project employees. Reports about individual children require an extensive description of the intended purpose and use of the media content, and a written declaration of consent must be obtained from the child and his or her parents or guardian.
- The privacy of all people involved in the project or its environment is maintained at all times.
- Pseudonyms are always used for children unless stating the child's name is both in that child's

⁷ Media content comprises the depiction of a child and his or her environment in text, sound, image and film.

⁸ A reporter is anyone who reports about the work of Kindernothilfe in Germany or abroad. This includes Kindernothilfe employees as well as non-KNH journalists or donors and aid workers who report on Kindernothilfe work in a public blog or social network.



interest and consent has been obtained from the child and his or her parents or guardian.

- › Children must be adequately (in the context of their country) dressed. Special caution is required in taking and selecting pictures in countries in which children do not wear much clothing.
- › When describing the children's living situations, you must account for the social, cultural and economic context in order to demonstrate the complexity of the development situation.
- › The use of pictures saved in the Kindernothilfe database is similar to the principles described above, namely that publication must always conform to child protection principles (even if a subsequent declaration of consent can no longer be obtained from the child concerned).

2.4.2 Communication measures to protect children who are particularly at risk

Public press coverage of children who are especially at risk must include additional protective measures as these children could be put at greater risk of violence or stigmatisation. Particularly at risk children include, among others:

- › Children who were victims of abuse, sexual or otherwise
- › Children affected by HIV/AIDS
- › Children who were accused of or were perpetrators of a crime
- › Child soldiers or children who were soldiers
- › Asylum seekers, refugees or internally displaced persons
- › Traumatized children (after natural catastrophes, armed conflicts, etc.)

In such cases, the reporter needs to work with the people in charge of the project to assess the risk associated with the media content and its publication and adapt the description to the following scale:

Risk level 1: Low risk of violence or stigmatisation

Faces and information about the location can be published.

Risk level 2: Mid-level risk of violence or stigmatisation

Faces and information about the approximate location can be published.

Risk level 3: High risk of violence or stigmatisation

Any published faces may not be clearly identifiable, location information must be changed.

Where children are to be categorised in the risk scale depends on multiple factors that need to be determined on a case-by-case basis. When in doubt, the decision must always be made in the interests of the child's welfare. One factor, for example, is the child's immediate environment. For instance, how are HIV infections dealt with there? Making this sort of information public may stigmatise the child. The nature of the publication is also an important factor in determining the risk level. An article on the web, because of its global reach, may pose a greater risk to children than an article that only appears in print in a country far away from the project.

Public news coverage of humanitarian aid

Emergencies and catastrophes generally immediately involve reporting to the public. These occur in an environment in which children are subject to heightened risk because protection systems may have broken down and the pressure to show success in a project can mean children are marginalised.

That is why it is important in terms of humanitarian aid to observe general communication standards and to institute targeted measures for protecting especially at-risk children. The goal is to avoid stigmatising children affected by emergency situations, to prevent them from being subject to any further risk and to maintain their dignity in any reports in which they are included.



2.4.3 Non-KNH reporters' Declaration of Commitment

All non-KNH reporters are required to comply with child protection standards by signing the "Code of Conduct for non-KNH reporters" (see Appendix 4) prior to any project visit or activities in Germany.

The Code contains, in addition to the communication standards mentioned above, guidelines on how to appropriately interact with children and a recommendation on how to create, store and circulate media content.

Kindernothilfe employees and partner staff are required to report to Kindernothilfe any violation of these guidelines, including all complaints and concerns regarding inappropriate or intrusive media content.



3. Case management system

Kindernothilfe has an institutional system for dealing with and prosecuting cases of suspected child abuse and maltreatment. The goal of the case management system is to enable an appropriate and speedy investigation of any given case and to identify cases of abuse and maltreatment early on. It should also be ensured that the affected children are protected and that they are offered access to special support in order to guard against any further injury to them. Decision makers in the child protection system are provided with a frame of reference and the flow of information to relevant parties is ensured. All Kindernothilfe employees are aware of this system. Furthermore all partners, including the individual projects supported by Kindernothilfe, are informed of its existence, the system's processes and the parties to it. Children in supported projects receive an explanation of the system's purpose and background and are involved in establishing the system as part of the project activities. The welfare and safety of the child serve as the foundation for all the decisions made within the case management system.

3.1 Kindernothilfe case management system: structure and parties

3.1.1 The Child Protection Officer and the Child Protection Team

Within Kindernothilfe the Child Protection Team is managed by the Kindernothilfe Child Protection Officer appointed by the Board. The Child Protection Team ensures that the reported cases of suspected abuse and maltreatment are thoroughly investigated, prosecuted and appropriately documented. The team also ensures that the necessary steps for protecting the affected child are initiated. Regular reports from the Child Protection Officers of partner organisations enable Kindernothilfe's Child Protection Team to monitor how the child protection system works down to the project level.

In addition to the Child Protection Officer, the mixed-gender Child Protection Team includes an officer who is a permanently appointed member of the Board as well as an appointed person from the overseas department in whose jurisdiction the case

arose. As such, there are always three people who are active in any case of suspected abuse and they have to keep one another informed and make decisions together. A deputy Child Protection Officer is designated from the individuals named by the overseas departments; these individuals in turn have deputies at the overseas departments.

All of these people are employees trained in child protection who have related expertise. They also receive training on a regular basis. They are required to handle the reported cases in the strictest confidence and to protect the identity of the concerned child, informer and accused appropriately. If members of the Child Protection Team have a personal relationship with anyone suspected of child abuse, they will be replaced by the deputy to avoid any conflict of interest. The Child Protection Officer has a duty to document each case of suspected abuse in writing up until it is closed.

3.1.2 The Child Protection Ombudsperson

Cases of child abuse and maltreatment can also be reported outside Kindernothilfe structures. To do so, an individual who is not affiliated with Kindernothilfe, namely the Child Protection Ombudsperson, is involved by the Board of Kindernothilfe. The Ombudsperson should have both a background in criminal law as well as expertise in psycho-medical victim support.

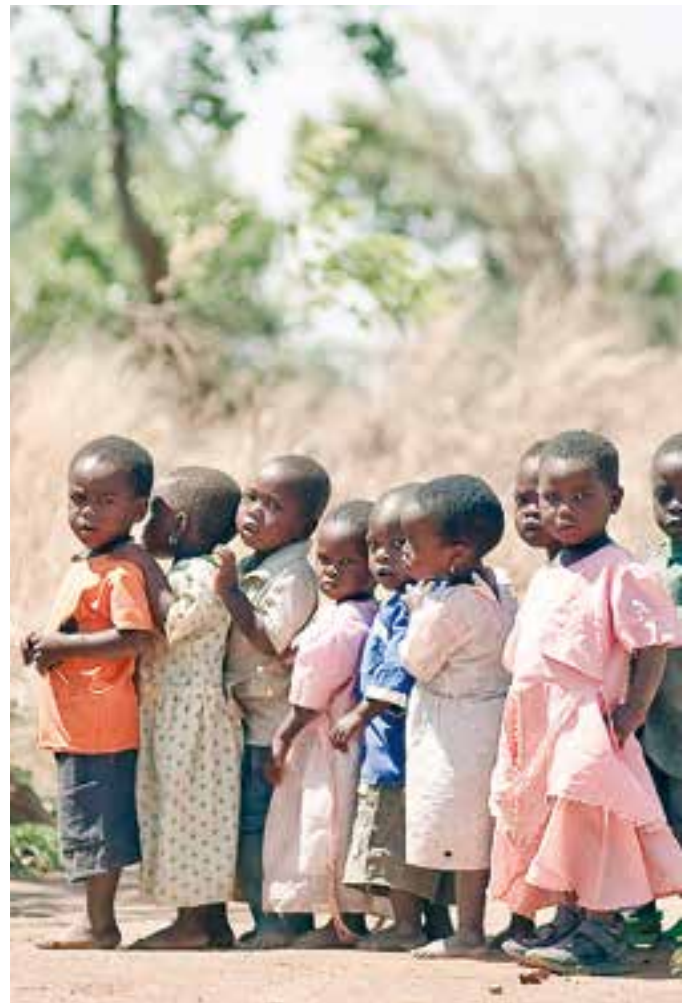
The involvement of the Ombudsperson is generally necessary in cases of abuse involving individuals at the executive or management level, or in the Child Protection Team of Kindernothilfe or its partners, or where cases of suspected abuse are not being prosecuted. The role of the Ombudsperson is to prevent the existing hierarchies and relationships of reliance from getting in the way of resolving cases of suspected abuse.

The Child Protection Officer must inform the Ombudsperson of all cases that arise. In particularly serious cases and where there cases of suspected abuse involve accusations against Kindernothilfe employees, the Child Protection Team should involve the Ombudsperson in the investigation and seek legal counsel in assessing conduct that could be relevant in criminal proceedings.

3.1.3 Parties outside of Kindernothilfe

On the partner level, the various Child Protection Officers serve as the liaison between the Kindernothilfe Child Protection Team and the projects that it sponsors. At the project level, the child's direct contacts are a project employee serving as Child Protection Officer as well as other trusted individuals from the direct environment who have been identified by the child.

Partners are also required to name a Child Protection Ombudsperson as part of their child protection system who can contact Kindernothilfe's Child Protection Team directly. Kindernothilfe's coordination structure abroad (Kindernothilfe offices, country coordinators, etc.) are also parties that play a special role in the case management system. They serve as liaisons between the partners and Kindernothilfe and can gather information, get local institutions involved, or manage or support preliminary investigations.



3.1.4 The Child Protection Task Force

The members of the Child Protection Team (Child Protection Officer, Board member and representative of the overseas department concerned) consult with one another and decide which people will need to be involved when there is clear cause for suspicion and who will become members of the case-specific Child Protection Task Force. Depending on the individual circumstances of the case, the Task Force can generally include representatives of all Kindernothilfe departments. In particularly serious cases of suspected abuse, it will regularly be the disciplinary supervisor of the affected employee, Human Resources and the Press Office.

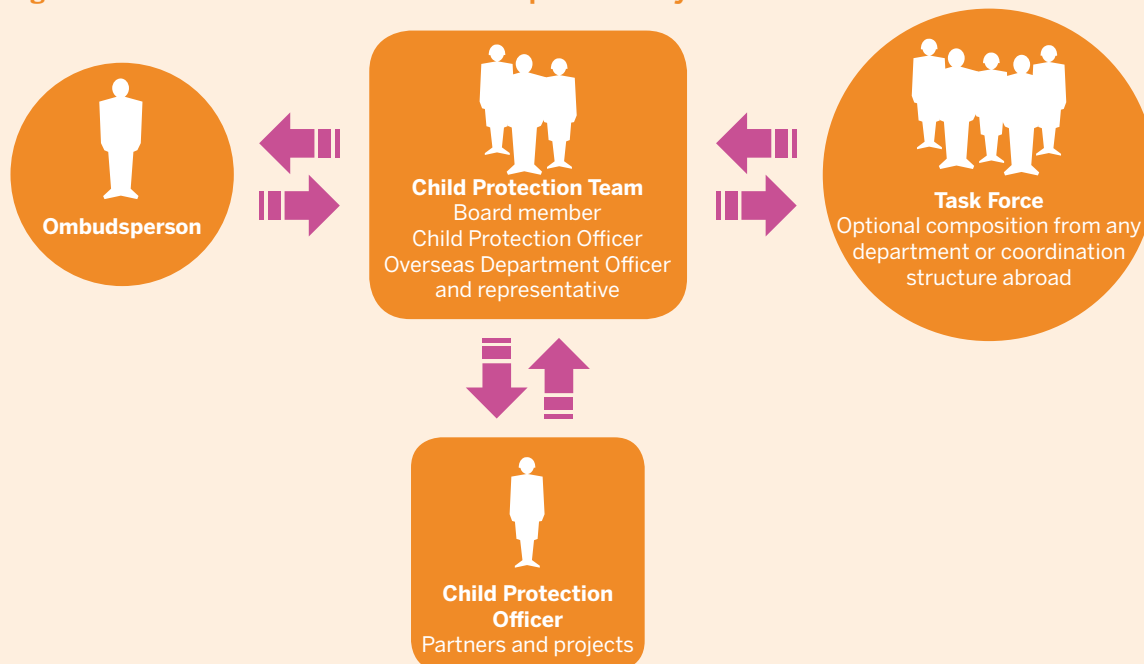
It is left to the discretion of the Child Protection Team what other people are to be involved who will in turn be required to keep the reported case in the strictest confidence and to adequately protect the identity of the affected children, informants and the accused. Where a case of suspected abuse occurs abroad, the partner's Child Protection Officer or Ombudsperson or representatives of Kindernothilfe's coordination structures (Kindernothilfe offices and coordinators) can also become members of the Task Force and be given responsibility for certain resolution and protection measures.

3.2 Making a charge, report and prosecution of cases of suspected abuse

A charge of suspected abuse can be reported to the Child Protection Team over different channels and people. It can reach Kindernothilfe from the project level via the partner level, possibly with the involvement of coordination structures. It can also be raised to Kindernothilfe employees directly from the project level or, as can be the case with a project visit, directly from children themselves. The Ombudsmen of the partners or of Kindernothilfe, as well as other people who have taken part in events in Germany, can also report cases of suspected abuse to the Child Protection Team. It is important that the Child Protection Team immediately and confidentially relay the next steps to the parties from whom they received information or whom they absolutely need to get involved. This does not preclude other levels from being involved in resolving a case of suspected abuse. This decision is left to the discretion of the Child Protection Team when the case-specific Task Force is formed.

Generally there are two different case structures. The first concerns a case of suspected abuse involving individuals from Kindernothilfe's staff or people who gained access to children via Kindernothilfe, such as journalists, sponsors,

Figure 1: Parties of the Kindernothilfe child protection system





donors, volunteers, committee members, consultants, etc. (see figure 2). The second option is a case of abuse concerning individuals from a partner organisation or people who have gained access to children via partners (see figure 3).

3.2.1 Cases of suspect abuse involving Kinderothilfe employees or people who have gained access to children via Kinderothilfe

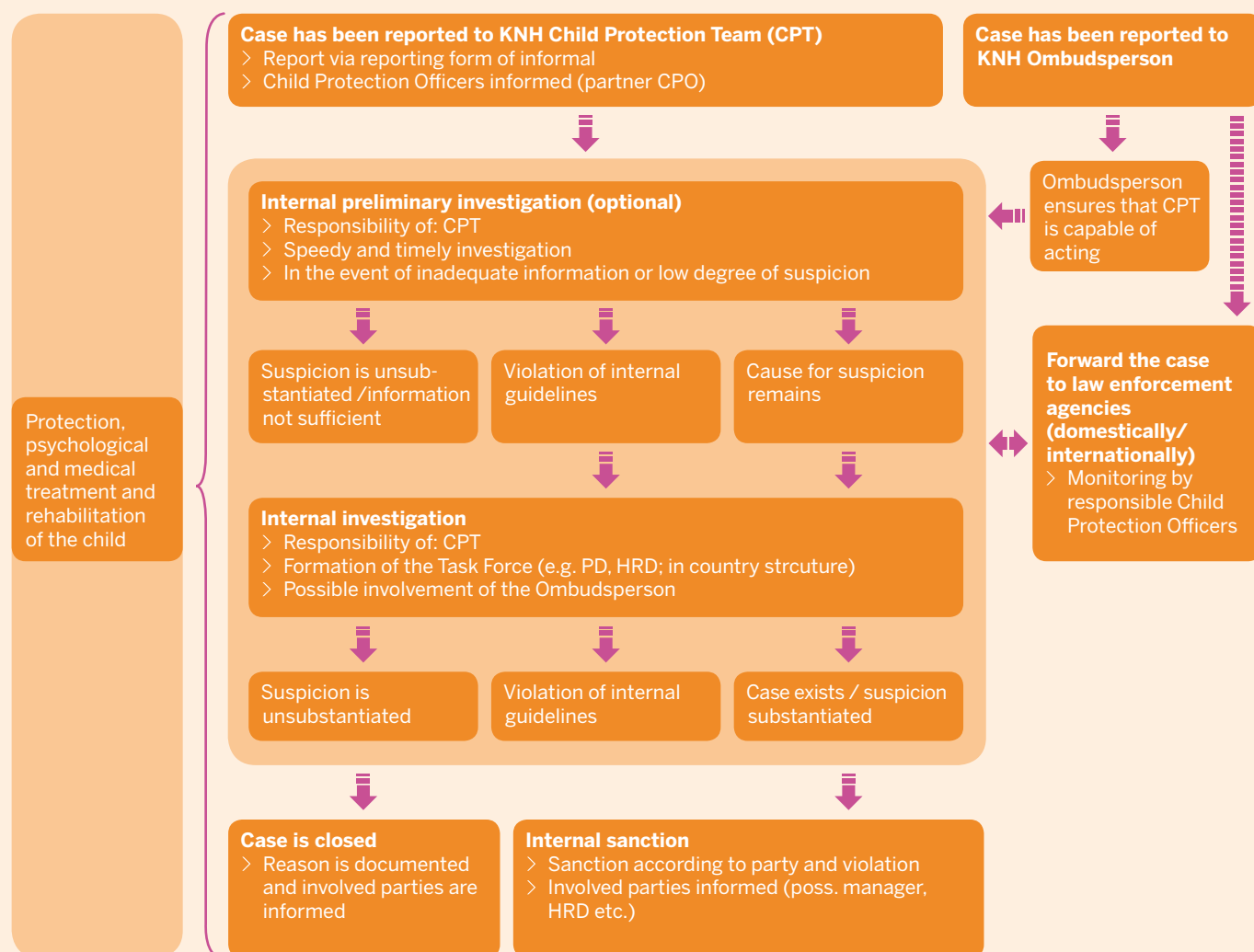
When a case of suspected abuse is reported to Kinderothilfe's Child Protection Team, the team needs to make a decision immediately about how to proceed. All incoming reports must be processed quickly and directly. The next steps will depend on the seriousness of the reported case as well as how much information is available about the specific case of suspected abuse. When a case of suspected

abuse occurs abroad, the partner's Child Protection Officer must be informed immediately and the next steps must be coordinated.

Internal preliminary investigation

The preliminary investigation is initiated when there is insufficient information available. The goal of the investigation is to gather any missing information and to complete the charge in the format that has been developed for reports (see Appendix 5). The investigation also serves as the foundation for a fast decision-making process, especially when the suspicion can be put to rest at that point. Different people on the partner and project levels as well as individuals from the coordination structure can be involved in carrying out the preliminary investigation. It is important that the investigation be conducted immediately and in a case-specific manner.

Figure 2: Cases involving KNH employees or people who have gained access to children via KNH



The preliminary investigation can lead to three findings:

- > **Suspicion is unsubstantiated**
The case is documented in writing as closed and the involved parties are informed.
- > **Violation of internal guidelines**
If the internal Code of Conduct or other Kindernothilfe guidelines have been breached but nothing has occurred that could instigate criminal proceedings, a sanction will be issued corresponding with the individual's relationship with Kindernothilfe. When Kindernothilfe employees are involved, disciplinary measures may be instigated; where donors are concerned this may mean prohibiting any future project visits.
- > **Cause for suspicion remains**
If it is determined that cause for suspicion remains that could result in criminal proceedings, another extensive internal investigation is initiated.

Internal investigation

The internal investigation is spearheaded by the Child Protection Team. The purpose and goal of the internal investigation is to conclusively resolve reported cases of suspected abuse. The internal investigation proceeds according to the "Guidance on Internal Investigations". The Child Protection Team decides what other parties need to be involved in the investigation going forward. That may include people within Kindernothilfe as well as the partner's Child Protection Officers or representatives of the coordination structures (Task Force). Other expert knowledge such as child psychologists and legal consultation is always obtained as necessary.

Questioning the child and other witnesses with professional support is mandatory. Corresponding protective measures for the affected child must be initiated and maintained. If it is determined that the suspicion is unsubstantiated or if there is a breach of Kindernothilfe's internal guidelines, the cases are documented as stated in the preliminary investigation.

Forwarding to law enforcement agencies

If it is suspected that a case may necessitate criminal proceedings, the case is forwarded immediately to the responsible law enforcement agencies.

Responsible law enforcement agencies can be both international or German state bodies. The decision to involve state officials outside of Germany may need to be assessed in cases where there are concerns that there will be no legal proceedings. If the suspected abuser is outside of Germany, he or she should be asked to contact the German Embassy immediately in his or her own best interests to arrange legal assistance. The Child Protection Officer's duty is to follow the case and document it in writing. After the proceedings have come to a close, all of the involved parties are informed of the findings. Kindernothilfe-specific sanctions are based on the catalogue of measures that has been developed and are determined in line with abuser's personal relationship to Kindernothilfe.

3.2.2 Cases of suspected abuse involving a partner's employees or people who have gained access to children via a partner

Generally the partner's case management system is responsible for the structure of the case and it should function similarly to internal case management. Written documentation is mandatory for all cases that arise.

Partners' duty to report

Kindernothilfe should be informed, at the very latest, in the narrative annual report of cases of suspected abuse which, after investigation by the partner's child protection staff, have been found to be unsubstantiated or which do not involve any breach of the partner's internal guidelines.

Cases of suspected abuse that involve conduct that could be relevant to criminal proceedings should be reported to Kindernothilfe's Child Protection Team right when the investigation commences. The Child Protection Team can then initiate support measures, particularly those relating to keeping the child safe and providing care. Until the case has been concluded, the partner has a duty to keep Kindernothilfe's Child Protection Team informed of any and all steps being taken.

The Child Protection Team should also be informed immediately if there is any peak in cases of suspected abuse or violations of internal guidelines that indicate that children may no longer be safe from violence and abuse in the project environment.



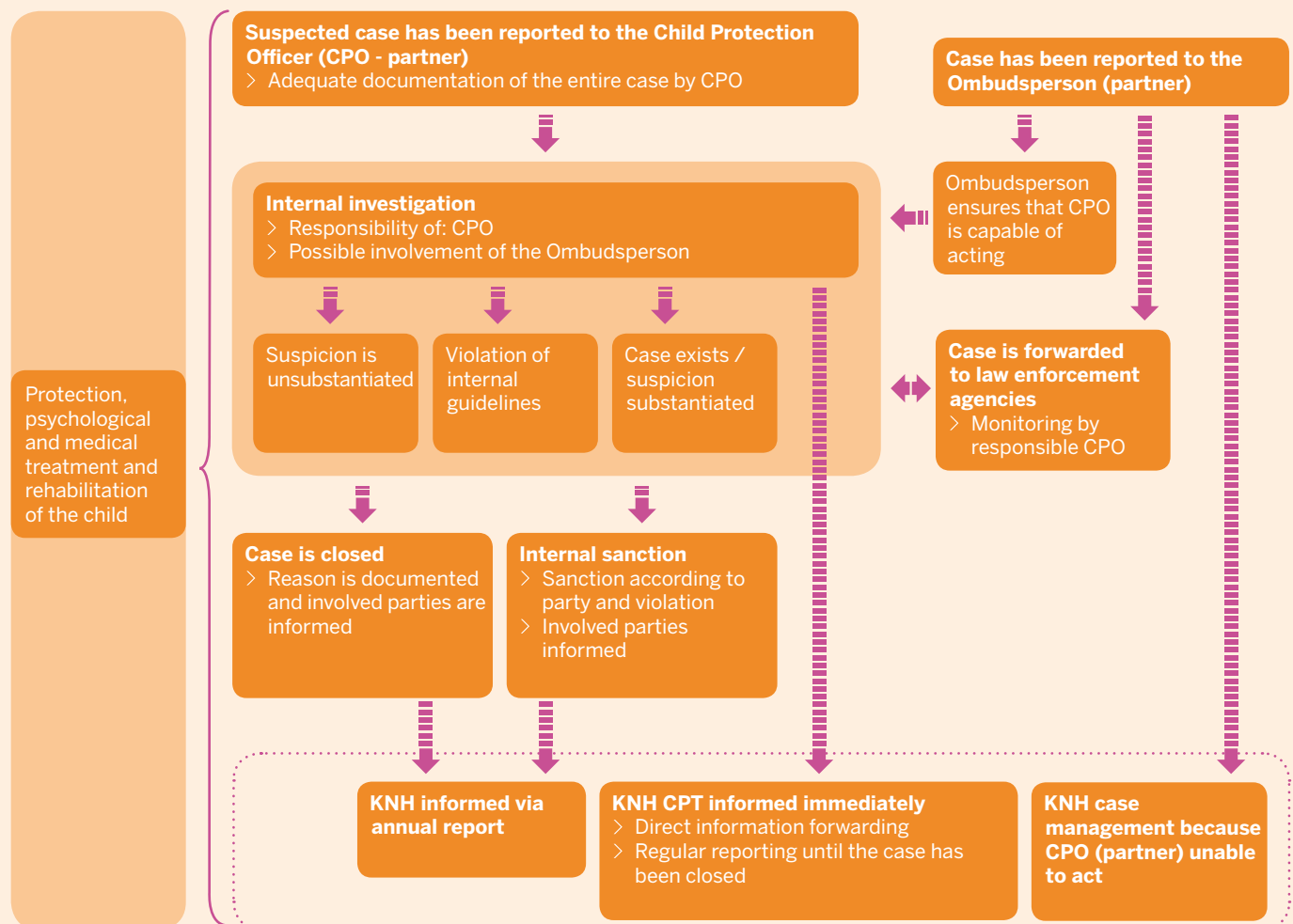
state or non-governmental institutions are involved in order to ensure that the child is afforded the greatest possible degree of protection. This applies in particular to institutional care facilities. It is generally ensured that the individuals suspected of abuse can no longer attempt to have any contact with the child or children whatsoever. The child's environment (guardian and/or family) is informed immediately and also provided with support to create a safe environment for the child.

The measures required to do so are initiated and monitored by the person responsible for resolving the case. Necessary financial resources are provided by Kindernoithilfe. The child and its environment receive in-depth information about the course of the investigation and the decided measures to be taken against the person suspected of abuse.

3.3 Protective measures for affected children

The child affected in cases of suspected abuse requires immediate protection by project employees or trusted individuals in the child's environment. This child is told immediately how things will proceed. Where necessary trained psychologists are involved and medical care measures are initiated, and other

Figure 3: Cases involving a partner's employees or people who have gained access to children via a partner



4. Implementation with partners abroad

Because Kindernothilfe collaborates with local partners to institute all of the programmes and projects outside of Germany by providing a portion of the financing and supporting the programme, Kindernothilfe must ensure that its cooperation partners also implement child protection mechanisms. Kindernothilfe's Child Protection Policy is geared towards the standards of the Keeping Children Safe Coalition. These standards should apply to partners' Child Protection Policies as well.

It is particularly important that Kindernothilfe's case management systems and those of its partners consistently interlock in order to seamlessly resolve and prosecute cases of suspected abuse and maltreatment in projects and to ensure that the safety of the affected children can be guaranteed throughout every phase of the investigation.

The work to prevent and raise awareness for child abuse with children and their entire environment can only be achieved through close cooperation between Kindernothilfe and its partners.

4.1 Requirements for partners

4.1.1 Declaration of commitment

Each partner's declaration of responsibility for child protection is part of the General Agreement with every partner.

A key part of the declaration is that the partner accepts its duty to implement an extensive and codified Child Protection Policy .

If the partner does not yet have a Child Protection Policy in place that corresponds to the standards described below, it must agree to develop and implement a Child Protection Policy or the missing parts of such a policy within a period of two years.

4.1.2 Standards for partners' Child Protection Policies

Organisational analysis

The partner's Child Protection Policy is based on a detailed analysis of the dangers and risks of cases of child abuse or maltreatment arising in the context of the project work. The analysis takes into account the individual characteristics of the partner and the implemented project type (institutional project, joint development project, Children at Risk project, etc.) as well as local conditions.

Elements of a Child Protection Policy

A partner's Child Protection Policy should contain at least the following elements:

Introduction

- › Purpose and scope of the Child Protection Policy
- › Definition of abuse and maltreatment
- › Legal framework

Preventative measures

- › Code of Conduct for employees
- › Standards for the organisation's Human Resource policies (recruiting, hiring, training)
- › Communication standards (press, fundraising, etc.)
- › Code of Conduct for people who are connected to the organisation (financing providers, individual donors, committee members, volunteers, etc.)

Case management system

- › Naming a Child Protection Officer and an Ombudsperson at the partner level as well as a Child Protection Officer at the project level
- › Accessibility of these individuals for children, employees and the project environment
- › System for reporting, making a charge and prosecuting cases of suspected abuse with a clearly laid out division of responsibilities and communication processes
- › Protection system for affected children

Documentation and development

- › Regular revision of the Child Protection Policy
- › Ongoing training on the Child Protection Policy for employees and individuals in the partner environment



In particular, it must be ensured that the partner's case management system interlocks with Kindernothilfe's case management system. This means that there is an exchange of information when a new partner or project is brought on board.

Child protection in project work

It is also expected that the partner's project work contributes to protecting children both in the project itself as well as in its environment from abuse or maltreatment and that cases of abuse and maltreatment are prosecuted in a cultural and legal context.

Related project components are expected and encouraged in applications for new projects and as part of existing collaborations.

Child participation and empowerment

It is vitally important that children are involved in devising and implementing child protection activities. Within their Child Protection Policies and their project proposals, partners must present a concept as to how they will contribute to empowering children so that they can better protect themselves from abuse and maltreatment. This work with children must be accompanied by appropriate educational and awareness-raising measures for parents, teachers, community members and other relevant parties.

Requirements for partners and project proposals

- › Documentation of the organisational analysis
- › Child Protection Policy pursuant to the aforementioned standards
- › Project documentation: Clear designation of relevant child protection measures in which children can actively engage, of activities to empower children and to raise awareness amongst relevant parties

4.2 Providing partners with support and consultation

If collaboration with a partner begins or a new project is approved, Kindernothilfe expects that its requirements for partners and the project proposal will be fulfilled.

If the partner provides reasons as to why some requirements have not yet been fully met and it agrees to make up for the missing steps in its collaboration with Kindernothilfe, the partner will receive training and support from Kindernothilfe or other organisations competent in this respect.

Kindernothilfe also has developed a broad training programme for partners as part of its country-specific needs analysis in order to help them meet Kindernothilfe's requirement relating to child protection. Over a two-year period, the goal of this training programme is for partner employees:

- › to know the legal framework for child protection, to be able to locate and understand child protection in terms of how the issue is manifested in their national and local context.
- › to know the different forms that child abuse and maltreatment can take, as well as clear prevention strategies.
- › are capable of drafting Child Protection Policies for their different organisations.
- › to put a Child Protection Policy into effect in their organisations.
- › are able to empower children so that they can better protect themselves.



5. Documentation and development of the Child Protection Policy

The Child Protection Team meets on a regular basis to consult with one another on cases and developments that have arisen relating to child protection, to provide each other with information and to plan continuing training events for employees. The purpose of these efforts is to foster an ongoing internal learning process as to how to improve Kindernothilfe's child protection system.

Every individual case is documented according to the provided forms and is laid out according to the different case templates. Documentation is the responsibility of the Child Protection Officer who has a duty to submit to the Board of Kindernothilfe an annual status report which has been coordinated with the Child Protection Team. The report contains data from ongoing work as well as proposed changes for handling future cases. Documentation and reporting ensures and monitors the transparency of the Child Protection Team.

Kindernothilfe's Child Protection Policy must be revised at least once every three years. The revision is based on the analysis of data relating to internal child protection practice as well as external changes to child protection standards that apply internationally.

Appendices:

Appendix 1:

Code of Conduct for Kindernothilfe employees

Appendix 2:

Information for people visiting projects abroad

Appendix 3:

Guidelines for interacting with children in a volunteer capacity

Appendix 4:

Code of Conduct for non-KNH reporters

Appendix 5:

Form for reporting suspected cases of child abuse or maltreatment



Code of Conduct for Kindernothilfe employees

Kindernothilfe is committed to ensuring that children are protected from abuse and maltreatment within the organisation, at events and in connection with its work within in-country structures. Accordingly, preventative measures have been instituted within the organisation and for sponsored projects to minimise the risk of violence and abuse. The aim of the Code of Conduct for interacting with children is to ensure Kindernothilfe employees work together to take responsibility for the safety of children.

Name:

Position:

By signing this document, I agree

- › to comply with Kindernothilfe's child protection guidelines.
- › to be responsible for observing and spreading awareness for the Code of Conduct in my work environment.
- › to respond immediately to any concerns, allegations and incidents, and to notify the Kindernothilfe Child Protection Team without delay.

In this respect, I will

- › contribute to creating a safe, nurturing and empowering environment for children.
- › take children's beliefs and concerns seriously and foster their personal development.
- › treat all children with respect.
- › follow the „two adult rule“ whenever possible, which means making sure that another adult is present or nearby whenever individual training, education or medical treatment is taking place or whenever a child involved in a Kindernothilfe-sponsored project is a guest at the home of a Kindernothilfe employee. When an adult is having a private conversation with a child, care should be taken that both can be seen by a second adult. Whenever individual consultation or treatment is necessary, consent must be obtained from the child's legal guardian and another adult must be informed of when and where it will take place.
- › respect children's human dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work; in particular, this also applies to handling personal data with care and requiring that this is also respected by third parties who receive information about children from Kindernothilfe or partner organisations.

I will also refrain from any and all forms of threats, discrimination, physical or verbal abuse or intimidation. This means that I will never

- > abuse the power afforded to me by my position or office or abuse my influence on the life and well-being of a child.
- > strike a child or assault them physically in any way; disciplinary measures will never entail violence or humiliation.
- > abuse or exploit a child sexually, physically or emotionally; in particular I will never engage in sexual activities with a child or expose it to any pornographic material.
- > hug, pat, kiss or touch a child in any manner that is inappropriate or culturally insensitive.
- > use any language that is inappropriate, indecent or abusive.
- > direct any sexual innuendo or suggestive act toward a child.
- > provide a child with unsolicited help to perform intimate acts that the child can manage alone (such as accompanying the child to the toilet, bathing the child or changing the child's clothing).
- > develop a relationship with children that could be regarded as exploitative or abusive.
- > spend a disproportionately large amount of time with a child away from other children.
- > tolerate or facilitate illegal, dangerous or abusive conduct toward children.
- > ask for a favour or service that could be viewed as abusive or exploitative towards children.

Date:

Location:

Signature:

Information for people visiting projects abroad

Would you like to visit a Kindernothilfe project? You may well have the opportunity to do so. Children really enjoy getting to know donors from Germany. And by visiting a project on site, you can see the developmental progress of the children and the project first hand. A visit is always an enriching experience and it can help to build bridges between different cultures.

This informational sheet is designed to provide you with some helpful information. At the end of the day, a lot of work needs to go into a project visit to make sure it is a positive experience for everyone involved. In addition to the important guidelines that we have instituted to protect children, we also have some organisational tips for your project visit.

As an organisation dedicated to children's rights, Kindernothilfe bears special responsibility for the girls and boys of this world. It is our highest priority to ensure the well-being, protection and safety of the children in our projects at all times.

As a Kindernothilfe donor, you will come into contact frequently with children during the project visit you are planning, and so we would like to inform you about our guidelines for protecting children and visiting our projects over the next several pages. We kindly request, that you read them through carefully and sign to confirm that you are not only aware of them, but that you will also follow them.

Naturally you can contact us at any time should you have any questions. Please also feel free to bring up anything you might be unsure of due to an unfamiliarity with other cultures. We are happy to help.

In any case, we would like to take this opportunity to wish you an unforgettably positive experience – not only for you, but also for the employees, children and young people involved in the project.

Before the visit:

- › Whenever you plan a trip, please find out about any precautionary health measures and entry requirements for the country you are going to well in advance of your trip.
- › For a project visit, please contact us at least one month beforehand. That way we can tell everyone involved on location about your visit. We certainly will also have a few helpful tips for your trip.
- › You will receive a local contact address from us. Before your trip, please use this point of contact to get information about your visit and to make other arrangements.
- › You should let this person know exactly when you will be travelling and how many people will be arriving.
- › You are responsible for covering all the costs directly or indirectly associated with your journey and stay. This also applies to any interpreters who might be required. We work with our partners to help as many children in need as possible by stretching donated funds as far as possible. Accordingly, tight cost calculations do not permit us to reimburse receipts for transport, accommodation or telephone costs and other services – even as a one-off exception. If our partners are willing in exceptional circumstances to temporarily cover an expense, we kindly request that you settle any amounts on location.
- › Generally it is not possible to provide accommodation on project premises.

General rules during your visit:

- › Donors are guests and visitors to the project and not delegates from Kindernothilfe. Accordingly, we kindly request that you refrain from getting involved in project matters and avoid conflicts or complaints with project staff. You should also refuse any request for money as a rule.
- › Please observe project rules during your visit. Comply with local employees' requests. We are happy to address any critical experiences or observations with you once you get back.

- › The visit should be tailored to the children's general day-to-day routine so that it is not a disruption for the rest of the community.
- › Please refrain from smoking or consuming alcoholic drinks while on project premises or in the presence of children.
- › Respect children's religious beliefs and do not attempt to influence them in any way.
- › When you come into contact with children, a project staff member must be present at all times. Our project partners require this for legal reasons related to liability. Activities outside the project (e.g. field trips with a sponsored child) could be cause for unpleasant suspicion, even if these concerns prove to be unfounded.
- › If you would like to take a picture of anyone, particularly children, during your project visit, you may do so only after obtaining permission from the people in charge of the project and the children. This has to do in part with tightened legal requirements locally, though it also serves to protect children. When taking pictures, always respect the child's human dignity and need to be protected. Do not take pictures of children who are inappropriately clothed. Please also respect the child's personal rights by not posting any photos online after your trip (Social Media, etc.).
- › We request that you wear clothing that is appropriate for the country you are visiting and that you avoid drawing any unnecessary attention to your personal wealth by what you wear (such as expensive jewellery) or by spending conspicuous amounts of money.
- › In general, you should refrain from giving gifts to children or families involved in the projects. An alternative to individual gifts could be holding a small party or donating some equipment to the project (such as contributing game or sports gear) that all of the children in the project can enjoy. If you have any questions, we are happy to offer some advice before your trip.

Kindernothilfe performs its important work for the benefit of disadvantaged children in light of the specific state, religious and sociocultural background of the country. This includes treating people's feelings, values and customs carefully, not damaging their sense of self-worth and not widening the gap between rich and poor.

With your visit, you can help to build bridges of understanding and support Kindernothilfe's work. We would like to take advantage of this early opportunity to wish you a pleasant and safe journey filled with many unforgettable people and experiences.

With my signature I confirm that I am aware of Kindernothilfe's information regarding project visits and that I will abide by it.

First and last name:

Address:

Location/Date:

Signature:

Guidelines for interacting with children in a volunteer capacity with Kindernothilfe Protecting children from abuse and maltreatment

I. Background

In every country and society, girls and boys are affected by sexual violence, abuse, maltreatment and exploitation. As an aid organisation, Kindernothilfe bears special responsibility in this respect. In its work around the globe, one of its roles is to strengthen children's rights and improve their development opportunities. However Kindernothilfe and its partner organisations are also subject to a heightened risk that potential abusers could seek to gain access to children through their organisation. For many years, Kindernothilfe has been concentrating its efforts to protect the children and young people in their projects from abuse and maltreatment and to increase awareness for the issue of child protection, both within Germany and abroad.

That is why Kindernothilfe created a child protection policy for its work. As part of this process, all employees are given guidance on how to prevent abuse and maltreatment, ways to report concerns and cases of suspected abuse and how to deal with perpetrators in the event of abuse or maltreatment.

II. Child protection in volunteer work

As a volunteer, you are an important multiplier for Kindernothilfe's work. At events and campaigns, you will come into contact with children frequently. These may include city or community festivals, religious services for children, school visits or benefit events. Many of volunteers also take advantage of the opportunity to visit the project you are supporting and to see the work we do locally first hand.

You play an important role in helping us live up to our responsibility for ensuring that children are safe. We also want to give our volunteers tools to help them to respond appropriately in the event of suspected abuse. Your conduct at events in Germany and when travelling to project countries can make a decisive contribution to ensuring that children's right to be protected from abuse and maltreatment is not infringed. Only by paying close attention and by being aware about threats to children can we work together to prevent potential abusers from seeking to use our work to gain access to children.

That is why we kindly request that all of volunteers carefully read the following guidelines. Please sign the document to confirm that you are aware of the guidelines and will abide by them.

Within my volunteer work in Germany, I will

- > treat all children with respect.
- > contribute to creating a safe, nurturing and empowering environment for children.
- > take children's beliefs and concerns seriously.
- > follow the „two adult rule“ whenever possible, which means making sure that another adult is present or nearby whenever individual conversations or school events with an individual are taking place. Whenever individual consultation or treatment is necessary, consent must be obtained from the child's legal guardian and another adult must be informed of when and where it will take place.
- > respect children's human dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work; in particular, this applies to handling personal data with care and requiring that this is also respected by third parties who receive information about children from Kindernothilfe.
- > take care when describing Kindernothilfe's project work that all media content is in keeping with the values of respect and equality and that it respects the dignity of the people depicted. I will provide thoughtful, detailed and honest descriptions of children and their living environments. I will portray children as multi-faceted individuals with a diverse range of potentials. I will avoid reducing them to a victim or other stereotypical role in my descriptions.
- > keep the names of children and young people involved in a Kindernothilfe project anonymous in all activities (including on the internet) for their protection. In any description outside of KNH, I will use false names. In individual cases, I will coordinate the description with Kindernothilfe employees, as it may be necessary to refrain from stating the precise location of where the children live.

By signing this, I acknowledge that the guidelines for interacting with children in a volunteer capacity for Kindernothilfe and confirm that I will abide by them. Furthermore I will respond immediately to any concerns, allegations and incidents and notify Kindernothilfe of them without delay.

First and last name:

Working group / circle of friends:

Address:

Location/date:

Signature:

Code of Conduct for non-KNH reporters

Project reporting – guidelines and recommendations for journalists

Kindernothilfe welcomes and supports news reporting on its work in Germany and abroad. It makes an important contribution to obtaining our goal of enforcing children's rights worldwide. The utmost priority in every activity is the welfare, protection and safety of children. In order to ensure that these values are respected in your reports, we kindly ask that you adhere to our guidelines for project visits and communication standards and sign them. We operate under the assumption that your work will abide by the German Press Code; our communication standards serve as an ethical compass for the particular challenges posed by reporting on issues affecting children, some of whom live under difficult conditions. To help you to find the most successful approach to your work, we also have some practical recommendations for you.

1. General guidelines for project visits

- You are a guest and a visitor to the project and not a Kindernothilfe delegate. Accordingly, we kindly request that you refrain from getting involved in project matters and avoid conflicts or complaints with project staff. You should also refuse any request for money as a rule.
- Please observe project rules during your visit. Comply with local employees' requests. We are happy to address any critical experiences or observations with you once you get back.
- The visit should be tailored to the children's general day-to-day routine so that it is not a disruption for the rest of the community.
- Please refrain from smoking or consuming alcoholic drinks while on project premises or in the presence of children. When visiting the families of children who are sponsored by Kindernothilfe, you should comply with local social customs. It is best to ask project employees about these customs before you go.
- Respect the children's religious beliefs and refrain from attempting to influence them at all, especially where these children are not Christian.
- When in contact with children, you must be within eyesight of a project employee at all times, or within earshot. We ask this not only for reasons relating to the project partner's liability, but also for your own protection: activities outside the project (e.g. field trips with only one child) could give rise to unpleasant suspicion, even if these concerns prove to be unfounded.
- If you would like to take a picture of anyone, particularly children, during your project visit, you may do so only after first obtaining permission from the people in charge of the project. This has to do in part with the strict legal requirements locally, though it also serves to protect children.
- We request that your clothing is appropriate for the country you are visiting and that you avoid drawing any extra attention to your personal wealth by what you wear (such as expensive jewellery) or by spending conspicuous amounts of money.

2. Communication standards

- › All media content rests on the values of respect and equality, and preserves the dignity of the people described.
- › Portray the children as multi-faceted individuals with a diverse range of potentials, and refrain from reducing them to victims or other stereotypical roles.
- › Before creating media content, inform the affected children and their parents or legal guardians about its purpose and how it will be used in an easy-to-understand manner.
- › When creating media content, consent must be obtained from the affected children and their parents or guardians.
- › The privacy of all the people involved in the project or its environment must be maintained at all times.
- › Always use pseudonyms for the children unless stating the child's name is in that child's interest and you have obtained his or her express consent.
- › Children must be adequately (in the context of their country) dressed. You need to be particularly cautious when taking and selecting pictures in countries in which children do not wear much clothing.
- › When describing the children's living situations, you must account for the social, cultural and economic context in order to demonstrate the complexity of the development situation.

Communication measures to protect children who are particularly at risk

Public press coverage of children who are especially at risk must include additional protective measures as these children could be put at greater risk of violence or stigmatisation. Particularly children at risk include, among others:

- › Children who were victims of abuse, sexual or otherwise
- › Children affected by HIV/AIDS
- › Children who were accused of or were perpetrators of a crime
- › Child soldiers or children who were soldiers
- › Asylum seekers, refugees or internally displaced persons
- › Traumatized children (after natural catastrophes, armed conflicts, etc.)

In such cases, the reporter needs to work with the people in charge of the project to assess the risk associated with the planned media content and its publication and adapt the description to the following scale:

Risk level 1: Low risk of violence or stigmatisation

Faces and information about the location can be published.

Risk level 2: Mid-level risk of violence or stigmatisation

Faces and information about the approximate location can be published.

Risk level 3: High risk of violence or stigmatisation

Any published faces may not be clearly identifiable, location information must be changed.

4

Where children are to be categorised in the risk scale depends on multiple factors that need to be determined on a case-by-case basis. One factor, for example, is the child's immediate environment. For instance, how are HIV infections dealt with there? Making this sort of information public may stigmatise the child. The nature of the publication is also an important factor in determining the risk level. An article on the web, because of its global reach, may pose a greater risk to children than an article that only appears in print in a country far away from the project.

Acknowledged:

Date/Signature:

Recommendations for successful project-based reporting.

Preparing for a project visit

Before journalists travel to visit the project, Kindernothilfe coordinates locations and dates for project visits and is also happy to research potential interviewees with editors. In any case, when you are on location, please clarify the scope and purpose of your visit with the children and their parents. Particularly in delicate situations, it is important that children and their families know what will happen with what you write. Your duty to disclose information also requires you to inform them of their right to their own image.

Working on location

General

- › Have a conversation with people responsible for the project about the particular challenges relating to child protection.
- › Explain to the children and any important actors why you want to report on your topic, for whom you are doing it and how you will go about it.
- › Find or make a space where the child feels safe and at ease.
- › Visit the project with compact equipment.
- › Be mindful of the cultural conventions at play and treat everyone involved with respect.
- › Allow plenty of time.
- › Over the course of the conversation or throughout filming, be aware of the background and environment that you are using for your report and ensure that the child cannot be identified or put at risk because of the background.

Interviewing children

- › Find an appropriate and child-friendly way to start the conversation in order to break the ice, such as use of the child's language.
- › Take care that the child feels at ease throughout the conversation and trusts you. Also keep in mind the trusted role of any interpreter that might be needed.
- › The number of reporters and photographers should be kept to a minimum during the conversation so that the child can speak about his or her life without pressure or fear. Here too the role of a potential interpreter may be key.
- › Be mindful of the child's age and adapt your language and questions accordingly.
- › Avoid direct questions that conjure up psychological pain or a traumatic experience; talk to the people running the project about what the child can cope with.
- › Please be aware that children often express themselves in other ways than language, such as drawings.

Photographing and filming children

- › Allow plenty of production time for the children and create a comfortable and child-friendly atmosphere.
- › Please observe the child's reaction and speak with him or her while production is under way.
- › Do not show any dying children. When taking pictures of seriously injured children, the photographer or camera man bears a special responsibility.
- › If clip-on microphones are being used, it is important to be especially careful. A person the child trusts should put on and remove the microphone.
- › End the session after an appropriate period and thank the child.

Using the material

Creation

Please portray the children as multidimensional individuals who overcome their situation with tremendous strength, perseverance and creativity, and not as objects of our charity. Even when day-to-day life is plagued with extreme poverty and violence, it is not uncommon for children to remain individuals with hopes and dreams. Refrain from reducing children to victims or stigmatising them, for example in relation to HIV infections. Ultimately development can only occur when other perspectives are relayed.

Publication

Please bear in mind that once information has been made public, it is very difficult to take back. We request that you be aware of the publication channels: a lot of print and TV content ends up republished exactly on the internet, and so can also be accessed in partner projects. Please also do not put Kindernothilfe partners at risk and do not obstruct project work by disclosing confidential (background) information publicly.

Availability

Use things such as lock flags to ensure that archived information and pictures which are restricted from publication are protected accordingly. When in doubt, please redact the pictures or certain picture areas yourself if you do not have any direct control over archiving or cannot reach archive employees on a regular basis for queries.

Form for reporting suspected cases of child abuse or maltreatment

For Kindernothilfe's Child Protection Officers

E-mail:

Attention: Please treat this e-mail confidentially

The information contained in this form is confidential. This form is for reporting concerns about potential violations of Kindernothilfe's Child Protection Policy and Code of Conduct. It should only be sent to Kindernothilfe's Child Protection Officer(s) or the Child Protection Ombudsperson. Please try to provide as much information as possible in the form. Areas where you have nothing to report can be left blank. If you have any doubt whether you should report your concerns, the following check list may help you to make a decision:

What situation are you concerned about?

- | | | |
|--|------------------------------|-----------------------------|
| Did you witness child abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you suspect someone of child abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has someone been accused of child abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has someone reported child abuse to you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your concern relate to one of the following categories? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child may have been neglected? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been mentally abused? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been emotionally abused? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been sexually abused? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Your concern is founded if you answered yes to any of these questions. You have a duty to report your concern with this form. Do not delay, a child could be at risk or in serious danger if you do not act.

Information about you

Name:

Position at Kindernothilfe or relationship to Kindernothilfe:

Contact information:

Address:

Telephone:

Mobile:

Fax:

E-mail:

What is your relationship to the child or young person?

Information about the child (if other children are affected, please fill out a separate form for each)

Name: Male Female

Nationality: Date of birth:

Age: Project:

Type of sponsorship/relationship to the project:

Relationship to the potential abuser:

Address of the child (or information about the person with whom the child lives):

Current location of the child:

What measures have been instituted for the child's safety at present?

What measures have been instituted to ensure that the abuse cannot continue?

What other measures are necessary to protect the child?

Is the child particularly vulnerable?

Is the child disabled?

Does the child have any cognitive disabilities?

Has the child been repeatedly abused?

Has the child been traumatised?

Special cultural factors that need to be taken into consideration:

Other information:

What relevant bodies have been informed?

Please describe the date and time contact was made, the name of the person with whom you spoke and what you talked about:

Information about the potential abuser

Name: Male Female

Nationality: Geburtsdatum/Alter:

Description of the potential abuser:

Suspected abuser's relationship to the child:

Suspected abuser's relationship to Kindernothilfe:

Relationship to the project that is being sponsored by Kindernothilfe:

Information about your concern

Type of concern/suspicion (please describe the type of abuse or mistreatment, who reported it, circumstances of the abuse and course of events):

Location of abuse:

Time of abuse:

Date:

Time:

Witnesses:

Conversation report:

Please describe exactly what the child said in his or her own words and what you said.

Please do not direct the conversation with leading questions, report exactly what the child said:

Observations (such as injuries, how the child looked, fear, etc.):

How did the suspected individual respond to the allegations?

What other steps have you taken? What other measures have you initiated?

Location:

Date:

Signature:

The Child Protection Policy of Kindernothilfe

Imprint

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Kindernothilfe – For the rights of children

Kindernothilfe was founded in Germany in 1959 with the aim to support needy children in India. In the course of the years Kindernothilfe has grown to one of the biggest Christian non-governmental organisations in Europe to support vulnerable and marginalized children and youth. Today Kindernothilfe supports and reaches out to some 780.000 girls and boys in almost 1.000 projects in 30 countries in Africa, Asia, Latin America and Eastern Europe.

The goal of Kindernothilfe is a world, where all children live in dignity, are able to develop their full potentials and create a better future for themselves together with their families and communities.

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English Edition – Also available in German, French, Spanish and Portuguese.

