

CHILD PROTECTION POLICY

ChildFund Japan

Key Definition

Child: ChildFund defines a child as anyone under the age of 18 years. This is consistent with the definition used by the United Nations Convention on the Rights of the Child.

Discrimination: It consists of unequal treatment of children based on personal or group characteristics, performance, ethnicity, race, physical and class. There are many forms of discrimination based on characteristics such as, but not limited to:

Religion: Religious discrimination is defined as treating a child less favorably than another on grounds of his or her religion or belief, or lack thereof.

Ethnicity: Ethnic discrimination entails negative or degrading treatment on the basis of one's ethnicity (racial, cultural, national or tribal background).

Gender: Gender refers to the social differences between males and females. Gender discrimination occurs when either males or females are privileged over the other group. In most societies, gender discrimination entails the privileging of males over

females, who are denied equal power, status, access, and rights.

Language: Language discrimination occurs when a child is treated differently and/or negatively for the way he/she speaks or the language he/she uses to communicate.

Disability: Disability discrimination occurs when a child with physical, emotional, social or communicative impairment is denied right to education, health care, birth registration or recognition of legal capacity equal to a child without disability.

Abuse: Abuse involves a sustained pattern of verbal, physical, emotional, or sexual mistreatment that result in damage to the child's health and/or psychological development. It can take the form of threatening, ridiculing, ignoring, or isolating the child. It may also include exposure to violence such as when a child witnesses domestic violence or is directly exposed to family violence civil violence, or armed conflict.

Harassment: Harassment consists of inappropriate comments; behavior that is offensive, demeaning, intimidating, or physically harmful. It may include

physical harassment (assaults, impeding or blocking movement), unwanted attention or verbal harassment (labeling or use of nickname.) Harassment can be relative to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offence, marital status, family status or abilities status.

Sexual Harassment: Sexual harassment in regard to children is defined as conduct of a sexual nature. It includes, but is not limited to comments, sexually suggestive gestures, or visual displays or degrading jokes of a sexual nature.

Exploitation: Exploitation is the abuse of power by coercing or leading children into activities or situations that humiliate and violate their rights. It includes but is not limited to all forms of child trafficking (selling or buying children for economic gain or in any way supporting such practices), hazardous forms of child labor or recruitment or use of children in armed forces or groups.

Sexual Exploitation: Sexual exploitation is the abuse of power to entice or coerce others into sexual activity, exercised on a child by an adult or a child upon another child. It includes, but is not limited to, prostitution of children, sexual abuse, child pornography and forms of transactional

sex wherein a child is coerced into sexual activities to obtain access to necessities such as food, shelter or education.

Neglect: Neglect of a child occurs when there is a recurring failure to provide for a child's basic needs such as food, clothing, shelter and supervision to the extent that the child's health and development are placed at risk. It also includes abandonment and withholding of necessary medical treatment.

Harm: Psychological, physical and any other infringement of an individual's rights. A negative or adverse effect on, or impairment of, an individual's physical, emotional, or social wellbeing.

Helpline: ChildFund operates internal helpline/mobile number for reporting incidents at the site of our project.

Associate personals: staff, volunteer, consultant, donor, its implementation partners or other person formally affiliated with ChildFund Japan Nepal Office

Protection Committee: The three members of committee forms including child protection focal point including two senior management team. This committee will responsible for awareness, prevention, report intact.

Chapter 1: Background

The vision of ChildFund Japan is “A global society that ensures every child the opportunity to develop their full potential.” The vision respects dignity and intrinsic value of each child; enables child participation; promotes well-being, hope, and resilience for children and families; and creates positive venues for social development. To achieve this vision, ChildFund Japan (referred to as “ChildFund” hereinafter) works in close collaboration with children and strengthens family, community, and societal systems that support children’s healthy development and protection amidst difficult circumstances caused by poverty, social exclusion, or humanitarian crises.

The purpose of this document is to define ChildFund’s core values and commitments to children, which is in line with the UN Convention on the Rights of the Child (CRC).. These values and commitments define ChildFund’s collective identity, establish ChildFund’s accountability, require adherence to the highest standards, and promote an organizational environment supportive of ChildFund’s work to ensure children’s well-being, rights, and protection.

While the Child Protection Policy remains consistent with ChildFund Alliance’s Child Protection Policy, ChildFund maintains its own policies, values, rules, or regulations and defines the procedures and practices for implementing this Child Protection Policy under Child Protection Guideline. This policy will be reviewed regularly and updated to comply with international standards and best practices for child focused agencies.

Chapter 2: Purpose

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with ChildFund through its program. This includes harm arising from:

- The conduct of staff or personnel including contractor or sub-contractors associated with ChildFund Japan, Nepal Office
- The design and implementation of ChildFund Japan, Nepal Office’s programs and activities.

The policy lays out the commitments made by ChildFund Japan, Nepal Office, and informs staff and associated personnel (contractor, sub-contractor, volunteer) of their responsibilities in relation to child protection.

Chapter 3: Application

This policy is applicable to the ChildFund and its employees, volunteers, partners, contractors, sub-contractors, and other organizational representatives (all of whom are collectively referred to hereafter as “ChildFund representatives”) adhere to the common values and commitments set forth in this Child Protection Policy in their work or operation with or through ChildFund. Furthermore, the Policy applies to the ChildFund representatives outside the course of their work or operation with or through ChildFund.

Chapter 4 : Values and Principles

ChildFund members adopt the following values and principles in regard to children.

Dignity and intrinsic value of every child: We facilitate the creation of a safe environment that promotes the dignity and intrinsic value of each child, regardless of ethnicity, race, color, language, religion, opinion, gender, origins, birth status, ability, or belonging to a particular group.

Safety first: Child Fund ensure child safety while designing programs **accessing** the child protection risk and placing mitigating measures. In case of allegations made by staff and associate personals against the child, there should be taken immediate action on assessing safety and security risk of child and the family and place adequate safety measures to protect child and their family from the further harm.

Prevention: Child Fund need to ensure that it prevent any forms of abuse, harm to the children. This can be done through training, orientation and awareness raising among the staff, stakeholders, community and children on child protection and reporting mechanism. Child Fund can make sure that there is accessible and enough tools and information about the child protection risk, types of abuse, symptoms, and effect of abuse, reporting and responding procedure with referral pathways.

Accountability: ChildFund is accountable for the safety of the children for whom it works. Everyone associated with the ChildFund has a role to paly towards ensuring the protection of vulnerable children. We fully take responsibility of our actions, not only to identify them but also to not inflict the violence behavior on children.

Respect confidentiality and privacy: Confidentiality and Privacy shall be respected as

fundamental human rights of the individual associated in any allegation. ChildFund keeps confidentiality of each reported cases.

Empowerment: We encourage the empowerment of children to develop capacities for self-protection and advocate on their own behalf for issues that concern them.

Respect for children's rights: We promote the four core principles of the Convention on the Rights of the Child (CRC): non-discrimination; the best interest of the child; the right to life, survival and development; and respect for the views of the child.

Best interest of child: The best interest of the child will be kept in all program and operation level of organization. It will guide to continue to be the best interests of child in procedures. Any decision or action must take into account the child protection from harm, the preservation of their rights and the encouragement of child development.

Chapter 5: Commitments

ChildFund is committed to the promotion of children's rights, the creation of safe, protective environments for children and the prevention of all forms of child abuse, exploitation, harm and neglect.

To ensure protection of children, ChildFund commits to work proactively to promote children's safety, and rights of children. ChildFund's staff and its associate members are committed to protect any kind of harm:

Discrimination

- ChildFund prohibits discrimination against children on the grounds of religion, ethnicity, gender, language, or any other characteristic
- ChildFund respects religious, language and ethnic diversity and tolerance amongst its representatives and beneficiaries.
- ChildFund creates environments that protect and enhance the rights and opportunities for persons with disability in line with the Convention on the Rights of Persons with Disability.

Harassment

- ChildFund prohibits all kinds of harassment of children by its representatives.

- ChildFund will endeavor to maintain an environment that supports the dignity and self esteem of all children it reaches through its representatives.

Sexual Harassment

- ChildFund prohibits expressly sexual behavior and behavior that is sexually suggestive or oriented towards children.

Sexual Exploitation

- ChildFund prohibits exchange of money, employment, goods, or services for sex with children, including sexual favors or other forms of humiliating, degrading or exploitative behaviors. This includes exchange of assistance that is due to children and/or their families.

Exploitation

- ChildFund strictly prohibited to force children to work beyond their physical or mental limits, creating accounts, images, or films to make profit by organization or staff member.

Neglect/Ignoring

- ChildFund facilitates the provision of basic needs and care for children to realize their full development potential.
- ChildFund prohibits neglect of children and endeavors to provide appropriate care and to meet basic needs for children through its representatives.

Abuse

- ChildFund prohibits all forms of abuse of children and endeavors to maintain a positive environment for healthy child development.

Violence

- Any sort of act, statement or information that provoke violence, inflict both physical and psychological violence is prohibited.

Chapter 6: Prevention Measures

Staff recruitment and vendor selection: ChildFund will follow the measures in the process of recruitment. Questions about child protection knowledge, skills, perceptions, and experience will be asked during the hiring of staff and volunteers and check references, criminal record checking (police report) will be followed during

recruitment of staff, volunteers, contractors, consultants.

Policy dissemination and training: Protection committee/Child Protection Focal Point will organize the orientation/training on child protection and sharing of child protection policy to all ChildFund staff, associates at least once every years.

Communication and data protection: In order to protect the rights and privacy of the children, ChildFund committed to making sure that all information about and photography of children will take with sensitive. With the children's, parents', and teachers' consent, images and information should always be decent and respectful.

Awareness raising: Protection of children is every one's responsibility. Protection committee/Child Protection Focal Point will disseminate and orient the ChildFund child protection policy and obligations of its partners, contractors, volunteers, stakeholders to protect children.

Consent: ChildFund staff must provide the information and objectives about gathering the information about children and their family and photograph. Verbal and written consent should collect from children and parents or guardian, teachers while collecting individual stories of children and photos.

Risk Assessment: Children in contact with ChildFund associate or ChildFund for various purposes may fall into risk due to various reasons which should assess and placed the safety measures. (annex 1)

Chapter 7 : Reporting and Responding

All ChildFund representatives are obligated to report any suspicious of child protection concerns including when involving a staff, volunteer, consultant, donor or other person formally affiliated with ChildFund Japan Nepal Office or violations of this Policy in accordance with procedures established in the Child Protection Guideline and as required by respective law.

Reporting and handling process

- Complaint/any suspicious of child protection concern should report it immediately to child protection focal point or line manager.
- Any staff can make complaint verbal or written to policy directed person and section. Even, reporting concerns or complaints encourage through formally. Staff or associate of ChildFund encourage to registration include exact details about the incident, including the time, place, date and suspected offender or survivor.
- ChildFund will also accept complaints from external sources such as partners, stakeholders about ChildFund staff and associates.

- The Child Protection Focal Point will ensure that any reports are handled in a timely and effective manner that first ensures the child's and the person reporting a concern's safety in coordination with the protection committee, and then undertakes to follow proper procedures for investigation and further action, always keeping the child's best interests in mind.
- As per required independent investigation committee will be assigned. That committee investigate and respond to reports of child protection concerns immediately in ways which are consistent with law of Nepal government. As per required child protection committee will support and necessary arrangements.
- Incidents will categories as any violation of ChildFund's Child Protection Policy, Behavior Protocols, and referral to law enforcement agency, and will take action accordingly.
- Support for starting the procedure, legal assistance, and other necessary protection and support measures.
- Everyone is encouraged to complaint in any of flowing address:
 Child Protection Focal Point
 Line managers or country director
 Email: communicate@childfund.org.np
 Helpline/contact number:

Chapter 8: Code of Conduct

ChildFund staff, volunteer, consultant, donor or other persons formally affiliated they should never:

- Use abuse language, make suggestions of offer advice, which is inappropriate, offensive, or abusive.
- Spend excessive time along with children away from others.
- Hitting or other ways of physically assault or physically abuse children.
- Develop physical/sexual relationships with children.
- Develop relationships with children in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions, or offer advice, which is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative.

- Stay overnight, sleep in the same room or bed with a child.
- Do things for children of a personal nature that they can do for themselves.
- Condone, or participate in, behavior of children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle, or degrade.
- Discriminate against, show differential treatment, or favor particular children to the exclusion of others.
- Raising any awkward or unreasonable expectations among the children, or anything that could be interpreted as grooming online or in person.
- Take children (who are not your children) to your home, especially where they will be alone with you.

Chapter 9 Amendment and Abolishment

Amendment to and abolishment of the Policy shall be duly deliberated and resolved every three years by ChildFund.

ChildFund shall take consultation with staff, associates, children while reviewing and incorporate feedback and suggestions in process of amendments.

सहमति फाराम

फोटोग्राफी/भिडियोग्राफी खिचाउन तथा सम्प्रेषण एवम प्रकाशन सम्बन्धमा
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नेपालको साभेदारीमाद्वारा संचालित
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कुनै क्षतिपूर्ति वा अन्य पारिश्रमिकको अपेक्षाबिना मर्यादित रुपमा प्रयोग गर्न मेरो सहमति
दिन्छु ।

सहमति दिने बालक/बालिका

नाम :

बर्ष :

लिंग :

हस्ताक्षर :

मिति :

उक्त फोटो, भिडियोहरु तथा अन्तर्वार्ता दिनेको म अभिभावक हुँ र सो सामग्रीहरुको
प्रयोगका लागि सहमति दिन्छु ।

नाम :

बालबालिकासँगको सम्बन्ध :

हस्ताक्षर :

मिति :

उक्त फोटो, भिडियोहरु तथा अन्तर्वार्ता दिनेको म शिक्षक हुँ र सो सामग्रीहरुको प्रयोगका
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नाम :

बालबालिकासँगको सम्बन्ध :

हस्ताक्षर :

मिति :

[Consent Form English.docx](#)

Annex 2; Risk Assessment Template

Program	Risk and vulnerabilities	Who is at risk?	Likelihood (High, Medium, Low)	Mitigation

Annex 3 : Code of Conduct

[CHILD PROTECTION CODE OF CONDUCT 072022 - revised.doc](#)

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