



# Safeguarding and Child Protection Policy

June 2019

**Summary**

1. Introduction.....	1
2. Definitions .....	1
3. Objective .....	1
4. Scope of the Policy .....	1
5. Principles .....	1
6. Expected Actions .....	2
6.2. Human Resources.....	2
6.3. Press material and Technology.....	2
6.3.1. Basic rules about image usage .....	2
6.3.2. Basic guidelines for using social networks and internet .....	3
7. Response Actions.....	3
8. Final provisions.....	4

## **1. Introduction**

Instituto Clima e Sociedade (iCS) recognizes, in line with the United Nations Convention on the Rights of the Child (UNCRC), that all children have a right to protection and freedom from any harm, regardless of disability, gender, racial heritage, religious belief, sexual orientation or identity.

Although iCS' social mission is not directly related to childcare, it nevertheless seeks to ensure that any child who contacts iCS is protected from any form of harm. This is the main purpose of the **Safeguarding and Child Protection Policy**.

## **2. Definitions**

**Children**: persons under the age of 18 years old.

**iCS Collaborator**: associates, Board Members, employees, interns and volunteers (referred to as "iCS Personnel"), and consultants, partners, suppliers or any other individual or company working on behalf of iCS (referred to as "External Collaborators").

**Harm**: physical, moral or psychic violation of the children's integrity by an iCS Collaborator.

**Focal Point**: an iCS' employee, designated by the iCS' Board, who is responsible for coordinating the implementation of this Policy, receiving and processing consultations and complaints, and supporting iCS Personnel in related matters (by providing, for example, specialized training).

## **3. Objective**

This Policy intends to ensure that children who somehow come in contact with iCS are protected from any form of harm. This includes both preventive actions and response actions to ensure that incidents are adequately addressed.

## **4. Scope of the Policy**

This Policy applies to all iCS Personnel and, when applicable, iCS External Collaborators.

## **5. Principles**

iCS Collaborators must always act in accordance to the following principles:

- a) iCS Collaborators have a responsibility to protect the children who they are in contact with or who may be affected by their actions. Every child has the same right to protection and promotion of their well-being and participation. This principle becomes more vehement when speaking of children in contexts of vulnerability, situations of conflict, and contact with the law that sometimes suffer prejudices, stigmas and social disintegration.
- b) Children must be informed of their right to report on any worrying situation, and how they may express their concern.
- c) Children shall be empowered to be in a better position to protect themselves.
- d) All actions related to the protection of children must be carried out considering their best interests.

## *Safeguarding and Child Protection Policy*

Therefore, any situation of concern, suspicion or denunciation will be taken seriously and, when necessary, appropriate measures will be taken to protect children from any form of harm.

- e) Work must be done in a transparent and open manner, aware that situations of harm can continue and progress when iCS Collaborators, children nor their families are not comfortable and confident in expressing their concerns.
- f) Confidentiality is usually guaranteed. Personal details of whistleblowers or anyone who is involved in incidents of harm towards children will not be disclosed, unless it is necessary to ensure that children are protected (for example, when an offense or crime has been committed).

## **6. Expected Actions**

The following rules are applicable in its full extent to all iCS Personnel and, when applicable, to iCS External Collaborators.

### *6.2. Human Resources*

- a) A Policy knowledge and compliance term must be signed by all iCS Personnel.
- b) A specific contractual clause will be included in agreements with iCS External Collaborators, ensuring that they have knowledge of and will comply with this Policy.
- c) It is forbidden to give money, work, goods and services or humanitarian aid in exchange for sexual favors or subjecting children to any other form of humiliating, degrading or abusive behavior.
- d) It is forbidden to touch children or making innuendoes or using inappropriate language with the aim of provoking, harassing or degrading the child or showing a lack of respect for local culture practices. This includes acting in a way that is likely to have a negative impact on the child's confidence and self-esteem.
- e) Work exploitation of a child (eg in domestic work) is forbidden.
- f) It is forbidden to discriminate or treat children unequally or unfairly, for example through favoritism and excluding others.
- g) ICS Collaborators cannot be under the influence of drugs or alcohol while working with children.
- h) It is forbidden to look, publish, produce or share pornography that shows children and/or show this material to children.
- i) Another adult must be present or try to be visible when children are in contact with iCS Collaborators.
- j) Information affecting children must be kept confidential.
- k) ICS Collaborators must report any concern, suspected violation or violation of the Safeguarding Policy to the Focal Point.
- l) Every iCS Collaborator has the responsibility to seek guidance and clarification when (s)he is not sure of what is expected from him/her.

### *6.3. Press material and Technology*

#### 6.3.1. Basic rules about image usage:

- a) Ensure that the safety of children will not be compromised if images of their home, community or environment are disseminated.

### *Safeguarding and Child Protection Policy*

- b) ICS Personnel will accompany every journalist or visitor during reports (video, photo etc.) that involves children.
- c) Obtain the consent of the child and the person responsible for their care when using the children's image or information, and explain to the children and their parents how their image or information will be used.
- d) Do not take or publish pictures of children who are completely naked or dressed inappropriately, and ensure that the child is not posing inappropriately (sexual connotations). Images of children who are offensive or exploitive cannot be used.
- e) Always respect the dignity of children. Do not represent the child as a victim (weak, desperate etc.).
- f) Taking photos or filming videos is strictly reserved for professional use.
- g) Never deliver information that could endanger children who are victims of violence (title, photo captions etc.).
- h) When posting photos, images, articles etc., personal information must be deleted to ensure privacy (names and addresses should not be included and, if necessary, other data should also be omitted to avoid identification such as the name of the school).
- i) Use only photos available for public use (verified and officially validated by the person responsible for the communication and/or the Focal Point).
- j) It is forbidden to show the faces of children who are sexually exploited, who are victims of trafficking or abuse, who are in conflict with the law, linked to armed groups or who can be easily located, although their identity has been modified.

#### 6.3.2. Basic guidelines for using social networks and internet:

- a) Filter and block programs must be installed to ensure that inappropriate/offensive sites cannot be accessed. Sites that promote any form of harm towards children must be blocked.
- b) Communicate to the Focal Point any potentially harmful material or conversation received.
- c) Child pornography or offensive content relating to children cannot be transmitted.
- d) It is forbidden to use photos that have not been reviewed and approved by the superior and/or the Communication Team or share photos or unofficial information about children on personal web pages or social networks such as Facebook.

## **7. Response Actions**

1. The ICS' Board shall designate an employee to serve as the Focal Point. It is their responsibility to implement this Policy and to support the iCS personnel for the proper understanding of the Policy (by providing, for example, specialized training).
2. Any incidents involving iCS Collaborators will be reported to the Focal Point and to the Executive Director; if the Executive Director is involved in the incident, it will be reported directly to the Vice President of the Board. The Executive Director or the Vice President of the Board shall determine, in consultation with the Focal Point, the necessary and appropriate measures, including an internal investigation, ensuring confidentiality and due process.
3. Violation of this Policy will be evaluated on a case-by-case basis, ensuring compliance with the legislation and labor conditions in force while conducting the internal investigation as directed by this Policy. After a thorough evaluation of the facts (unless the circumstances of the case or applicable legislation requires otherwise), it will be decided whether the case needs to be sent to the competent authorities (police

### *Safeguarding and Child Protection Policy*

and/or judiciary and/or local bodies entrusted with the protection of children), in full compliance with the law, or if it may be dealt internally.

4. Doubts and concerns about the violation of this Policy may be addressed to the Focal Point - Financial and Administration Manager.
5. Violation of this Policy by iCS Personnel will result in their advertence, suspension or dismissal, depending on the seriousness of the incident, without prejudice to the adoption of other appropriate measures. Violation of this Policy by External Collaborators will result in the application of fines, suspension or termination of any type of contractual bond, depending on the seriousness of the incident.
6. When iCS Personnel express concerns that later turn out to be unsupported, and assuming no bad faith, no punitive measures will be taken against the person who has raised the concern or prepared the report.

### **8. Final provisions**

1. This Policy and its updates should be publicized in iCS website and made available to all iCS Collaborators.
2. Unforeseen situations will be dealt with on a case-by-case basis and may be incorporated in updated versions of the Policy.
3. This Policy should be reviewed at least every 5 years.
4. This Policy, approved by Board at June, 26 2019, shall take effect immediately.