



Child Protection Policies & Procedures

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POLICY

Women Win believes that every child has a right to happy childhood, which is free from abuse and exploitation. We are fully committed to protect girls and boys from all forms of exploitation, violence, abuse and neglect, both from outside the organisation, and which may result from contact within the programmes.

For this purpose of the Child Protection Policy, our understanding of child abuse and exploitation includes, but is not limited to:

Physical Abuse: Causing physical harm to a child. This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating

Emotional Abuse: The persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child's emotional state. This may involve conveying to children that they are worthless and unloved, or inadequate; developmentally inappropriate expectations being imposed; persistent fear. Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may occur in isolation

Neglect: The persistent failure to meet the child's basic physical and/ or psychological needs, likely to result in the serious impairment of the child's physical or cognitive development.

Sexual Harassment and Abuse: Involving forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Closely associated with abuse and exploitation is discrimination: that is being biased or prejudiced in favour of, or against, a child or group of children.

Children can be potentially subject to exploitation and abuse in families, communities, institutions, organisations, private places and public places by various circumstances and by a variety of people, including those associated with Women Win. In order to address this, a Child Protection Policy has been developed.

OBJECTIVES:

This Policy is developed to ensure the highest standards of professional and personal practice to do no harm to the children who come in contact with the people associated with the Women Win, both inside and outside the work environment. This includes but is not limited to: staff, volunteers, interns, the leadership and beneficiaries of programme partners (defined in this document as: local organisations working with children in sports related programmes), consultants, suppliers, investors, strategic partners, researchers, Board members, Advisory Council members. For purposes of this document, the term “individuals or organisations associated with Women Win” will cover all these definitions of people covered by this Policy.

This Policy deals with the protection of children as defined by the UN Convention on the Rights of the Child (people under 18 years of age).

Specifically the Child Protection Policy aims to protect children by prohibiting:

- hitting, physically assaulting or physically abusing children
- any relationships with children which are exploitative, abusive or put children at risk of abuse
- employing children in contravention of ILO Convention 138 and 182
- putting children in harmful or potentially harmful situations

The foundation of the Child Protection Policy is a commitment to upholding the Rights of the Child, child participation and empowerment.

IMPLEMENTATION STRATEGIES:

Awareness Raising

For effective implementation of the Policy, it needs to be understood accurately by all individuals or organisations associated with Women Win. All individuals or organisations associated with Women Win will be made aware of the Child Protection Policy through training, induction and briefing.

This Policy will be clearly posted on Women Win’s website.

Prevention

Children's rights to protection will be safeguarded at all times through appropriate management practices, which includes, but is not limited to:

- policies and procedures for recruitment of staff, volunteers and interns and any individual associated with Women Win who may be in contact with children;
- risk assessments;
- management plans together with the development of other policies, such as confidentiality policies, to ensure that children are protected
- expectation by Women for any organisation we work with to have a child protection policy and system in place and be able to explain to us how this works. Where feasible, Women Win will support the development and strengthening of organisations' child protection policies and systems through education and training, and linking to child protection specialists in the field.

Reporting

Clear steps and guidelines on reporting the incidences violating policies and procedures, and where there are child protection concerns, exist to ensure that appropriate remedial action is taken.

Responding

Women Win takes seriously any concerns raised and will support children, staff or adults who raise concerns or who are the subject of concerns. This includes acting appropriately and effectively in instigating or cooperating with any subsequent investigation. All responses will be guided by the principle of 'best interests of the child'. It is expected that all those associated with Women Win will report any concerns.

Disciplinary Action

Non-compliance with the Child Protection Policy shall be taken seriously. This will involve a thorough investigation and referral of cases to the police and/or social services if national or international child rights laws have been violated.

In the event that violations of the child protection policy within our programme partners are made aware to Women Win, there is a range of disciplinary actions to be used – warnings, support & advice for action plans, termination of contract. Women Win's responsibility is to trigger their child protection system and reporting if we become aware of violations of children. Violations of this Policy will be grounds for termination of contracts individuals or organisations associated with Women Win.

Monitoring

Procedures developed to implement the policy will be subject to regular review and evaluation as to their effectiveness, and amended as necessary.

PROCEDURES

There are a number of policies that relate to the protection of children, and from these spring specific working practices. Below is a summary of the main procedures which relate directly to child protection.

Any exceptions to the procedures highlighted below, or where there is any ambiguity or omission this should be discussed with Executive Director, Women Win.

Recruitment, Employment & Volunteering

- i) All job interviews will specifically contain a question relating to the candidates previous history and suitability of working with children
- ii) All appointments shall be subject to three satisfactory references from previous employers / educational institutions. Recommendations from personal friends or members of family are not acceptable
- iii) All individuals or organisations associated with Women Win will be required in accordance with local law, to provide police clearance certificate and to undergo a police check for criminal convictions (including the checking of any sex offender register)
- iv) All individuals or organisations associated with Women Win must sign the Code of Conduct and Confidentiality Statement before commencing work or association with Women Win. This will be kept and maintained in their Women Win files.
- v) All individuals or organisations already associated with Women Win will receive copies of the Child Protection Policy, and asked to sign it and the Code of Conduct and Confidentiality Statement, which will be maintained in Women Win files.

Education & Training

- i) Child Protection Training, including awareness raising and reporting systems, will be provided as part of staff development
- ii) All individuals or organisations associated with Women Win will be provided with and have access to all written procedures and policies which relate to child protection
- iii) Women Win will proactively share its procedures and policies with other organisations and individuals, and with anyone who requests a copy.
- iv) Women Win will require as part of its contracts that all programme partners of Women Win have child protection policies and systems prior to receiving grants. For those

programme partners already associated with Women Win and who do not have, an implementation timeline will be agreed with each programme partner.

Professional and Personal Code of Conduct

- i) All individuals or organisations associated with Women Win will be required to comply with the conditions laid down in the Code of Conduct
- ii) Individuals associated with Women Win are not allowed to work alone, (i.e. unsupervised), with an individual child unless specific permission is given to do this
- iii) When visiting schools, sport activities or other services, individuals associated with Women Win should not agree to be left unaccompanied with children
- iv) Appropriate adult supervision – in accordance with the child's age and developmental stage – shall be provided at all times in any face to face contact or visits to Women Win by children
- v) Any breach of the Code of Conduct, or any behaviours which are in conflict with the provisions of the Child Protection Policy will be the cause for investigation and possible suspension / dismissal.
- vi) Women Win will cooperate fully with any investigation by the responsible authority (such as the police) in connection with any allegation of abuse or criminal offence in relation to a child made against a member of staff

Concern for Children, their Families and Communities

All individuals or organisations associated with Women Win must do nothing that may cause emotional, physical or financial harm to the children, their families or communities with which Women Win works. They must be concerned about perception and appearance in their language, actions and relationships with children. They may never:

- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child/children with whom they are working stay overnight at their home unsupervised
- Sleep in the same room or bed as a child with whom they are working
- Condone or participate in behavior of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- Discriminate against, show differential treatment to, or favor particular children to the exclusion of others
- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitive or abusive
- Spend excessive time alone with children away from others

- Hire children as 'house help' or provide shelter for children in their home in inappropriate circumstances
- Fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way
- Use behavior towards children which could be interpreted as being abusive

All those working at or associated with Women Win must report occurrences of such behavior immediately to the Executive Director or Chair of the Board.

Reporting Mechanisms (for Concerns and Cases) and Referrals

- i) All concerns shall be reported to supervisors or management.
- ii) All those working at or associated with Women Win have a responsibility to notify of any concerns that they may have about the safety and well being of any child or the worrying behaviour of any adult, irrespective of how they know the person concerned
- iii) No retaliation or punitive action will be taken, or be permitted to be taken, against anyone who, in good faith, raises a child protection concern.
- iv) Where judged necessary and in accordance to local law and Women Win's Confidentiality Policy, referrals will be made to the most relevant investigating and protection agency. A directory of agencies available to receive referrals shall be maintained current for use. Permission will be sought from the source of the information before passing on their contact details (unless they themselves are the perpetrator), unless it is a life threatening situation, and not to pass on such details would be detrimental to the well being of a child
- v) Written records related to child protection referrals and concerns will be kept
- vi) If action is taken against an individual or organisation associated with Women Win, then a note of this will be made on their confidential personnel file, and will be disclosed if a reference is sought.
- vii) In the case that the concern is involving the behaviour of the Executive Director, Women Win, then the concern should be reported to the Chair of the Board of Directors, Women Win. While the said concern is being investigated, the Executive Director will be suspended from her duties and barred from making decisions concerning the organisation or its personnel.

Reporting & Referral Procedures

- i) All child protection concerns shall be reported to the supervisor or manager.

- ii) In the absence of the person who has authority to make decisions, if a child is in a life threatening situation, counsellors have the authority to make any decisions necessary in order to protect the child from the immediate danger. Any decision made and actions taken should be reported to a supervisor as soon as possible.



Note: This child protection policy was based on the written policies developed by Child Helpline International for its international helpline partners.