

# POLICY ON PROTECTION OF GIRLS, CHILDREN AND ADOLESCENTS

## *CHILD SAFEGUARDING POLICY - CSP*

VOLONTARIATO INTERNAZIONALE  
PER LO SVILUPPO



*Insieme, per un mondo possibile*

Organismo Non Governativo - Onlus • Promosso dal CNOS - Centro Nazionale Opere Salesiane  
Accreditato presso ECOSOC con Special Consultive Status • Associato al DBN - Don Bosco Network

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## **ABBREVIATIONS AND ACRONYMS**

AICS: Italian Development Cooperation Agency  
ATS: Temporary Association of Purpose  
AUDEX: External Auditor  
AUDIN: Internal Auditor  
C/B: Bank account  
CCP: Civilian Peace Corps  
CE: VIS Executive Committee  
COGE/COAN: General and analytical accounting.  
CRFPC/Desk: Regional Finance, Planning and Control Coordinator and FPC Desk at headquarters.  
CRP/Desk: Regional Programs Coordinator and Programs Desk at Headquarters.  
DCOM: Department of Communication  
DCRF: Campaigning & Fundraising Department.  
DFPC: Department of Finance, Planning and Control  
DG: General Management  
DP: Program Department  
EC: European Commission - European Commission  
ECG: Education for Global Citizenship.  
ECHO: European Commission Humanitarian Office  
ED. DD/MM/YEAR: Edition dd/mm/year (last updated and/or approved)  
ETM: Thematic Expert  
FACQ: Purchasing function  
GEST: Management  
IT: Information Technology  
MAECI: Ministry of Foreign Affairs and International Cooperation  
MoU: Memorandum of Understanding  
SB: Supervisory Board (pursuant to Legislative Decree 231/2001)  
NGO: Non-Governmental Organization  
NPO: Non-Profit Organization of Social Utility  
OOII: International Organizations  
OSC: Civil Society Organization  
PCM: Project Cycle Management  
PDC: Chart of Accounts  
PG/PRAG: Practical Guide Europeaid  
PM: project manager/project leader  
PN: First Note (PN file or record)  
PPs: Partner Countries  
PRES: President  
PRMG: program manager/head of program.  
RAL: Administrative Manager in Loco  
RDCOM: Head of Communication & Digital Department  
RDCRF: Head of Campaigning and Fundraising Department.  
RDFPC: Head of Finance, Planning and Control Department.  
RDP: Program Department Manager  
REV: Control Body (formerly Auditor(s))  
RPL: Country Manager/Representative in Loco.  
RR.UU: Human Resources Department  
RRU: Head of Human Resources Department  
SAD: Distance Support  
SAM: Supporting missionary activities  
SCU: Universal Civil Service  
SDGs: Sustainable Development Goals  
TES: Treasurer  
EU - EU: European Union - European Union

## Summary

1. Introduction: characters, goals and principles of CSP	2
2. Scope of policy application and preventive actions	4
3. Actions to respond to and counter violations of the CSP	9
4. Glossary	12
5. Attachments	13
6. Essential bibliographical references	13

### 1. Introduction: characters, objectives and principles of CSP

This *Child Safeguarding Policy* (CSP) is an integral part of VIS's system of *safeguarding* and protection (*safeguarding*), which consists of a set of procedures and practices aimed at ensuring the body's commitment to preventing, responding to and protecting people from inappropriate behavior attributable to violations of the Code of Conduct where, moreover, Art. 4 it is stipulated that "*VIS has a policy of 'zero tolerance' with regard to the abuse and exploitation of persons, in particular, of children and the recipients of its interventions, and is committed to ensuring that all of its workers and collaborators, visitors, assignees, suppliers, sub-contractors and implementing partners operate with respect for and protection of the fundamental rights and dignity of persons.*"

In addition, this policy complements and implements the principles and requirements of the Organizational Model drawn up pursuant to Legislative Decree 231/2001, aimed at the prevention of crimes, and incorporates the latest guidelines of international bodies, governmental and non-governmental agencies operating in the field of development cooperation and humanitarian aid.

This document reaffirms and reinforces our commitment as OSC to care for children/youth so as to protect them/them from all forms of danger and abuse. Their safety is a priority for us, and we consider the protection of children and youths as the promotion of their well-being and rights as defined in the UN Convention on the Rights of the Child and Adolescent.

**Objectives of CSP:** The main purpose of this policy and related procedures is to regulate the way VIS operates so that the children/youth with whom we come in contact (directly or indirectly) are always protected.

This paper also,

- guides the implementation of institutional programs and activities in a way that does not harm children/youth;
- supports VIS country offices, volunteers and partners in implementing and promoting, at the local level, this policy. Complementary and/or supplementary documents and tools for its implementation are included in the bibliography and among the appendices.

Although we have developed the CSP as an all-inclusive document as much as possible, in some cases, issues may be encountered that are not anticipated or not fully regulated by this policy and related procedures. In such situations, the DG should be contacted for further guidance and clarification.

Child Safeguarding refers to the responsibility assumed by organizations to ensure that their staff, partners and other stakeholders, and programs and other institutional activities do not cause harm to children/youth in any way. In other words, it configures the assurance not to expose children/youth to

any form of risk or abuse and to report to the relevant authorities any worrisome situation related to the safeguarding of children and youth in the communities and target groups, where it operates<sup>1</sup>.

The responsibility of organizations includes both **preventive actions** aimed at reducing the chances of harm as much as possible, as well as **actions in response to an event/incident so as** to ensure that it is handled in the most appropriate manner, and always keeping the **supreme interest of the child** who has suffered harassment and abuse at the center of commitment and action.

#### **Principles and core values on which CSP is founded:**

- I. All children and young people, without any discrimination, must be guaranteed the rights of protection and the fulfillment of their needs (well-being in the integral sense).
- II. All actions taken to protect children and adolescents must respond to the best interests of the child. This implies respect for the rights of children and adolescents in all programs and activities that are carried out
- III. Every person has a duty to help ensure the protection of children and youth. This policy is mandatory for **everyone** working directly or on behalf of VIS: staff members, volunteers, members, key stakeholders and partners.
- IV. You operate in a transparent and open listening manner, consider the protection of children and youth as a priority, and grant that situations of risk and abuse are more likely to develop where staff members, volunteers, partners, children and youth, families and communities do not feel free and able to express their concerns or report any incidents that have occurred.
- V. All communications regarding child/youth protection situations must be taken into consideration. If necessary, all necessary steps will be taken to protect the child/youth and to take action against the alleged perpetrator. Such actions may also include complaints/complaints to the judicial authority or other institutions involved in child and adolescent protection. In case the allegations involve staff members, volunteers, and partners, possible countermeasures may also include suspension, termination of employment, or any working relationship.
- VI. No one organization, working alone, could ensure an adequate protection network for children and youth. Therefore, it is necessary to collaborate on this matter with other CSOs/NGOs, public institutions and other organizations in the target territories.
- VII. Privacy should be respected and personal information of those involved in child protection events/incidents and those who report or report incidents should not be disclosed unless it is necessary to ensure the full protection of children and youth.
- VIII. Efforts should be made to raise awareness and stimulate all stakeholders of the body about the importance of protecting children and youth by implementing the policy and procedures and presenting its commitment and values. It is necessary to share official documents with other institutions and be open to receiving feedback on their proper implementation.
- IX. Work is done by complying with the norms of international and national law on the protection of children and adolescents.
- X. In no way can cultural differences or specific facts related to the national context ever be used to justify any form of abuse.
- XI. Any amendments or additions to the CSP can be adopted to increase rather than reduce the expected level of protection.

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<sup>1</sup> This definition echoes that adopted by the Keeping Children Safe Coalition, an international network working for the adoption of international Child Safeguarding standards. [www.keepingchildrensafe.org.uk](http://www.keepingchildrensafe.org.uk)

## 2. Areas of policy application and preventive actions

### 2.1 Subjects protected by the policy and injurious behavior

Engaging in sexual acts with children/youth **under the age of 18** is strictly prohibited, regardless of what is considered "age of majority" or "age of consent" nationwide. Misconception about the age of a child/youth does not constitute a defense. Regarding Italian citizens abroad, it is noted that sexual activity carried out with children/young people is punishable by law regardless of the country in which the offense is committed.

It should also be noted that the measures provided for in this policy are also intended to protect the most vulnerable and defenseless, such as persons with disabilities, and so-called "young adults," i.e., persons who are also older than 18 years but who nevertheless - because of their young age - present marked characteristics of **vulnerability**.

Any behavior attributable not only to the specific cases of sexual abuse and exploitation, but also sexual or moral harassment, forms of coercion and other exploitation, as well as any behavior that offends the dignity and honor of the person is punishable.

Omissive, negligent or reckless conduct that may contribute to conditions enabling or facilitating the perpetration of acts and conduct detrimental to human dignity also constitute the subject of CSP.

### 2.2 Addressees of the policy

#### 2.2.1 Staff, volunteers, interns and visitors

The CSP applies to everyone who works with VIS or collaborates in any capacity with the organization. By entering into the employment or collaborative relationship, whether or not in an unpaid capacity, the person accepts and subscribes in the contract to the terms and responsibilities dictated by the Code of Conduct and this policy.

All volunteers, collaborators, trainees and visitors (even if only occasional) involved in the institutional activities of VIS must know and understand the principles and contents of this policy and accept its terms and conditions before they are included in the activities envisaged by the projects and in the Country Offices and, for this, they must sign the agreement/contract containing the ad hoc clause or the appropriate declaration (see attached).

The CSP, in order to protect children and adolescents, also applies to those specified above for violations committed outside of work.

It is the responsibility of on-site VIS staff involved in the placement and activities to ensure that volunteers, staff and casual visitors are properly briefed and supervised during their stay. All volunteers, collaborators and occasional visitors must be accompanied by VIS staff members at all times and under no circumstances should they be left unattended with children/children, unless there are clear reasons for this, circumstances/conditions helpful in mitigating risks and, in any case, with the explicit permission of the RPL, who must ensure that the occasional visitor does not pose a risk to children.

In all cases of violations of the relevant provisions established by the VIS Code of Conduct and the 231/2001 Model and this policy, perpetrated by staff members, volunteers, trainees and visitors (even if only occasional), the SB will assess the cases based on the type of conduct, the rules violated and the possible damage, and will communicate the findings to the CE for it to take the appropriate and/or necessary measures, up to and including termination of the employment contract or collaboration relationship based on any other grounds and reporting/notification to the competent judicial and/or institutional authorities. The SB will also communicate to the *Safeguarding Focal Point* (see following

paragraphs) any information and findings inferable from the case that occurred that is useful and functional for the improvement of this policy and its implementation.

### *2.2.2 Partners and third parties*

VIS always gives due consideration to the capacity of its partners to work with children and youth and, therefore, verifies that they have and implement their own child protection policy or subscribe to the VIS policy. Indeed, in all partnership relationships there must be a strong focus on child protection and safeguarding issues. In partnership agreements, *memoranda of understanding* and protocols, as well as in contracts, a specific clause must always be included that states the obligation to unconditionally respect the contents of the Code of Conduct and, in particular, the CSP and the child protection measures adopted by VIS. If partners also adopt their own Code of Conduct and policies in this regard, the agreements will include a joint and mutual commitment of the parties to comply with its contents. Code of Conduct and CSP should be made explicit through appropriate attachments or through a link or cloud reference from which to download the documents.

Partnerships are also an opportunity to raise awareness of the need for institutional child protection policies. Therefore, all members and stakeholders of a temporary purpose partnership (ATS), if the conditions are met and taking into account the responsibilities and activities performed, should receive training, guidance and support on child/youth protection actions.

In the event that doubts arise concerning the safety and protection of minors in connection with violations pertaining to a partner, the suspicious facts should be reported to the SB ([odv@volint.it](mailto:odv@volint.it)) and the findings of the inquiry and investigation should be presented to the CE for appropriate action. The CE may forward these findings to the relevant authorities and should also consider whether to suspend the partnership, including through the involvement of the Members' Meeting. The decision to continue or suspend the partnership must also take into account the concrete and timely response of the partner and his or her commitment to genuinely address the problematic situation, prioritizing the best interest of the child/children, consistently responding to the guidance received on handling the situation, and implementing training and guidance activities.

The obligation to comply with the Code of Conduct of VIS and CSP also extends to all third parties who enter into relations with the body within the scope of its institutional activities and, therefore, also concerns economic operators, suppliers, professionals, institutions, entities, donors and other external parties with whom VIS establishes a formal relationship. Even in these cases, the documentation on which the relationship between the parties is based (e.g., contracts, assignments, agreements, etc.) must include the related ethical clauses mentioned above.

## **2.3 Child-friendly recruitment**

Recruitment of personnel is key to decreasing the risk of violations of children's rights through a series of preventive measures to assess the suitability of those who join the organization, whether for an employment/professional relationship or for volunteer or collaborative work performed in another capacity.

RRUU evaluates, on the one hand, the suitability of the staff for carrying out activities in particularly fragile contexts and, on the other hand, the ability to prevent and counteract behavior and abuse of children and adolescents that may possibly occur. Therefore, during the selection phase, a careful analysis is carried out of the references indicated by the staff and/or those that can be inferred indirectly from the candidates' educational and professional background. The topic of child and adolescent protection is subject to analysis and discussion during the interview phase in order to carry out an assessment of the candidates' sensitivity to issues of child abuse and violence.

The selection criteria and methods adopted at headquarters by RRUU, which are oriented toward the prevention of the behaviors covered by this policy, must also be followed in the recruitment activities of national personnel at country offices. To this end, RRUU will issue guidance and instructions in this regard to the Country Offices and, in particular, to the RPLs.

Finally, staff and collaborators are required to submit and sign a self-declaration or submit criminal records attesting to the absence of past cases of child molestation and/or abuse of children and adolescents, involvement in cases of sexual exploitation with minors, as well as - through the contract - the assumption of the obligation to abide by the "tolerance-zero" principle established by VIS Code of Conduct and this policy.

## **2.4 Training and outreach**

VIS staff must receive specific training on this policy within 3 months of the start of employment or collaboration by members of the *Safeguarding Focal Point* (see next paragraph) in order to create awareness and knowledge of the subject. Staff awareness-raising activities should be constant over time and repeated, every year, through meetings and/or refresher seminars, also in the different national languages, and making use - if necessary and possible - of external experts.

It is noted, in particular, that all staff should be trained on how to report/inform about conduct detrimental to the safety of children/children as well as of behaviors and facts that, while not manifestly detrimental to their rights, are such as to give rise to risk, suspicion, apprehension, and/or concern about the occurrence of detrimental conduct. This information and modalities should be easily understandable and then adapted to be relevant to the sociocultural and linguistic context. Clear and concise content on the subject should also be written in the local language if possible and distributed to staff and volunteers.

## **2.5 Safeguarding Focal Point (SFP)**

Coordination of the body's *safeguarding* system (guardianship and protection) is assigned to a collegial body of at least three members (preferably women): the *Safeguarding Focal Point* - SFP ([safeguarding@volint.it](mailto:safeguarding@volint.it)), who operate at the body's headquarters. This body, appointed by the EC, is responsible for the implementation of *safeguarding* policies and, as such, coordinates, monitors and sensitizes staff (headquarters and field) in the implementation of Child and Adolescent Protection Policies (CSPs) and policies to prevent and combat harassment, abuse and other conduct detrimental to the integrity and dignity of persons (so-called PSEA Policy).

SFP may appoint *Focal Points* at the country level to have ad hoc points of reference in the Offices-country on these issues and to facilitate the implementation of *safeguarding* policies. In any case, at the Offices-country level, the responsibility for implementation of *safeguarding* policies (CSP and PSEA) lies with RPL, assisted by SFP both headquarters and local (if appointed).

## **2.6 Communication and media relations**

The use/abuse of images of children and youths has become extremely prominent and widespread in all media. Children and youths are often stereotypically portrayed as powerless victims of abuse, conflict, and poverty.

Consistent with and in addition to VIS's current internal procedures on "Communication & Visibility" and in compliance with the Privacy Policy and regulations, VIS's communication strategies, including those used for fundraising, adhere to the principles of ethical communication that respects the dignity of people and minors in particular.

For this, VIS is committed to:

**a. Ask for consent:** (sign Annex C Consent Guidelines) No video-photographic material should be collected and used without the consent of the persons concerned.

**b. Supervise media visiting projects and interviews conducted with children** (sign Annex B to the policy: guide for temporary casual visitors and collaborators). No casual visitors, including journalists and/or communication workers, may be left alone while they carry out their activities, in contact with children. VIS staff must ensure that no communication materials collected harm the dignity of the child/children.

**c. Depict children in a respectful way:** always represent children as subjects who are granted value and not - vice versa - as "objects."

**d. Ensure safety:** any information or details that may put the child at risk should not be used.

**e. Show children in a dignified manner:** avoid photographs or videos of children/children naked or in sexually explicit poses or sexualized attitudes. Reject and prohibit the use and dissemination of any images that are pornographic, erotic, or considered obscene.

**f. Contextualizing images and making truthful use of them:** not distorting or manipulating reality, such as through postproduction or deceptive cropping, asking people to perform actions that are unusual for them, or even depicting exceptional situations as if they were common.

**g. Use a balanced approach:** whenever possible, make every effort to find a "balance" between positive and negative images to represent different aspects of a situation. Don't forget to show how local people work to sustain themselves even in difficult situations.

**h. Create an appropriate video-photographic archive:** images and videos will be stored in an appropriate digital archive under security at headquarters along with the relevant consent releases. Access to the archive should be limited to those who use it for their work and in any case according to privacy-friendly procedures.

## 2.7 Project planning, formulation and implementation

VIS is committed to designing and implementing *child-safe* programs. Therefore, child protection must be a consideration at every stage of design, even in programs that fall outside the *child-protection* domain. Therefore, the following specifies some key actions that are recommended to be taken to ensure that programs are still *child-safe*:

- An assessment is conducted on each project to determine its potential risks to children. Such risks may arise from the nature of the activities (work with children) or from the way they are designed (when faced with activities that have risky components for children). See on this point the following table useful for noting the degree of risk.
- In the case of medium or high risk, a specific *child risk-assessment* is conducted during the design/development phase of the intervention to identify actual risks and dangers to children, also relying on consultations involving the community and children themselves to better understand perceived protection problems and risks. *Assessments* focus on relevant data regarding child conditions in a country or area, including: community protection mechanisms already in place; stakeholders involved in child protection (both as sources of information and as complementary actors or with whom to coordinate); legal, social welfare and child protection arrangements; organizational capacity, etc.
- Depending on the results of the *child risk-assessment* (see attached checklist), *child risk-management* strategies (see attached checklist) must be developed to minimize the risks from program implementation in terms of harm to/for children. Documentation related to the risk assessment and subsequent mitigation strategies must be kept on file by RPL.
- If too many risks are identified at the conclusion of the *assessment* and if those risks cannot be reduced or mitigated, the project should not be developed or implemented.



- Specific actions necessary for the full implementation of child protection measures are included in the project's operational plan, including the adoption of a system of referral to another service/actor for needs not covered by the project. The necessary human and financial resources are also secured.

<b>LOW 1</b>	No contact with children	---
<b>MEDIUM 2</b>	Contact with children	"Contact with children" means being involved in an activity or position that involves or may involve proximity to children and adolescents, either because of the type of work or the nature of the work environment. This includes situations of physical contact, direct contact, oral, written or electronic communication.
	<i>Examples:</i>	<ul style="list-style-type: none"> <li>▪ <i>Written and oral communication (including electronic communication directed to a child).</i></li> <li>▪ <i>Visits to facilities-such as schools, medical facilities or residential facilities-that offer services for children.</i></li> <li>▪ <i>Any community consultation (data collection, surveys, training) involving children.</i></li> <li>▪ <i>Health programs.</i></li> </ul>
<b>HIGH 3</b>	Work with children	"Working with children" means being involved in an activity with children, where contact is understood to be a normal component of the activity and not an incidental occasion. The risk of child exploitation and abuse generally increases with the frequency of contact, which is why "working with children" implies a greater risk than just having contact.
	<i>Examples:</i>	<p><i>Activities or services for children:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Residential care - hospitality services for children.</i></li> <li>▪ <i>Child protective services.</i></li> <li>▪ <i>Services for children with disabilities.</i></li> <li>▪ <i>Services within juvenile justice system facilities.</i></li> <li>▪ <i>Child care services.</i></li> <li>▪ <i>Educational or sports services for children.</i></li> <li>▪ <i>Health services and access to sexual and reproductive health.</i></li> <li>▪ <i>Psychological and child support services.</i></li> <li>▪ <i>Emergency response and humanitarian assistance to children and families.</i></li> </ul>

### 3. Actions to respond to and counter violations of the CSP

#### 3.1 Modes of reporting

All recipients of this policy have the **right and duty to report** any violation of its contents, any circumstances in which children, girls and boys are or may be at risk of abuse and/or inappropriate behaviour, and situations of which they become aware in the workplace and/or while performing their duties and/or in the course of their relationship established in any capacity with VIS.

**Relevant reports must be made, including anonymously, to the SB - [odv@volint.it](mailto:odv@volint.it)** and can be made by telephone, in person, by e-mail, via webform (if arranged) or any other useful existing channels (including those arranged as part of the implementation of the CRM Policy).

Any VIS operator, if he or she becomes aware of information that may presume a violation of this policy, is required to invite the person concerned to report it to the BOD or may report in the second person to the BOD the facts of which he or she has become aware, ensuring the confidentiality of the source. In the event that the *Safeguarding Focal Point* ([safeguarding@volint.it](mailto:safeguarding@volint.it)), in the course of carrying out its duties in implementing this policy, becomes aware of alleged violations of the CSP, it is required to immediately report such matters to the SB.

Violations of this policy may also be the subject of the reporting system configured by the *Whistleblowing* procedure.

It is, moreover, VIS's responsibility to adopt and implement, in all the countries in which it operates, a system for the handling of complaints and feedback to enable communities involved in its activities, projects and programs to report problems related to the protection of children. In this sense, the CRM Policy of VIS constitutes a fundamental tool for informing and dealing with the cases covered by this policy.

The Code of Conduct, Model 231/2001 and VIS procedures stipulate:

- those required to report: staff, collaborators, volunteers, recipients and other stakeholders have the right/duty to report, enjoying the right to confidentiality and non-retaliation;
- timelines necessary to ensure the rapid activation of the responsible persons, the immediate start of the investigation by the SB, and the adoption of the necessary measures and steps to deal with the case, including measures to protect the victim;
- methods of reporting the problematic case, also in anonymous form: e-mail to the SB [odv@volint.it](mailto:odv@volint.it), paper letter to the address of the VIS, *Via Appia Antica 126, 00179 Rome - Italy*, addressing it to the PRES or to the SB or to another person deemed trustworthy, as well as any other mode of information accessible and considered reliable. In any case, the SB will constitute the terminal of the reports that have as their object the cases considered by this policy;
- The right/duty of disclosure is assigned to all staff and stakeholders of the body and, therefore, the case can be reported to the SB directly or indirectly by third parties who become aware of it;
- The methods of proper storage of all documentation for the purpose of protecting personal and sensitive data.

### **3.2 Response**

VIS guarantees that:

- any problem inherent in the protection of children/girls and boys, or any allegation of abuse or inappropriate behaviour is promptly taken up and that the investigation and inquiry is conducted until the case is closed. Complainants and victims have the right to receive timely feedback on the developments and outcomes of their case;
- cases of suspected CSP violations are handled by competent people and investigations are conducted and shared among several people;
- strict confidentiality is respected at all stages of the investigation, and that information/findings will be shared only when necessary functional to the completion of the proceedings.

The protection and safety of children and youth must be ensured throughout the case management process; when deciding on a case of suspected, alleged, or proven abuse or inappropriate behavior absolute priority must be given to the best interests of the child/children. VIS ensures that risk assessment of children is conducted promptly, and that any decision and subsequent action is taken without delay.

Individuals accused of violating this policy should be given an opportunity to report their side of the story. If the allegation is confirmed, all appropriate disciplinary action should be taken, including immediate termination of the employment contract and, where appropriate, initiation of legal action

(complaint/solicitation to the appropriate authorities) against the person who committed the abuse or inappropriate behaviour, in accordance with applicable regulations.

In the event that, at the end of the investigation, it turns out that the report was intentionally false or made for personal interests, appropriate disciplinary measures will be taken by the CE against the person who made the accusation, up to and including reporting to the relevant authorities if there are grounds for such action.

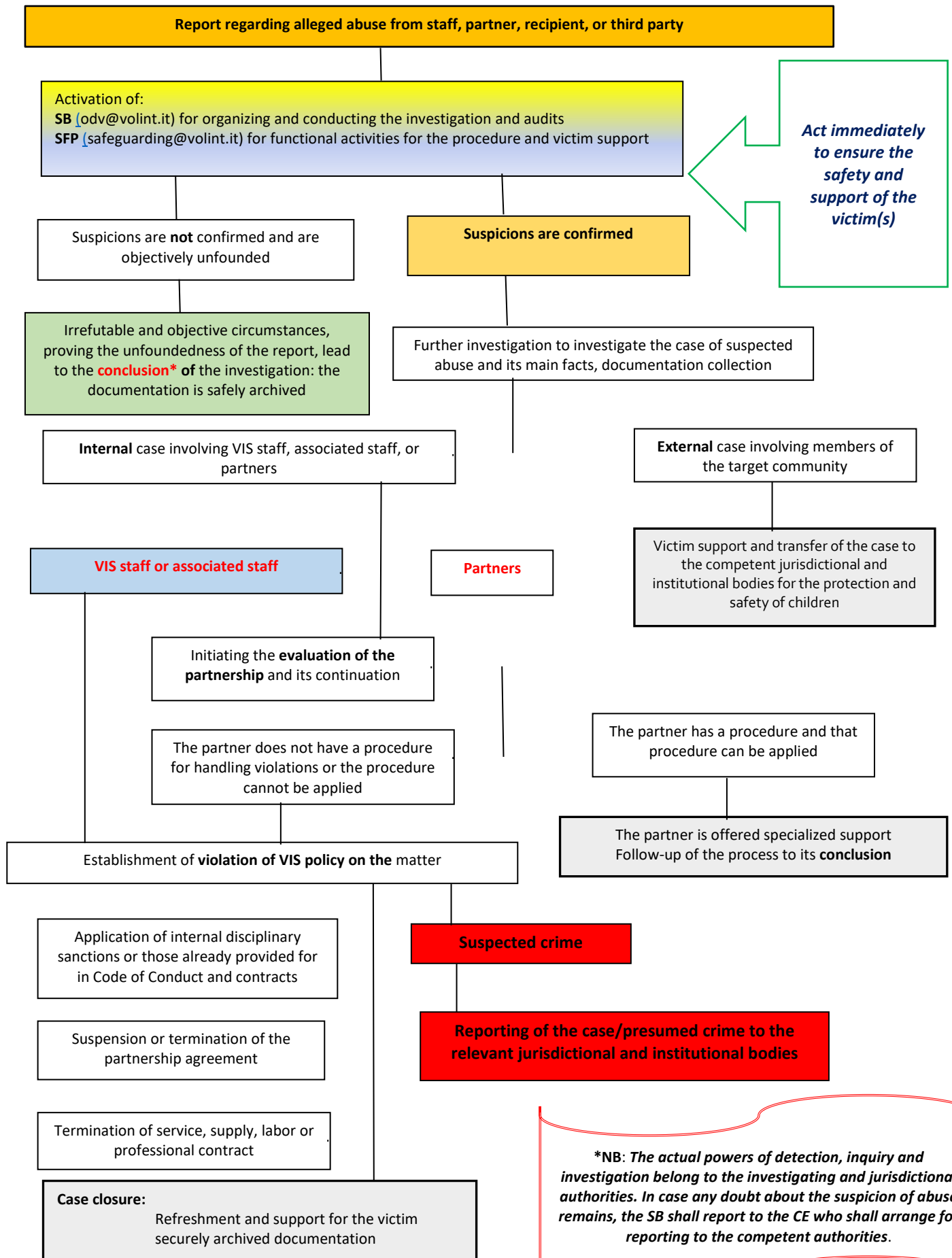
VIS is committed to ensuring that every child who is actually found to be a victim of violence by members of its staff or associated personnel (including partners) has access to psychological support, medical treatment, and legal assistance, determining such support on a case-by-case basis and considering the extent of the violation.

A complete record of cases should be kept in secure and protected files, both in the country offices and at headquarters. ODV, also involving SFP, maintains a database of all cases and prepares a report on child protection violations to be shared annually with the EC.

### **3.3 Timing**

Generally, given the significance and sensitivity of the cases covered by this policy, from the time of the report, the decisions resulting from the verification and related to the resolution thereof (i.e., the definition of the consequent acts and the initiation of their implementation) must be made as soon as possible and - in any case - **no later than 15 days** after the report, unless there are causes of force majeure or other extraordinary circumstances (including any requirements for the protection of the victim) that delay the normal course of the work of the bodies in charge and/or the taking of the relevant decisions.

### 3.4 Standard procedure for handling cases of PSEA and CSP violations.



### 3.5 Accountability, monitoring and review of CSP

All members of the body and staff are responsible for ensuring that this policy and related procedures are implemented. The DG, as mandated by the EC, is responsible-using the PFS for this purpose-for implementing the *Child Safeguarding Policy*. At the next levels, the other apex, desk and RPL functions are responsible for the implementation of the policy in their areas of responsibility and in individual country offices.

SFP will carry out annually, in conjunction with the DG and preferably at the start of activities after the summer break, a self-assessment to be shared with the CE and the SB on the implementation of this policy, to monitor the process to ensure the protection of children/children, to organize and plan activities useful for its implementation, and to identify any areas for improvement. This self-assessment will be used to identify areas and actions for improvement of the body's CSP and to carry out planning for the following year.

This policy may be updated in itinere during its implementation and-in any case-shall be subject to review at least every 5 years. This activity will be coordinated by the DG assisted by SFP, and should be carried out through a participatory process involving the body's main stakeholders and, in particular, the country offices. Where necessary, evaluations and reviews may also be carried out in collaboration with external actors, specialized on the topic or mirroring VIS.

## 4. Glossary

*Child/adolescent/child:* Under the UN Convention on the Rights of the Child and Adolescent (Article 1), a child is defined as any human being under the age of eighteen years, unless he or she has reached maturity earlier under applicable law.

*Beneficiary:* any person who, as part of a development or humanitarian aid project, receives goods or services free of charge or is otherwise the recipient of activities and results geared toward them.

*Partners:* organizations and social formations that promote, fund and/or implement activities in collaboration with the body.

*Personnel:* employees and collaborators contracted by VIS in Italy and abroad, volunteers in SCU or of the CCPs, trainees, researchers, mid- and long-term volunteers free of charge, and anyone who is otherwise in a collaborative relationship with the organization.

*Occasional visitor-collaborator:* anyone who comes into contact with VIS on an occasional basis and/or for a specific purpose (campaign, specific action, press mission, consultancy, etc.). The occasional visitor must fall under the supervision and responsibility of the staff in charge of his or her employment, who have a duty to inform him or her about the stipulations of the Code of Conduct and related protection policies.

*Victim:* anyone who has suffered acts attributable to the behaviors covered by this policy.

*Reporting-Informative Reporting:* a mechanism through which a person related to VIS or its partner or involved in any capacity in the activities of the body, having become aware of any of the behaviors covered by this policy, reports the fact directly to the SB, or to PRES, SFP, another colleague or superior.

## 5. Attachments

- A. RR.UU: Terms of Reference (TdR) for VIS personnel selection conducted with *child-friendly* criteria and facsimile for self-certification
- B. Guide for contributors and occasional/temporary visitors
- C. Guidelines and informed consent
- D. TdRs essential to *Child Safeguarding Focal Point* functions.
- E. Keeping Children Safe (KCS):
  - E.1 *The International Child Safeguarding Standards ...and how to implement them*, 2020.
  - E.2 *Developing Child Safeguarding Policy and Procedures. A Facilitator's Guide*, 2014.
- F. Other attachments [F.1, F.2, F.3,...] useful for policy implementation: report and/or event detection *templates*, specific guidelines, training and/or *awareness* activity plans, facsimile of information and awareness tools, etc.

## 6. Essential bibliographical references

- *Understanding Child Safeguarding - Facilitator's Guide (2014)*  
<http://www.keepingchildrensafe.org.uk/resources/understanding-child-safeguarding-facilitators-guide>
- *Developing Child Safeguarding Policy and Procedures - Facilitator's Guide (2014)*  
<http://www.keepingchildrensafe.org.uk/resources/developing-child-safeguarding-policy-and-procedures-facilitators-guide>.
- *The Child Protection Working Group (2013), Minimum Standard for Child Protection in Humanitarian Action* <https://reliefweb.int/sites/reliefweb.int/files/resources/minimum-standards-for-child-protection-in-humanitarian-action.pdf>
- *UN Committee on the Rights of the Child, Convention on the Rights of the Child (2011), General comment No. 13 - The right of the child to freedom from all forms of violence*  
[https://tbinternet.ohchr.org/\\_layouts/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2fGC%2f17&Lang=en](https://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2fGC%2f17&Lang=en)

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Insieme, per un mondo possibile