

Save the Children New Zealand (SCNZ) Child Safeguarding Policy

Background

Save the Children is the world's leading **children's rights organisation**. One of our absolute fundamentals we have is to ensure is that all our **activities** are safe and secure for children.

Child Safeguarding means that we have a set of **internal policies, procedures and practices** to ensure that SCNZ keeps children safe and secure.

This policy relates to the **Save the Children Global Child Safeguarding Protocol**. The Protocol was adopted in March 2010 (updated April 2019) and outlines the policies and procedures all member countries (including SCNZ) and Save the Children International are required to introduce to make sure that all the children with whom we are in contact are **respected and that their right to freedom from all forms of intentional or unintentional injury, discrimination, violation, violence, and sexual assault** and exploitation the organisations activities is recognised.

SCNZ aims to ensure that the rights of all children are recognised in accordance with the **UN Convention on the Rights of the Child. Article 19** of the Convention describes the how State Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

Safeguarding is our attempt to ensure that everything which lies within our control is done to **ensure the safety and welfare of children that we work with**.

Reference to SCNZ include any **successor** entity and any **international programming unit** whether established as part of SCNZ or as a separate Save the Children entity.

Fundamental Values

SCNZ shall be a **safe organisation for children**.

SCNZ have a **zero-tolerance approach**, and do not accept behaviour that breaches this policy. This means that all staff, volunteers, representatives and partner organisations have an obligation to have read the policy, and to share the basic philosophy and follow the obligations defined by SCNZ.

SCNZ is strongly committed to children's right to freedom of all forms of violation, violence, abuse and exploitation:

- A child is any person **under the age of 18**
- **All children are of equal value and have the same rights, and must never be discriminated against**, irrespective of the child's or parent/guardian's skin colour, gender, identity or gender expression, language, religion, political or other views, national, ethnic or social origin, property functional variation, sexual orientation, civil or other status. SCNZ works to **ensure that children are aware of their rights**

- SCNZ has an **obligation** to ensure that all our staff, volunteers, representatives as well as staff in partner organisations, no matter where they are based, apply the best possible practice in their behaviour towards children in both their professional and private lives.

The scope of this policy

This Policy applies to:

- All SCNZ **staff**, whether working at a national or international level, full time, part time or engaged on short-term contracts, e.g. consultants, researchers etc
- **Members** of SCNZ and SCNZ **representatives**
- **Volunteers**
- **Board members**
- **Staff and representatives of partner agencies** (including consortium partners) and any **other individuals, groups or organisations who have a formal/contractual relationship** with SCNZ that involves any contact with children (unless it is formally agreed that a partner organisation may enforce its own safeguarding or protection policy)
- **Donors, journalists, celebrities, politicians and other people who visit SCNZ programmes, activities or offices** who are in contact with children must be made aware that this Policy applies to them while visiting our programmes, activities or offices
- All of the above must act in accordance with this policy in both **their professional and their personal lives**

Breaches in the policy can lead to **disciplinary action including possible dismissal**. For partners/contractors' breaches can lead up to and including **termination of relation including contractual & partnership agreement**. Where relevant, the appropriate legal or other frameworks as per the national laws will be referred to.

Definition of Abuse

Child Abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of abuse are defined by WHO as Physical Abuse, Emotional Abuse, Neglect and Negligent Treatment, Sexual Abuse, and Exploitation.

- **Physical Abuse** involves the use of violent physical force so as to cause actual or likely physical injury or suffering, (e.g. hitting, shaking, burning, female genital mutilation, torture.)
- **Emotional or psychological abuse** includes humiliating and degrading treatment such as name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation).
- **Sexual Abuse** includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.

- **Neglect** involves the failure on the part of the caregiver to meet a child's basic needs, such as providing adequate nutrition, clothing, supervision, and hygiene and medical attention to the extent that the child's health and development are, or are likely to be, placed at risk.
- **Sexual Exploitation** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. ¹
- The **sexual exploitation of a child** who is under the age of consent, is child sexual abuse and a criminal offence. An underage child cannot legally give informed consent to sexual activity. Save the Children considers that:
 - a. sexual activity with a child with or without their consent is child abuse and a crime e.g. rape, indecent assault;
 - b. any sexual activity with a child who is under the legal age of consent of the country in which she/he lives and/or in which the offence occurs regardless of whether they consent is child abuse and a crime;
 - c. consensual sexual activity with a child over the legal age of consent of the country in which she/he lives and/or in which the offence occurs, but below 18 years (although not a crime) will be dealt with as a breach of this Child Safeguarding Policy and the Code of Conduct.

Sexually Harmful Behavior refers to harmful behaviour exhibited by a child to another child. Harmful behaviours in children can be indicators that they have experienced abuse or neglect. Where sexually harmful behaviour occurs, organisations have a duty of care to both children. Note that in children under the age of 10, such behaviour is regularly referred to as *sexually problematic behaviour*.

Grooming refers to actions deliberately undertaken by an adult, adolescent or child to befriend and influence (and caregivers of the child) with the intention of involving the child in sexual activity. Grooming is generally subtle and requires staff and volunteers to be vigilant around breaches of policy and code of conduct, as well as patterns of behaviour that cause concern. Grooming behaviour can include:

- Sharing secrets with a child
- Engaging inappropriately with a child on social media
- Non-sexual touching such as tickling or hugging
- Allowing the child to step out of boundaries or break rules
- Isolating the child from other adults and peers
- Favouritism of a child. Giving gifts or money to a child and/or caregivers and/or caregiver.

¹ Secretary General's Bulletin Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003 ST/SGB/2003/13

Child Protection Agencies in New Zealand

Oranga Tamariki is the agency responsible for receiving and responding to notifications of suspected child abuse and neglect across New Zealand. Where a person is concerned about the wellbeing of a child, young person, parent or family they can contact Oranga Tamariki on 0508 326 459.

Police is the agency responsible for responding to situations or concerns that a child is in immediate danger and can be contacted on 111.

New Zealand Legislation

There is legislation in place across New Zealand that is designed to:

- **promote the wellbeing** of children, young people and families;
- protect children by ensuring that adults who identify child abuse are aware of how to **report concerns to appropriate authorities**.

It is important that all SCNZ staff, volunteers and partners understand these laws and ensure that staff, contractors and volunteers are aware of their legal and ethical obligations with respect to reporting.

Oranga Tamariki Act (1989)

The Oranga Tamariki Act (1989) is the central piece of legislation across New Zealand designed to promote the wellbeing of children, young persons and their families and family groups.

Under the Act, any person who believes that a child or young person has been harmed or is likely to be harmed (including neglect, physical, emotional and sexual abuse) may report to Oranga Tamariki or to the Police.

A person who makes a report in good faith **cannot be held criminally or civilly liable** regardless of the outcome of the report.

Click [here](#) to access the Oranga Tamariki Act

Children's Act (2014)

Under the Children's Act 2014, government organisations and organisations that receive government funding must:

- implement a child protection policy that is widely available and regularly reviewed;
- include information on identifying and reporting child abuse within the Child Protection Policy
- undertaking safety checks for all employees working with children. Safety checking includes identity confirmation, police vetting, work history, professional registrations, reference checking, interviewing. Following the completion of the checks, organisations must conduct a risk assessment of the person considering the risk they may pose to the safety of children and young people they may engage with.

The legislation encourages unfunded non-government organisations and others to adopt the new standards voluntarily.

Other relevant legislation across New Zealand includes:

- [Care of Children Act 2004](#)
- [Family Violence Act 2018](#)
- [Privacy Act 1993](#)
- Crimes Act 1961
- Human Rights Act 1993
- Young People's Wellbeing Act 1989

Principles

Staff, volunteers and representatives of SCNZ and our partner organisations must adhere with the following principles:

- **Personal responsibility.** All representatives of SCNZ must demonstrate the highest standards of behaviour towards children both in their private and professional lives. They have a responsibility to understand and promote this policy. They must do all that they can to prevent, report and respond appropriately to any concerns or potential breaches of the policy.
- **Universality.** This policy includes mandatory requirements that apply to everyone in all aspects of SCNZ's work regardless of how and where they work including during the response to humanitarian emergencies.
- **Standards based approach.** SCNZ has adopted a standards-based approach to child safeguarding. Our safeguarding standards and standards of staff behaviour are often higher than those of the national laws and community custom or tradition. Nevertheless, it is our standards that representatives agree to when they join the Save the Children family and it is to these that they will be held account.
- **Openness.** We aim to create an open environment in relation to child safeguarding issues, where any issues or concerns can be raised and discussed.
- **Transparency and accountability.** This is essential in order to ensure that poor practice can be addressed, potentially abusive behaviour can be challenged, and best practice promoted.
- **Accountability to children and their communities.** Through strengthening our internal systems, standards and practice we will be more accountable to the people we aim to serve.
- **Children participation and non-discrimination.** Children should be empowered to understand their rights in this area, and made aware of what is acceptable and unacceptable, and what they can do if there is a problem or a concern.
- **The best interests of any children involved.** When dealing with a child safeguarding concern, the best interests of the child will be our priority and we will strive to ensure their safety, health and well-being including meeting their emotional, psychological and physical needs.
- **Confidentiality.** All child safeguarding concerns/reports/ investigations will be dealt with on a need to know basis and all records will be held securely. Likewise, communication will be confidential and secure.
- **Timeliness.** Given the potential for increased or repeated abuse, timely responses are essential, and the accompanying procedures establish mandatory time limits on reporting and responding to concerns.
- **Compliance.** The policy will be implemented in adherence with the Child Safeguarding Protocol of the Save the Children Association and Save the Children International 2010, the U.N.C.R.C.1989; The Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003, and New Zealand legal requirements.
- **Uniformity.** This policy applies both during, after and in between work hours.

- **Ambition.** SCNZ aims to be able demonstrate that it is a leader in the field of safeguarding children.
- **Partnership.** We will work together with other agencies to promote child safeguarding within organisations and child protection within the wider community.

Commitment:

*All staff, volunteers, representatives of SCNZ and our partner organisations are **committed**:*

- To do everything to protect children from injury, discrimination, violation, all forms of physical and psychological violence, sexual abuse or exploitation
- To treat children as individuals and with respect – irrespective of the child’s parent/guardian’s skin colour, gender, gender identity or gender expression, language, religion, political or other views, national, ethnic or social origin, property, functional variation, sexual orientation, civil or other status
- To respect a child’s integrity and never compromise his/her physical and/or psychological health
- To respect children’s view and concerns, and give them space to express their views in situations that affect them in ways appropriate to their age and maturity
- Never to expose children to situations that they cannot understand, are not sufficiently mature to deal with and to which they cannot give their consent
- To act respectfully in relationships with children by avoiding talking to or touching them in ways that may be perceived as inappropriate or offensive, or making suggestions that may be perceived in the same way
- Never to act with intention of making children feel guilty, degraded, devalued or shamed, or otherwise expose a child to emotional abuse
- Never act as negotiator in or participate in the financial agreement process between a family – where a child has been exposed to discrimination, violation, injury, abuse or sexual exploitation – and a perpetrator
- Never hit or otherwise physically assault or physically abuse children
- Never engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally.² Mistaken belief in the age of a child is not a defense
- Never develop relationships with children which could in any way be deemed exploitative or abusive
- Never act in ways that may be abusive in any way or may place a child at risk of abuse.
- Never use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Never behave physically in a manner which is inappropriate or sexually provocative
- Never have a child/children with whom they are working with to stay overnight at their home unsupervised unless exceptional circumstances apply and previous written permission has been obtained from the CE
- Never sleep in the same bed as a child with whom they are working with
- Never sleep in the same room as a child with whom they are working with unless exceptional circumstances apply, and previous written permission has been obtained from the CE

² SCNZ seeks to comply with all aspects of the Global Child Safeguarding Protocol (April 2019). However human rights law in New Zealand may not allow us to enforce this clause if both parties are over the age of consent (16). Regardless any incident must still be reported in line with this policy and the SCNZ Complaints Policy.

- Never do things for children of a personal nature that they can do themselves
- Never condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- Never act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- Never discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others
- Never spend excessive time alone with children away from others in a manner which could be interpreted as inappropriate. In general, it is inappropriate to spend excessive time alone with children away from others and / or take children to your home, especially where they will be alone with you
- Never expose a child to inappropriate images, films and websites including pornography and extreme violence
- Never place themselves in a position where they are made vulnerable to allegations of misconduct.

This is not an exhaustive or exclusive list. Staff, volunteers, partners and other representatives should at all times avoid actions or behaviour which may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.

Reporting

This section clarifies what is meant by incident reporting, near miss reporting (a near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so), notification of concern or reporting to Oranga Tamariki or the Police.

All reporting must take place immediately, **within 24 hours**.

If you are visiting a Save the Children Country/Member Office, follow the procedure as per the country specific Child Safeguarding briefing. All incident/near misses or concerns raised must be reported to your SCNZ Senior Leadership member and CE upon your return to NZ.

Incident Reporting

If there has been a breach of the present policy in our own activities (New Zealand or overseas), reports are made in and to our own organisation, in accordance with the Complaints and Reporting Policy (also in Annex 1 of the Child Safeguarding Policy)

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report
- A child tells you about a violation or abuse

All incidents must be reported to the Focal Point in person or by emailing safeguarding@scnz.org.nz

Near miss reporting

This kind of reporting is an important part of ensuring that SCNZ's operations are safe for children, but also an important element in continuously strengthening and improving SCNZ operations and procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- Near miss reporting is a way to continuously improve our operations and reduce the risk of incidents
- You must submit a new miss report if you discover failings in our operations that could have breached the Child Safeguarding Policy but where no child has come to harm.

All near misses must be reported to the Focal Point in person or by emailing safeguarding@scnz.org.nz

Notification of concern

All staff, volunteers, all representatives and partners of SCNZ must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this is not within our own activities. In this case, we do not follow the incident reporting procedure described above but notify our concern to social services in the municipality where the child lives.

If you are visiting a Save the Children Country/Member Office, follow the procedure as per the country specific Child Safeguarding briefing.

Reporting to the Police

If the law has been broken in connection with harm to a child, even if this is not within SCNZ activities, must be reported to the Police on by telephoning 111.

What happens next?

SCNZ will assess and deal with all notifications based on the procedures in place.

All cases will be handled professionally, in confidence and in the most appropriate way possible. In this context, “in confidence” means that notification is dealt with by the most appropriate persons in the organisation before a decision is made on possibly referring the matter to Oranga Tamariki or the Police.

Where there is suspicion that a matter is of a criminal nature, it will be reported to the police, provided this does not put the child at risk.

All reports made in confidence will be dealt with in the best interest of the child, whatever the outcome of the investigation.

Responsibility for Implementation:

CE and all Managers

Annexes

Annex 1: Safeguarding declaration

Annex 2: Reporting Procedures for Child Safeguarding concerns

Annex 3: SCNZ: A child safe organisation



ANNEX 1: SAFEGUARDING DECLARATION

**CHILD SAFEGUARDING
PERSONAL DECLARATION**

I confirm that I have read, understood and shall abide by the Save the Children NZ (SCNZ) Safeguarding Policies (***Child safeguarding, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), Bullying/Harassment, Health and Safety***) and Code of Conduct for the entire period I am working or associated with, and or represent, SCNZ.

I understand that a violation of the Safeguarding Policies or Code of Conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal.

Iagree to comply with SCNZ's Safeguarding Policies and Code of Conduct at all times.

Signed:

Date:

ANNEX 2

Reporting Procedure for Child Safeguarding concerns

This procedure is applicable for SCNZ. All matters within the international operations must follow the Save the Children International or Member office reporting procedures. If you made a complaint while overseas inform the Focal Point upon your return to New Zealand.

Types of reporting

- **Incident Reporting**

This procedure must be applied when there is an allegation or concern that any person, in connection with their employment, personal life or voluntary activity with SCNZ, has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children.

Where the above applies, or a child is at risk of harm, this procedure must be immediately implemented.

A report can originate from:

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report
- A child tells you about violation or abuse

- **Near miss reporting**

This kind of reporting is an important part of ensuring that SCNZ's operations are safe for children, but also an important element in continuously strengthening and improving SCNZ operations and procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- Near miss reporting is a way to continuously improve our operations and reduce the risk of incidents
- You must submit a new miss report if you discover failings in our operations that could have breached the Child Safeguarding Policy but where no child has come to harm.

All near misses must be reported to the Focal Point in person or by emailing safeguarding@scnz.org.nz

- **Notification of concern**

All staff, volunteers, all representatives and partners of SCNZ must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this is not within our own activities. In this case, we do not follow the incident reporting procedure described above but notify our concern to social services in the municipality where the child lives.

If you are visiting a Save the Children Country/Member Office, follow the procedure as per the country specific Child Safeguarding briefing.

- **Reporting to the Police**

If the law has been broken in connection with harm to a child, even if this is not within SCNZ activities, must be reported to the nearest police station.

Procedure for dealing with child safeguarding complaints - general

This procedure should be understood and followed in partnership with the Protected Disclosures (Whistleblowing) Policy. This policy provides guidance on reporting serious wrongdoing and complainant protections. It also contains information on how to lay a complaint of serious wrongdoing if there is no person in SCNZ the complainant feels they can refer the complaint to.

All complaints/incidents involving child safeguarding must be managed by the Child Safeguarding Focal Point. The Chief Executive must be informed of any complaint/incident of this nature as soon as possible.

The Chief Executive will form a Child Safeguarding Committee from members of the Senior Management Team.

The Child Safeguarding Committee is responsible for overseeing child safeguarding investigations. Upon receiving a complaint, the Focal Point will inform the Chief Executive who will inform the Child Safeguarding Committee.

If the Child Safeguarding Focal Point is involved or associated with the complaint/incident, then the complaint should be forwarded to Chief Executive. If this is not possible or the Chief Executive is also involved or associated with the complaint, then the complaint should be forwarded to the Chair of the SCNZ Board.

If there are concerns that a child is suffering significant harm through abuse or neglect or likely to suffer significant harm in the future, then the appropriate authorities must be informed (such as the Police). The timing of when to refer an incident to a relevant authority should reflect the level of perceived risk of harm, but not longer than two working days of identification or disclosure of harm or risk of harm.

<p>In cases of immediate risk of harm, the police must be contacted immediately by dialling 111 – this must not be delayed by the need for consultation e.g. with the Chief Executive or the Focal Point, however once authorities have been notified the Focal Point should be informed as soon as possible.</p>
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It is not the responsibility of SCNZ to investigate abuse. It is, however, SCNZ's duty to refer any concerns to the relevant authorities who will determine whether a child is at risk of significant harm that warrants intervening action.

In some situations, there may be a concern that a child may be suffering or at risk of significant harm or of causing serious harm to others, but there may be uncertainty as to what has given rise to a concern constitutes 'a reasonable cause to believe'. In these situations, the concern must not be ignored. These situations must still be reported following the procedures detailed in this policy.

A failure to report a child safeguarding concern or incident is a potential disciplinary matter.

The overriding principle when handling a child safeguarding complaint is always the child's best interests - this *must* be the overriding consideration in making any decisions about the complaint, including whether or not to seek consent, or whether or not to refer a case to the relevant authority.

Incident Reporting - Steps a staff member or volunteer should take upon receiving a complaint or witnessing an incident

The staff member or volunteer must treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification
- Make assumptions or offer alternative explanations
- Promise confidentiality but should give assurance that the information will only be shared on a 'need to know' basis.

They should:

- Immediately check that the child is safe, and any medical needs are being met
- Immediately report the matter to their line manager, or a more senior person if the manager is the subject of the allegation (or the manager is unavailable). Upon being advised of the complaint/incident, the manager or senior person should immediately inform the Focal Point (or if they are unavailable the Chief Executive or Board Trustee).
- In cases of immediate risk of harm, the police must be contacted immediately, or if the child is suffering from a serious injury or has been sexually assaulted, medical attention must be sought immediately from accident and emergency services. This must not be delayed by the need for consultation with the Focal Point, however once authorities have been notified the Focal Point should be informed as soon as possible
- Upon receiving a complaint or witnessing an incident the staff member or volunteer should make a written record of the complaint in accordance with the Incident Form. Where possible this information should be recorded in the child/adult's own words and include the time, date and place of incident/s, persons present and what was said. The form should be signed and dated

- The above, along with any further information received, must be passed on to the Focal Point.

Action to be taken by the line manager (or another senior person)

When informed of a concern or allegation, the line manager should not investigate the matter or interview the member of staff, child concerned or potential witnesses. They should:

- Consider any immediate safety or health needs of the child and act accordingly
- If not already done so, report the concern or allegation immediately to the Focal Point (or if they are unavailable the Chief Executive)
- Ensure details of the concern/incident are written down in accordance with the Incident Form attached at Appendix One. This should be signed and dated by the person receiving the concern, and the line manager (or other senior person) should approve, sign and date the form as well. Any information about times, dates and location of incident/s and names of any potential witnesses should be recorded, along with any discussions about the child and/or member of staff or volunteer, any decisions made, and the reason for those decisions
- Forward the above information to the Focal Point
- Be available for further discussions, as necessary, to manage and review the case
- Keep a record of any further discussions or information received and pass these on to the Focal Point for secure and confidential storage
- Ensure support is provided to staff members or volunteers as needed, the nature and type of support to be provided should be discussed with the Focal Point
- Maintain confidentiality throughout working on a 'need to know' basis
- Once a case is 'closed', ensure the Focal Point holds copies of all records, including emails, and then destroy all records held locally e.g. delete emails and file notes relating to the case.

Action to be taken by the Child Safeguarding Focal Point

The Focal Point, upon receiving a concern that a child is at risk of harm, or has been harmed, will immediately:

- Check that all has been done to ensure that any child/children are safe, and their health and welfare needs are being met
- Check that the initial report has key information needed to make decisions and refer on accurately

- Check if there are any previous records of concern held by SCNZ about the child, family or the alleged perpetrator (if a staff member/volunteer/representative)
- Consult with the Chief Executive immediately. The Focal Point and the Chief Executive will decide the most appropriate steps to investigate the complaint, and if necessary, discuss the matter with the Director Global Child Safeguarding.

A decision may be made to refer to the Police (e.g. if the incident is serious or there is immediate risk) or Oranga Tamariki. Once a decision has been made to refer to the authorities the information provided should, where possible, be led by the Incident Report Form.

The Focal Point must ensure the Incident Report Form is completed within 48 hours and sent to the Director Global Child Safeguarding within five days. The Focal Point should also ensure the SCNZ complaints register records the complaint/incident.

All documentation and communications must be stored safely and confidentially, and communication limited to those who 'need to know'.

The Focal Point should keep a formal record of any:

- Discussions with the child, parent, staff, volunteers or other parties
- Information provided to authorities e.g. the police
- Decisions taken (with time and date clearly noted and signed)
- A copy of any referral (if the referral is not in writing but made verbally, a file note of the referral should be made).
- The Incident Report Form.

Once a case is 'closed' the Focal Point should ensure they hold copies of all records, including handwritten or emails. They must then ensure other staff and volunteers in possession of such records destroy their copies.

Allegations against SCNZ staff, volunteer or representative

An allegation against a member of staff or representative may arise from a number of sources e.g. a report from a child, a concern raised by another adult in the organisation or outside, from another staff member, or a complaint by a parent. Generally, the above procedure should be followed, but the following must also be adhered with.

The Chief Executive must ensure all actions (including dispute resolution procedures) follow requirements under employment law in the case of employees. A resignation offered by an alleged offender should not be accepted straight away, it might be a way of avoiding disciplinary action. Instead the procedures outlined in this policy should be followed.

There are up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence
- Social care enquiries and/or assessment about whether a child is in need of protection or services
- Consideration by SCNZ of disciplinary action.

All staff should be made aware of SCNZ's Whistleblowing Policy and feel confident to voice concerns about the attitude or actions of colleagues. They should direct volunteers/interns where needed to the policy.

If a member of staff, volunteer or manager believes that a reported allegation or concern is not being dealt with appropriately by the organisation and has raised their concerns at the highest level within SCNZ, they should report the matter to the Local Authority responsible for child safeguarding.

Allegations against non-employees and partner organisations

Generally, the steps outlined in this procedure should be followed, however in the case of temporary or agency staff, contractors, consultants, interns and volunteers, normal disciplinary procedures may not apply. In these circumstances, the Focal Point should act jointly with the providing agency, if any, in deciding whether to continue to use the person's services, or provide future work with children, and if not, whether to make a report for consideration of barring or other action.

When allegations have been made against those working in partner organisations, the actions taken by the partner must be considered and an assessment should be carried out to decide if the partnership can continue, or if the risks to the safety of children are such that the partnership should be dissolved. The appropriate authority must be informed of concerns for the welfare of children, where children remain at risk.

Listening to the child

Whenever a child reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing physical or sexual harm to others, the initial response should be limited to listening carefully to what the child says to:

- Clarify the concerns
- Offer re-assurance about how the child will be kept safe
- Explain what action will be taken.

The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice police investigations, especially in cases of sexual abuse.

If the child can understand the significance and consequences of making a referral to a relevant authority, and it is safe to tell them (e.g. they would not inform the abuser before the police were able to act), they should be asked their view. However, it should be explained to the child that whilst their view will be taken into account, we have a responsibility to take whatever action is required to ensure the child's safety and the safety of other children. Do not inform the child of any actions where it is not safe to do so.

Communicating with Parents/Carers

While, in general, we should seek to discuss any concerns with the family and, where possible, seek their agreement to making referrals to a relevant authority, there will be some circumstances where we should not seek consent e.g. where to do so would:

- Place a child at increased risk of significant harm
- Place an adult at risk of serious harm
- Prejudice the prevention or detection of a serious crime
- Lead to unjustified delay in making enquiries about allegations of significant harm.

Where a decision is made not to seek parental permission before making a referral to an authority, the decision must be recorded in the Incident Report Form with reasons, dated and signed and confirmed in the referral information.

E-Safety and Images of children

All staff working directly or indirectly with children, families or partners must consider the importance of raising awareness around e-safety and how they can provide information to colleagues, parents, staff and children linked to SCNZ's projects or events, about the safe and effective use of the internet, and visual images.

During the planning of any activity linked to children and the internet, mobile phones and texting etc. discussion should be had with the IT Department or Netsafe for advice on ensuring security for the children involved.

Any incidents or concerns about misuse of the internet or inappropriate images of children in or out of any SCNZ office or work base that come to staff or volunteer's attention **MUST** be reported to line managers who must then inform the Focal Point immediately in line with this procedure.

Any images captured of children must only be done so with prior written consent via the consent form.

Allegations against staff or volunteers in their personal lives

In line with the Code of Conduct, if an allegation or concern arises about a member of staff or volunteer outside of their work with SCNZ, and this may present a risk of harm to a child or children for whom the member of staff is responsible or could be in contact with, the general principles outlined in this procedure will still apply.

In some cases, an allegation of abuse against someone closely associated with a member of staff or volunteer (e.g. partner, member of the family or other household member) may present a risk of harm to a child or children for whom the member of staff is responsible. In these circumstances, a strategy meeting / discussion should be convened by the Focal Point to consider:

- The ability and/or willingness of the member of staff or volunteer to adequately protect the child or children
- Whether measures need to be put in place to ensure their protection
- Whether the role of the member of staff or volunteer is compromised.

False Allegations

If an allegation of abuse, made by a child, is determined to be false, the Focal Point should consult with the authority to consider whether the child concerned is in need of services or may have been abused by someone else.

Where the allegation was made by an adult, consideration will be made in asking the police to take action against the person who made it.

Where the allegation has been made in 'good faith', then the principles and protection of the Whistleblowing Policy applies.



Save the Children

Child Safeguarding Incident Report Form

Location:

Child's name:

Case no:

Report received:

Time:

Date:

Place:

Person raising the concern's details:

Name:

Address:

Contact telephone no:

Occupation:

Relationship to child

Child's details:

Name:

Age:

Date of birth:

Gender:

Address:

Household structure:

School:

Class:

Teacher:

Ethnicity:

Language spoken:

Religion:

Any Disability:

Identity no:

Status/whose legal responsibility:

Recent changes in child's behaviour?

Any other information:

Details of concern: what, who, where, when (*including child's words if possible*):

Alleged Perpetrator's details (if known):

Name:

Address:

Age:

Date of birth:

Employment details:

Nature of job:

Is Save the Children or partner agency the alleged perpetrator's employer? Yes/No

Is there any other connection to Save the Children?

Relationship, if any, to child:

Current location of alleged perpetrator:

Current safety of child including location:

Has emergency medical attention been required?

Provided by:

Who else knows? Include contact details.

Agencies:

Family members or other individuals:

Actions taken to date e.g. Referral to police, children's services, social welfare, other.
Give contact details and date and time of action.

Report taken by:

Name:

Position and Location:

Date:

Signature (on hard copy):

This section is to be completed by Line Manager following receipt of report:

Action to be taken

Name: Position:

Location:

Date and time report received:

Identity of the alleged perpetrator, if known:

Any connection with Save the Children or partner agency:

a) Is this a case to be dealt with under External Procedures i.e. No connection with Save the Children or Partner Agency, so another agency is implementing their procedures? Yes/No

b) Is this a case to be dealt with under Save the Children's Internal Procedures? Yes/No

If yes, **immediately contact Child Safeguarding Focal Point** for guidance where allegation is made against a staff member, volunteer, partner or representative.

Date contact made with CS Focal Point:

Signed:

Date:

This section is to be completed by Child Safeguarding Focal Point following receipt of report:

Decision made by Focal Point for immediate action (Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?) yes/no

Referral to Local Authority for child protection /welfare yes/no

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs yes/no

Date and time of telephone/personal report to CS Focal Point:

Name of reporter to SCI Director Global Child Safeguarding and date report passed on:

Signature of CS Focal Point arranging above action:

Date:



Child Safeguarding Near Miss Report Form

Near miss reporting is an important part of ensuring that SCNZ's operations are safe for children, but also an important element in continuously strengthening and improving SCNZ operations and procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- Near miss reporting is a way to continuously improve our operations and reduce the risk of incidents.
- You must submit a new miss report if you discover failings in our operations that could have breached the Child Safeguarding Policy but where no child has come to harm.

All near misses must be reported to the Focal Point in person or by emailing safeguarding@scnz.org.nz

About the risk or shortcoming in our operations
(A separate sheet must be completed for each risk to ensure follow-up and corrective data)
Describe the risk (What is the shortcoming, in what way our programmes/activities failing, how was the shortcoming discovered?)
Where? (Describe relevant affiliation; Activity / Local association / Project / Programme / Region / Section / Department)
When did the near miss occur?
Who is responsible for the programmes or activities?
Are any other organisations affected?
Any proposed corrective action:
Other relevant information:
Have you reported to other staff within SCNZ or another organisation? (Enter the name of the organisation and the person to whom the report was made, date and time)
Advice from the other organisation:

Corrective actions taken by SCNZ and time frame for response: (What actions have you taken locally, referrals, reports, to whom and when)

Your name and role:

Signature:

Date:

Name of person or manager to whom the report has been sent, and date:

Follow-up

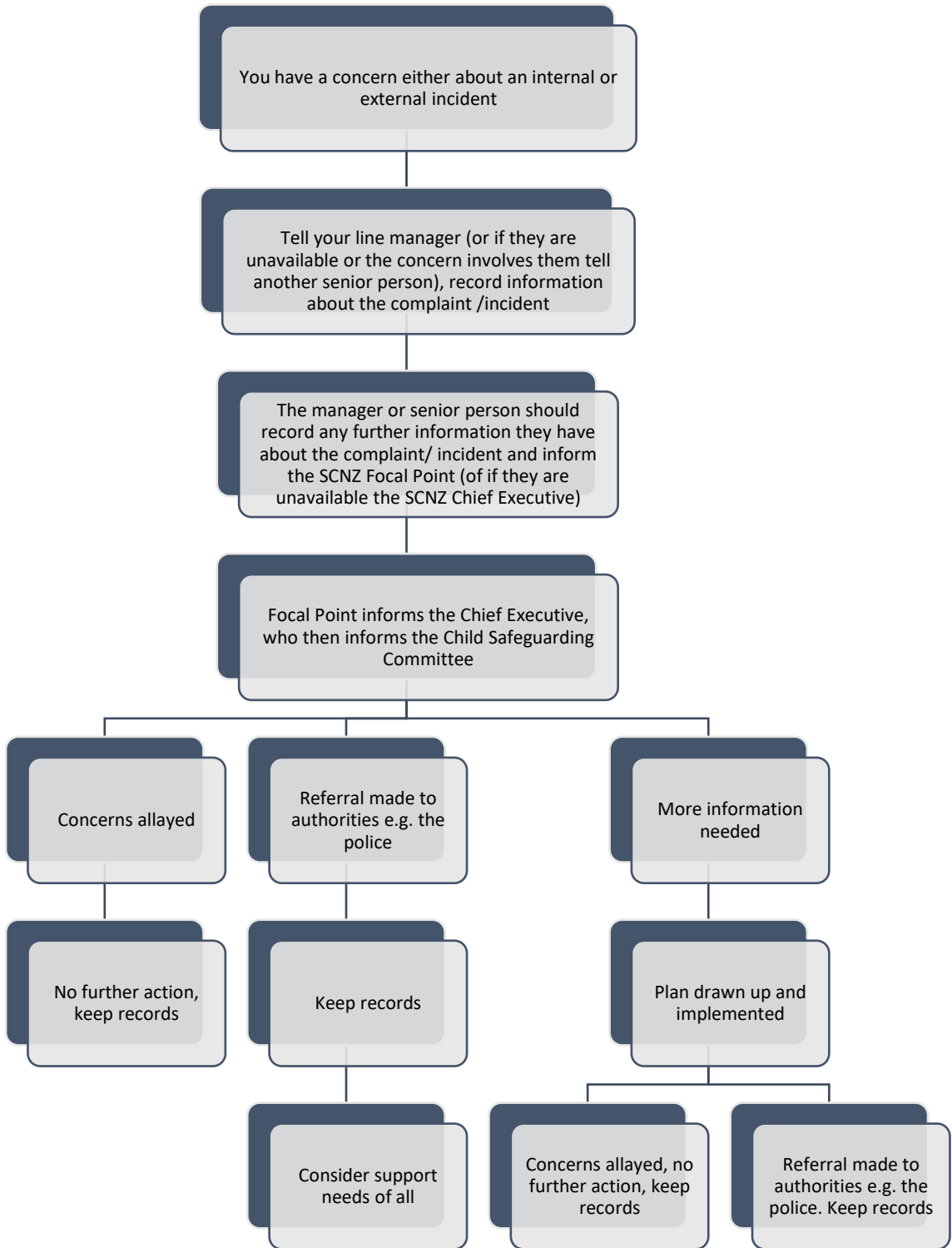
(To be completed by responsible contact person in consultation with person responsible for the operation in question)

Describe the corrective action decided on:

Time plan for corrective action:

Shortcoming/risk remedied (date):

Child safeguarding complaints procedure



ANNEX 2 SCNZ: A Child safe organisation

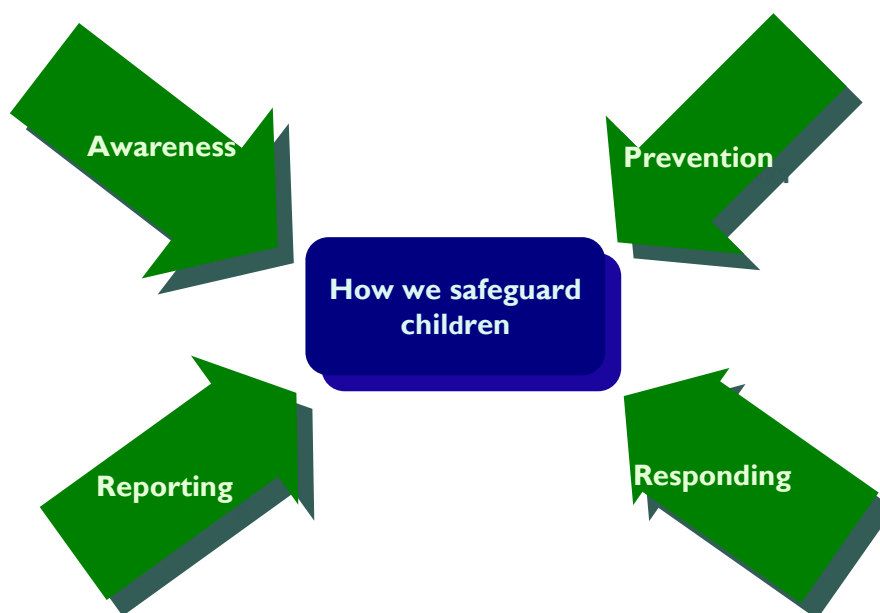
Summary

This section identifies the key steps, practices and processes needed to ensure that SCNZ is a child safe organisation. Specifically, it describes how we:

- Ensure that everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children.
- Ensure that anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a member of the Save the Children family.
- Assess and reduce the risks to children that are associated with all of our activities and across all departments. This includes for example safe recruitment, programming and activities, campaigning and office-based activity.

In short, how we make all of our activities as safe for children as possible.

The main components of our approach are:



- Awareness: we will ensure that all staff and others (including consultants, board members, researchers, volunteers, partners, trustees) are aware of child safeguarding and the risks to children.
- Prevention: we will ensure, through awareness and good practice, that staff and others minimise the risks to children.
- Reporting: we will ensure that staff and others are clear on what steps to take where concerns arise regarding the safety of children.
- Responding: we will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

SCNZ child safeguarding framework

This policy (including the Code of Conduct) is part of a suite of policies that together constitute SCNZ's framework for child safeguarding. The other policies include:

POL_GEN_08_Complaints and Reporting Policy
POL_GEN_04_Protected Disclosures (Whistle-blower)
POL_GEN_24_Risk Analysis Policy
POL_GEN_04_Risk Management Policy

Other documents are also relevant:

POL_SCI_01_Global Child Safeguarding Protocol (2019)
GUI_COM_01_GCCU Film and photo guide (issues by SCI - 9 April '18)
GUI_COM_02_Handbook - Safeguarding Children in Media and Comms Work
GUI_COM_03_Key Principles - Safeguarding Children in our Comms and Media work
GUI_COM_04_Media in the field - Guidance for working with Save the Children
GUI_COM_05_Quick Guide to Child Safeguarding in content gathering and communications
GUI_COM_06_General content gathering - top tips for short trips
FRM_COM_02_Individual Child Risk Assessment Comms and Media work
FRM_COM_03_Individual Child Risk Assessment for Sensitive Comms and Media Work
FRM_COM_04_Content gathering - Leave behind cards
GUI_COM_07_Safeguarding in Content Poster
POL_COM_04_Global Image Guidelines
GUI_GEN_01_Child Safe Programming guidelines (2017)
GUI_GEN_02_Child Safeguarding and social media
GUI_GEN_03_Child Safeguarding Protocol - Children Version
GUI_GEN_04_Child Safeguarding Responsibilities Do's and Don'ts
GUI_GEN_05_Child Safeguarding - Summary of briefs for visitors

All policies are stored here: P:\Company\Policies (2020 onwards)

What we will do - Step by step requirements

The steps required to establish and manage an effective child safeguarding system include the following.

Identify and allocate responsibilities

1. Responsibility for oversight of this policy

The Chief Executive must take leadership in promoting and overseeing this policy and is ultimately responsible for its implementation. The Senior Leadership Team (SLT) also hold responsibility for creating and maintaining the managerial and operational environment that makes SCNZ safe for children.

The Chief Executive will ensure all SLT members are aware of their responsibilities in relation to this policy. Job descriptions of managers (and others as relevant) should specify:

- a) Generic safeguarding roles and responsibilities such as adhering to the Child Safeguarding Policy and Code of Conduct, undertaking mandatory training and the requirement to report concerns

- b) Specific safeguarding role appropriate to that post/job (e.g. Human Resource Manager's role in child safe recruitment and selection, the role Child Safeguarding Focal Point reflected in the relevant job description etc.).

Performance evaluation should include reference to and assessment of the above.

The Chief Executive should also ensure responsibility is assigned for the following key roles: Child Safeguarding Focal Point, Training Officer and Child Safeguarding Committee.

2. *Appointment of Child Safeguarding Focal Point*

The Chief Executive will be the Child Safeguarding Focal Point for SCNZ or will clearly delegate the role to a member of staff with authority and relevant experience to undertake this role where the Chief Executive is unavailable.

The Chief Executive may wish to appoint two focal points depending if at any time the size of SCNZ requires it. If SCNZ has 100 or more staff or develops specific safeguarding issues, the focal point should be a dedicated position. For more information on appointing a Focal Point and their role, see the Save the Children International Focal Point Terms of Reference document.

There are two main roles for the Child Safeguarding Focal Point:

- Receive child safeguarding concerns and complaints and ensure the complaint is managed in accordance with the requirements of this policy and the Complaints Policy, and report on such concerns and complaints to the Director of Global Child Safeguarding.
- Provide overall support to the establishment of child safeguarding systems and the wider implementation of child safeguarding policies and procedures, and champion them across all activities and departments.

The name, role, location, contact details and role of the Focal Point will be communicated to all SCNZ staff, volunteers, representatives and the Director of Global Child Safeguarding or Regional member of the global safeguarding team.

3. *The Training Officer* will be appointed by the Senior Leadership Team and communicated to staff by the Focal Point.

4. *The Child Safeguarding Committee* will be appointed by Senior Leadership Team and will include CE and at least two other members of SLT. The focal point will inform the staff about the appointments. Role of the Child Safeguarding Committee is set out in Annex 1 of the Child Safeguarding Policy: Reporting Procedure for Child Safeguarding concerns.

Ensuring compliance – auditing, monitoring and benchmarking

Every year the Chief Executive and SLT will assess SCNZ's compliance with this policy and child safeguarding standards. Where necessary an action plan to meet the

requirements of this policy will be developed and reviewed quarterly by the Chief Executive and SLT.

To assist with ongoing compliance, the Chief Executive will ensure that Child Safeguarding is a standard agenda item at SLT meetings. The purpose is to check progress towards compliance (or if fully compliant monitor for ongoing compliance), maintain awareness, integrate learnings from previous child safeguarding issues and cases and ensure management engagement on safeguarding.

SCNZ will also review policies, risk management procedures and practice following safeguarding incidents, complaints and near misses.

Complaints procedure

If a complaint relates to child safeguarding, the special procedure outlined in Annex1 of the Child Safeguarding Policy: Reporting Procedure for Child Safeguarding concerns) should be followed. The Focal Point is the person who is responsible for receiving and managing complaints. The Focal Point is then responsible for informing the Child Safeguarding Committee.

Complaint management and reporting procedures should be child and parent friendly and accessible to all in a language of their understanding and should be periodically reviewed and revised. The procedures must also be made highly visible.

These procedures will include information gathered by a Child Safeguarding Infrastructure Mapping Exercise. The purpose of the mapping exercise is to provide a practical guide that roots Child Safeguarding within a local context:

- Legal and Judicial situation within a country or locality in respect of child abuse and exploitation
- Statutory welfare provision to assist in cases of abuse and exploitation
- Community based resources and specialists in this field
- INGO / U.N. agencies able to assist or offer services.

A child-friendly complaints procedure is must be made available for children taking part in SCNZ activities. A complaints procedure for parents, carers and families must be made available for children taking part in SCNZ activities.

Responding and reporting to child safeguarding concerns and incidents in New Zealand

Where the Chief Executive is unavailable, staff and volunteers should contact the Finance and Operations Manager.

Where a child or young person is in immediate danger, all staff and volunteers must call Police on 111 immediately.

Contact Oranga Tamariki on **0508 326 459**, if you have a suspicion that a child is experiencing abuse or neglect.

Where a staff member or volunteer has a concern for a child or young person involved in SCNZ programs, child safeguarding focal points are available for support and consultation at any point in the reporting process.

Where a staff member or volunteer has a concern that another staff member or volunteer may be harming or at risk of harming a child or young person, the staff member or volunteer must report the concern according to Annex 1 of the Child Safeguarding Policy: Reporting Procedure for Child Safeguarding concerns.

Accurate records must be kept of all concerns and follow-up actions taken by SCNZ. Records should, at minimum, include:

- Details of the incident and people involved (i.e. child, staff member, volunteer, witnesses, parents/carers)
- Category of incident (e.g. abuse, policy breach)
- Details of staff member managing response to incident/concern
- Actions taken (i.e. report to external agency, policy review, review of risk management process, internal investigation, disciplinary actions)

Awareness rising: Induction and training for representatives and information for the public

The Chief Executive will appoint a member of staff responsible for child safeguarding training (the Training Officer). Where possible this person should attend relevant training courses to support them in the role.

The Training Officer will ensure all staff, volunteers and representatives are aware of this policy and complete a child safeguarding training programme within one month of their appointment. Child Safeguarding (International and National) training must be completed within three months of an appointment. Every three months there should be a face to face session (with the Focal Point) during a staff meeting to provide an opportunity for any concerns or issues to be raised.

SCNZ will also provide a 1.5-hour child safeguarding session to all staff and volunteers specific to the New Zealand context detailing:

- Child abuse definitions and indicators
- Impacts of child abuse
- Recognising and responding to child abuse disclosures
- Relevant legislation
- Responsibilities associated with this policy and the Code of Conduct
- Reporting/complaints requirements and processes including how and who to report to within SCNZ and external authorities
- Understanding risk identification and mitigation application.

Every two years all staff, active volunteers and representatives should take part in a refresher training. All staff, actively participating volunteers and representatives must sign the Code of Conduct.

A record of all people who have completed training and refresher courses will be kept for the purpose of ensuring all those who are required have undergone training and attended refresher courses.

Training will include:

- A basic understanding of the issues of abuse and exploitation
- A basic understanding of the effects of these on children
- Knowledge of the safeguarding challenges facing this organisation
- Knowledge of the standards of behaviour expected from SCNZ staff, volunteers and representatives in professional and personal life as outlined in this policy
- Knowledge of responsibilities associated with this policy and Code of Conduct
- Knowledge of the Whistleblowing Policy
- Knowledge of what child safeguarding concerns should be reported
- Knowledge of how to report concerns and respond appropriately
- Understanding of the risks associated with our own activities
- The centrality of the best interest of the child.

The Chief Executive will publicise (e.g. on the website and in relevant materials) SCNZ's child safeguarding approach so that the wider public (especially children and families we work with), are aware and know what they can expect of us and how to raise a concern.

Engaging Safe Staff and Volunteers

SCNZ is committed to ensuring a child safeguarding focus exists at every stage of engagement across recruitment and screening including:

Risk Management Approach:

- All roles will be risk assessed based around the level of engagement with children required to inform the recruitment and screening process undertaken
- The assessment process assists SCNZ to identify the exact skills required and the potential risks posed to children
- Following the completion of the safety checking process, SCNZ will assess the information gathered about the candidate against the suitability to the role and any and all risks they may pose to children and young people.

Advertisements and Position Descriptions:

- Any advertisements for staff or volunteer roles will include SCNZ's commitment to child safeguarding
- All position descriptions will include SCNZ's commitment to child safeguarding to discourage potentially unsuitable candidates
- Targeted position descriptions will be developed for each role detailing the child safeguarding skills and requirements that the position entails
- Position descriptions may include generalised child safeguarding responsibilities and specific role-related responsibilities.

Understanding our Approach

- All prospective staff and volunteers should be given a copy of the policy and code of conduct prior to engaging in the interview process to ensure an understanding of the standards and expectations SCNZ places on all staff and volunteers

- Following a candidate's success through the recruitment and screening process, they will be given the opportunity to ask questions and discuss the documents to ensure an understanding of their responsibilities
- Staff and volunteers must, at minimum, sign that they have understood the Child Safeguarding Policy and Code of Conduct prior to engaging in work with SCNZ.

Identity Confirmation and Work History

- Prior to engaging a new employee or volunteer, SCNZ will require confirmation of identity
- Prior to engaging a new employee, SCNZ will require the candidate to provide their work history for at least the previous five years.

Interviews

- Appropriately qualified and trained SCNZ staff will undertake interviews with staff and volunteers that include behavioural and values-based interview questions designed to assess the candidate's suitability for the role and ability to engage safely with children and young people
- Interviews will be designed to check for key child safeguarding competencies as relevant to the particular role.

Reference Checks

- Appropriately qualified and trained SCNZ staff will undertake a minimum of 2 reference checks when engaging new staff and volunteers
- Referees should where possible be direct supervisors and have observed the candidate interacting with children and young people.
- One of the referees must be a current employer of the preferred candidate
- **The SCNZ staff conducting the reference check will confirm the identity of the referee with the referee's HR Department**
- Where roles do not involve direct contact with children, reference checks will still include child safeguarding questions related to our commitment to child safeguarding.

Background Checks

- SCNZ undertakes three types of background screening checks on prospective staff and volunteers:
 - Ministry of Justice criminal record check (MOJ): Checks if a candidate has been convicted of a crime
 - Police vetting: Police vetting checks the criminal record of a person *and* any contact had with police
- Candidates must undertake MOJ prior to commencing work with SCNZ. Where screening checks return a criminal history, the CEO will be responsible for assessing whether the candidate poses an unacceptable risk in their role
- Police vetting must be undertaken for any role requiring engagement with children and young people.

Probation/90-day trial period

- Where review processes occur at the end of the probationary period/90-day trial period, the performance of a member of staff will be assessed against identified child safeguarding competencies relevant to their role. This may, depending on the role, involve interviewing managers and staff about the staff member or volunteer's engagement with children.

Reviewing Safety Checks

- Where an employee who engages with children has not been subject to the above processes for more than three years SCNZ will ensure the following checks are made:
 - Identify confirmation (where a name change has occurred since their last identity confirmation)
 - Police vetting/Ministry of Justice vetting
 - Confirm registrations or engagements with other organisations or professional bodies (where relevant).

Sharing of information

SCNZ will within NZ legal frameworks share information and data to ensure that only people suitable to work with children are engaged in Save the Children activities.

Risk assessment/mitigation and evaluation

The Chief Executive will ensure that actual and potential risks to child safeguarding are identified and mitigated, in accordance with SCNZ risk management policy and procedures. Risks are not limited to project management and programmatic activity, but are present in all virtually aspects of our work including:

- Advocacy and campaigning
- Media and communication
- Child participation activity
- HR management
- Domestic and International Programmes
- Humanitarian preparedness and response (NZ and partner countries)
- Support or back room functions such as I.T., partner assessment, logistics, contract awards etc
- Behaviour of staff even when off duty.

Risk registers and detailed approaches to the identification and assessment of risk will be kept at the following levels:

- Whole of organisation
- Program and sector
- Activity
- Event

Risk assessment plans and registered will be reviewed and evaluated annually at minimum and following any significant events, incidents or near misses.

Applying these standards to country office visitors and Save the Children members

The Chief Executive is responsible for ensuring that visitors to SCNZ and its programmes and activities are aware of this policy, the Code of Conduct and the SCNZ Complaints Policy. They need to be informed that they are bound by these policies and procedures and of their responsibilities therein. This includes staff members of Save the Children Member organisations (for example those providing Technical Assistance), staff from other Save the Children offices as well as consultants, trustees, celebrities, journalists etc.

A system will be established to include this information, including in arrival briefings.

Concerns raised during such visits should be managed and reported in accordance with SCNZ's Complaints Policy.

Applying these standards to partners, contractors and sub grantees

The Chief Executive is responsible for ensuring that partner organisations and their representatives either adopt this policy or develop/apply their own to similar standards.

A partner's commitment to and capacity for compliance with a child safeguarding policy is a key consideration in the assessment process of potential partner organisations and in the negotiation of Terms of Reference, contracts or agreements.

Agreement on the procedure for reporting and responding to concerns within a partner agency and SCNZ is mandatory regardless of whether they adopt our policy or apply their own. This detail along with possible consequences of a breach should be included in any agreement and contract.

Agreements with contractors and sub grantees, where there is a formal contractual arrangement, should include a section outlining our requirements in this area in a simplified version of the Child Safeguarding Policy.

Including child safeguarding in planning and resourcing

Child safeguarding should be part of the Annual Plan, Emergency Preparedness Plan and strategic plans. It is the responsibility of the Chief Executive to ensure that adequate consideration and adequate available resources are allocated to establish an effective child safeguarding framework.

The Chief Executive should ensure that budget lines for child safeguarding activity are established within budget codes to allow for expenditure in this area to be monitored.

Humanitarian adaptations

Humanitarian situations and emergencies involve increased vulnerability for children and their families as well as increased organisational risks and pressures. The Chief Executive should ensure that the designated Country Office lead on Humanitarian Preparedness and Response has factored in child safeguarding elements such as induction, training, risk assessment and reporting mechanisms into humanitarian response planning. They should also ensure that these are included in monitoring and evaluation processes.

The child safeguarding standards are cross referenced within the Humanitarian Preparedness and Response standards and procedures. The Chief Executive and

SLT should ensure that Child Safeguarding issues are included in Emergency Preparedness Plan, Country Annual Plan and Strategic plan.

Emergency personnel deployed to a Country Office from the Humanitarian Roster or members have to be made aware of the child safeguarding system operating within a Country Office, their responsibilities therein and arrangements for safe recruitment, induction and training and reporting concerns.

The Chief Executive should appoint a dedicated Child Safeguarding Manager for all Category 1 emergencies and disasters and should consider viable options for all other categories.

Images of Children and Young People

SCNZ will generally utilise images of children and young people obtained through SCI's library of photographs and footage. Where SCNZ cannot use photographs or footage provided through SCI, we endeavour to employ stringent guidelines on the use of images of children and young people. From time to time SCNZ will use photographs, videos across our printed or electronic publications. This means, that our publications may be available to third parties or the public at large.

Where SCNZ gather and use images:

- We only take appropriate photographs or other images of children which are directly relevant to our services and portray children and young people in positive ways
- We endeavour to reduce the risks of images being used inappropriately
- We will not obtain images of children and young people without first ensuring that the children and young people themselves and their parents and carers have provided written consent for the gathering and use of the images
- In seeking consent SCNZ will endeavour to ensure parents and carers and children and young people have a clear understanding of how images will be stored (including for how long), used and any related risks
- We will never publish personal information of about individual children, except where given express permission and only in particular circumstances e.g. a child receives an award
- Personal devices such as mobile phones are never to be used in the gathering of images of children and young people for use of SCNZ
- Where professional photographers are engaged by SCNZ to take photographs or videos of children, we ensure our child safeguarding policy and code of conduct are read and signed prior to engagement with children
- Professional photographers are never to be left unsupervised with children and young people
- Photographs taken by an external professional photographer remain the property of SCNZ and cannot be used or sold for other purposes
- Our complaints process is made available to parents and carers and to children and young people (in appropriate language) for any concerns around the inappropriate use of images or behaviour in obtaining images.