

# FRIENDS-INTERNATIONAL BENEFICIARY PROTECTION POLICY

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This document aims at providing guidelines and procedures to protect all people in contact with Friends-International services.

Beneficiaries are the children, youth and adults that the teams are working with or that are in contact with the Friends-International services, including (but not exclusively):

- Ⓐ Children, Youth and Adults the teams meet during their outreach activities (including mobile buses, mobile teams, prisons, other centers, etc.);
- Ⓑ Children and Youth coming to the Friends-International services (including: drop-in centers, Transitional Homes, remedial schools, support classes, vocational training, Futures, Futures Factory, etc.)

Friends-International is a Child Protection organization, it is therefore important to have a clear, stand-alone Child Protection Policy / Child Safeguarding Policy (The Friends ChildSafe Protection Policy) but complement it with an adult specific document.

This Beneficiary Protection Policy is therefore divided into 2:

- Ⓐ The Friends ChildSafe Protection Policy;
- Ⓑ The Beneficiary Protection Policy.

# FRIENDS-INTERNATIONAL BENEFICIARY PROTECTION POLICY

## Protecting Children in contact with Friends-International services from all forms of abuse

According to Article 19 of the Convention on the Rights of the Child, 'children should be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse'.

### **PREAMBULE:**

Friends-International (FI) as a child protection organization is committed to child protection and aims to achieve the highest level of protection for children.

Friends-International's work reflects the UN Convention on the Rights of the Child: "Stated 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" (UN Convention on the Rights of the Child (1989), Article 19).

In addition, as Friends-International's beneficiaries include children, youth and their caretakers (adults), it is essential that all beneficiaries be equally protected.

To that end, Friends-International implements policies and procedures which significantly strengthen beneficiaries' protection within all its programs and projects and among its partners' projects.



This ChildSafe Protection Policy covers ALL beneficiaries including children, youth, caretakers and other adults in contact with the Friends-International services. However, adult specific protection measures are outlined in a separate document (Beneficiary Protection Policy)

**A THE CONVENTION ON THE RIGHTS OF THE CHILD (CRC):**

The CRC is the key guiding document for Child Protection at Friends-International. This ChildSafe Protection Policy directly refers to the CRC and clarifications will be drawn from that text.

**B NATIONAL LAWS:**

Friends-International abides to all relevant local laws that protect and uphold the rights of children in the country of operations. These laws will correct and complement the ChildSafe Protection Policy at local level and as needed. However, since a signatory country has to abide by the CRC in their laws, the CRC will take precedence when issues arise (except in the USA, non-signatory)

**C INTERNATIONAL STANDARDS:**

Friends-International will always strive to follow and be attuned to International Standards in Child Protection and ensure that the policies and practices are adapted to provide the highest level of protection at all times.

**D FRIENDS-INTERNATIONAL CORE VALUES:**

- All children are human beings, who are the subject and receivers of human rights that Friends-International will respect at all times;
- All children have equal rights to protection from all forms of abuse and exploitation regardless of their gender, race, health situation, religion, age, disability, sexual orientation, social background or culture;
- All child abuse involves the abuse of children's rights;
- Child abuse is never acceptable;
- All children should be encouraged to fulfill their potential and inequalities should be challenged;
- Everybody has a responsibility to support the care and protection of children;
- We have a duty of care to the children with whom we work and with whom our representatives work;
- When we work through partners they have a responsibility to meet minimum standards of protection for the children in their programs.



# 1 | THE FRIENDS-INTERNATIONAL'S CHILDSAFE PROTECTION POLICY

Friends-International's ChildSafe Protection Policy is based on the UN Convention on the Rights of the Child. It is a policy established throughout Friends-International Programs to effectively keep children safe. It is a fundamental component of our work which sets out the systems and processes we are committed to, in order to effectively keep children safe. It makes clear to everyone involved with Friends-International that children must be protected; it helps to create a safe and positive environment for children, and demonstrates the commitment of Friends-International to its duty of care.

The Friends-International Child Protection policy provides a framework of principles, standards and guidelines on which to base individual and organizational practices to become aware of, prevent and respond to risks and abuse. Friends-International is committed to ensuring that a full ChildSafe Protection System is operational throughout the organization which informs the organization's programs.

## 2 | BENEFICIARIES

The term Child/Children refers to the whole target group of Friends-International: children and youth from 0 to 24 years old (and beyond if still in care).

The term Beneficiary refers to a person receiving services from Friends-International and encompasses our wider target group to include: Parents, Siblings and Caretakers who may be either a direct or indirect beneficiary as well as all other actors involved in our work (ChildSafe Agents and others).

This policy relates to all Beneficiaries Friends-International work with, including.

- A Children and youth in contact with our services, including (but not exclusive to) children/youth met during: outreach, drop-in centers, youth centers, detoxification centers, transitional homes, group homes, foster care, training centers, educational centers, etc.
- B Children of Friends-International staff, including (but not exclusive to) children/youth coming with their parents to work
- C Children and youth in the communities where Friends-International operates, including (but not exclusive to): children/youth in and around offices and other centers operated by Friends-International, children/youth met during external events...
- D Children and youth as customers, including (but not exclusive to): children/youth coming to use vocational training businesses services, children/youth coming to join ChildSafe Experiences, children/youth coming to public spaces operated by Friends-International...

Other beneficiaries, including (but not exclusive to) parents, caretakers, siblings, ChildSafe Agents, youth/adult volunteers, students...



### 3 | DÉFINITION AND TYPES OF RISK/ABUSES

Friends-International adopts the World Health Organization definition: 'Child abuse' or 'maltreatment' constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power'.

These may include:

- A Physical violence: Physical abuse occurs when a person, adult or child, purposefully injures or threatens to injure a child or a young person. This may take the form of but is not limited to slapping, punching, shaking, burning, shoving, grabbing and bullying. The injury may take the form of bruises, cuts, burns, fractures etc.
- B Sexual abuse: the inducement or coercion of a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to.
- C Sexual abuse also consists of any sexual activity with a person under the age of 18, regardless of whether physical injuries are sustained: an underage child cannot legally give informed consent. It may also include involving children in looking at or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.
- D Sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs.
- E Neglect or negligent treatment:  
allowing for context, resources and circumstances, the failure to meet a child's basic physical and /or psychological needs, protect them from danger, or obtain medical and other services, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. This includes (but not exclusive to):
  - Physical needs, such as adequate nutrition, personal hygiene, shelter and appropriate supervision
  - Medical needs, such as general and mental health care
  - Emotional needs, such as opportunities for mental development and emotional nurture
  - Educational needs, such as schooling and access to educational resources
- F Emotional abuse: emotional maltreatment that impacts on a child's emotional development, and any chronic attack on a child's or a young person's self-esteem, such as: bullying, bad name calling, constant



criticism, belittling, persistent shaming, threatening, ridiculing, intimidating solitary confinement and isolation.

- Ⓒ Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development.
- Ⓓ Financial/legal abuse: Financial or legal transactions (including loans, signing of any legal document without proper counsel) to which a child/youth does not or cannot validly consent, or which are exploitative.
- Ⓔ Material abuse: includes theft, fraud, exploitation, pressure in connection with property and/or inheritance.

## 4 | SCOPE

This Policy and Procedure covers all activities associated with Friends-International activities and services and is applicable to the professional and personal lives of all the persons in the scope of this document, including:

- Ⓐ Staff of Friends-International
- Ⓑ Board Members of Friends-International
- Ⓒ Long-term and short-term Volunteers involved in the work and activities of Friends-International
- Ⓓ Consultants and Contractors working for Friends-International or donors/partners of Friends-International
- Ⓔ Visitors to Friends-International services
- Ⓕ Parents and caretakers involved in activities, training at Friends-International
- Ⓖ External partners and consultants collaborating with Friends-International
- Ⓗ ChildSafe Agents operating in collaboration with Friends-International

This is not an exclusive list. The principle is that all adults involved with Friends-International should avoid actions, behaviors, or suspicions that are seen as poor practice or potentially abusive and should support children's active and meaningful empowerment and participation.

## 5 | MEANS OF CHILDSAFE PROTECTION

At Friends-International, we meet our commitment to protect children from abuse through the following means:

- A Awareness: we ensure that all staff, board members, volunteers, partners and children are aware of the problems of child abuse and the risks to children;
- B Prevention: we ensure, through awareness, training, guidelines and good practice, that staff, board members, volunteers, partners and children minimize the risks to children;
- C Risk assessment: we identify risks of harm and abuse to children within all services and activities of Friends-International, and implement protective measures across all our programs on a regular basis to ensure the risks are known and mitigated;
- D Reporting: we ensure that staff, board members, volunteers, partners and children are clear on the steps to take when concerns arise regarding the safety of children;
- E Responding: we ensure that action is taken to support and protect children where concerns arise regarding possible abuse. This process is to be fair and transparent;
- F Participation: we ensure that children are actively involved in creating a safe environment and we take seriously their views, wishes and concerns in all matters regarding their safety and protection.

## 6 | COMPONENTS AND PROCESS

Friends-International has 7 key elements for its ChildSafe Protection Policy

- 1 Personnel recruitment
- 2 Education and training
- 3 Management structure
- 4 Behavior protocols
- 5 External communication
- 6 Reporting and reaction process
- 7 Ramifications of misconduct



## 6.1 | PERSONNEL RECRUITMENT

### A REQUIREMENTS FOR PERSONNEL RECRUITMENT

We are committed to ensuring that all personnel who have direct or indirect contact with children through the work of Friends-International, that is to say all employees, contractors, trustees, officers, interns and volunteers, whether paid or unpaid, full-time or part-time, temporary or long-term, must undergo a thorough and standardized recruitment process.

### B GUIDELINES ON RECRUITMENT

#### **Advertisement of vacancies and application forms**

To deter child abusers and individuals seeking out organizations with weak protection procedures from applying and to communicate Friends-International's strong engagement for and transparency about child protection issues, all advertisements for job vacancies and application forms must make reference to the child protection policy and screening process on both the job advertisements (paper, online) and on the application forms.

#### **Interviews of candidates**

Job interviews are the first test for child protection safeguards. To ensure that every recruitment opportunity is used to explore candidates' suitability for a post in relation to child protection issues and to ensure that all candidates are judged on the basis of equal opportunity, Friends-International has a standardized interview process in place. One member of the recruitment panel must be trained in and be familiar with issues of child protection to be able to ask pertinent child protection related questions and to look out for warning signs of potential risk to children.

In addition to assessing applicants according to pre-determined specific essential and desirable skills, the interview is as an opportunity to:

- assess candidates' history in relation to child protection, including:
- to find out whether there have been previous child protection concerns relating to when the candidate was working for other organizations and whether this might have led to dismissal or frequent changes in jobs;
- to explore whether periods of absence from employment may be due to (e.g.) time in custody, and suspicious activity. Warning signs include:
- gaps in employment history (if the candidate has had a career working in children's issues)



- frequent changes of employment or address (if the candidate has had a career working in children's issues)
- reasons for leaving employment (especially if this appears sudden)
- any duties or accomplishments that come across as 'vague' in a CV in relation to work with children
- prevalence of regular overseas travel to destinations where child sex tourism occurs
- body language and evasion, contradiction and discrepancies in answers given
- Inform about the ChildSafe Protection Policies: to dissuade potential abusers from pursuing employment at Friends-International
- Assess warning signals during the interview

## © GUIDELINES PRIOR TO EMPLOYMENT OF NEW PERSONNEL

Before a candidate is finally chosen for a job, the following conditions have to be fulfilled:

- Check of Character References
- Check of Professional References
- Police reference / self-declaration of criminal convictions
- Commitment to child protection policy and signing of the code of conduct

*(See Annex 1 for examples of questions and guidelines)*



## 6.2 | EDUCATION AND TRAINING

### A REQUIREMENTS FOR EDUCATION AND TRAINING

- All personnel associated with Friends-International need to fully understand the child protection policy and procedures, to know exactly what to do as part of their ongoing work and also in the event of an incident, to know where to get further advice and support. Personnel must know how to implement policies and procedures and work to the same high standards. Personnel must feel confident and comfortable in discussing child protection issues.
- Friends-International will provide enough opportunities for personnel to develop and maintain the necessary skills and understanding to safeguard children.
- Friends-International will also provide opportunities for children themselves to understand the importance of child protection. All children must know best how to protect themselves and make use of the policies and procedures in place (i.e Policies and informative posters available and accessible to children, reporting boxes available where possible).

### B GUIDELINES ON EDUCATION AND TRAINING

#### **For Personnel:**

There are different types of training / orientation to be carried out:

- Initial / basic awareness raising and training on the organization's child protection policy for new staff and associated personnel when they join the organization (within 8 weeks). New representatives to receive child protection training as soon as possible (preferably provided by the child protection officer within the first days after employment)
- A ChildSafe training and certification is mandatory
- General refresher training for personnel (once/twice a year) to remind personnel of procedures in place and to update on any new developments

### **For Children:**

Children are to be trained to:

- Know how to protect themselves;
- Know what behavior to expect from personnel and from each other;
- Know the difference between 'good touch' and 'bad touch'; and
- Know when and to whom to speak out to if they feel uncomfortable or at risk.

Therefore, orientation is given to children themselves on all relevant aspects of the organization's ChildSafe Protection Policy and the Procedures. Children Representatives are involved in updating the training/ orientation session for children to ensure that it is easily understood, appropriate and useful to other children

*(See Annex 2 for Training Outline)*

## **6.3 | MANAGEMENT STRUCTURE**

### **Ⓐ REQUIREMENTS FOR MANAGEMENT STRUCTURE**

As a ChildSafe organization Friends-International strives to have a clear structures and an open and aware culture in place to ensure that all personnel and children feel confident and comfortable speaking out and implementing ChildSafe Protection safeguards.

The management structure strives to facilitate the implementation of the child protection policy and procedures both in Friends-International Management and in Managements of Friends-International Programs and Projects. The ChildSafe Management structure includes:

- A governing Board
- An Executive Director
- Deputy Directors
- International Coordinators
- Program Directors
- Child Protection Officers (CPO)
- An International Human Resources Coordinator

## **B GUIDELINES ON MANAGEMENT STRUCTURE**

- **Supportive environment:** Management will encourage personnel to actively participate in the protection of children, by fostering and promote open lines of communication, an atmosphere of support and encouragement for reporting and a positive environment for giving and receiving feedback.
- **Values:** Management must reflect core values and principles, uphold a professional approach and demonstrate awareness of abuse. Management must demonstrate leadership in this area and act as role models.
- **Supervision and support:** Ongoing supervision, monitoring and support is provided for all personnel to ensure that child protection policies and procedures are understood and being implemented and that any problems or queries are dealt with as soon as they arise.
- **Staff evaluation:** Child Protection issues are included in regular, formal staff evaluations. This helps to assess existing knowledge and to identify further training needs on an individual basis. This also helps to provide an opportunity for personnel to input into suggestions for improvement and to feed into overall organizational monitoring of the child protection policy.
- **Internal/external organizational evaluations:** Child Protection issues are incorporated into regular internal and external program and organizational evaluations/ assessments.
- **Child Protection Officers (CPO):** Management will designate ideally 2 persons per Program, ideally 1 male and 1 female as CPOs to implement child protection policies and procedures to ensure that child protection is prioritized within Friends- International and that it is promoted to all staff.
- **Standardized Reporting Procedure:** Friends-International has a written procedure on what to do if a member of personnel is concerned about, witnesses, hears or suspects potential child abuse. This written procedure is to be kept up to date and clearly displayed in the organization for easy reference.

*(see Annex 3 for the Reporting Procedure)*

## 6.4 | CODE OF CONDUCT

### REQUIREMENTS FOR THE CHILDSAFE CODE OF CONDUCT

Friends-International has and regularly reviews a set of guidelines for behavior (“Code of Conduct”) for all employees, contractors, trustees, interns, volunteers and visitors detailing appropriate and inappropriate behavior with children and beneficiaries.

This Code of Conduct clarifies what constitutes appropriate and inappropriate behavior towards children/ beneficiaries and ensures that all personnel understand and abide by behaviors which create a ChildSafe environment that respects children’s physical and mental integrity. This is also to avoid potential misunderstandings which may lead to false allegations of child abuse or misconduct with other beneficiaries.

Behavior guidelines also allow children/beneficiaries to know what behavior to expect from personnel and to know the limitations of personnel authority, reducing the risk of other forms of abuse.

The Code of Conduct encourages personnel to interpret the Code in a spirit of transparency and common sense, with the best interests of the child as the primary consideration and that of all beneficiaries connected to Friends-International. The Code of Conduct acts as a constant reminder and is a point of easy reference in times of doubt and emergency. Personnel Representatives must promote copies of the Code in all situations where the organization is responsible for bringing children into contact with adults, including outside of the program or project environment, such as in workshops, conferences or other external events, or research and visits from donors or other NGOs. (See Annex 4 for the Code of Conduct and related documents)

## 6.5 | EXTERNAL COMMUNICATION

Within its fundraising and publicity materials, Friends-International is sometimes required to use text and imagery from its projects around the world. In so doing, it recognizes that it has a responsibility to the children who are portrayed. Friends-International has a set of guidelines (Media Guidelines and External

Communication Guidelines) to control confidential information regarding children and to prevent the presentation of degrading images of children through the organization's publications, social media and website.

These Guidelines aim to clarify what constitutes appropriate and inappropriate use of written, visual and verbal information relating to children and to ensure that all personnel understand the importance of protecting and respecting children's dignity and privacy and which safeguards them from being identified by those who may wish to harm them.

External Communication guidelines also allow children to know what rights they have regarding the use of information that relates to them, to introduce them to the concept of 'informed consent' regarding such information and when to speak out if they feel uncomfortable.

In addition to guidelines for personnel, Friends-International also has a set of guidelines for individuals, researchers, organizations or representatives of media that either request the use of Friends-International resources (e.g. photos, case studies) or want to make any reports/interviews/films/photographs by themselves. They are required to sign the Media Guidelines agreement with the organization that clarify how the images are to be taken and the proper use of such materials.

### **GUIDELINES ON EXTERNAL INFORMATION ABOUT CHILDREN AND BENEFICIARIES**

The Guidelines cover the following:

- Representation: Every child has a right to be accurately represented through both words and imagery. The organization's portrayal of each child must not be manipulated or sensationalized in any way and must be presented as human beings with their own identity and dignity preserved.
- To be avoided: Friends-International will avoid the following:
  - Language and images that could possibly degrade or victimize or shame children;
  - Making generalizations which do not accurately reflect the nature of the situation;

- Discrimination of any kind;

- Presenting pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible and should be relevant to any accompanying text);

- Unnecessarily focus on the story of one individual;

- Identify the name and/or location of a beneficiary;

- Use images or language that could reinforce the beneficiary's sense / feeling of vulnerability / marginalization.

• **Dignity:** The preservation of the child's dignity must be preserved at all times.

• **Nudity:** In images, children must not be depicted unclothed or in any poses that could be interpreted as sexually provocative.

• **Identity:** Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk will not be used on the organization's website, social media or in any other form of external communication. Where it is necessary to use case studies to highlight the work of Friends-International, names of children will be changed and images will not have a direct correlation with the content of the text or not allow the identification of the child (group shots).

• **Consent:** To the greatest extent possible, the organization will acquire informed consent/the permission of the child, child's guardian and/or NGO responsible for the child, before using any image for publicity, fundraising, awareness raising or other purpose. The purpose should be made clear to the consent giver. Friends-International will make an ethical judgment before making such a request.

• **Permission:** Even with consent, permission will always be sought from the child/children themselves before taking photographs, except under exceptional circumstances, based on the child/children's best interests, where this may not be possible or desirable.

• **Self-Promotion:** As far as possible, people (including children) must be able to give their own accounts, rather than have people speak on their behalf. People's (including children's) ability to take responsibility and action for themselves must be highlighted.

• **Data-base:** Use of video and pictures of children in the Friends-



International photo data-base will be regulated in accordance with local and international laws, the Friends-International Code of Conduct, Communications guidelines and our internal 7 Tips for Communications to protect the identity, rights and privacy of the children at all times. External requests to document our work which may involve the recording/photographing of children will at all times be governed by our media guidelines, which align with our internal policies.

- **Disclosure:** The disclosure of personal information on children is limited to those who need to know. All information about a child/ children's life, case history and personal information as well as photographs of children (both hard copies and information stored on the PC) will be kept in secure files. This is to ensure respect for children's right to privacy and confidentiality, and to protect children from those who may use information about them to cause them harm. Information will never be used directly from confidential case files, either hard or soft copy.

- **Access to Images:** Outsiders and media representatives who want to use any information or images related to the work of Friends-International must meet with management / the International Coordinator for Communications and sign the "Media Guidelines" prior to any action. All areas of the media guidelines must be outlined with media and understood by them before signing of the agreement.

- **Internal Communications:** The guidelines for internal communication are the same as for external communication. Information about children can only be shared internally for work reasons and only to essential personnel (staff, volunteers, associates...) who need the information to act in the best interest of the child.

*(See Annex 5 to find the Friends-International Media Guidelines)*

## 6.6 | REPORTING AND REACTION PROCESS

### A REQUIREMENTS FOR REPORTING AND REACTION PROCESS

The process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the child protection policy must be made available to, and understood by, all employees, contractors, trustees, interns, volunteers and children themselves. In the case of an incident, immediate and appropriate action must be taken in the best interests of the child, to treat the child with dignity and protect the child from harm.

All personnel and children must be clear about what they should do to report and react to an incident. Standard, transparent procedures and guidance must be in place to ensure that staff do not panic and act inappropriately, that they feel supported by senior staff and that they are fully aware of confidentiality principles. Clear procedures and guidance on what to do when a child protection incident or concern arises ensure there is a prompt response to concerns about a child's safety or welfare.

The procedures:

- Provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare;
- Are available to personnel and children and actively promoted;
- Provide relevant contact details for child protection services, social services department, police, emergency medical help and helplines that are readily available and easily accessible to representatives;
- Provide guidance to all representatives on confidentiality and information sharing;
- Explain the attitude to have during the process.

## **B REPORTING AND REACTION GUIDELINES**

Friends-International considers child abuse completely unacceptable under any circumstances. The following procedure must be followed for raising and reporting concerns of child abuse. The procedure has to be made accessible to all staff and children with help of a standardized flowchart for reporting suspected abuse.

*(See Annex 6 to find the Friends-International Flow Chart)*

- **Guiding principle of the best interests of the Child:** If any staff member knows of / witnesses / receives any information about the maltreatment of a child, it is his/her responsibility to respond immediately. The response is guided by concern for the welfare of the child above all else, with decisions made in the best interests of the child. All reporting and reaction protocols must remain child-focused and child-centered at all times, above and beyond the demands of bureaucracy.

If a child reports an incident, the child must be taken seriously, listened to carefully and treated with absolute respect. The child must feel confident and comfortable with the procedure.

The child must understand that the issue may need to be taken further. If a situation involves immediate harm to a child, action is to be taken without delay, as inaction may place the child in further danger. At no time must the child be returned to the environment where the abuse occurred.

If the child is minor and not living under the guardianship of Friends-International, his/her caregivers (if not the abuser) have to be informed about the incident and are to be involved in the further process if this is in accordance with the best interest of the child.

- **Incident reporting:** Any incident or suspicion of physical, sexual or emotional abuse, past or present, by Friends-International staff, volunteers, sponsors, donors, board members, partners or others must be reported immediately to the designated Child Protection Officer only.

If the concern involves the Child Protection Officer, the Program Director/Friends-International Management must be reported to instead.

If the concern involves the Management, the Board of Directors must be reported to instead.

As soon as possible (once the child is safe) the person receiving the disclosure needs to fully document the allegation, including the time,

place and witnesses by using the report form. In certain instances there will be the obligation for the organization and its staff and others to report concerns to appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.

- **Distance the alleged perpetrator:** In the best interest of the child it may be decided to suspend the alleged staff member/volunteer during the course of the investigation. This decision can only be made by the Child Protection Officer and Program Director/Friends-International Management. The suspended Staff member(s) will receive full payment and are entitled to a just process that does not pre-suppose guilt or innocence. The allegations should not be discussed or communicated to other people until the allegations have been considered and a decision has been made. The decision made should be documented and filed by the Child Protection Officer.

- **Investigation:** The decision of how to investigate the incident must be made by the Child Protection Officer and the Program Director/Friends-International Management.

In the event that the Program Director is the subject of the concern, the Child Protection Officer must discuss the case with Friends-International Management. If Friends-International Director is the subject of the concern, the case must be discussed with the Friends-International Board.

The responsibility for investigating allegations of child abuse in many countries rests with the Police and local Social Service Department. The Child Protection Officer and/or Management may seek legal advice, and/or the advice of the Social Services or Police in deciding whether a formal referral to the authorities is necessary.

If it is decided that external reporting should not take place then there must be a clear rationale for that decision which should be recorded.

- **Fake Reports:** Reports that are made maliciously or not in good faith will warrant strict disciplinary action.

- **Recording:** The process leading to decision making must be well documented and all facts or written allegations and responses kept on file.

- **Dropped cases:** When a case is dropped, the reasons for doing so shall be communicated to the person who reported the matter and the concerned staff member(s) immediately reinstated.

- **Complaint:** If Staff and others think that the case has not been dealt with adequately by Child Protection Officer, Program Management and Friends-International Management, they are entitled to discuss their concern with the Friends-International Board.

- **Supervision:** Arrangements are made to provide supervision and support to those affected both during and following an allegation. This is to ensure that all personnel and children within the organization have the opportunity to discuss issues of concern in order to minimize trauma; that everyone is clear about the action that is being taken; that the person alleged of committing the offence is assumed innocent until proven guilty and that the process is conducted as smoothly as possible.

- **Confidentiality:** All cases of child abuse, whether alleged or proven, will be handled with the utmost confidentiality and shared only on a need-to-know basis. All written documents must be stored in secure files. Case feedback can be given to the person reporting when final decisions are made about action to be taken and where feedback does not break confidentiality or the best interest of the child.

*(See Annex 3 to find the Friends-International Report form)*

## 6.7 | RAMIFICATIONS OF MISCONDUIT

### A REQUIREMENTS FOR RAMIFICATIONS OF MISCONDUCT:

There will be actions taken as a result of any investigation of an allegation of a violation of the policies, guidelines, principles or practice of child protection.

### B GUIDELINES ON RAMIFICATIONS OF MISCONDUCT

If an allegation of a violation of the policies, guidelines, principles or practice of child protection is made concerning a named individual from a verifiable source against any employee, contractor, trustee, officer, intern or volunteer, they may be suspended from all activity / association with the organization pending the outcome of an independent investigation. Staff will continue to receive full pay during this time.

Further steps depend on the outcome of the independent investigation: If it comes to light that anyone associated with Friends-International commits acts in relation to children - whether within or outside the context of Friends-International's work - which are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, the organization will take

immediate disciplinary action and any other action which may be appropriate to the circumstances. This may mean, for example, for:

- Employees: disciplinary action / dismissal
- Volunteers, trustees, officers and interns: ending the relationship with the organization
- Partners: if no proper action is taken, withdrawal of funding / support / collaboration
- Contractors: termination of contract

Depending on the nature, circumstances and location of the case, Friends- International will also consider involving authorities such as the police to ensure the protection of children and to pursue criminal prosecution where this is appropriate.

The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process should always be fair and any adverse determination should be open to challenge through an appeals process.

## 6.8 | EXTERNAL CHILD ABUSE/BENEFICIARIES ABUSE

In their profession, personnel might also be confronted with child abuse outside the organization, e.g. abuse within families, in communities, among children and youth etc. Staff and others have a duty to treat these cases in the same manner as those of abuse within the organization. Also in these cases, staff and others must fill the report form and discuss the case with the Child Protection Officer. In cases of external abuse, they are entitled to include their Superior into the discussion about the concern and development of adequate response.

*(See Annex 3 to find the Friends-International Report Form)*

## 6 | IMPLEMENTATION

Based on the requirements laid out in the ChildSafe Protection Policy, the designated Child Protection Officer and the Management take responsibility for ensuring that the procedures outlined in the Policy are implemented:

- All staff, board members, volunteers, partners, donors, consultants, media and community have access to a copy of the child protection policy in the local language;
- Child-friendly / illustrated versions of key elements of the child protection policy are clearly displayed and accessible to children themselves;
- Recruitment procedures including checks on suitability for working with young people by character references and a police reference/self-declaration of criminal convictions are followed;
- Induction including briefing on child protection issues is carried out systematically;
- All Friends-International staff, board members and volunteers sign up to and abide by the Code of conduct;
- Code of conduct and external communication guidelines are clearly displayed in the organization for easy reference by personnel;
- The organization's flowchart for reporting suspected abuse - with named contacts and telephone numbers - is clearly displayed in the organization for easy reference by personnel;
- Emergency and advice telephone numbers are clearly displayed in the organization for easy reference by personnel. These numbers include the emergency services and others as appropriate;
- The report form is easily accessible to all staff, board member and volunteer;
- Systems are established by every office to investigate possible abuse once reported and to deal with it;
- Training, learning opportunities and support are provided as appropriate to ensure commitments are met;
- Friends-International partnerships with other NGOs and other organizations include solid ChildSafe Protection Policies to protect all children and beneficiaries;

- Friends-International screens and provides orientation information to all individuals and groups visiting Friends-International projects, including but not limited to staff, volunteers, board members, partners, students, sponsors, donors and celebrities;
- Friends-International must be vigilant in protecting confidential information about children and their families in all Friends-International projects.

**The policy is:**

- publicized, promoted and distributed widely
- approved and signed by the relevant management body
- complied with by all staff or other representatives
- reviewed every three years and adapted whenever there is a significant change

**ANNEXES**

- 1 Interview questions and guidelines
  - Examples of questions and guidelines
  - Self-Declaration form
- 2 Training Outline
- 3 Report form
- 4 Code of conduct
- Media guidelines
- 6 Flowchart for reporting suspected abuse
- 7 Consent form
  - for children
  - for adults
- 8 Letter of Mission



# ANNEXES

## ANNEXE 1

Interviews will be conducted by several individuals including expert on CP.  
The interview will include:

- Child safety related questions
- Behavior and scenario-based questions.

### Example of questions:

What would you do if you suspect that a child might have been abused by a co-worker?

What is your understanding of child protection?

What do you think of the code of Conduct?

Friends-International is a child-safe organisation. What do you think that means?

## SELF DECLARATION FORM

Name of employee: \_\_\_\_\_

As required in the ### Child Protection Policy this form must be completed by all employees and volunteers within ### and all ### programs in the event that a police reference is not available. ### is committed to the protection of children and youth and has a duty to ensure the suitability of anybody who works with children. To fulfil this responsibility, we ask that you complete this form.

Please complete the following tick boxes and relevant other sections. Please note that any information you give in this form will be kept confidential.

### 1. PREVIOUS CONVICTIONS

This should include ANY convictions that have been dealt with by a court.

I have no previous convictions (Go to section 2)	I have previous convictions (Complete the section below)
Date(s) of conviction(s):	
Court(s) where your conviction(s) were heard:	
Type of offence(s):	
Sentence(s) received:	
Please give details of the reasons and circumstances that led to your offence(s):	
Please give details of how you completed the sentence(s) imposed:	
What have you learned from your experience?	

## 2. DETAILS OF ANY DISCIPLINARY ACTION RELATING TO BEHAVIOUR TO CHILDREN

I have never been disciplined because of inappropriate behaviour towards a child (Go to section 3).	I have been disciplined because of inappropriate behaviour towards a child (Complete the section below).
Please give details:	

## 3. SOCIAL WORK

I am not and have never been known to any social work department / social services department as an actual or potential risk to children (Go to section 4)	I am known to a social work department / social services department as an actual or potential risk to children (Complete the section below)
Please give details:	

## 4. DECLARATION

I \_\_\_\_\_ (employee name) hereby declare and represent that, except for as disclosed above, I have not at any time, whether in my country of residence or abroad, been found guilty and sentenced by a court for ANY criminal offence.

I give my consent to ### / \_\_\_\_\_ (program name) requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform ### / \_\_\_\_\_ (program name) if I am convicted of an offence after I take up an employment within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with the organisation and possible referral to relevant authorities.

I agree to abide by the ### Code of Conduct and Child Protection Policy.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with the organisation and can result in prosecution.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEXE 2

<b>CPP TRAINING Outline Plan</b>
Introduction
Definition of Child Protection
What is the Basis of Child Protection
Tools used at FI for Child Protection
Purpose of a Child Protection Policy
Elements of a CP policy
Code of Conduct
Media guidelines
Reporting and reaction guidelines
Management structure
Risks related to CP in our work
Whose role is to protect children

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**ANNEXE 3**

**CHILD PROTECTION - REPORT FORM**

If you have knowledge or suspect any kind of abuse of a child or if a child's safety might be in danger, please complete this form to the best of your knowledge. The term "child" refers to the entire target group of the program.

**1. Concerns involving STAFF MEMBERS:**

Please note that any child protection concern involving a staff member must be reported to the designated child protection officer ONLY. You might complete this form before or after contacting the designated child protection officer in your organization. For confidentiality reasons, the report should be written and signed solely by you. It will be held in a safe and secure place and treated with the strictest confidentiality.

Please note: If your concern involves the designated child protection officer, report to your Program Director or ### Management.

**2. Concerns involving OUTSIDE PEOPLE:**

All child protection concerns involving outside people (e.g. abuse within families that you work with, abuse in another organization) can be discussed with the child protection officer AND your Superior. You might complete this form before or after contacting the designated child protection officer and your Superior.

**Place and Date of filling the form:** .....

**ABOUT YOU**

Your name: .....

Your job title: .....

Workplace: .....

Your relationship to the child: .....

Contact details: .....

**ABOUT THE CHILD**

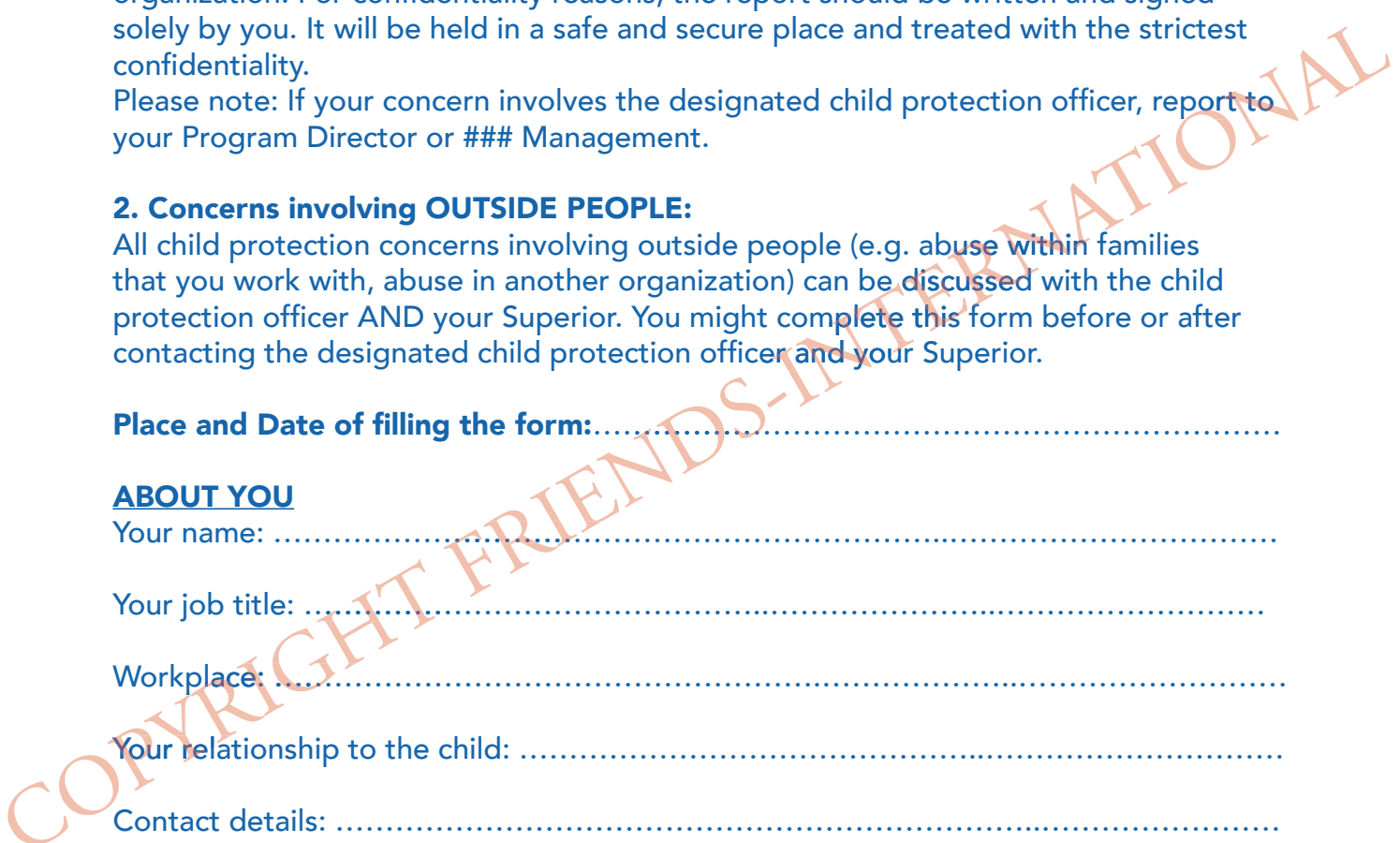
Child's name: .....

Child's gender: .....

Child's age: .....

Child's address: .....

Child phone number/email: .....



Child's guardians: .....

Child's occupation:.....

**ABOUT THE INCIDENT**

**How did you know about the incident?**

- Direct observation
- Suspicion
- Disclosure of child
- Disclosure of other person(s). Names.....
- Other.....

Details:

.....  
.....

**Date and time of the alleged incident OR period of the alleged accident:**

.....  
.....  
.....

**Location of the alleged incident:**

.....  
.....  
.....

**Who was involved in the alleged incident?**

.....  
.....  
.....

**Name of alleged perpetrator:**

.....  
.....  
.....

If the alleged perpetrator is a staff member -> **Job title:**

.....  
.....

If the perpetrator is an outside person -> **Relationship to the child:**

.....  
.....



**Nature of the allegation** (If applicable, state exactly what the child or other source said to you and how you responded to him/her):

.....  
.....  
.....  
.....

**Your personal observations on the child (visible injuries, emotional state, etc.):**

.....  
.....  
.....

**Any other information not previously covered:**

.....  
.....

**ACTION TAKEN**

.....  
.....  
.....  
.....

**PERSONS INFORMED**

**Within the Friends program**

Name: .....

Position.....

Name: .....

Position.....

**Authorities**

Police yes  no

If yes, give details: .....

.....  
.....

**Others**

.....  
.....  
.....

**Signature**.....

**Date**.....



## CODE OF CONDUCT (CHILD RIGHTS FOCUSED)

Version: 20119

### Introduction

This Code of Conduct is aimed at safeguarding the physical and mental well-being of all children and young people (hereon referred to as "child/children") and parents, caretakers and siblings (hereon referred to as beneficiaries), participating in ### programs, and preventing the abuse of children. All staff, volunteers, and associates (hereon referred to as «staff and others») of ### are required to agree and abide by this Code of Conduct.

In accordance with the United Nations Convention on the Rights of the Child, ### and all ### programs will always act in the «best interests of the child», and take action prior to any confirmation of guilt rather than risk any further harm to a child.

No abuse, in any form, towards a child or beneficiary will be tolerated. This Code of Conduct aims to protect children, other direct and indirect beneficiaries, staff and others, ### and its programs. Sufficient concerns about a staff member's behavior with children or beneficiaries will result in full dismissal and possible referral to relevant authorities.

Any employee of FI not complying with any of the guidelines below will be subject to disciplinary action which may lead to termination of employment.

The term "child" refers to any child or young person -regardless of age- in contact with ### and its programs.

### A. Staff and others must never:

- Physically assault or physically abuse a child / beneficiary
- Use physical discipline with a child / beneficiary
- Threaten a child / beneficiary with violence or abuse
- Encourage a child/ beneficiary to do something harmful to himself/herself, others or property
- Condone, or participate in, behavior of a child/beneficiary that is illegal, unsafe, or abusive
- Use, sell or share drugs with a child/ beneficiary
- Develop romantic or sexual relationships with a child/beneficiary, even if s/he is no longer a minor
- Use your position of power to enter into any type of relationship with a child or beneficiary beyond a professional relationship.
- Behave or use language that may be considered sexually provocative
- Unnecessarily intrude upon or observe a child/beneficiary when s/he is tending to their personal needs including showering and undressing
- Act in ways intended to shame, humiliate, belittle, degrade or otherwise impose any form of emotional abuse on a child/beneficiary
- Use language, make suggestions or offer advice which is inappropriate, offensive or



abusive

- Influence the religious beliefs of a child/beneficiary: comment on his/her religious beliefs in an inappropriate manner or try to convince a child/beneficiary to change his/her religious beliefs
- Direct a child/beneficiary to undertake a task for which staff and others personally gain.
- Have a personal commercial relation with a child/beneficiary or a relation involving a money exchange with a child/ beneficiary: buy something from a child, exchange money with a child, give money to a child or loaning money to a child/beneficiary with or without interest.
- Borrow, hold or buy materials belonging to a child/beneficiary for personal use.
- Discriminate against, show differential treatment, or favor a particular child/beneficiary to the exclusion of others (unless the child/beneficiary has special needs)
- Neglect a child/beneficiary and deny fulfillment of his/her basic needs
- Be alone with a child /beneficiary in a closed room. The door must always be left open and/or another person should be present
- Share the same bed with a child/beneficiary
- Share the same bedroom with a child/beneficiary (unless it is for specific reasons of protection and has been authorized, in advance by their Superior and/or Child Protection Officer)
- Take a child / beneficiary to their home or any other place not relevant for work
- Drink alcohol or take drugs with children or beneficiaries. Buy or accept alcohol or drugs for beneficiaries. This includes accepting invitations from children/beneficiaries to events where alcohol will be drunk. In the event that a staff member is invited to the wedding of a beneficiary he/she may attend but not consume alcohol.
- Use materials intended for beneficiaries for personal use or gain. Such as eating food intended for children taking materials from programs for personal use.

**B. Staff and others must work on implementing safe practices with children, in full accordance with the ### Protection Policy, which includes for example:**

- Plan and organize work and the workplace to create a safe environment for children
- Discuss potential at-risk-situations with their Superior and/or Child Protection Officer
- Request in advance an official letter of mission from their Superior and/or Child Protection Officer in the event of traveling overnight with a child
- Ensure that people visiting a child on ### premises or in its programs are only accepted if permission is received from the child involved and the staff in charge
- Encourage children to speak out and raise concerns about any kind of abuse
- Ensure that project visitors have the permission of Management
- Refer all media requests directly to the Program Director or Communications Team / International Communications Coordinator
- Work in a professional manner and maintain professional boundaries with beneficiaries
- Treat all children with equal regard and offer fair opportunities not based on relationship with the child. .

### C. Staff and others must react to violations of the Code of Conduct by:

- Reporting all concerns about inappropriate behavior, disclosures and allegations as soon as possible to the Child Protection Officer. If the concern involves this person, report to the Program Director or ### Management.
- Keeping all details about child protection concerns confidential from all except the Child Protection Officer and Program Director.
- Not attempting to investigate the case, confronting the accused person or questioning the child involved.
- Reporting abuse - failure to report abuse or concerns of abuse may lead to disciplinary action as staff may be seen to be complicit with the abuse.
- Taking action - knowledge of breaches in the code of conduct and failure to act to ensure the immediate safety of a child will be investigated and may lead to termination of employment

Please note that if no action is taken by the Child Protection Officer, the Program Director or ### Management, the staff is entitled to discuss the case with the ### Board. If staff and others think that a case is not dealt with adequately, they should continue reporting their concern at higher levels until the case is dealt with in an appropriate manner.

I, \_\_\_\_\_, agree to abide by all the terms in this Code of Conduct and the ### Child Protection Policy. I understand that any breach may result in immediate termination of my contract, position and/or involvement at ### and its programs. In accordance with the United Nations Convention on the Rights of the Child, specifically the consideration of the best interests of children, I understand that ### reserves the right to provide information in regards to concerns about my conduct to other organizations that work with children and/or relevant authorities.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



## **MEDIA GUIDELINES**

**Thank you for your interest in our work.**

**We are happy to collaborate with you in reporting on the issues and situation of marginalized urban children, their families and communities.**

**In order to ensure the full protection of the children and their families, our organization and yourself, we ask you to read carefully these guidelines. Permission to interview, photograph or film stories of the children, their families and our staff will be given once a signed copy of these guidelines has been received by the ### Communications Office.**

**Thank you.**

The purpose of these guidelines are:

- To promote the rights of all children and families that ### works with.
- To protect children, young people, their families and communities from secondary exploitation via the media.
- To facilitate the development of media literacy for children and young people.
- To protect the organization and the journalists.

Please note that the terms "child" and "children" referred to include the entire target group of ###, regardless of age.

### **1. Interviewing Children**

1.1 The best interests of the child are of paramount importance and should be reflected in the information gathering process as well as the final piece.

1.2 The ###'s Communications Office must always give authorization prior to photographing, filming, story writing, interviews or the circulation of case studies from ###'s projects and services. A full description of the purpose of the interview/ photographs, including where the final piece will appear or be published must be provided in writing, before authorization is given.

1.3 There should never be a link between a possibility traumatic story and a picture of a child. Children should never be identified as having experienced or as a victim of a particular issue, especially a traumatic one, for example HIV/AIDS, prostitution, trafficking, rape, drug use, etc.

1.4 Children are not to be interviewed alone. Children may only be interviewed with a ### staff member approved by the Coordinator present. Where possible a parent or guardian should also be present for children under the age of 16.

1.5 Children and/or their caregivers must be informed about the purpose of filming, photographing, or story taking, and give consent to this beforehand.

1.6 Children must feel in control, and an interview, filming, photographing (etc.) must conclude immediately if the child so wishes.

1.7 Children will only participate in an interview in their preferred language; a translator must be used to facilitate this.

1.8 The anonymity of children must be preserved. Names should not be mentioned, and changed if a name must be used. When detailing an individual's story, names and locations should be changed to protect the identity of the child in question. High profile cases should be addressed very carefully so as not to further accelerate the notoriety of the individual circumstance.

1.9 No sexually explicit or implicit photos can be taken. This means:

1.9.1 No photographs of naked children.

1.9.2 No photographs of children imitating or simulating adult themed or sexually exploitive scenarios, or violent actions.

1.10 Individual children should not be the primary and sole subject of a piece, children's narratives must be used to illustrate a particular point. More than one child's story can be used to illustrate a single point.

1.11 For interview: It will be explained to the children that they should only tell as much as and only what they want. It should be acknowledged that there is a power imbalance as children are receiving services from FI and therefore may feel obliged to share more than they initially wish.

1.12 A copy of the media coverage will be provided to be shared with the children and the teams.

## **2. Field Visits with Friends teams**

2.1 The Communications Office and Project Coordinator must both give authorization prior to photographing, filming, story writing or interviewing children or adults in the field. A full description of the purpose of the interview/photographs, including where the final piece will appear or be published, must be provided before authorization is given.

2.2 All visits should be organized well in advance with teams. Teams should be able to contact and inform individuals or communities about visitors and the reason for the visit well before time.

2.3 Children and adults must always be informed about the purpose of filming, photographing, or story taking, and give consent to this beforehand.

2.4 The anonymity of subjects must be preserved. Names and locations of families or individuals should not be mentioned, and changed if a name must be used.

2.5 No direct questions about HIV status and related topics (such as treatments) may be asked. If the subject gives this information freely, this is acceptable.

2.6 No direct questions about sensitive family issues such as domestic violence, alcoholism or sexual abuse may be asked.

2.7 General filming/photographing of the community surroundings is acceptable, with the restriction of sexually explicit or implicit images of children and adults, such as naked children or working prostitutes.

2.8 Any filming or photography of children and beneficiaries engraining in illegal or risk taking behavior, such as drug or prostitution should be identified before distribution to protect the identity of the beneficiary.

2.9 No politically sensitive questions such as political opinion, displacement or eviction issues may be asked. Discussion of such topics may place the interviewee at risk. Information volunteered freely is acceptable.

2.10 The story should reflect the activities of the ### project and not solely the personal story of the child, family or an individual. The object of the message must be clear before embarking on a field visit.

2.11 All stories and images should represent the individual in a respectful and dignified way.

2.12 One ### staff and one social worker/child protection officer will be present at all times and can terminate interviews or filming at any point if the media guidelines are not followed or it is determined that the continuation of the interview/filming is not in the best interest of the beneficiary.

2.13 Additional notes for field visits:

2.13.1 Visitors must stay with ### staff while in the field.

2.13.2 The timing of the visit is determined in consultation with the family or the individual and ### staff and may be changed or interrupted at any time.

2.13.3. ### cannot be held responsible for loss or damage to equipment or material brought by visitors. It is the responsibility of visitors to carry equipment and ensure the safety of their belongings.

2.13.4. Visitors must attend a briefing meeting with ### staff before the visit to the community.

2.13.5. No donation of cash or in kind should be given directly to the families or individuals. Purchasing of products at wholesale prices is permitted.

**I accept these terms and agree to comply with ### Media Guidelines.**

**Name:**

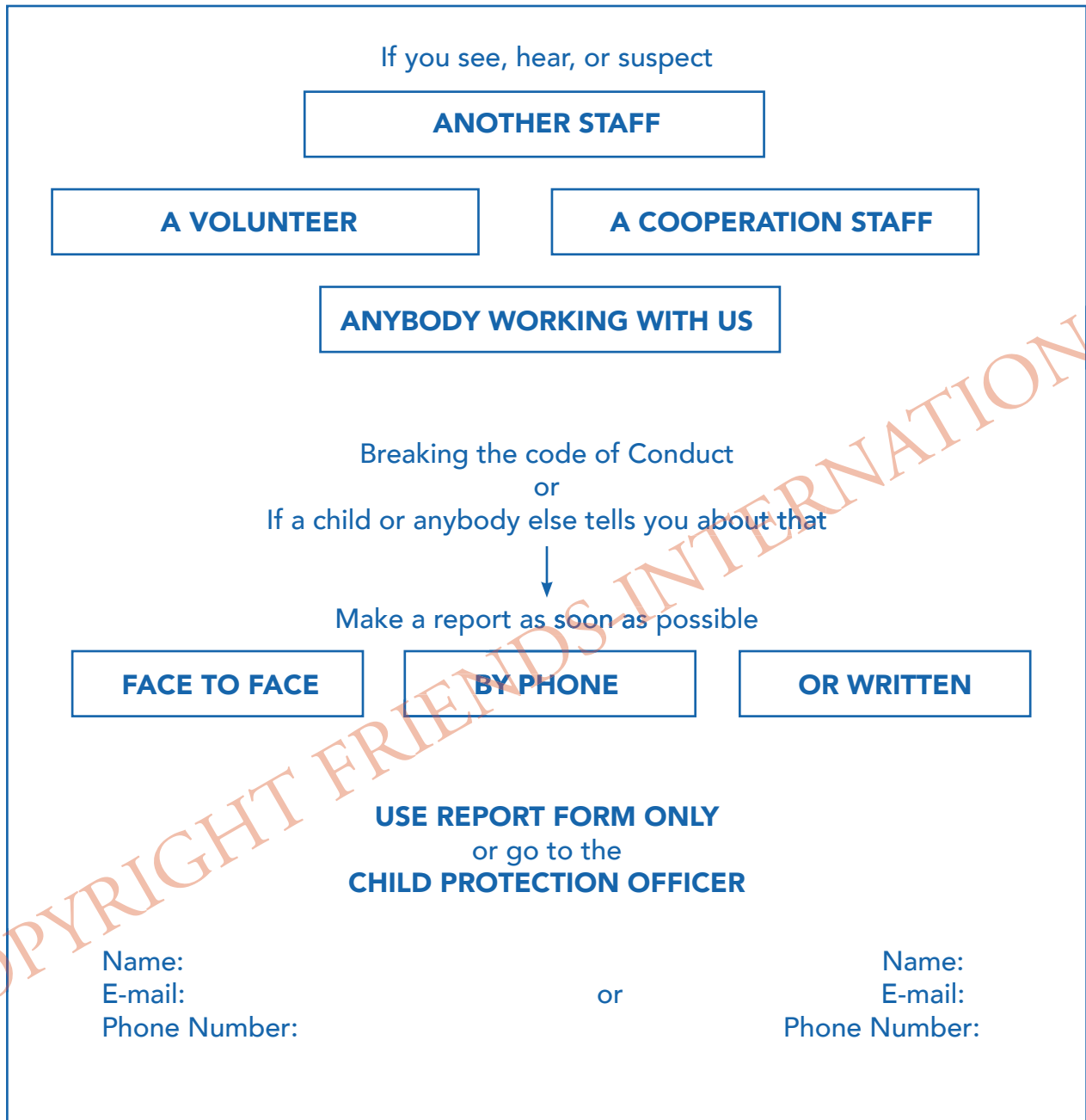
**Organisation:**

**Email:**

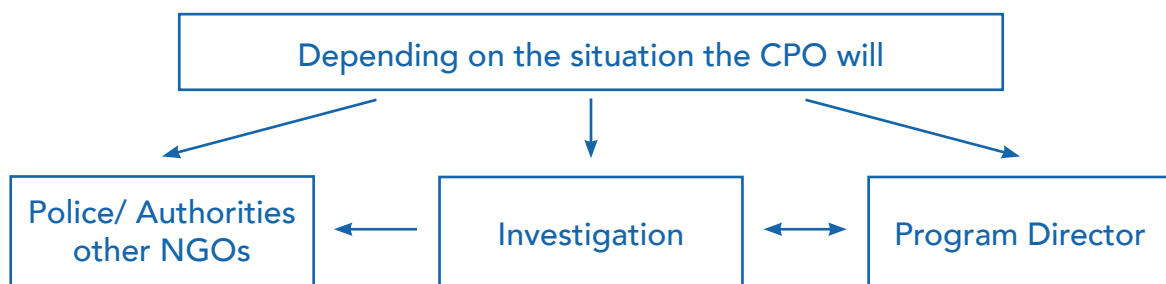
**Signature:**

**Date:**

## CHILD PROTECTION FLOW CHART FOR FI STAFF



### KEEP THE CHILD SAFE



**ANNEXE 7A**

**Photographic / Media Consent Form for Child <18**

**INFORMATION**

I hereby consent to the collection and use of my child's image by photography and video recording for the purposes of \_\_\_\_\_.

I understand that a full explanation of the text that will accompany the image will be given to me by FI staff and that I will be able to see the image selected before it is reproduced in any form.

I acknowledge the materials created using my child's image will be distributed publicly and may be used on (but not limited to) campaign materials and resources, on websites, in newsletters and publications as well as distributed via social media channels and third-party arrangements.

I understand that no personal information, such as names, will be used in any publications.

I will be present at the photo shoot of my child and should I not be able to attend I will send someone (adult) that I appoint on my behalf to be present whilst photographs are being taken.

I may also ask at any stage for the photo shoot to stop should I or my child decide to no longer participate on the day of shooting.

I understand that no remuneration will be made to myself or my child for participation and that FI will retain full copyright of all campaign materials in perpetuity.

**CONSENT**

I .....  
(Name of parent/guardian)

Consent to the taking and use of photographs & video footage of my child  
.....  
(Name of child)

for use on (but not limited to) campaign materials and resources, on websites, in newsletters and publications as well as distributed via social media channels and third-party arrangements. These consents are subject to the constraints detailed in the above.

I give this consent voluntarily.  
.....

Signature of parent/guardian

Date .....



**ANNEXE 7B**

**Photographic / Media Consent Form for Adult**

**INFORMATION**

I hereby consent to the collection and use of my image by photography and video recording for the purposes explained to me by Friends-International (FI).

I acknowledge the materials created using these images will be distributed publicly and may be used on video, on websites, in newsletters and publications as well as distributed online via social media channels and third-party arrangements.

I understand that no personal information about me will be used in any publications.

I understand that no remuneration will be made to me for participation and that FI will retain full copyright of all materials created in perpetuity.

**CONSENT**

I .....  
(Full Name )

Confirm that I am over 18 years of age and that I consent to the use of my image in photographs & video footage for use by Friends-International, on websites, in newsletters and publications as well as distributed online via social media channels and third-party arrangements.

These consents are subject to the constraints detailed above.

I give this consent voluntarily.

Signature .....

Date .....

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**ANNEXE 8**

**Letter of Mission**

To be completed by the staff in charge in the event of an unavoidable overnight stay with children in care of an FI program. Please take a copy of this letter with you on your trip.

**Name of staff**.....**Team**.....**Program**.....

**Date of mission: From**.....**To**.....

**Location of mission**.....

**Name and address of guesthouse/hotel**

.....  
.....

**Name(s) of child(ren)/youth(s) joining**

.....  
.....  
.....

**Objective of mission**

.....  
.....  
.....  
.....

**Why is an overnight stay necessary?**

.....  
.....  
.....

**Approval of Superior / Child Protection Officer**

Name.....

Signature.....

**Approval of Program Director**

Name.....

Signature.....

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