

IBCR Child Safeguarding Policy

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SUMMARY OF THE IBCR CHILD SAFEGUARDING POLICY

The fundamental purpose of the Child Safeguarding Policy at the International Bureau for Children's Rights (IBCR) is to protect and promote the rights, safety and dignity of children (boys and girls) who are under the purview of the IBCR. The policy outlines various child safety measures that are in effect at the IBCR, as well as the fundamental values and procedures necessary for the implementation of this policy. Appended to this policy are various tools designed to facilitate the understanding of this policy and the preparation of incident and investigation reports, as well as tools for obtaining consent from the parents and children who are affected by the IBCR's work.

The measures taken to promote child safety relate to various aspects affecting stakeholders including all personnel associated with the IBCR, including all employees, consultants, volunteers, partners, interns and members of the management and governance teams, as well as aspects related to child safeguarding. Specifically, these measures affect the personnel, the recruitment of personnel, awareness, training, and education, the application of the Code of ethics, the development and the use of incident reporting and dismissal mechanisms, the access to children's personal information by external parties (funding organisations, media, other NGOs) and finally communication.

The policy outlines procedures relating to child safety and welfare, including confidentiality, anonymity, physical and psychological health, access to justice and national authorities, and partnerships with other agencies. In addition to these procedures, specific responsibilities have been assigned to personnel members should a suspected case, complaint or non-compliance with this policy arise.

The IBCR is confident that the application of this policy by its team and partners will ensure that the safety and dignity of boys and girls is preserved and promoted through irreproachable behaviour. In this sense, a member of our personnel will be designated as the Child Safeguarding officer at the IBCR. The Child Safeguarding officer will work closely with the management Committee on the prevention and appropriate management of incidents related to child safeguarding occurring within the framework of the organisation's activities.

INTRODUCTION

In order to achieve our mission of “contributing to the promotion of and respect for the Convention on the Rights of the Child and its optional protocols,”¹ the International Bureau for Children’s Rights has implemented several policies and procedures, including a *Code of Conduct*, *Privacy Agreement* and *Employee Handbook*. These documents guide the organisation’s operations and outline the behaviour expected from us as individuals and as a group, including our staff and partners. It is the Bureau’s responsibility to preserve and promote the welfare of all children through our actions and the fulfilment of our mandate. This policy aims to describe how the Bureau intends to ensure the safety of boys and girls through the creation of a safe and positive environment. It is not a child safeguarding program. It is a set of guidelines that will clearly dictate how our staff and partners should conduct themselves in order to work efficiently and in a manner that is safe for children, personnel and the organisation.

The IBCR believes that it is in no case acceptable or justifiable for a child to be subjected to abuse, exploitation, violence or negligence in any of its forms. This policy is therefore designed to ensure that no member of our personnel or partner adopts any such behaviours toward children or behaviours that could be perceived as such by children, their families or other adults.



¹ International Bureau for Children’s Rights. *Our Mission*. Available online at: www.ibcr.org/en/who-we-are/our-mission . (Page viewed August 25, 2015).

THE IBCR'S FUNDAMENTAL VALUES, MISSION AND PRINCIPLES

The Bureau's mission is to “**promote and protect the rights of children around the world**”. As a result, the IBCR is committed to complying with Canadian and international laws, as well as the laws in effect in the countries the Bureau works in or visits. At the same time, the IBCR requires that its personnel and partners be sensitive and respect local customs and traditions. However, when national laws or local customs and traditions contradict the rights outlined in the *Convention on the Rights of the Child* (1989) and its optional protocols, the *African Charter on the Rights and Welfare of the Child* (1990) or the *Universal Declaration of Human Rights* (1948), the *International Covenant on Economic, Social and Cultural Rights* (1966), and the *International Covenant on Civil and Political Rights* (1966) these international and regional texts take precedence, everywhere and at all times.

The Bureau's values are founded on the belief that girls and boys are full legal persons and that they have specific rights that everyone is obligated to uphold regardless of time or space.

The IBCR recognises that:

- ❖ Children have the right to live free of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while being under the care of one or both parents, one or more legal representatives or any other person who has been tasked with their care as described in the *Convention on the Rights of the Child*.
- ❖ The IBCR's personnel and partners are responsible for protecting and promoting child welfare and the full respect of these rights.
- ❖ Children are people with their own opinions, voices, wishes and feelings, all of which must be taken into account.
- ❖ The best interests of the child must always be taken into account by IBCR personnel and partners when making decisions.
- ❖ All children have the right to thrive and develop at their own pace, including children with disabilities or those belonging to ethnic or religious minority groups, regardless of their gender, sexual orientation or cultural community.
- ❖ Child safeguarding can only exist when the responsibility is fully shared by all; the IBCR's personnel and partners must assume responsibility for child safeguarding through various forms of contribution and accountability.
- ❖ In the aims of making the safeguarding an integral part of IBCR's actions and mandate, all

personnel, affected children and partners must have access to the information they need to develop the skills required to ensure compliance with this policy.

CHILD SAFEGUARDING MEASURES IN EFFECT AT THE IBCR

Recruitment/Employment/Internships

- The IBCR Must Ensure That All Employment Contracts or Binding Service Agreements (with Personnel, consultants, partners, contributors and interns) clearly outline the contracting parties' general and specific child safeguarding responsibilities.
- Before a contract is signed, all recruitment processes undertaken by the Bureau must include a careful analysis of the application, an in-person interview and a reference check.
- During interviews, candidates must be asked to talk about their professional experiences interacting with children. They should also be asked to disclose whether they have ever been involved in a situation in which the safety and dignity of one or several children was compromised or put at risk.
- During the recruitment process, the IBCR reserves the right to conduct whatever verifications are necessary and permitted by law to ensure that recruiting the candidate does not compromise or threaten to compromise the dignity or safety of children or the organisation's reputation.
- If it is determined that the candidate has been involved in a situation in which the safety and/or dignity² of one or several children was compromised or put at risk, or any other situation that could tarnish the organisation's reputation, the IBCR may terminate the recruitment process for this person, within the legal limits .
- Upon hiring, employees must provide criminal record documents or authorize a criminal record check. Once the criminal record check is complete, new employees must sign this policy on child safeguarding.
- At the time of hiring, employees must read, understand, sign and undertake to apply the policy presented here in relation to the protection and safety of children in all circumstances.
- The contract clearly states that the employee, trainee, cooperator or consultant must take all

² See Appendix 2 for definitions

appropriate measures to prevent and respond to the sexual exploitation or abuse. Any violation of this provision entitles the International Bureau for Children's Rights to terminate the contract with immediate effect".

Personnel awareness training and education

Whenever a new joint initiative is undertaken, the Bureau must share sufficient information with its personnel and partners to ensure that everyone works with the same definitions and understanding of what constitutes child abuse, exploitation, violence or negligence and which groups of children are most vulnerable to these forms of violence. During the initial training, a specific aspect focuses on child protection in IBCR's actions.

All IBCR personnel and partners must acknowledge, in writing, that they have received and understood the IBCR Child Safeguarding Policy and the standards it implies. These individuals will be kept informed of any changes made to the policy. They must also be informed of and understand the risk of lawsuits, dismissal or other sanctions.

All IBCR personnel and partners must have a thorough understanding of the policy and be aware of the problem of child violence, exploitation, abuse and negligence and the risks to which children are exposed when interacting with the Bureau's representatives.

It is important that all personnel and other people who have direct contact with children be aware of situations that put child safety and security at risk and be able to manage these risks.

The IBCR's management Committee members are responsible for managing risks and ensuring that the right measures are taken to minimise any potential risks faced by children.

All IBCR personnel and partners must contribute to an environment in which children are able to identify unacceptable behaviour against them, discuss their rights and voice their concerns.

In order to ensure the effective implementation of the policy, it must be properly understood by all personnel and partners. The IBCR will take measures to organise a series of presentations for all personnel and partners. The IBCR will also ensure that all persons associated with the organisation are made aware of the Child Safeguarding Policy through training courses, orientation and information sessions, and the distribution of this policy through appropriate channels.

Code of ethics

IBCR's Preferred Ethic

The International Bureau for Children's Rights expects its employees, volunteers, consultants, managers and other representatives (i.e. members of the Board of Directors) to abide by the Code of Conduct and to support organizational decisions and activities when representing the IBCR. Partners, volunteers, colleagues and interns should always be treated in a professional manner.

It is important to be aware of and respect the following points:

- Sexual relations between IBCR personnel, beneficiaries or partners of the IBCR's technical assistance are strongly discouraged as they may involve an abuse of authority or harm the credibility of the IBCR.
- Sexual relations in exchange for remuneration, favours, goods or services are strictly prohibited.
- Employees who engage in sexual relations with a partner must inform the Chef de mission because there may be a perception of conflict of interest.
- All types of sexual activity with a child (person under 18 years of age) is strictly prohibited, regardless of the legal age of majority or age of consent to sexual relations in the country in which the sexual activity takes place. Under no circumstances is it acceptable to claim that the child's age was not known. It is incumbent on IBCR personnel and partners to abstain from engaging in sexual activity with children to clearly avoid the risk of exploiting adolescents whose age may be unknown.
- IBCR personnel and partners must acknowledge that the children with whom they are working may try, based on the circumstances and contexts in which they were raised, to initiate relations with an adult as a means of garnering attention or earning favours. The adult is always responsible for his or her actions, regardless of the behaviour or attitude adopted by the child. Adults must always avoid finding themselves in compromising or vulnerable positions. Children cannot consent to their own exploitation; it is up to adults to take responsibility and prevent all forms of exploitation, real or perceived.
- IBCR personnel and partners must not hug, hold, kiss or touch a boy or girl under the age of 18 in a manner that is inappropriate or disrespectful in accordance with the prevailing culture. To avoid misunderstandings, all IBCR personnel and partners must avoid all physical contact with children. At a minimum, it is absolutely necessary to ask a child for permission prior to touching him/her or taking him/her by the hand.
- Under no circumstance may IBCR representatives or partners spend time alone with children, away from other adults, when carrying out their professional duties. It is imperative that every IBCR representative or partner be accompanied by another adult. No exceptions to this rule are permitted.

IBCR representatives or partners must follow the "two adults" rule. This rule means that two or more adults must supervise children during activities and that both must be present at all times. If this is not possible,

other solutions must be found, such as inviting members of the local community to attend while they interact with children. If it is not possible to have two adults present in circumstances that require privacy, such as when psychological support or special examinations are taking place, the meeting must occur with the door open and/or in a space where other adults can see what is happening.

- Personnel, partners and the other adults present must absolutely avoid actions or behaviours that could be interpreted as unsuitable or as potential sexual abuse. For example, they must never act inappropriately or provocatively, meaning that they should not propose or solicit sexual favours explicitly or implicitly through their behaviours or attitudes.
- Personnel and partners must be concerned about appearances and the perceptions that others may have concerning their language, actions and relations with minors/children.
- Personnel and partners must never rest or sleep in the same room or bed as a child who is not part of their immediate entourage.
- Personnel and partners must never attempt to humiliate, belittle or shame children and must refrain from all forms of child violence, abuse, negligence or exploitation.
- Personnel and partners must never discriminate against children, treat a child differently from others or demonstrate favouritism toward a child. In other words, personnel and partners must avoid all forms of discrimination against children. They must treat children without distinction, regardless of the race, colour, gender, language, religion, nationality, ethnic group, social status, economic status, disability, place of birth, or political or other opinions expressed by the children, their parents or legal representatives, etc.
- Personnel and partners must never hire minors as workers, employees or domestic helpers. Even if employing children is considered acceptable in the local culture and may provide benefits to the child that could otherwise be difficult to obtain, such situations may lead to misunderstandings and go against the IBCR's policy promoting the abolition of work harmful to children. Exploitation and abuse committed by people working in the development field are quite serious professional errors and are grounds for dismissal. It is important to remember that good intentions do not make the situation right and that well-intentioned actions can cause serious harm. In short, under no circumstances may IBCR personnel or partners employ individuals who have not attained the age of 18 or make them perform work.
- Any personnel member accused of an act that violates a child's integrity/safety or that harms the organisation's reputation may be suspended with pay until the outcome of legal proceedings is known. His/her contract with IBCR will be permanently terminated in the case of a criminal conviction

PRINCIPLES, PROCEDURES AND RESPONSIBILITIES CONCERNING THE IMPLEMENTATION OF THE IBCR CHILD SAFEGUARDING POLICY

The manner by which IBCR personnel or partners handle cases of violence, negligence, abuse or exploitation can have a major impact on the child's recovery and the success of the investigation and lessons learned. By complying with the principles listed hereafter, the IBCR team will demonstrate exemplary practices. The team must comply with these principles when applying the IBCR Child Safeguarding Policy and the procedures that uphold it.

FUNDAMENTAL PRINCIPALS

1. Safety and Welfare

Victims of violence, negligence, abuse or exploitation are in a vulnerable position. The alleged perpetrators may also be subject to recrimination or malicious complaints. In extreme cases, their lives may be at risk. When this is the case, it is the IBCR's responsibility to do everything possible to promote their safety and welfare.

Child safety and welfare must always be the primary concern of IBCR personnel and partners, who must all ensure that child victims are not subjected to further harm or wrongdoing by the alleged perpetrators or by the procedures of the inquiry, reporting and follow-up. Children should not be put at risk by any actions taken by the IBCR. The best interests of the child must be taken into account throughout the procedures of the inquiry, reporting and follow-up.

The safety of the child victim is of utmost importance. When an IBCR plan does not guarantee the child's safety, it is essential that a new plan be implemented for each child and reviewed on a regular basis, that a personnel member be identified to implement it. When this is the case, the IBCR's role is to appeal to the competent authorities and to conduct follow-ups.

An abused child must not be re-exposed to an uncertain situation. When the bureau considers which actions should be implemented to prevent the child from being exposed to further risk from the alleged perpetrator or another person, the best practice is to ensure that the perpetrator is prevented from contacting the child through police intervention or suspension. Separating a child victim from his/her family should be avoided when distancing the child from the assailant.

When it is not possible for the child to remain with his/her family and the communities where child protection agencies or duly mandated social services operate, an alternative placement must be found for the child who has been abused by a member of his/her family or community. Local child protection organisations may be required to offer services that do not fall under their mandate and for which they are not recognised by local authorities. Parents may be asked to place their child with a member of their family to avoid further risk.

2. Privacy

Any child, whether a boy or a girl, who is a victim or a witness of abuse, or are suspected or accused of abuse has the right to privacy. In some circumstances, ensuring privacy will not be possible, such as when cases are referred to national authorities or when the identities of witnesses are revealed. In such cases, information must only be shared on a need-to-know basis and in accordance with the parameters established when the action plan is drafted. The identities of the persons involved should only be disclosed when authorised and after the case has been referred to national authorities. Once disciplinary measures have been taken, it is usually not generally necessary to reveal the identity of the person who reported the case, nor that of the victim or any of the witnesses.

Archived documents must be safely stored to ensure that information is not accidentally revealed or accessed by unauthorized persons. In establishing procedures for the Montreal and field offices, privacy must be taken into careful consideration. Circumstances may vary, but the general rule is that the number of steps in the reporting procedure must be kept to a minimum to minimize the risk of information leaks or privacy breaches. Parents must be informed of the situation but under no circumstances should they be told the identity of the person who reported the case.

3. Anonymity

The fact that a suspected or alleged violation of a child's rights is reported anonymously does not automatically mean that it is less substantiated than cases that are reported by an identified child or adult who is prepared to provide evidence. Anonymity may indicate fear of reprisal. When this is the case, IBCR personnel or partners must treat anonymous reports as seriously as those made by duly identified individuals. Management must also ensure that anonymous reporting is possible (i.e. Via boxes located in designated areas or informal methods suitable for the context).

4. Children's Rights to Health

Medical intervention is sometimes necessary to **preserve the health and welfare** of a child. In some cases, medical intervention may even be urgently required. If a child has been a victim of sexual abuse or exploitation, he/she may experience persistent physical and psychological trauma, which are oftentimes invisible (particularly if the victim is young or if the perpetrator was violent). If information suggests that sexual activity has taken place, the child must be offered medical attention within 72 hours in order for treatments to prevent contraception or HIV/AIDS to be effective. Procedures must specify how to facilitate access to medical care. When appropriate medical facilities exist for examining victims of sexual abuse, it

can be carried out at the request of the police in order to obtain evidence useful in a lawsuit. In this case, the victim should be accompanied by an expert to support informed decision-making. To ensure children feel at ease, it is important to ask them, even if they are very young, who they would like to accompany them.

A child may refuse such services and their decision must be respected by service professional (medical, police, justice, etc.) Health professionals can never give information about a child to the police or the courts against their will. It is also essential to bear in mind that many child victims of violence, abuse, neglect and exploitation will not have visible marks or evidence on their bodies. Medical personnel should never judge the validity of the allegation based on the presence or absence of visible signs of violence on a child's body.

Health professionals should ensure that victims of sexual abuse are treated in a separate and confidential room and that all recorded evidence is secure and confidential.

5. Children's Psychological Needs

Any child, whether a boy or a girl, who is a victim of abuse, violence, exploitation or negligence must never be blamed for what happened to him or her. Children must be considered both legally and in the way they are treated, as **victims**, even though the social approach and support must also view the child as a subject of law. Guidance and support are needed to help the victim manage any feelings of blame, guilt, shame and fear, which are typical reactions following sexual abuse. In many societies, agencies and individuals will have to provide support to the child and the child's family as they face stigmatisation from community members.

It is the responsibility of the IBCR to ensure that survivors of sexual exploitation allegedly perpetrated by its staff receive immediate professional assistance, either by providing direct services or by referring them to appropriate service providers when consent is given. The IBCR must provide adequate protection and other support to survivors, witnesses, complainants/offenders and alleged perpetrators (as part of their duty of care to staff) throughout the investigative process, if necessary. It should ensure that it tailors its support to the specific needs and wishes of each individual (taking into account age, gender, abilities, other factors) to provide adequate support, working closely with protection actors and service providers for survivors and others. For example, child survivors and witnesses are likely to require additional support to ensure that the investigation process is conducted in a child-friendly manner (e.g. child-friendly interviewing techniques, involvement of parents/guardians).³ »

³ UNICEF/UNODC, [Handbook for Professionals and Policymakers on Justice Matters involving Child Victims and Witnesses of Crime](#), Criminal Justice Handbook Series, UN, New York, 2009, as well as its [version adapted for children](#))

6. Access to Justice/National Authorities

All children must have a right to justice through an investigation and trial that is fair and equitable. When a crime appears to have been committed and the victim has been cared for, the situation must be brought to the attention of national authorities. Mapping of the actors involves identification and assessment, at various levels, of how existing child safeguarding resources work, including statutory investigation and response mechanisms. Carrying out a mapping exercise should ensure that external reporting, investigations and inter-agency work is more closely aligned with the principles outlined in this guide.

7. Working with Other Actors

The IBCR believes that, in order for the child victim's best interests to be served, the various stakeholders, whether they be organisations or individuals, must work together effectively. In areas where basic public services are in place and operational, the roles are generally divided as follows:

- Doctors or healthcare worker(s) focus on the child's health and treatment.
- Social workers, mandated by the government or an NGO, focus on protecting the child.
- The police, prosecutors, and law courts focus on investigating the abuse perpetrated against children and any resulting legal cases.
- The IBCR may offer support to the child and his/her family, act as a liaison with the community, coordinate efforts, and support internal and disciplinary investigations.

8. Limited Access to Children's Personal Information by External Parties and Limited Communications

- No photographs of children should be taken without strict consideration of their best interests, their informed consent and that of their parents or guardians, their right to the image and an analysis of the possible harm that may result from the subsequent use of the image and its association outside the context of the event in which the photograph was taken.
- Children's personal information and photos are kept in a safe place which is accessed by a limited number of people.
- IBCR personnel and partners (funding organisations, media, other NGOs) must never share with unauthorised persons any information that could reveal the identity of a child or his/her family or make it public without prior consent from the family and, when possible, the child.

- Parents must be informed of the complaint process and consulted with during the entire time the case is being processed.
- The IBCR ensures that the use of children's information and photos is limited and controlled in our publications. The term "publication" encompasses material recorded or transmitted in paper, electronic and digital formats.
- Children's photos and images may only be included in publications if an informed consent is provided in writing from the child and his/her parents or guardians. An informed consent implies that the individual understands the circumstances in which the image will be used and all potential consequences of its publication, distribution and circulation.
- No photo or image of a recognisable child may be used in an IBCR publication to illustrate violence, abuse, exploitation or neglect committed against a child. This rule applies despite having the consent of the child appearing in the photo or the child's legal guardian or the agency that owns the photo.
- The possession use or production of child pornography by personnel members goes against IBCR policy and is strictly prohibited. Child pornography is defined any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.⁴
- All correspondence with a child must be reviewed by the Complaints Committee, in order to ensure that it does not contain inappropriate or suggestive comments, requests or obscenities.

⁴ Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution and Child Pornography

Fostering an Environment Where Reporting Is Encouraged

It is important that staff and partners who are in direct contact with children establish an open environment to address or discuss any issues that may arise in the actions of the Office and its partners, including issues of abuse, exploitation, neglect and negligent treatment.

Please note:

- The Bureau takes all reports relating to the safety and protection of a child seriously.
- The Office listens to and takes seriously the views and wishes of children.
- The Office supports children, staff and other adults who report suspicions/incidents or who are themselves the subject of a report.
- All complaints and reports are dealt with promptly, confidentially, impartially and fairly.
- Although this policy specifically addresses the abuse, exploitation, mistreatment or neglect of children, adults who may be subject to similar treatment are also covered by this policy. The complaints mechanism is therefore also aimed at them and the terms of this policy are equally valid for adults.

Whenever possible and if the child has been or may be a victim of exploitation, violence, abuse or neglect, IBCR staff or partners should first try to stop the unwanted behaviour by addressing the perpetrator and providing his or her perspectives on the alleged behaviour. Sometimes people do not know that their behaviour is embarrassing and are all willing to change their behaviour when they realize it. IBCR staff/partners should also record in writing the date and details of the incidents and the steps they have taken to try to resolve the situation.

REPORTING MECHANISM (SUSPECTED AND CONFIRMED INCIDENTS) AND DISMISSAL

Complaint Handling and Reporting Procedure

This policy is available in English, French and Spanish. It is available online on the Office's website. It should be accessible to staff and partners as well as beneficiaries.

When IBCR personnel or partners have reasonable grounds to believe that a child has been a victim of exploitation, violence, abuse or negligence, they are required to report it by using the appropriate reporting mechanisms as set up by the Bureau or those provided under Quebec or Canadian laws or by using another form of intervention; this must be done regardless of whether the suspected perpetrator is an IBCR personnel member or not.

Persons to Inform in the Case of a Suspicion, Allegation or Violation of the Child Safeguarding Policy

All IBCR personnel and partners have the duty to report any suspicions, allegations or confirmed incidents involving child safety violations to the national focal Point for Child Safeguarding or to the Child Safeguarding officer using the appended Incident Report form. If possible, this should be done within 24 hours of learning about the case

The national focal Point for Child Safeguarding, the Child Safeguarding officer and the director general will mutually keep each other informed, determine an action plan and identify which other parties need to be informed, depending on the case.

In the case where the personnel member is unable to follow local reporting procedures—for example, if the perpetrator is his/her hierarchical superior or one of the persons who receives reports—the personnel member must report the incident to another hierarchical superior or to the Child Safeguarding officer.

TWO TYPES OF CASES Involving Child Safeguarding Incidents:

1) **INTERNAL CASES** – In internal cases, the alleged perpetrator of the violence, abuse, exploitation or negligence is a member of IBCR or partner personnel or another person contracted by the IBCR (consultants, contract workers) or a volunteer, journalist or invited guest. If the allegations against a law-violating perpetrator have been deemed as true, and the perpetrator has violated the law, this will lead to disciplinary measures

2) **EXTERNAL CASES**– with regards to external cases, the alleged perpetrator is a member of an organisation other than the IBCR (national social agency, international organisation, Un agency, etc.) or a member of the community in which the IBCR is working.

When the case is reported, the management at these organisations is informed and the children are referred to appropriate services for immediate assistance. Representatives from the community and local authorities are informed when the alleged perpetrator is a member of the community in which the IBCR is working. External cases are not investigated by the IBCR, but the Bureau nonetheless follows up on the situation through dialogue with the representatives involved.

Content of the complaint

A complaint may be made verbally or in writing. The behaviours complained of and the details of the incidents must be described as precisely as possible so that an intervention can be carried out quickly and bring the situation to an end. A written complaint should include the following:

- Details of the allegations
 - The identity of the complainant
 - The identity of the person(s) against whom the complaint is made
 - A description of the event
 - The date or period of the occurrence of the default
 - Where applicable, the names of witnesses
 - The signature of the complainant

Once an incident is referred to the Complaints Committee, it promptly assesses the situation and follows the procedure as set out in its guidelines and, where appropriate, proposes measures to review and improve the child protection system.

An allegation of child abuse is a very serious matter. It is essential that all those involved maintain the confidentiality of information about the case. The sharing of information that could lead to the identification of a child or an alleged perpetrator must be done on the principle that information will only be disclosed to those strictly concerned. Unless an allegation is substantiated, it is important to refer to "alleged abuse".

Parents

The child's parents or known guardian must be notified of the situation and of the steps taken by the Office, including those related to the legal process. If the parents refuse to subject the child to such a procedure, the Branch must be informed and ensure follow-up.

The right of the child to live a life free from violence, exploitation, abuse and neglect is of paramount importance to the Office. In cases where sexual abuse is suspected or proven, all necessary measures must be taken to help the child cope with the physical and psychological consequences of such abuse. These measures may include psychological and medical assistance, or any other type of support that is necessary and appropriate to the needs and rights of the child.

Media

In addition, a strategy to manage media requests should be developed, with a designated spokesperson.

RESPONSIBILITIES AND INVESTIGATION PROCESS

Any personnel member or partner who witnessed or reported an incident, allegation or suspicion/concern concerning a child victim of abuse, exploitation, violence or negligence must treat the matter very seriously.

ALL SUSPICIONS/CONCERNS, ALLEGATIONS OR INCIDENTS MUST BE REPORTED, EVEN IF ONLY PARTIAL OR SUMMARY INFORMATION IS AVAILABLE

1. Personnel:

Personnel members or partners who are informed of a suspected or confirmed incident must:

- ❖ Take all allegations, concerns and incidents seriously
- ❖ Take proactive measures to ensure the immediate safety and welfare of the child
- ❖ Immediately report the case to the focal point person in the country or to the Child Safeguarding officer using the Incident Report form, ensuring it is signed and dated by the person receiving the allegation
- ❖ Take the child's best interest into account at every step
- ❖ Listen to and take seriously the views and wishes expressed by the child, when possible, while ensuring that nothing that will put the IBCR in conflict with national laws is undertaken (such as promising the child that you will keep the case completely confidential and secret)
- ❖ Inform the child's parents as soon as possible and do not act without their consent, unless management believes that it is in the best interests of the child to proceed without their consent
- ❖ Fully cooperate and maintain confidentiality during the subsequent investigation, ensuring compliance with the IBCR's disciplinary measures, authorities and (national) legal procedures
- ❖ Work jointly with the parents/guardians of the child and all other professionals and statutory or non-statutory agencies to ensure the child's safeguarding

2. The Project Manager at Country Level and the Director General

Once an allegation has been reported, the head of office must, if necessary, collect any missing information and send all it to the director general within 24 hours of learning of the case. However, he/she must not investigate the case or interrogate the accused personnel member, child victim or potential witnesses. Acting in good faith, and with objectivity and impartiality, the project manager must:

- ❖ Take into consideration the child's immediate safety and medical needs, and then plan, act and document
- ❖ If it has not already been done, immediately report the incident or allegation to the director general using the Incident Report form, ensuring it is signed and dated by the person receiving the allegation
- ❖ Inform the child's parents in accordance with instructions from the director general's office, fully cooperate and maintain confidentiality during the subsequent investigation
- ❖ Archive all information concerning the dates, times and place where the incident occurred, as well as the names of potential witnesses
- ❖ Be available for subsequent discussions, if necessary, to manage and review the case,
- ❖ Document the discussions and information received subsequently and forward it to the Child Safeguarding officer and director general for confidential and secure archiving
- ❖ Provide support to the accused person through bilateral meetings and, on the accused's behalf, call in help from a specialist (lawyer, psychologist or other) when necessary
- ❖ Once a case has been closed; and the director general and Child Safeguarding officer have all reports (including emails) in hand, the national focal Point for Child Safeguarding must destroy all documentation and erase all emails about the case. Prior to destroying the material, he or she must inform upper management and obtain approval

IMPORTANT – If a child is in immediate danger and if it is feasible, the person must contact the police or other statutory authority and child safeguarding services. the focal point person must monitor the child’s welfare throughout the process.

3. THE COMPLAINTS COMMITTEE

In specific cases of child protection, the complaints committee is responsible for :

- ❖ Reviewing, in collaboration with senior management, the incident report and the terms of reference for the investigation.
- ❖ Take immediate actions to ensure the child's safety and well-being
- ❖ Making an assessment of the risks to the child, staff, alleged perpetrator, program and organization.
- ❖ Preparing an internal and external communication plan (for the media, community and partners if necessary)
- ❖ Putting together an investigation team, its objectives. In accordance with the format of the terms of reference, prepare it’s timetable and methodology
- ❖ Sharing case information to protective, police or judicial authorities
- ❖ Following up the case management until it’s closure.

IMPORTANT – In child protection cases, the **Child’s Best Interests** is always the top consideration guiding decisions concerning authorisation requests, referring the child a service, interviewing the child during the investigation or reporting the case to authorities. the persons responsible must apply the “do no harm” principle, which involves ensuring that no additional harm is brought to the child and the child’s family.



Mapping of IBCR responsibilities in Montreal and all Countries where we operate

SUPPORTING ORGANISM	
NAME/STRUCTURE TYPE <hr/> TYPE OF SERVICES OFFERED <input type="checkbox"/> MEDICAL SUPPORT <input type="checkbox"/> PSS <input type="checkbox"/> LEGAL SUPPORT <input type="checkbox"/> PSYCHOLOGICAL SUPPORT	ADDRESS <hr/> PHONE NUMBER
COMMENTS 	
NAME/STRUCTURE TYPE <hr/> TYPE OF SERVICES OFFERED <input type="checkbox"/> MEDICAL SUPPORT <input type="checkbox"/> PSS <input type="checkbox"/> LEGAL SUPPORT <input type="checkbox"/> PSYCHOLOGICAL SUPPORT	ADDRESS <hr/> PHONE NUMBER
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NAME/STRUCTURE TYPE <hr/> TYPE OF SERVICES OFFERED <input type="checkbox"/> MEDICAL SUPPORT <input type="checkbox"/> PSS <input type="checkbox"/> LEGAL SUPPORT <input type="checkbox"/> PSYCHOLOGICAL SUPPORT	ADDRESS <hr/> PHONE NUMBER
COMMENTS 	
NAME/STRUCTURE TYPE <hr/> TYPE OF SERVICES OFFERED <input type="checkbox"/> MEDICAL SUPPORT <input type="checkbox"/> PSS <input type="checkbox"/> LEGAL SUPPORT <input type="checkbox"/> PSYCHOLOGICAL SUPPORT	ADDRESS <hr/> PHONE NUMBER
COMMENTS 	

4. THE DIRECTOR GENERAL

The Director General must:

- ❖ Supervise the Child Safeguarding Officer and the National Focal Point for Child Safeguarding during the case management process
- ❖ Determine who must be informed or involved in the management of the case
- ❖ Manage media requests, if applicable
- ❖ Ensure reports are archived
- ❖ Inform the Board of Directors of the procedures in effect and ensure the file is kept confidential
- ❖ Be available to discuss the case with the country office
- ❖ Be present in the country where the investigation is taking place and participate in the investigation, if necessary

IMPORTANT – For internal cases (i.e. when the alleged perpetrator of the violence, abuse, exploitation or negligence is a member of IBCR or partner personnel or another person contracted by the IBCR), the Director General decides as a last resort, in consultation with the Incident Management Committee, when national authorities must be alerted, in accordance with Quebec laws.

INCIDENT REPORTS – TO BE SUBMITTED WITHIN 24 HOURS

The Project manager at country level and the Director General shall ensure that the incident report is complete: either the staff member has completed the report for himself/herself; or the project manager has completed it, or has completed it himself/herself after being notified by the staff member, in accordance with the format in the appendix.

The transmission of information must respect the principle of confidentiality.

- ✓ Incident report forms must be transmitted in envelopes marked “Private and confidential” and “to the attention of”; the forms must be sent to the Child Safeguarding officer, with a copy to the director general, along with the terms of Reference and Investigation Report.
- Word documents must be password protected and passwords must be sent in a separate email; It is everyone’s responsibility to ensure the protection of information and archives; throughout the process, information must only be shared when the person requesting the information needs it to carry out their work; information may only be transmitted by the director general.

PRIVACY is essential for both the child and the alleged perpetrator during and after each of the actions undertaken during the process. any form of indiscretion or negligence can have serious repercussions for the child and for the alleged perpetrator if he/she is innocent of the actions for which he/she is accused. Indiscretion or negligence may also undermine any legal action that may be taken against the alleged perpetrator.

Active files must be locked, and access must be limited. digital files must be designed to protect privacy, and access to them must also be limited. once a file becomes inactive, it will be kept for five years as of the last intervention or professional consultation. meanwhile, all field documents must be destroyed and only those at the head office in Montreal must be kept for the five-year period.

APPENDIX 1 – Definitions

Abuse	<p>All forms of harm to a person's physical, moral, emotional or sexual integrity.</p> <p>Physical abuse involves any use of physical force resulting in physical injury. It includes corporal punishment, female genital mutilation, burns and physical torture.</p> <p>emotional or psychological abuse involves inhumane or degrading treatment such as isolation, constant criticism aimed at humiliating the child and creating a sense of shame or guilt, constant belittling, harassment, etc.</p> <p>Sexual abuse may also involve inappropriate touching, use of sexually explicit language in the presence of children or showing pornographic material to children.⁵</p>
Child	A child is any human being under the age of 18.
Exploitation	<p>Exploitation is abuse that involves a form of remuneration or profit for the perpetrators, whether it be monetary, social, political, etc., exploitation is a form of pressure and violence that is harmful to the child's physical and mental health, development and education. Although child labour and sexual violence may be the main forms of exploitation affecting children, other situations are sometimes encountered.⁶ It is important to note that exploitation does not always involve money. the exchange may involve protection, services, better test scores, secrets, transportation, etc.</p>
Best Interest of the Child	In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration. ⁷
Negligence	<p>"Negligence is a major deficiency in or failure to respond to the needs of a child that are recognised as fundamental, based on current scientific knowledge or, in its absence (or when there is no consensus about it), based on the social values adopted by the community to which the child belongs." further, failure to respond is defined by the failure to carry out beneficial actions, as opposed to harmful parenting behaviour . Children's fundamental needs include physical ones (food, clothing, hygiene, housing, care, etc.), educational ones (attitude toward education, stimulation, supervision, guidance, etc.), and psychological ones (attention, affection, encouragement, etc.)."⁸</p>

⁵ High Commission for Refugees . Actions for the Rights of Children . (April 2001) *Critical Issues: Abuse and Exploitation* . Pages 8 and 9 . Available online at: <http://www.unhcr.org/3bb81aea4.pdf> . (Page viewed on August 3, 2015) .

⁶ High Commission for Refugees . Actions for the Rights of Children . (April 2001) *Critical Issues: Abuse and Exploitation* . Pages 8 and 9 . Available online at: <http://www.unhcr.org/3bb81aea4.pdf> . (Page viewed on August 3, 2015) .

⁷ Art .3(1) Convention on the Rights of the Child (1989)

⁸ Observatoire sur la maltraitance envers les enfants . *Définition de la négligence* . Available online at: http://observatoiremaltraitance.ca/Pages/d%C3%A9finition_de_la_n%C3%A9gligence.aspx . (Page viewed on August 26, 2015) .

Personnel	“Personnel” refers to all employees and volunteers working for the IBCR in Montreal or abroad, as well as interns, consultants and sub-contractors who are involved, in one way or another, in IBCR projects.
Partner	A partner is an entity that supports the IBCR’s work, whether it be materially, financially, technically or politically.
Sub-contractor	A sub-contractor is an organisation that partners with the IBCR to create a consortium for the implementation of a specific program. These organisations are under the responsibility and control of the IBCR. ⁹
Violence	violence is physical and mental harm, lack of care or inadequate treatment, or sexual exploitation or violence. many children are subject to acts of violence in the home. violence can also occur in schools, orphanages, residential care centres, the street, the workplace, and prisons and other detention centres. It can be harmful to the child’s physical and mental health, affect the child’s ability to learn and socialise, and therefore compromise the child’s future as an adult and parent. In the most serious cases, violence against children can be fatal. ¹⁰ Sexual violence includes rape, incest, early or forced marriage, involvement in the pornography industry, sexual slavery and sexual harassment.
Sexual or gender-based violence	gender-based violence is violence involving men and women. It is derived from unequal power relationships between men and women. violence is directed specifically against a woman because she is a woman or affects women disproportionately. It includes, but is not limited to, physical, sexual, and psychological harm... It includes violence which is perpetuated or condoned by the State. ¹¹
Safety and security¹¹	<p>Safety: A situation in which a person or thing is exposed to no dangers or risks, particularly those related to physical abuse, accidents, theft or deterioration</p> <p>Security: A situation in which a person or thing is protected and has nothing to fear</p> <p>these two concepts have been used interchangeably in this document.</p>
Incident reporting	Act by which a person brings to the attention of another person or organisation an incident or event in which he/she was a victim, witness or perpetrator.

⁹ Dictionnaire Larousse. *Définition de sous-traitance, sous-traitances*. disponible en ligne : http://www.larousse.fr/dictionnaires/francais/sous-traitance_sous-traitances/73949. (Page consultée le 26 août 2015)

¹⁰ United Nations Children’s Fund. (May 2006) *Fiche d’information sur la protection de l’enfant : La violence à l’égard des enfants*. p. 1. Available online at : http://www.unicef.org/french/protection/files/la_violence.pdf. (Page viewed on August 26, 2015)

¹¹ United Nations Population Fund (Unfpa), Interagency Gender Working Group. (September 2008) *Addressing Gender-Based Violence Through USAID’s Health Programs*. Page 4. Available online at: http://www.igwg.org/igwg_media/gbvguide08_english.pdf. (Page viewed on August 26, 2015)

APPENDIX 2 – Child Safeguarding Incident Report

Collecting information when a report is made is an essential part of the process. The report must be objective, precise and focussed on the facts and relevant information concerning which actions may be undertaken. The report must be kept private and be password-protected when shared. When a child reports a case of violence, exploitation, abuse or negligence, only ask relevant and necessary questions to give you a clear understanding of what the child is trying to say and to ensure that the child's safety and welfare is not compromised. Do not try to collect additional information. Questions relating to "who? What? When? Where?" Must be asked succinctly and clearly. Do not forget that interviewing children requires specific know-how and that not all IBCR personnel members have the training or skills required for this type of detailed interview.

Child Safeguarding Incident Report Form			
Program/ Country / Place / Region			
Name of child			Case No:
Information on incident	Date:	Time:	Place:
Information on the person filing the report	Name:		
	Relation to child:		
	Address:		
	Phone number (Work):	(Home):	
	Email:		
Information about the child	Name:		
	Age:	Date of birth:	Gender:
	Address:		
	Household members :		
	School:	Class:	
	Teacher:		
	Other distinctive information	Spoken Language(s):	
	Identity number:		
Information about the parents or legal guardians	Name:		
	Status regarding the child		
	Age	Date of Birth :	Gender :
	Identity number:		
Recent changes in child's behaviour			
Other relevant information			
Details concerning the presumption/ concern: Who, What, Where, When (include the child's words if possible)			
Information about the alleged perpetrator (if known)	Name:		
	Address:		
	Age:	Place of Birth :	
	Employer	Type of work :	
	Is he/she employed by the IBCR or an IBCR affiliate:		

	Relationship with the child:	
	Current address:	
Is the child safe right now		
Are the child's parents or guardians safe right now?		
Has medical attention been sought?	YES/NO	
	If yes, who provided it?	
	Who else is aware of the situation? Provide contact information	
	Agency:	
	Family Members or other :	
Actions taken to date (i.e. reports made to the police, prosecutor, social services or other)		
Report made by (coordinator if possible)	Name:	
	Position and place:	
	Date:	Signature:
Action required (this section is to be completed by the Incident Management Committee after an incident has been reported)		
	Name:	
	Position:	
	Place:	
When was the report received?	Date:	Time:
Identity of the alleged perpetrator (if known)		
Other connection with IBCR or IBCR affiliate	Yes/No	
Is this an external case?	Yes/No	
Date of contact		
Has the focal point person/ Complaints Committee made a decision on immediate actions as indicated in local procedures? (Please specify who is responsible for doing what and when. Please also provide the names and contact information of the people to be contacted)		
Report made to the police or prosecutor? (if no, please explain. If yes, when?)	Yes/No	
Report made to local child protection authorities.	Yes/No	
Are other actions required to ensure that the child is no longer at risk of further harm from the alleged perpetrator?	Yes/No	
Report made for medical treatment/ to respond to medical needs? (if no, please explain why. If yes, when?)	Yes/No	
Date and time of phone reports		
Name of person reporting to Child Safeguarding Officer		
Signature of supervisor/ manager making the decisions of previously mentioned actions		

APPENDIX 3 – Terms of Reference Format for Incident Investigations

Terms of Reference must be precise and concise. The document must be password-protected and kept confidential. The IBCR must determine whether or not it is able to conduct the investigation, how it will be done and what the legal value of the investigation will be. The IBCR must also assess how it will collaborate with competent authorities so that they can proceed with the investigation and solicit information.

1. Investigation background

- Summarise the history of the case and provide information about the case.
- Provide summary background information on the context, programme, intervention community, personnel.
- Specify whether other persons have been informed.

2. Details about the allegations

- Clearly describe the allegation: who is the victim? who is the alleged perpetrator?
- when did the incident take place? where? For how long? (And all other relevant questions.) If there are several allegations, they should be processed separately.

3. Goals of the investigation

4. Principles of the investigation

- describe how the investigation will adhere to the principles outlined in the local procedure.

5. Investigation team

- State the team members, their contact information and who will lead the investigation describe the road map and what the team will deliver

6. Action Plan

- Next steps

7. Potential witnesses and key persons to meet with

- List of key persons to meet with.

8. Written documents to collect prior to the investigation

- List the documents needed following the preliminary analysis of the case.

9. Investigation plan, schedule and logistics

- develop a plan that specifies the responsibilities of the various actors.

APPENDIX 4 – Investigation Report Format

The report must be complete, precise and concise. It must be password-protected and kept confidential.

1. Report summary
2. Information about the case – review the facts
3. Methodology used
4. Key activities carried out during the investigation
5. Constraints and challenges encountered during the investigation
6. Conclusion for each allegation
7. Lessons learned
8. Key recommendations for decision-making



APPENDIX 5 – Consent Form for Parents/Guardians (individuals)

Date:

Dear Sir or Madam:

I/we, _____
(Names of parent(s)/guardian(s))

Domiciled at _____
(Address)

Hereby authorise my/our child

(Child's full name)

To go to _____
(Activity Location)

To participate in _____
(Activity Title)

That will take place at _____ from _____ to _____

Travel costs, if applicable, will be covered by the International Bureau for Children's Rights (IBCR) and

(Name of other organisations endorsing the fees)

These costs cover transportation, food and accommodation, if applicable.

He/she will be accompanied by _____
(Name and Title of Chaperone)

Who will be responsible for caring for and protecting my child.

I/we recognise that if my/our child becomes ill, is the victim of an accident or is otherwise involved in an emergency situation, medical attention may be required. I/we hereby authorise IBCR personnel and the medical personnel chosen by the IBCR to administer to my/our child whatever medical care is deemed required in the circumstances. I/we have read the IBCR child safeguarding policy and I/we have discussed its contents with my/our child. I/we hereby confirm that my/our child has received all the necessary information about the activity and has accepted to participate without remuneration, other form of compensation or coercion of any kind. I/we have received the names, addresses and telephone numbers of the persons to contact in the case of an emergency as well as a recent copy of the itinerary.

Name and signature of the parent/guardian and proof of identity
(Tax id number or passport number)

_____ Date _____

Name and signature of IBCR representative

_____ Date _____

Name and signature of accompanying adult (Chaperone)

_____ Date _____

Witness (Local authority or person designated by the parent/guardian)

_____ Date _____

APPENDIX 6 – Consent Form for Children

INTRODUCTION

My name is _____, I work for the **International Bureau for Children's Rights**.

We help protect children's rights in your country. The purpose of the project is to improve the respect for children's rights

I would like to ask you a few questions so that I can get a better understanding of what situations children face and so that I can hear it from a child's perspective. Your honest answers and experience will help us understand what it's like for children in this country. We don't have money or gifts to offer you in exchange for this study/research. Your participation helps advance the respect of children's rights in your country.

I will write down your answers. This information will be used to produce a document called _____ . It will contain information about the situation of children in your country. But your participation will be kept confidential and your name will never be published.

However, it is a group discussion and there will be other children your age there. So, if one of the kids in attendance doesn't respect the confidential nature of the activity, then there could be a risk to your privacy. I can't promise you that the other participants will respect the privacy of others.

Your participation in the meeting is voluntary. If you decide to participate in the study or interview, you can always withdraw at any time. If you don't want to participate, you don't need to explain why, and you won't lose any of the benefits that you are entitled to or currently receiving.

DO YOU HAVE ANY QUESTIONS?

BY ACCEPTION TO TAKE PART IN THE DISCUSSION GROUP, I ATTEST THAT:

The discussion group's purpose was explained to me.

☐ Yes ☐ No

All my questions were answered.

☐ Yes ☐ No

Any potential harm/discomfort or benefits that I could experience as a result of this activity
have been explained to me.

☐ Yes ☐ No

I understand that I may refuse to participate in the group discussions or withdraw my
participation at any time.

☐ Yes ☐ No

I may refuse to participate in this study without any consequence.

☐ Yes ☐ No

I may refuse to answer specific questions.

☐ Yes ☐ No

I am free to ask questions, now or in the future, to participants in the study.

☐ Yes ☐ No

I have been informed that my personal files will remain confidential.

☐ Yes ☐ No

I understand that no information that could reveal my identity will be distributed or printed without my prior consent.
I will receive a signed copy of this form.

☐ Yes ☐ No

I HEREBY AGREE TO PARTICIPATE IN THE STUDY: _____

Name of participant _____

Date _____

Name of IBCR personnel member who obtained the consent _____

Signature _____

Date _____

APPENDIX 7 – Consent Form for Guardians (Structure)

Date: _____

To whom it may concern:

I/we, _____

(Name(s) of parent(s)/guardians(s))

Domiciled at _____

(Address)

Responsible for _____

(Name of structure)

I/we hereby authorise the following children:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

To go to _____

(Activity Location)

To participate in _____

(Activity Title)

That will take place from _____ to _____ at the _____

Travel costs, if applicable, will be covered by the International Bureau for Children's Rights (IBCR) and

(Name of other organisations endorsing the fees)

These costs cover transportation, food and accommodation, if applicable.

He/she will be accompanied by _____

(Name and Title of Chaperone)

Who will be responsible for caring for and protecting my child.

I/we recognise that if my/our child becomes ill, is the victim of an accident or is otherwise involved in an emergency situation, medical attention may be required. I/we hereby authorise IBCR personnel and the medical personnel chosen by the IBCR to administer to my/our child whatever medical care is deemed required in the circumstances. I/we have read the IBCR child safeguarding policy and I/we have discussed its contents with my/our child. I/we hereby confirm that my/our child has received all the necessary information about the activity and has accepted to participate without remuneration, other form of compensation or coercion of any kind. I/we have received the names, addresses and telephone numbers of the persons to contact in the case of an emergency as well as a recent copy of the itinerary.

Name and signature of the parent/guardian and proof of identity (*Tax id number or passport number*)

_____ Date _____

Name and signature of IBCR representative

_____ Date _____

Name and signature of accompanying adult (*Chaperone*)

_____ Date _____

Witness (*Local authority or person designated by the parent/guardian*)

_____ Date _____

APPENDIX 8 – Consent Form for Taking and Distributing Stories, Photos and Videos

This form establishes that the child has provided informed consent for their story to be published, their photo taken, or videorecorded by or for the international bureau of children's rights. The child does not need to sign this document. However, signed and written consent must be obtained from the child's parent, guardian or other legal representative and the child (depending on the age and local laws).

Name of journalist, photographer or videographer _____

Address and telephone number:

Date _____ Location _____

Story, video(s) or photo(s) covered by this consent form:

If obtaining written consent is not possible, explain verbally the purpose of the story, photo or video to the child and parent(s)/guardian(s), and how the materials will be used. Not any statements made by the child and parent(s)/guardian(s):

When obtaining written consent is possible, the parent(s)/guardian(s) must fill out and sign the following section:

I voluntarily authorised the international bureau for children's rights to take and publish photos, videos and stories featuring my child for reports, publications and promotional material available on the internet and media, without any payment or compensation, and for the time period that the IBCR deems relevant.

I accept that I will not receive payment or compensation from the IBCR for photos, videos or stories. I accept that the photos, videos or stories shall remain the property of the IBCR.

I accept that the IBCR shall retain the copyrights to these materials.

In signing below, I acknowledge that I have read and/or understood this agreement, and that it binds me and my heirs.

Signature _____ Date _____

First name and last name _____

Address, telephone number:

Verbal authorisation for photos was obtained from the child following a complete explanation and discussion:

☐ Yes ☐ No

Name and signature of the person who provided the explanation and obtained consent from the child:

Acceptance Form

PLEASE READ CAREFULLY

After reviewing the IBCR Child Protection Policy, please sign and date this form and provide the Human Resources Manager with a copy.

I, _____, confirm that I have received and read the IBCR Child Protection Policy.

By signing below, I acknowledge my understanding and acceptance of the information contained in the guide provided to me by the IBCR and agree to abide by it. I understand that this guide is not intended to address all situations that may arise but provides guidelines for the IBCR's objectives, policies, practices and expectations. I undertake to promote and respect the spirit and content of this Policy at all times.

Employee's Signature

Date

General Director's Signature

Date





BUREAU
INTERNATIONAL
DES DROITS DES ENFANTS

INTERNATIONAL
BUREAU
FOR CHILDREN'S RIGHTS

OFICINA
INTERNACIONAL DE
LOS DERECHOS DEL NIÑO

المكتب الدولي لحقوق الطفل

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