

## Child Protection Policy<sup>1</sup>

### Introduction

We are dedicated to protecting children from all kinds of harm, including physical, mental, and sexual abuse. This follows the guidelines of the UN Convention on the Rights of the Child. Our team, including staff, board members, and volunteers, is united in preventing child abuse. Child abuse happens everywhere, and through this policy, we share our core values and steps we take to keep children safe.



### Our commitment to protect children

#### Our values, principles and beliefs

- Child abuse is always a violation of children's rights.
- Every child deserves protection from abuse and exploitation.
- We are dedicated to improving children's lives by promoting their rights, as outlined in the UN Convention on the Rights of the Child. This includes their right to be free from abuse and exploitation.
- Child abuse is never acceptable.
- We are committed to protecting all children we work with & for.
- Our partners are also responsible for ensuring children's safety in their programs.

#### What we will do

We are committed to keeping children safe from abuse. We will do this through:

**Awareness:** Making sure all staff, and others understand the problem of child abuse and the risks to children.

**Prevention:** Using awareness and good practices to reduce risks to children.

**Reporting:** Guiding staff and others on what to do if they have concerns about a child's safety.

**Responding:** Taking action to support and protect children if there are concerns about abuse. Staff, board members, and volunteers at ICDI will:

- Take any concerns seriously.
- Act to protect children who may be at risk.

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<sup>1</sup> This policy is based on the Save the Children Alliance Child Protection Policy.



- Support children, staff, or others who report concerns or are the subject of concerns.
- Respond appropriately and cooperate with any investigations.
- Always consider what is best for the child.
- Listen to and value what children say.
- Work with parents, caregivers, and other professionals to protect children.

## Code of Conduct with regards to Child Safeguarding

All ICDI staff, board members, and volunteers must follow this Code of Conduct

### What You Must Never Do:

- Never hit, hurt, or abuse children in any way.
- Avoid any romantic or sexual relationships with children.
- Do not form any relationships with children that could be seen as exploitative or abusive.
- Never act in a way that could harm a child or put them at risk.
- Do not use language, make suggestions, or give advice that is inappropriate, offensive, or harmful.
- Avoid behaving in a way that is inappropriate or could be seen as sexually suggestive.
- Children you are working with should not stay overnight at your home without supervision.
- Do not share a room or bed with a child you are working with.
- Do not do things for children that they can do themselves.
- Do not ignore, or be part of, any illegal, unsafe, or abusive behavior by children.
- Never act in a way that shames, humiliates, belittles, or emotionally hurts a child.
- Use images of children (like photos or drawings) in any publication, social media, or other platforms only with written consent from the children and their parents/legal guardians. Follow our Ethical Imagery Policy found here: [ICDI Ethical Imagery Policy](#).
- Do not treat children unfairly, show favoritism, or exclude others.
- Remember, this is not a complete list. Always avoid actions or behavior that could be seen as poor practice or potentially abusive.

### In general, it is inappropriate to:

- spend excessive time alone with children away from others.
- take children to your home, especially where they will be alone with you.

### Before Starting Any Project or Activity:

- **Risk Assessment:** Our staff and partners will conduct a thorough check to identify any risks to children's safety and take steps to reduce these risks. For guidance, see our Child Safeguarding Risk Assessment.
- **Informing Children and Young People:** We will make sure that all children and young people know about our child protection, safeguarding, and complaints policies. For more information, see our Guidelines for Child-Friendly Complaints Measures.



#### Responsibilities for Staff and Others in Contact with Children:

- Always be alert to situations that might be risky for children and manage them.
- Plan your work and organize the workplace to reduce risks to children.
- Try to be visible when working with children.
- Create an open environment where any concerns or issues can be discussed freely.
- Maintain accountability among staff to ensure that poor practices or potentially harmful behaviors are addressed.

## Safeguarding Vulnerable Adults

In addition to our commitment to protecting children, ICDI recognizes the importance of safeguarding vulnerable adults, particularly those who may be at increased risk due to disability, age, or other factors. This includes identifying risks, preventing abuse, and responding effectively to concerns or allegations of harm or exploitation. This section outlines our approach to ensuring their safety and wellbeing.

**Definition:** A vulnerable adult is anyone aged 18 and over who is unable to protect themselves from harm or exploitation due to their age, health condition, disability, or personal circumstances.

#### Guidelines for Interaction:

- Treat all vulnerable adults with respect, dignity, and kindness.
- Be aware of the signs of abuse and neglect and understand how to respond appropriately.
- Ensure communication is clear, easily understood, and appropriate for the individual's level of understanding.
- Respect their right to privacy and confidentiality, in line with our organization's policies and relevant laws.

#### Reporting and Responding:

- Any concerns about the welfare of children & vulnerable adult should be reported immediately to the designated safeguarding officer.
- Follow our procedure for responding to allegations or suspicions of abuse involving children & vulnerable adults, ensuring a timely and appropriate response.
- Cooperate fully with any investigations and provide support to the individuals involved.



## How we will ensure our commitments above are met

### Child Safeguarding and Child-Friendly Complaints Mechanisms

- Everyone will sign of our Child Protection Policy.
- All staff, board members, interns, volunteers, and partners will follow our Code of Conduct and Guidelines of Interaction.
- ICDI will promote awareness of issues related to the welfare of children & vulnerable adults among staff, volunteers, and within the communities we serve.
- Recruitment will include checks to make sure people are suitable for working with children & vulnerable adults.
- Newcomers will get information about child protection.
- We will offer training and support to help staff meet these commitments
- ICDI staff and our partners will regularly talk with children & vulnerable adults about their interactions with staff or others. We will encourage open communication and want children to feel comfortable sharing any concerns they might have.
- We actively discuss with children & vulnerable adults their rights, what is acceptable and what is not, and what they can do if there's a problem. Empowering children & vulnerable adults includes educating them about their own safety and what to do in uncomfortable situations.

### Review and Improvement:

- Regularly reviews and updates of protection policies will ensure it remains effective and reflects current best practices and legal requirements.
- We will encourage feedback from staff, volunteers, children and vulnerable adults themselves to continuously improve our approach to safeguarding.

**I understand and will oblige to all the above.**

Name and signature:

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Date:

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