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ADRA Norway Child Safeguarding and Protection Policy

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Introduction

ADRA Norway strives for a just world that advances children's rights, as defined by the [United Nations Convention on the Rights of the Child \(UNCRC\)](#). Every child and young person has the right to live a life free from any form of violence, and deserves to grow up in a safe, peaceful, nurturing and enabling environment where they can fully exercise their rights. This is one way that ADRA fulfils its purpose "to serve humanity so all may live as God intended."

We promote child and youth safe practices, approaches, interventions and environments which respect, recognize and respond to the specific safeguarding needs and addresses the protection risks of vulnerable groups. ADRA Norway has a zero tolerance of deliberate harm towards children and enforces rigorous policies to prevent and respond to such issues.

ADRA Norway adheres to statutory laws in Norway and partner countries in addition to international conventions on child safeguarding and protection. ADRA recognizes that some partner countries have weak legal protection of children or lack sufficient

enforcement of laws. In such settings, ADRA Norway and its partners carry a special responsibility to safeguard children and their right to protection. It is the responsibility of all staff to identify, manage and minimize the risk of harm to children by promoting good practices and responding to concerns, as outlined in this policy.

Scope

*ADRA Norway`s Child Safeguarding & Protection Policy aims to prevent **all** forms of abuse and maltreatment against **all** children in **all** ADRA Norway`s interventions and supporting activities.*

This Policy outlines ADRA Norway`s commitment to strengthening safe and supporting environments for children and ensuring that the Agency does not cause harm to children through its programs or representatives. The overall purpose of the Policy is to create and maintain child-safe environments in ADRA Norway`s operations and make sure all who work for and engage with ADRA Norway are well equipped in meeting their responsibilities to protect and safeguard children. The Policy addresses issues related to the prevention of abuse and actions that should be taken if and when child maltreatment is identified, including abuse children experience at home or in the community and harm arising from interaction with ADRA and its staff. This includes all areas of ADRA`s work, including (but not limited to) programmes, communications and the activities of ADRA Norway local groups within Norway. The specific guidelines for mitigating abuse are applicable to all contexts that ADRA Norway takes part in, regardless of source of funding, geographical focus, cultural context, and regardless of whether or not children are the primary target group.

This Policy applies to all ADRA Norway personnel, consultants, contractors, sub-contractors, partner organizations, board members, interns and volunteers engaged with ADRA Norway or with a partner organization (hereafter referred to as `Representatives`). This policy also applies to visitors, including the media. Staff and those affiliated with ADRA Norway represent the organization at all times and poor behaviour in and outside of office hours undermines the Agency`s work and values. Thus, the Child Safeguarding & Protection Policy applies to all Representatives while in and outside of the workplace during working and non-working hours every day of the year. Associating with ADRA Norway means that one must comply with ADRA Norway`s standards, even if the standards are higher than one`s local context or governing laws.

Definitions

Child

A child or minor is defined as any person under the age of 18 years (UNCRC Article 1).

Child Abuse (or Child Maltreatment)

Child abuse (or child maltreatment) is defined as all forms of physical abuse, emotional abuse, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act, or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their wellbeing, dignity and prospect of safe and healthy development into adulthood.

- **Physical Abuse** involves the use of violent physical force so as to cause actual or likely physical injury or suffering (e.g. hitting, shaking, burning, female genital mutilation, torture).
- **Emotional or Psychological Abuse** includes humiliating and degrading treatment such as name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation. This also includes inappropriate verbal or symbolic acts toward a child or consistent failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence.
- **Neglect** is the persistent failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and cognitive development and well-being.
- **Sexual Abuse:** Involves forcing or enticing a child to take part in sexual activities which may involve physical contact (penetrative acts, touching etc.) or non-contact activities. This definition holds true regardless of whether or not the child is said to have initiated or consented to the behaviour or is aware of what is happening. Examples includes indecent touching or exposure, using sexually explicit language towards a child, incest, early and forced marriage, rape, involvement in pornography (including showing children pornographic material), the exploitative use of a child in prostitution, and sexual slavery.

Child Protection

All appropriate measures and structures to protect children from and respond to all forms of violence, injury or abuse. The goal of child protection is to promote, protect and fulfil children’s rights to

	protection from abuse as expressed in the UN Convention on the Rights of the Child (UNCRC) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.
Child Protection Risk	The potential for a situation to result in any form of abuse or harm to a child.
Child Safeguarding	Child safeguarding is defined as the responsibility ADRA Norway (the Agency) has to make sure its staff and representatives, operations, and programs do no harm to children, that is that they do not expose children to the risk of harm and abuse. It also means that Representatives acknowledge their duty to identify and respond to all forms of child abuse or maltreatment, including harm perpetrated by non-ADRA Representatives.
Direct contact with children	Direct contact with children means being in the physical presence of a child, whether contact is occasional or regular, short or long term, and whether contact applies to children in Norway or in project countries.
Indirect contact with children	Indirect contact with children means having access to information about a child, such as their names, locations, photographs, interviews etc.
UNCRC	United Nations Convention on the Rights of the Child (UNCRC) is the leading international treaty which sets out universal rights for children. Every member state of the UN has ratified it, except the United States.

Principles

One of ADRA's Operating Principles is to "advocate for the basic rights of the people with whom it works, empowering them to speak for themselves." To realize this Operating Principle of ADRA, this Policy sets forth an additional set of principles to inform our child safeguarding efforts. These include:

- 1. Rights of the child:** All children aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. Each child has a fundamental right to life, survival and development. ADRA's processes and programs should provide a basis for ensuring the realization of children's rights to be protected from harmful influences, abuse and exploitation.
- 2. Justice, equality and non-discrimination:** Children will be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity in a manner that is inclusive and empowering. We will not

discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexuality and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.

3. Inclusive and empowering: Children should be empowered to understand their rights in this area, and made aware of what is acceptable and unacceptable, and what they can do if there is a problem or a concern. All children should be encouraged to fulfil their potential, and inequality and discrimination should be challenged. Moreover, ADRA should promote the active involvement of children in their own protection.

4. Best interests of the child: All decisions regarding the welfare, safeguarding and protection of children, and our decisions and actions in response to child protection concerns and breaches of this Policy will be guided by the principle of “the best interests of the child.” ADRA will strive to ensure their safety, health and well-being including meeting their emotional, psychological and physical needs.

5. Shared responsibility: ADRA’s Representatives have a responsibility to support the care and protection of children by demonstrating the highest standards of behavior in their private and personal lives. Everyone has a responsibility to understand and promote this Policy. ADRA Representatives must do all that they can to prevent, report, and respond appropriately to any concerns or potential breaches of the Policy.

6. Do no harm: No child must come to harm as a result of their engagement with a participant in an ADRA program or as part of any ADRA fundraising or advocacy campaign, intentionally or unintentionally. We also commit to a physical and online environment which promotes the safety and wellbeing of children and minimizes their risk of harm. In instances where a breach of the policy is reported, we will ensure that investigation, follow-up and support is focused upon the best interests and needs of the child.

8. Open and accountable: We are open and transparent and will hold ourselves to account for our commitment to safeguard children. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviors can be challenged and addressed, and our safeguarding measures will be regularly reviewed and strengthened to ensure we remain accountable to children and their families. We have a responsibility to inform and empower children so that they learn about and are better able to exercise their rights to protection. We will work with children and their families, ensuring they understand the essence of this policy, our safeguarding commitment, and their rights, and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures within ADRA in accordance with their age, gender, abilities, and evolving capacities.

9. Zero tolerance of child abuse: ADRA believes that any form of child abuse is unacceptable and will not be tolerated. ADRA will act on safeguarding and child protection concerns it receives relating to its Representatives or programs and

activities, ensuring that our actions are timely, appropriate, and centered on the best interest of the child or young person, taking into account their age, gender and other specific safeguarding needs and vulnerabilities.

10. **Confidentiality:** All child safeguarding concerns/reports/investigations will be dealt with on a need to know basis and all records will be held securely. Likewise, communication will be confidential and secure to the extent practicable and appropriate under the circumstances and in accordance with applicable law.

11. **Timeliness:** Given the potential for increased or repeated abuse, timely responses are essential, and the accompanying procedures establish mandatory time limits on reporting and responding to concerns.

12. **Lasting impact:** This Policy aims to ensure that ADRA's Representatives are skilled, confident, understand, accept and are well supported in meeting their safeguarding responsibilities and engage positively with children and communities in ways that enhance the achievement of ADRA's Purpose Statement, and overall program goals and commitments

Prevention Strategies

ADRA Norway mandates a range of processes designed to minimise the potential for harm to children.

- Employees
ADRA Norway operates a safe recruitment and induction process for all positions. The process involves prevention strategies throughout the procedure, including taking references, criminal record checks and giving training. Further details are provided in ADRA Norway's Safeguarding Policy.
- Safeguarding and Protection Focal Point
ADRA Norway has a designated Safeguarding and Protection Focal Point responsible for safeguarding and protection issues within the Agency. Duties include orientation and training on safeguarding and protection issues and follow up and investigation of safeguarding and protection concerns and complaints. The Focal Point should receive training on safeguarding and protection issues, and should make responsibilities and policies clear to all ADRA Representatives.
- Visitors
All visitors to ADRA Norway's projects sign in and out of sites where programme activities take place, such as schools. Visitors should be advised on appropriate conduct reflecting national and local expectations. This includes advice on how to avoid discrimination of children through e.g. the giving of gifts and/or money

during project visits. It is the responsibility of all ADRA Norway staff in addition to the person in charge of the visit to ensure that the visitors know and abide by the contents of ADRA Norway's Child Safeguarding & Protection Policy throughout the visit.

ADRA Norway reserves the right to terminate a visit if a visitor acts inappropriately and to take legal action as necessary.

- The use of policy documents

The Child Safeguarding and Protection Policy is designed primarily to promote the well-being of children, however it also serves to protect Representatives from false accusation and the name and reputation of ADRA Norway. All Representatives must comply with the principles in section IV, which sets standards for personal behaviour. ADRA Norway expect all Representatives to use common sense and avoid actions or behaviour that could be construed as child abuse.

All ADRA Norway staff must sign a declaration stating that they have read and will comply with the Child Safeguarding and Protection Policy. The policy will be disseminated to all relevant partners, and will be translated to the local language if necessary. ADRA Norway expects all partners that have direct or indirect contact with children to have their own Child Safeguarding and Protection Policy in place and implemented. This expectation is specified in all partnership agreements and project agreements.

ADRA Norway's Child Safeguarding and Protection Policy will undergo regular reviews and be updated at least every three years.

- Training

In addition to disseminating the Policy, ADRA Norway will provide training sessions for ADRA Norway staff, partners, visitors, volunteers and interns. All new staff complete a training booklet on safeguarding and child protection within their first two weeks of service, and receive face to face training within their first six months of service. ADRA Norway's Safeguarding and Protection Focal Point is responsible for arranging and following up such trainings. The Focal Point will also receive training on child safeguarding and protection to ensure his/her competency in dealing with such issues.

- Risk assessments¹

¹ Tools for safeguarding risk management are located in the Safeguarding Implementation Toolkit on ENet: [Operational Risk Management](#), [Program Risk Management](#), and [Partner Risk Management](#).

ADRA Norway exercises due diligence to identify, mitigate, and monitor risks of child abuse through programme specific risk management, organisational level risk management, partner assessments, compliance with the ADRA Safeguarding Standards and the ADRA Accreditation and Licensing (AAL) framework.

Organisational risk management: ADRA Norway conducts an annual risk assessment that identifies organisation-wide risks beyond project-specific considerations. This includes safeguarding and protection in operational areas outside any specific project.

Programmatic risk management: Each programme is required to have a documented risk assessment including considerations of risks to the safety of children involved in the programme. This assessment includes control measures that are integrated in the design of activities, budgets and reporting of the programme.

Partner assessments: All potential partners undergo child safeguarding and protection due diligence checks prior to selection. Where gaps are identified within the partner's systems an action plan should be proposed to build the partner's capacity within a given time period. This action plan should be agreed by the partner and referred to in the partnership agreement. Where partners persistently fail to meet the milestones on the action plan, ADRA Norway may consider terminating the agreement.

- Special concerns for media and communication

This policy primarily aims to protect children portrayed in communication material against harm, but also serves a purpose to protect children who read or access ADRA Norway's visuals against seeing harmful images and headlines.

Using ADRA Norway's ICT equipment and users to access child exploitation material or to engage in online grooming is unacceptable and is dealt with promptly, and reported to relevant law enforcement agencies as appropriate. All Representatives are obliged to inform the Focal Point about any concern or suspicion arising about data, communication or images that can be potentially harmful to a child.

The following precautions should be taken to ensure that children portrayed in images are protected against harm:

- The over-riding principle of all communication about children is the respect for the **absolute dignity and integrity** of the child, which should not be compromised in order to gain empathy.
- All capturing and reproduction of personal images should assess and endeavour to comply with **local traditions**, restrictions or requirements.
- If there is a **risk of harm** to the child or the dignity of the child, the child's face should be distorted in pictures where the face can be used to identify him/her. If necessary, use pseudonyms. Survivors of gender based violence and sexual exploitation should never be identified as such. A child's status as a person living with HIV or any other stigmatised condition should not be revealed.
- Particular care must be taken when photographing children in times of crisis to ensure that their **vulnerability and trauma is not exploited**.
- Photos of children that can be identified and that will be published on the website or in any of ADRA Norway's publications should be taken with the **permission** of the child and parents or guardian of the child.
- Respect a child's right to refuse to be photographed. If the child seems reluctant or confused, this should be taken as a refusal. **Consent should be explicit**.
- Communication about children should use pictures that are **decent and respectful**, not presenting them as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive must be avoided.
- **Language** that implies a relationship of power, or that is discriminatory and/or degrading must be avoided.
- Images and texts of children should **not be manipulated or sensationalised**. Images should ensure honest representations of the context and the facts.
- Images of children should be **stored in a secure place**, and efforts should be made to ensure that donors, partners and media who request the use ADRA Norway's resources such as videos or photographs use such materials in an appropriate way.
- ADRA representatives are **not allowed to post images of children** who are direct or indirect beneficiaries of ADRA on their personal social media accounts.

Addressing Abuse

An effective incident management system is essential to ADRA Norway's efforts to safeguard and protect children from all forms of abuse and to ensure appropriate assessment of concerns raised against ADRA Norway's representatives or operations.

1. Notify relevant authority in ADRA Norway.

All individuals outlined in the scope are required to report immediately to the ADRA Norway Safeguarding and Protection Focal Point if they have reasonable suspicions of child abuse occurring or likely to occur, including the inappropriate use of sensitive information and communication materials. If there is clear evidence that a crime is being committed they should report directly to local law enforcement and contact the focal point afterwards. The concern must be reported immediately, or as soon as possible if security and technology do not allow an immediate report.

In the case that a representative has a concern about a child in a partner country, this should be reported to the Focal Point in Norway immediately. She/He will advise on how to proceed with the concern. Concerns can arise from project reports, assessments, evaluations or communication materials shared and are just as important to act on as if the Representative made the observation herself/himself in the field.

In the case that a child discloses abuse directly, the person receiving the information shall tell the child that he or she is not to blame for the abuse that occurred, and appraise the child for reporting the matter.

The complaint should be reported directly to ADRA Norway's Focal Point, but if the Focal Point is implicated in the concern in any way the complaint should be directed to the Secretary General. If the Secretary General is implicated or involved in any way the complaint should be reported to the Board Chair of ADRA Norway. Information about how to contact these individuals can be found at ADRA Norway's webpage.

Additionally, where the concern involves potential abuse of a child by an ADRA Representative, this can also be reported anonymously by filling out an online complaint form at ADRA Norway's webpage, at ADRA Europe's webpage or ADRA International's Safeguarding Office (Protection@ADRA.org). All child safeguarding and protection concerns will be dealt with on a need to know basis and all records will be held securely and confidentially to the extent possible in accordance with applicable laws and the best interest of the child.

ADRA Norway will report all internal safeguarding concerns (where staff or ADRA activities are suspected to have resulted in harm) to the ADRA International Safeguarding Office within 24 hours. ADRA International will provide guidance to the investigation and support of the survivor.

2. Record the concern in writing.

The concern and investigation process should be documented in writing using a Children and Vulnerable Adults at Risk form (see annex A) and stored in a safe location with restricted access.

3. Ensure child's immediate safety.

The Safeguarding and Protection Focal Point, and other relevant staff should assess the situation for any potential health, safety, and security issues and mitigate serious risks or make referrals immediately. Confidentiality should be balanced with the need to take (possibly immediate) action. The well-being of the child or children shall always be given priority.

ADRA Norway should do its utmost to link the children and their families to appropriate services as needed, in order to promote quick recovery. This may include, but is not limited to, medical, psychological and legal services.

4. Internal safeguarding cases only: Conduct an internal investigation.

Where an ADRA Representative is alleged to have perpetrated the abuse, the suspected person shall be suspended while further investigation takes place

The Focal Point, in consultation with the ADRA International Global Safeguarding Advisor, must initiate an internal investigation of the concern. He or she will consult with the relevant staff, other relevant ADRA representatives and if possible talk to the offended child or the parents/guardians. The aim of the investigation is to ensure that the child receives the most appropriate form of support and to determine whether the ADRA Norway Child Protection Policy or the Code of Conduct has been breached. The internal investigation must be conducted in a timely manner and may involve external legal, mediation or expert advice if required.

5. Keep the child and/or its parents/guardians informed.

The child should be kept informed about the reporting process and the outcome of the investigation (if any) based on the child's capacity and need at least from the age of seven. From the age of twelve the child shall be kept comprehensively oriented. If the child is under 16 years old, his or her parents/guardians shall also be kept informed about the reporting process and the outcome of the investigation. The Focal Point may still withhold information if one or more of the child's parents/guardians and/or close relatives are implicated in the complaint and/or if it is considered that sharing this information may put the child at risk.

6. Notify local authorities if a crime has been committed.

If the investigation reveals that a crime has been committed the incident will be reported to the local law enforcement authority immediately. ADRA Norway will comply with relevant local statutes and protocols, and will cooperate with the Police.

7. Internal safeguarding cases only: Notify the Board.

The Focal Person shall report on the complaint, the investigation process and the outcome to the ADRA Norway Board. This is done regardless of the conclusion of the investigation. The Board shall be informed on a regular basis about the number of internal safeguarding concerns reported, and the number of concerns dismissed.

8. Internal safeguarding cases only: Reactions following a report

Based on the complaint being made ADRA Norway reserves the right to suspend ADRA staff targeted in an allegation and terminate visits by persons implicated in an allegation, prior to the completion of an internal investigation. A decision to suspend an employee or terminate a visit should only be made in order to secure the safety of the child/children and prevent any harm from being inflicted on the child or on ADRA as an organisation. ADRA Norway also reserves the right to terminate a contract, partnership or employment regardless of the outcome of an investigation.

If the investigation process uncovers information giving reasonable indications that a crime has been committed ADRA Norway will hand over the case to the local law enforcement. ADRA Norway will do everything we can to assist any public investigation concerning ADRA Representatives or ADRA activities.

The person reporting the concern will not face any reprimands, regardless of the outcome of the investigation and regardless of whether or not the concern has been reported anonymously, as long as there are no reasonable grounds for believing that the complaint was made to harm the implicated person or ADRA. ADRA Norway encourages the reporting of concerns and does not place any responsibility on its staff or representatives to ensure evidence before making a complaint.

Parties that are inflicted with damage in relation to the case or the investigation will be offered counselling and support. Both children, parents, guardians and ADRA staff may be exposed to harm and psychological distress during an investigation process, and ADRA Norway will offer counselling and support to detect and relieve this distress.

Data protection

It is often necessary to collect, store and sometimes share sensitive information in order to respond to child safeguarding and protection concerns. ADRA Norway projects must adhere to the General Data Protection Regulations (2018), a piece of EU legislation aiming to protect the rights of data subjects. Projects should also ensure that they are adhering to the data protection laws and guidelines of the countries in which they are taking place.

The way in which information concerning children and their families is kept and shared is extremely important. Leaks of sensitive information can put vulnerable individuals at risk, so we need to ensure that all child protection data is:

Adequate, relevant and not excessive- child protection incident reports and case notes should contain all objective, pertinent information written in a concise manner, without conjecture or personal opinions of the staff involved.

Accurate and kept up to date- incident forms are completed within 24 hours for non-urgent cases and as soon as possible for urgent cases. Case notes are written and filed within 5 working days of the action or update has occurred.

Stored securely- files and documents containing confidential information concerning beneficiaries should be kept in a locked metal filing cabinet, with the key kept in the Secretary General's office.

Not kept for longer than necessary- Child protection data is unique from other types of data in that it should not be destroyed as soon as a case is closed as it will be needed in the event that a case needs to be reopened, another agency raises concerns regarding the child after case closure, or the child later requests to see their data. Partner country offices should consult domestic legislation on data protection of child protection information to help guide them on how long it should be stored for, before being safely destroyed (shredded, and preferably given to a safe data disposal company to destroy, if there is one available in country). If the case involves a child in Norway or a child in a partner country where no domestic legislation for child protection data storage exists, documents should be kept for 6 years, in line with Norwegian law. It is likely that, in many cases, the project from which the incident form was generated will have closed before the agreed data storage time has lapsed. Files should be transferred to the head office, safely stored and destroyed securely in line with the agreed time frame.

Data should only be shared with the consent of the child and their parents, or without their consent where the wellbeing of the child or someone known to them is seriously at risk. Sharing via email should only take place where the recipient has an official organisation email address (not Gmail, Hotmail, Yahoo etc). Ideally, confidential documents should be password encrypted.

Appendices

A. Statement of commitment to comply with the child safeguarding and protection policy

Statement of commitment

I have read ADRA Norway's Child Safeguarding and Protection Policy and agree to abide by its terms in my work and throughout my time as a representative of ADRA Norway and/or its partners. As a person engaged by ADRA Norway, I will use common sense and avoid actions or behaviours that can be construed as child abuse when implementing or participating in ADRA Norway activities. Breaches of this policy will not be tolerated and may constitute grounds for termination of employment contract or volunteer assignment.

I commit to following the correct reporting procedures if inappropriate behaviour is uncovered or if I have any concerns about the wellbeing of children who benefit from or interact with ADRA's activities.

Name: _____

Signed: _____

Date/location: _____

B. Children and adults and risk report

ADRA Norway children and adults at risk report

1 Type of concern

Does the incident or concern involve an allegation against a staff member? YES
 NO

2 Your details- the person completing the form

Your name:

Position:

Telephone:

Email:

Date and time the incident was reported to you:

3 Details of the person affected

Name:

Contact information:

Is the person a child? (*under the age of 18*)

YES

NO

Age:

Gender:

If the concern is in Norway- Name and contact details of caregiver (if a child or adult with substantial care needs):

If the concern is in a partner country- Name and contact details of the contact person at the partner office:

4 The incident or concern

Date and time of the incident:

Details of the incident or concern:

Details of any witnesses to the incident:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Please provide details of any action taken to date:

Your signature:	Date (<i>when form is being completed</i>):
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Send this report to your Safeguarding and Protection Focal Point in line with ADRA Norway's reporting procedures.

For completion by the Safeguarding and Protection Focal Person:

Name:			Date (when received):
Plan of immediate actions			
Action	By who?	By when?	Update?

Follow up

Is there evidence or suspicion of a breach of ADRA Norway's conduct?

If Yes, what disciplinary action or further investigation will take place?

What is the final outcome of this reported concern?

External reports submitted to ADRA Norway? Yes/No

Date of completion:

C. Acceptable and unacceptable behaviours

DO:

- Respect the **national laws** against exploitation and abuse of children, and promote local child protection laws and norms.
- Respect **cultural norms** and dress appropriately to avoid misunderstandings.
- Be **inclusive** and involve all children without selection or exclusion on the basis of gender, disability, ethnicity, religion or any other status.
- Acknowledge the importance of **play time** as means of development.
- As far as possible, let children **participate** in decision-making regarding their own lives.
- **Involve children** in the making of rules for good and bad behaviour, as well as appropriate actions in case of bad behaviour.
- Promote **safe environments** in which children are encouraged to share their concerns or ask questions.
- **Educate** children about their rights. As far as possible, education on child rights should also be given to children`s parents, community members and school teachers.
- Educate children about what is considered **unacceptable behaviour** towards them and about what to do if he/she is exposed to such behaviour.
- Be aware of your responsibility as an adult to assess what is **suitable and unsuitable** for children to see, witness or hear.
- Unless it is deemed absolutely necessary for the safety of the child to have the door closed, leave the **door open** when being in a room alone with a child. *
- Where possible and practical, adhere to the **two adult rule** (have two adults present during activities involving children). *
- Respect a child`s **faith**.
- Keep sensitive personal information about a child **confidential**.
- Develop special measures/supervision to protect younger and especially vulnerable children from **peer and adult abuse**.
- Avoid **high-risk peer situations** (e.g. unsupervised mixing of older and younger children, which may lead to abuse and discrimination against minors).
- As a general rule, limit contact with children to regular **working hours**. *

* Does not include children where the ADRA representative is the parent or legal guardian.

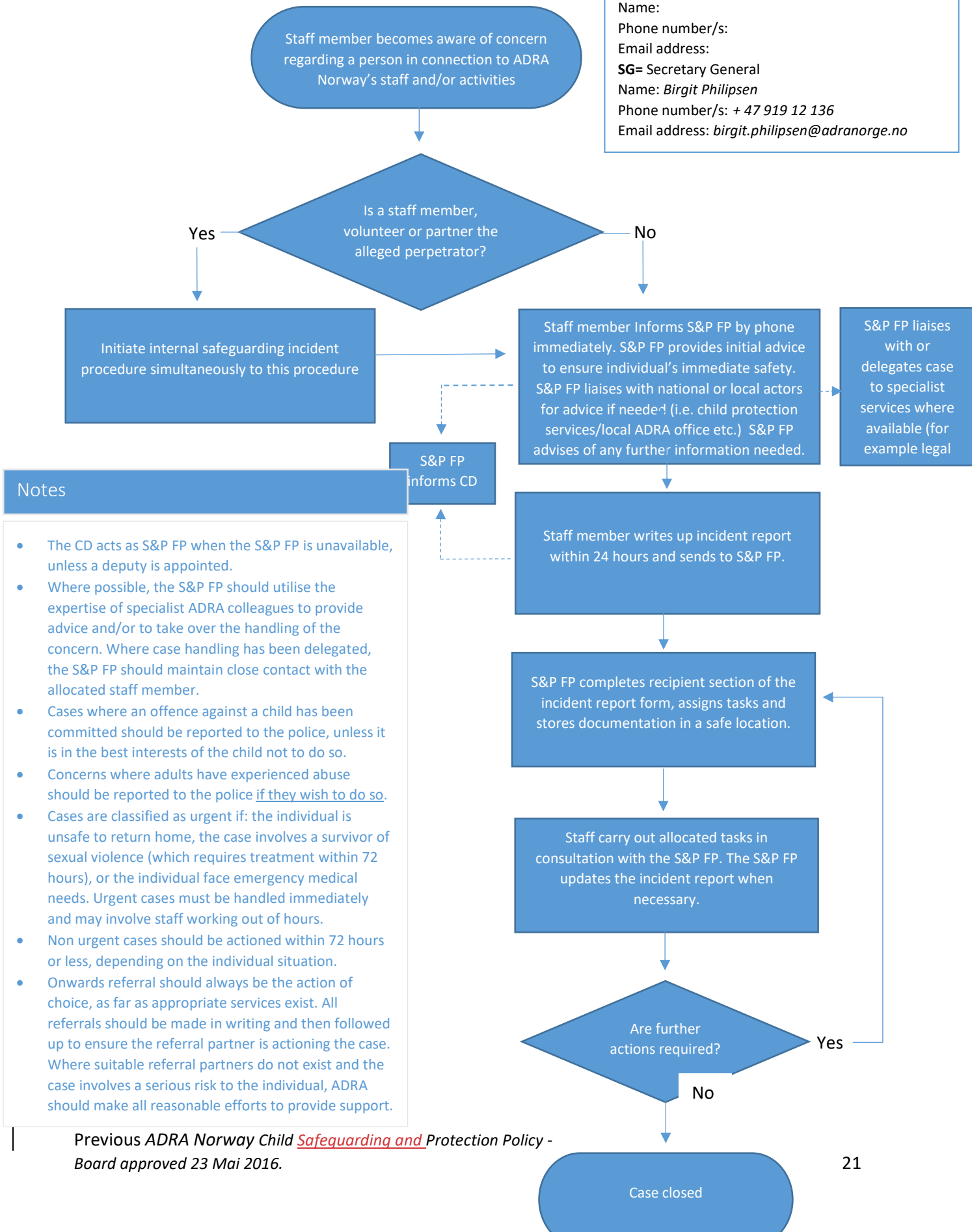
DO NOT:

- Condone, or participate in, behaviour with children which is illegal, unsafe and/or abusive. This includes **traditional harmful practices** (eg. female genital mutilation, witchcraft, early marriage etc.), child sexual exploitation, child trafficking and alcohol and drug abuse.
- Discriminate against or favour particular child(ren) to the exclusion of others.
- Place yourself in a compromising or **vulnerable position** when meeting with children (e.g. being alone with a child in any circumstances that might potentially be questioned by others).*
- **Sleep** in the same bed as a child. Furthermore, avoid staying overnight in the same room as one or more children without other adults being present, whether in staff accommodation or elsewhere while on duty. *
- Hit or use other forms of **physical violence** towards a child.
- **Touch** children in an inappropriate or culturally insensitive way.
- Engage in or suggest **sexual activities** with a child.
- Develop relationships with children that could in any way be deemed **exploitative or abusive**.
- Use **language**, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Let a **child's work** interfere with his/her regular education or schooling and recreational activities, or place them at risk of injury because of their work.
- Discipline a child by **withholding** attention/care, food, shelter or education.
- Do things of a **personal nature** for a child that they can do for themselves, i.e. dressing, toileting, bathing etc.
- Use **cultural** and/or **religious** values and practices as an excuse for harming a child.
- Shame, humiliate, belittle, threaten or degrade children, or otherwise perpetrate any form of **emotional abuse**.
- Take, download, use or distribute photos of children of a **pornographic** nature.
- Take, publish or store photo/video of children **without consent**, and/or without professional purpose where ADRA Norway owns the digital material.
- **Expose** children to inappropriate or harmful material such as videos, pornographic literature and harmful internet sites.
- Be under the influence of **alcohol or drugs** prior to or while taking responsibility for a child.
- Provide **shelter for minors** in your home unless otherwise agreed upon with the parent/guardian of the child.
- Ignore or **fail to act upon child abuse** of any kind, including corporal punishment within schools.

* Does not include children where the ADRA representative is the parent or legal guardian.

D. Safeguarding and protection reporting procedures

S&P FP= Safeguarding & Protection Focal Point
 Name:
 Phone number/s:
 Email address:
SG= Secretary General
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Notes

- The CD acts as S&P FP when the S&P FP is unavailable, unless a deputy is appointed.
- Where possible, the S&P FP should utilise the expertise of specialist ADRA colleagues to provide advice and/or to take over the handling of the concern. Where case handling has been delegated, the S&P FP should maintain close contact with the allocated staff member.
- Cases where an offence against a child has been committed should be reported to the police, unless it is in the best interests of the child not to do so.
- Concerns where adults have experienced abuse should be reported to the police if they wish to do so.
- Cases are classified as urgent if: the individual is unsafe to return home, the case involves a survivor of sexual violence (which requires treatment within 72 hours), or the individual face emergency medical needs. Urgent cases must be handled immediately and may involve staff working out of hours.
- Non urgent cases should be actioned within 72 hours or less, depending on the individual situation.
- Onwards referral should always be the action of choice, as far as appropriate services exist. All referrals should be made in writing and then followed up to ensure the referral partner is actioning the case. Where suitable referral partners do not exist and the case involves a serious risk to the individual, ADRA should make all reasonable efforts to provide support.

Internal Safeguarding Procedure (cases involving allegations against staff)

