GSIF POLICIES, STANDARDS AND PROCEDURES

Child Safeguarding Policy

GOOD SHEPHERD INTERNATIONAL FOUNDATION ONLUS

GSIF Child Safeguarding Policy

Approved by: GSIF Board of Directors

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1. Foreword

The Good Shepherd International Foundation Onlus (GSIF) is a non-profit organization, founded in 2008 by Our Lady of Charity of the Good Shepherd (aka Good Shepherd sisters, GSS), an international Catholic Congregation of women religious present in 70 countries, to support the GSS programs for vulnerable children, girls and women in low and middle-income countries.

The role of GSIF is to provide assistance and support to the programs run by GSS Units and their mission partners in Africa, Asia and Latin America through capacity development of local implementing partners, resource mobilizing to improve the quality of programs and services, technical assistance in project management to best align the programs with international good practices.

The GSS programs supported by or funded through GSIF promote the rights of people living in poverty, affected by human trafficking, migration, gender-based violence and other violation of human rights.

The GSIF works to implement a human rights-based approach to support the GSS development programs and to remove the causes that generate poverty and injustice, promoting an inclusive and sustainable development for the most marginalized and vulnerable children, girls and women.

GSIF recognizes that it has the responsibility to respect and promote gender equality and the safety and protection of all children.

GSIF has a ZERO-tolerance policy regarding child abuse.

This Policy is aligned with the Congregational Child Safeguarding Policy of the Sisters of Our Lady of Charity of the Good Shepherd (OLCGS).

2. Policy statement

GSIF is committed to enable positive change and to protect and promote the fundamental human rights of girls, women and children, especially the most vulnerable so that they can enjoy life in full.

Robust procedures are aimed at ensuring that GSIF is doing everything it can to prevent, report and respond to any incidents or concerns of such harm.

The overall purpose behind this policy is underpinned by the fundamental principles of the United Nations Convention on the Rights of the Child (UNCRC).

Glossary

Term	Definition
Child (according to the UNCRC)	Any person below 18 years of age. (Although definitions may be different in different countries, the GSIF adopts the UNCRC definition.)
Beneficiary	Someone who directly receives a benefit (goods or services) from the Congregation's and/or GSIF's programs or projects. Note that the misuse of power can also apply to the wider community that the Congregation serves and can also include exploitation by giving the perception of being in a position of power.
Harm	Psychological, physical and any other infringement of an individual's rights.
Psychological harm	Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment, such as, bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
Sexual abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including (but not limited to) profiting monetarily (such as pornography), socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
Protection from Sexual Exploitation and Abuse (PSEA)	The prevention of sexual exploitation and abuse of affected populations by GSIF staff, Congregation's members or associated people.
Survivor	The person who has been abused or exploited. The term "survivor" is often used in preference to "victim" as it implies strength, resilience and the capacity to survive. However, it is the individual's choice how they wish to identify themselves.
The Congregation	The Sisters of Our Lady of Charity of the Good Shepherd.
People associated with GSIF and/or the Congregation	Any person engaged in the mission of GSIF and/or the Congregation including (but not limited to) employees, volunteers, directors, trustees, consultants, contractors, agency workers, program visitors including journalists/media, celebrities and politicians.
Partner	Any external organization or entity working with GSIF for a specific project/ program.

3. Definitions of abuse

Physical abuse

Includes, but is not limited to, hitting, slapping, pushing, kicking, unlawful or inappropriate restraint and inappropriate physical sanctions.

Sexual abuse

Involves unwanted sexual activity or behaviour that happens without consent or understanding. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse also includes non-contact activities, such as involving the individual in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Neglect

Is the persistent failure to meet basic needs such as food, warmth and medical care, or when there is a failure to prevent exposure to any kind of danger.

Emotional abuse

Involves harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Discriminatory abuse

Includes abuse based on an individual's race, gender, disability, faith, sexual orientation, or age; and other forms of harassment, slurs or similar treatment or hate crime.

4. Purpose of this policy

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with the staff, sisters, associated people or the programs and activities supported by and funded through GSIF.

This policy lays out the commitments made by GSIF and informs staff and associated people of their responsibilities in relation to child safeguarding.

This policy seeks to meet international best practice guidelines on Child Safeguarding, domestic and international laws, and the UN Convention on the Rights of the Child (UNCRC): at European level this Policy refers to the EU Charter of Fundamental Rights (ART 24)[1] and at national level refers to the Italian Constitution (ART 31)[2] . The GSIF international local branches can further specify the national legislation references and create an addendum to this policy.

GSIF operates in accordance with the directions of the UNCRC which gives primary consideration to the best interest of the child. We believe that every child has the right to develop to his or her full potential, to receive quality education, to participate in the life of the society and to not be discriminated. We affirm that everybody has the responsibility to protect children from all forms of abuse, abandonment, exploitation, violence and discrimination.

This policy applies to all GSIF staff and associated people, including (but not limited to) employees, volunteers, non-executive directors, trustees, consultants, contractors, agency workers, visitors, including journalists and media, celebrities and politicians.

This policy always applies, including in both the professional and personal lives of the abovementioned people, while they are engaged with work or visits related to GSIF.

[1] EU Charter of Fundamental Rights, Art. 24 The rights of the child:

1. Children shall have the right to such protection and care as is necessary for their well-being. They may express their views freely. Such views shall be taken into consideration on matters which concern them in accordance with their age and maturity.
2. In all actions relating to children, whether taken by public authorities or private institutions, the child"s best interests must be a primary consideration.
3. Every child shall have the right to maintain on a regular basis a personal relationship and direct contact with both his or her parents, unless that is contrary to his or her interests.

[2] Constitution of the Italian Republic, Art. 31

- The Republic assists the formation of the family and the fulfilment of its duties, with particular consideration for large families, through economic measures and other benefits. The Republic protects mothers, children and the young by adopting necessary provisions.

5. What is safeguarding

GSIF subscribes to Keeping Children Safe's definition of safeguarding:

Child safeguarding is the responsibility that organizations have to make sure their staff, operations, and programs do no harm to children, that is, that they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which they work, are reported to the appropriate authorities [3].

"Do no harm" is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to an organization's responsibility to not harm children if they may be doing so inadvertently as a result of their organizational activities.

Many still have a confusion around the definition of Child Protection and Child Safeguarding. To avoid the confusion, GSIF subscribes to the distinction made by the United Nations [4]:

"**Child Protection:** programs, measures and structures to prevent and respond to abuse, exploitation, neglect and violence affecting children in all sectors, contexts and environments.

Child Safeguarding: the duty of care and responsibility of private and public organizations to adopt preventative and responsive systems, policies and practices to safeguard from harm and abuse all the children they come into direct and indirect contact within their day-to-day operations and work."

[3] Keeping Children Safe, Child Safeguarding Guidance, 2014

[4] UNICEF Australia, June 2018 - https://bit.ly/2Jq1VvB

6. Prevention

6.1. Responsibilities of GSIF

GSIF will:

a. Ensure that all staff and people associated with GSIF know, understand and commit to their responsibilities within this policy;
b. Ensure that risks of harm to children are carefully considered and mitigated in the design and delivery of every project and initiative (including how information about individuals will be gathered and processed);
c. Ensure that risks of harm are carefully considered and mitigated in the design and delivery of the GSIF's communications including the disclosure of children's identities in public materials;
d. Apply stringent child safeguarding procedures when recruiting, managing and deploying staff and associated people;
e. Ensure that all staff and people associated with GSIF receive training on child safeguarding at a level that is appropriate to their role within the organization;
f. Respond to reports of child safeguarding concerns promptly and in line with due process.

In addition, GSIF will put in place a set of behaviour protocols (Code of Conduct - Annex 1) to ensure that all staff and people associated with GSIF always behave appropriately with children.

6.2. Responsibilities of staff and associated people:

The following responsibilities apply at all times while you are engaged with work or visits related to GSIF.

As a staff member or a person associated with GSIF, you will:

a. Support and uphold the GSIF's Child Safeguarding Policy and all efforts the organization makes to protect children from harm;
b. Proactively report, via the GSIF's Child Safeguarding Policy reporting procedure (Annex 7), any concerns or suspicions regarding safeguarding violations by any of the staff or associated people.
c. Meet all safeguarding responsibilities assigned to you.

As a staff member or a person associated with GSIF, you will not:

a. Sexually abuse or exploit any children;
b. Subject any children to physical, emotional or psychological abuse, or neglect, for example by using their image without consent, by portraying them in a way that strips them of their dignity, by making public their identity, or by exposing them to a health hazard
c. Engage in any commercially exploitative activities, particularly with children, including child labour or trafficking;
d. Exchange (or offer or imply an offer of) money, employment, goods or services for any form of sexual activity. This includes any exchange of the GSIF assistance that is due to beneficiaries;
e. Engage in any form of sexual activity with the GSIF programs' beneficiaries of assistance (of any age), since they are based on inherently unequal power dynamics and pose a risk of conflicted interests.

7. Reporting

Child safeguarding is the responsibility of every staff member, volunteer and consultant associated with or employed by GSIF, who should act in accordance with this policy to ensure that children are protected.

This includes **reporting concerns and abuse of children to the competent authorities of the country where the abuse happened**, in the appropriate manner and without delay. Disclosure of such information should be limited to those who need to know for the purposes of protecting the children.

All staff and collaborators who witness incidents of child abuse have a responsibility to report first to the designated officer (GSIF Child Safeguarding Focal Point and/or Focal Point at field level) who verifies that the relevant actions are taken, including reporting to the competent authority. If a child is in imminent danger, call the competent authorities immediately. Failure to report constitutes an offence. No staff member shall be penalized for reporting a suspected incident of abuse when it is later discovered to be false, if the reporting is done in good faith.

All incidents and allegations of abuse and complaints shall be recorded and forwarded to the GSIF Child safeguarding Focal point, who shall handle the matter expeditiously and without any undue delay. Information related to an incident will be kept confidential and shared only with those individuals with a justifiable need to know.

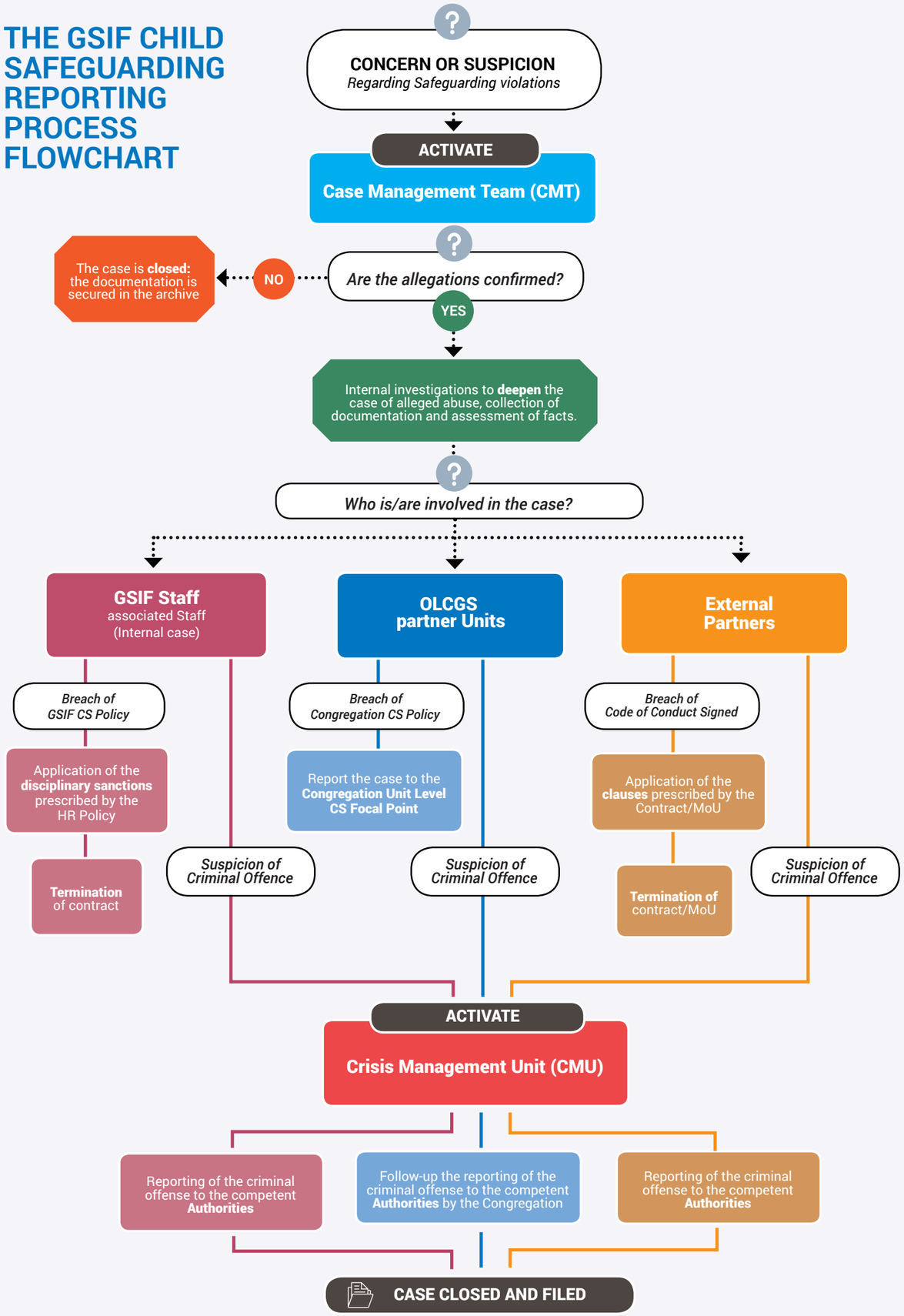
Where the allegation is against the Child safeguarding Focal Point, the report shall be made to any member of the GSIF Senior Management Team.

How to report a safeguarding concern to the Congregation:

GSIF staff and associated people who have a concern related to child safeguarding involving a member of the Congregation or an associate to the Congregation should report it immediately to the Child Safeguarding Focal Point at the field level (country or Unit Level Focal Point) and to the GSIF Child Safeguarding Focal Point who will follow up with the field level Child safeguarding Focal Point.

The field level Child Safeguarding Focal Point will manage the concern or incident according to the locally adapted reporting procedures or by using the reporting form in Annex (8). The field level Child Safeguarding Focal Points have a duty to report the concerns on child abuse to the Congregation's Child Safeguarding Committee at childsafeguarding@gssweb.org, which then will be recorded at the Congregational level and actions will be taken accordingly.

THE GSIF CHILD SAFEGUARDING REPORTING PROCESS FLOWCHART



8. Case Management Team (CMT) and Crisis Management Unit (CMU)

The **Case Management Team (CMT)** is composed by:

- GSIF Child Safeguarding Focal Point;
- GSIF Staff Member who reports the case;
- GSIF CFO Manager;
- If relevant, OLCGS Local Program Manager or GSIF Local Staff.

When necessary, external professionals might be involved. When a partner organization is involved in the alleged abuse, its members can be involved to participate to the investigations.

The GSIF Regional Manager, if competent, are informed.

The CMT will:

- examine the reasons supporting the allegations;
- assess the seriousness of the accident;
- confirm the degree of urgency;
- decide if it is necessary to proceed with an investigation;
- draw up an action plan with a clear timing, roles and responsibilities.

The CMT is also in charge for conducting the internal investigations on the alleged case of abuse, collecting information and documentation. Based on the investigations the CMT will decide whether the allegations are confirmed or not, if there is a violation of the GSIF CS Policy and if it is suspected a criminal relevance of the case.

If the alleged abuse occurs abroad, the CMT will investigate in collaboration with the local staff and in compliance with the legislation and national procedures.

In case of suspicion of a criminal offense, the team will activate the Crisis Management Unit.

The **Crisis Management Unit (CMU)** is composed by:

- GSIF Director;
- GSIF Senior Management Team;
- GSIF Child Safeguarding Focal Point;
- OLCGS Unit Leader;
- If relevant, GSIF Local Branch Country Representative/Director.

The CMU is activated by the CMT when, after the investigations, the alleged abuse is upheld at the level of a criminal offence.

The GSIF Regional Manager are informed.

The CM Unit has three main tasks:

- report to the GSIF Board of Directors and to the OLCGS Child Safeguarding Committee;
- referring, in agreement with the GISF Board of Directors, to the authority for reporting the accident;
- verifying the ethical obligations towards relevant stakeholders – such as donors, networks, statutory bodies – regarding the disclosure of the accident.

9. Use of Social Media, Images and messages

Safeguarding children also refers to private data of the child as well as pictures, texts, films etc. about children which are produced for publicity purposes with the objective of protecting the child's identity to prevent revictimization or reprisal.

Any information about a child's history, medical condition and family background has to be stored carefully by the GSIF Communication & Fundraising Desk. These data are to be handled confidentially and with discretion.

Children and even their parents or caregivers might not always be aware of a specific form of emotional abuse which might occur due to the use of their images for the purpose of fundraising, public relations or communication. A child's privacy is, for instance, violated by the production of unauthorized publicity material (pictures, films, texts, etc.) featuring the boy or girl; or by presenting sensitive information within a context that reveals the child's identity. GSIF respect the children's right to privacy. All co-workers and external partners involved in spreading information on children and in creating and distributing publicity material must act according to the following guidelines:

When taking pictures or videos of children and young people associated with GSIF and its initiatives, always use the GSIF Media consent form (Annex 5), including requesting permission from their legal guardian and informing both the child and their legal guardian of the intended use and purpose of the images.

- Make sure that the images are respectful and do not negatively impact the child's dignity and/or privacy
- Contact GSIF Communication office for guidance regarding any questions or concerns.
- Ensure that the use of the images does not put the child at risk of being identified or located.
- Pay special attention to children in situations of vulnerability.
- Never upload images of children associated with GSIF or its initiatives to private social media channels.

By following these guidelines GSIF ensures the respect of the children's privacy while at the same time preventing, and raising awareness for, violations of that privacy. Based on these guidelines, co-workers who are directly involved with children have the right and obligation to protect the children from any attempted violations of their privacy – be they intentional or not.

10. Recruitment Policy

This Child Safeguarding Policy and Code of Conduct will be used by GSIF as guidelines for recruitment and training and included in all partnership agreements and Memoranda of Understanding.

All Terms of Reference and Contract Agreements must contain a generic statement about GSIF's commitment to child safeguarding. All recruitment procedures must be based on a careful consideration of each job description and the level of contact with children. Recruitment procedures should include pre-selection, selection, and post-selection considerations to ensure that as many safeguards as possible are in place (Annex 6). Also, refer to the GSIF Recruitment Policies for background check.

All staff and consultants associated with GSIF should sign and agree to the statement of the commitment and the code of conduct after the sign off and the signed forms needs to kept in everyone's files

Failure to sign the Child Safeguarding Policy and Code of Conduct will result in the candidate not being appointed to the role, and consultancy agreement not valid.

11. Monitoring and revision

This Policy is updated at least once every three years by the GSIF Child Safeguarding Focal Point and proposed to the Board for approval.

Every year, GSIF will conduct a self-assessment on the application of the Policy for monitoring the process of guaranteeing the safeguarding of children and for identifying areas of improvement.

By March 31st of each year, the GSIF Child Safeguarding Focal Point draws up a report on the safeguarding of children for the Directors. The general contents of the report include:

- report of cases treated during the previous year;
- report on the general level of implementation of the OLCGS Safeguarding Policy by the local partners;
- report on training conducted and planned, and updates on the controls and assessments carried out, also in collaboration with external bodies (for example Keeping Children Safe);
- results of self-assessments and improvement plan.

12. Role and Responsibility of the GSIF Child Safeguarding Focal Point

The GSIF Child Safeguarding Focal Point is responsible for supervising that the GSIF CS Policy is correctly disseminated and implemented, and that its prescriptions are respected.

The GSIF Child Safeguarding Focal Point has the task of listening to all reports of potential abuse within the organization, and to act for addressing them.

The GSIF Child Safeguarding Focal Point has the following functions:

- take a leading role in promoting knowledge of GSIF Child Safeguarding Policy;
- train the GSIF Staff on the GSIF Child Safeguarding Policy;
- work with managers and staff to ensure that programs and operations integrate child protection measures into their activities;
- promote the involvement of the project beneficiaries so that they are aware of the measures for the protection of children, as well as their right to protection and ways to report;
- be a point of reference for the request of information on children safeguarding;
- ensure that all information is recorded through the Child Abuse Notification Form and reported to the Case Management Team;
- plan and take part in any investigation;
- assess the risks related to the protection of children within the organization;
- seek advice from local authorities, when necessary;
- in consultation with the Crisis Management Unit, when necessary, transfer the case to public Authorities (for example the police) or to other organizations.

Annexes

Annex 1

Child Safeguarding Code of Conduct

I, _____, being engaged by Good Shepherd International Foundation in my position of (position, role or membership) _____ within the (specific /local organization's name) _____in (country, place)_____, agree that I will:

1. Treat all children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, birth or other status.
2. Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) are applicable to any child in our care.
4. Wherever possible, ensure that another adult is present when working or dealing in the proximity of children.
5. Not invite unaccompanied children into my home or place of residence, unless they are at immediate risk of injury or in physical danger which needs to be then discussed with the wider team.
6. Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
7. Not use any computers, mobile phones, or video and digital cameras to exploit or harass children or to access child pornography through any medium (Please see Annex 4 'Use of images, social media and marketing tools").
8. Refrain from physical punishment or discipline of children (including my own children if any).
9. Refrain from hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
10. Comply with GSIF's child safeguarding policy and the supporting procedures and local legislation laws in relation to child labor.
11. Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

ACKNOWLEDGEMENT

I confirm that I have read and understood the GSIF's Child Safeguarding Code of Conduct and confirm that I agree to adhere to the expectations and behaviour outlined while representing GSIF for personal and work purpose.

Name:	**Position:**
Signature:	
Date:	

Annex 2

Declaration Form

I, _____, have read and understood the GSIF Child Safeguarding Policy and procedures and guidelines outlined in this Policy. I agree with the principles contained therein and accept to implement Child Safeguarding policies and practices while working or representing GSIF as a staff member or associated person.

Print name: _____	Role or Job title: _____
Signature: _____	Date: _____

Please return a scanned copy of this to the GSIF Child Safeguarding Focal Point

Annex 3

Volunteer/visitors responsible behaviour agreement

Visits to or occasional volunteer participation in GSIF International's projects or programmes are appreciated and welcomed. In order to ensure that you enjoy your volunteer work/visit while also protecting the safety of the children we work with, we would like to ask you to review the key elements of our policy and request that you read, acknowledge, and respect them during your time with us.

Should you have any questions, please contact your main point of contact within GSIF (all staff has received training on safeguarding) or the Child Safeguarding Focal Point. You can also request to see a full copy of our Child Safeguarding Policy

COMMUNICATION AND USE OF SOCIAL MEDIA, IMAGES AND MESSAGES

To avoid inappropriate or harmful relationships, communication between visitors/volunteers and children after the visit/activity is discouraged. Should contact be necessary, all communications should be sent through of GSIF and its staff/ sisters rather than directly to the child. Volunteers should not develop relationships with children outside of the normal work environment. Visitors and volunteers may not exchange contact details when they meet children and young people. All volunteering opportunities and project visits must be arranged with the agreement of the GSIF staff member coordinating the activity/visit.
The GSIF Media Guidelines must always be used when taking pictures or videos of children and young people associated with GSIF and its initiatives, including asking for consent from the child's parent/legal guardian and informing both the parent/legal guardian and the child of the intended purpose and use of the images and/or videos. Once consent has been granted:

- Make sure that the images are respectful and do not negatively impact children's dignity and/or privacy.
- Ensure that the use of the images does not put the child at risk of being identified or located.
- Pay special attention to children in situations of vulnerability.
- Never upload images of children associated with GSIF or its initiatives to private social media channels.
- Contact the Child Safeguarding Focal Point for guidance regarding any questions or concerns.

VOLUNTEER/VISITOR RESPONSIBLE BEHAVIOUR AGREEMENT:

By agreeing to be an occasional volunteer or a visitor, you agree to abide by this Agreement with the understanding that if you do not adhere to it, your volunteering experience and/or visit will be terminated.
As an occasional volunteer/visitor, I explicitly agree that:

I will ALWAYS:

- Arrange my volunteer participation/ visit through the GSIF staff responsible for the visit/project I will be visiting/volunteering with and follow their instructions.
- Be respectful of all children and children's rights, regardless of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity.
- Refrain from inappropriate physical contact with children.
- Ensure that children's personal information, including contact details concerning children and/or their families, remains confidential.
- Ask GSIF International staff member when I am not sure about a behaviour or have concerns regarding a child's wellbeing.
- I commit to NEVER:
- Use language or act in ways that may be abusive or may place children at risk of abuse.
- Spend time alone with a child away from other people.
- Use language, pose questions, make suggestions, or offer advice that is inappropriate, offensive, or abusive.
- Use any form of physical punishment, including hitting, physical assault, or physical abuse.
- Permit or participate in illegal, unsafe, and abusive acts against children.
- Act in ways meant to shame, humiliate, belittle, or degrade children, or otherwise commit any form of emotional abuse.
- Use any computers, mobile phones, video and/or digital cameras, or other electronic devices to exploit, harass, and/or bully children or access, view, create, download, or distribute abusive images of children.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others on the basis of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity. sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, with any history of conflict with the law or any other aspect of their background or identity.

NOTE: The above lists are not exhaustive. Occasional volunteers and visitors should consider all related actions and behaviours that may compromise the rights and safety of children.
I confirm that I have read and understood the Code of Conduct for Occasional Volunteers and Visitors and agree to abide by its contents.

Place and Date

Full Name
Signature

Annex 4

Use of Images, Social Media and Marketing Tools

The GSIF uses different forms of media for two main puposes:

- To promote GSIF and its services
- To engage directly with audiences in the communities and deliver a shared message

GSIF is committed to:

- having appropriate approvals and branding in place for the official GSIF social media channels;
- ensuring that the GSIF's official media and social media presence is readily identifiable through appropriate and standardized naming structures;
- maintaining an appropriate and professional social media presence, with staff abiding by our child safeguarding Code of Conduct and other relevant policies and guidelines;
- communicating to staff and all people associated, the rules they must follow when identifying themselves as the GSIF's representatives on social media.

The communication teams or dedicated staff will make sure that in all use of visual images, both photographic and video, the overall principle is to maintain respect and dignity of children, families and communities that come in contact through different activities, programs and events with GSIF.

The GSIF shall adhere to the following principles:

- To respect the dignity of the subject
- To always seek permission when taking photographs or video footage of children.
- To obtain signed consent forms for taking and using photographs and case studies from parents and those with parental responsibility or from the children directly when they are of appropriate age and understanding.
- To provide a special consideration when taking photographs or videos of children with disabilities to portray them accurately and sensitively in context and maintain their dignity.
- To provide information and explanation to the subject regarding the likely use of the images and the videos.
- To never take pictures of people who say they do not want to be photographed during an event, program, activity, or form of marketing activity organized by GSIF.
- To always protect and not exploit the subject.
- To never manipulate the subject in a way which distorts the reality of the situation. For example, never to ask them to act distressed for the camera or in a manner that would engage more sympathy when displaying their images or videos.
- To protect confidentiality, the names of children, vulnerable adults and families will be changed. A child's full name or other personal information, including their exact location such as school or full address as this might cause more harm and put them at more risk, would not be revealed.
- To always protect the safety of each person when using any photographs and videos in which they are included during the use of our social media channels.

Annex 5

Media Consent Form

I, _____(parent/legal guardian), in the quality of parent/legal guardian of _____(child's name), give my permission for photos, videos, and/or interviews to be recorded of _____(child's name) during the activities and projects implemented as part of the _____ initiative of GSIF.

I, _____ (child's name), am ____ years old and give my permission for photos, videos, and/or interviews to be recorded during the activities and projects implemented as part of the _____ initiative of GSIF.

The photos, videos, and/or interviews will be conducted in accordance with UNICEF guidelines (https://www.ohchr.org/en/professionalinterest/pages/crc.aspx) for ethical reporting on children and young people under the age of 18 years old. These materials will be the property of GSIF and will be used as inputs for the website and social media channels of GSIF and its initiatives.
The interviews will always be conducted under adult supervision, and the best interests of the child will be protected above all other considerations, including advocacy for children's issues and the promotion of child rights

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

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Annex 6

Safe Recruitment

The Human Resource management of GSIF shall ensure that they apply the present Child Safeguarding measures in the selection, recruitment and background checks policies across the organization. GSIF shall include relevant information on Child Safeguarding in all induction materials.

All staff shall be recruited with clear role descriptions that includes a statement of commitment towards the requirements of the GSIF's Child Safeguarding Policy.

Candidates shall be assessed as part of the application process and in interviews for their understanding of child protection and child safeguarding according to their role. Good practices require that we should not hire family members.

Protection checks, such as disclosure of previous convictions or police checks from their home country (if disclosure is unavailable), form an important part of the recruitment policy and covers all employment or contractual relationships. If police checks are not possible, other checks shall be put into practice and outcomes will be retained. Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions and a minimum requirement of at least two references are mandatory in all cases. In some cases, telephone reference may also be required.

All Staff will be required to sign a statement of commitment to the terms of this Policy prior to their appointment and start of work or mission with GSIF. The statement of commitment (Annex 2) also applies to all current Staff and associated people.

Acceptance of the GSIF's Child Safeguarding Policy and its Annexes will be a condition of any offer of employment or engagement with GSIF.

INTERVIEW SELECTION PROCESS:

Questions

All questions should relate to items in the person's role and responsibilities and should be designed to allow candidates to demonstrate the attitudes and values that people working with children and young people need to have. Each potential representative of GSIF should be asked the same questions in an effort to treat all equally.

Practical test

A question and answer format may not be the best way to test a particular requirement or competency. You may want to consider other methods such as a practical test and case scenarios to better identify and assess the potential of the new applicant.

Interview

During the interview candidates should show that they:

- Understand children's needs and perspectives
- Recognize that children's needs come first
- Use appropriate language when talking about children
- Are clear about boundaries when working with children.

Induction and training

- A consistent induction process will make sure everyone in the organization fully understands and knows how to follow the child safeguarding policies and procedures as well as the ethics and values of GSIF
- Create and put in place a mentoring and supervision process, similar to a probationary or trial period, for new staff, lay partners and all other associated people. This will allow concerns on either side to be raised and responded to appropriately.

Annex 7

Reporting Child Abuse Notification Form

Report of child abuse notification form

Complete this form listing your concerns as soon as possible after the abuse is disclosed and the appropriate actions have taken place to ensure the immediate safety of the child. Please complete this form including as much information you know, immediately after the discussion or incident, without any further investigation.

Step 1 - Your details

Full name	
Phone number	
Email address	
Postal address	
Date of concern or incident	

Step 2 - Who are you concerned about?

(Fill in as much as you know without asking more questions from the child victim about whom you have a concern)

Details about the child

Full name _____

Date of birth__/__/_____Age now_____Age at the time of the incident_____

Gender_____

Child's first language _____

Phone number_____

Present location of the victim_____

Place of where the child abuse incident or concern took place _____

_____

Annexes

Step 3 - Describe your concerns

What are you concerned about? Write a brief factual description of what happened (either what was said, reported or seen, including injuries or bad use of language) or any specific information that supported your decision to complete this form.

Date concern was received_____/_____/_____

Your concerns

_____

_____

_____

_____

_____

_____

_____

Details of the person against whom the allegation is made:

Full name _____

Gender_____Date of birth___/_____/_____

Relationship to the child_____

Position held in the Congregation or Unit or partner organization

_____

Have they received a child safeguarding induction training? Yes ☐ No ☐

Details about witnesses if any or third party other than the child

Full name _____

Phone number _____

Email address _____

Postal address _____

Immediate action taken

Have you reported the incident to:

- ☐ The local authority (police)
- ☐ The Unit leader in the present country
- ☐ The GSIF Child Safeguarding Focal Point
- ☐ The Local Child Safeguarding Focal Point
- ☐ The Congregation's Child Safeguarding Committee in Rome

Your Signature _____

Date of report___/____/____

Time _____

Next steps for the person reporting the child abuse concern or allegation:

Save this form at a secure location and send a copy to the GSIF Child Safeguarding Focal Point

If you have more questions or need more information, you can always speak to the GSIF Child Safeguarding Focal Point.

Thank you!

Annex 8

International legislation and documents supporting the GSIF's Child Safeguarding Policy

- United Nations Convention on the Rights of the Child (CRC)
- African Charter on the Rights and Welfare of the Child, 1990
- UN Convention on the Rights of Persons with Disabilities (CPRD) | Persons with disabilities, 2006
- The Universal Declaration of Human Rights (UDHR), 1948
- The UN Guiding Principles for Business and Human Rights
- European Convention on the Exercise of Children's Rights, 1996
- The New Zealand Bill of Rights Act, 1990
- The New Zealand Society for the Protection of Women and Children, 1893
- The Canon Law, 1983
- Motu Proprio "VOS ESTIS LUX MUNDI", 2019
- GSIF Act of Incorporation and Bylaws
- GSIF General Operating Procedures
- Constitutions of Our Lady of Charity of the Good Shpeherd, 2009
- Province Administration Manual (PAM), 2015
- Our Lady of Charity of the Good Shepherd Position Papers, 2018
- Congregational Communication Policy and Guidelines, 2019
- Congregational Data Protection Policy, 2018

NOTES

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