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Child.01	Child Safety Policy Guidelines
Policy	To uphold the right of children to be treated appropriately and with respect.
Basis for Policy	To ensure the safety and protection of children and recognise their worth and value as members of the community.
Policy Outline	<ul style="list-style-type: none"> ▪ Understand the purpose of Child Protection issues and be committed to protecting the rights of all children to live safely without fear of abuse or exploitation, as outlined in the United National Convention of the Rights of the Child (1989) including Clause 19 of the convention which states: "State Parties shall protect the child from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation on children are unlawful". ▪ Be culturally sensitive, noting that different cultural traditions impact the approach taken to child-raising and parenting. Symbiosis values these cultural differences. ▪ Know their responsibilities and ensure compliance under legal and policy obligations within and outside their work environment at all times. ▪ Uphold the dignity and respect of children ▪ Ensure a safe environment for children is created through preventative measures. ▪ Provide guidance to those they lead or manage on child protection issues and good practice. ▪ This policy sets the standard for staff, volunteers and visitors who come in contact with children through their work with or visit to Symbiosis projects and activities.
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Child.02	Child Abuse Definitions
Policy	To clearly define activities that constitute child abuse
Basis for Policy	To ensure that the actions that constitute child abuse are clearly understood by the staff, volunteers and visitors to Symbiosis projects.
Definitions	<ul style="list-style-type: none"> ▪ Children are all persons under the age of 18. ▪ Child abuse is defined as all forms of action or inaction resulting in harm (or risk of harm) to children under the age of 18 in the context of a relationship of responsibility, trust or power. ▪ Recognised types of abuse include: <ul style="list-style-type: none"> – Physical Abuse results in actual or potential physical harm from an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents. – Sexual Behaviour - is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent or that violates the laws and social taboos of society. – Emotional Abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies. Acts of emotional abuse may include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment. – Exploitation - commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. – Neglect - or negligent treatment is the inattention or omission on the part of a caregiver to provide for the development of the child in all spheres such as health, education, emotional development, nutrition, shelter and safe living conditions. This includes the failure to properly protect children from harm as much as possible.
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Child.03	Child Safety Policy Implementation
Policy	To implement the child safety policy throughout the work of Symbiosis.
Basis for Policy	To ensure the safety and protection of children and recognise their worth and value as members of the community.
Process	<p>The ongoing implementation of the Child Safety Program will:</p> <ul style="list-style-type: none"> ▪ Raise awareness within Symbiosis about the potential risks to children including the definitions of child abuse, harm and exploitation ▪ Ensure the Child Safety Policy is embedded in all activities. ▪ Require that staff acknowledge in writing that they have received and understood the Child Safety Policy and signed the Code of Conduct. ▪ Take care to ensure the Child Safety Policy is integrated into our work with partner organisations. <p>The Child Safety Officer:</p> <ul style="list-style-type: none"> ▪ Is responsible for ensuring the Child Safe Policy is disseminated and implemented throughout Symbiosis by staff and volunteers. ▪ Provides ongoing feedback to the CEO/Country Director and Board on any aspect of policy.
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Child.04	Child Safe Code of Conduct
Policy	To require all Symbiosis staff and volunteers and visitors to Symbiosis projects and activities read and sign the Child Safe Code of Conduct and the Child Safe Code of Conduct - Use of Children's images.
Basis for Policy	Symbiosis upholds the right of all people, including children, values the different cultural traditions and is committed to the safety and well-being of all children and young adults. The Code of Conduct ensures that all staff, volunteers and visitors are aware of this policy and agree to comply with its requirements.
Process	<p>Signing and Review</p> <ul style="list-style-type: none"> ▪ Each staff member, volunteer and visitor is required to read and sign the Symbiosis Child Safe Code of Conduct (Child.F01) and Child Safety Code of Conduct - Use of Children's Images (Child.F02) ▪ All visitors who are scheduled to visit projects will be made aware of the Symbiosis Child Safety Policy. ▪ The Child Safe Policies are to be reviewed annually for the first two years and every three years thereafter. Each staff member and volunteer is required to read and sign the Child Safe Policy following each review. ▪ A review may also be triggered by an incident, changes in the activity or structure of Symbiosis or changes to Government Legislation. ▪ Any review will incorporate comments and suggestions from staff, volunteers, children and young people.
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Child.05	Child Safety - Requirements for Staff and Volunteers
Policy	To ensure that the staff understand the importance of child safety and that there are no impediments to maintaining a child safe environment throughout Symbiosis.
Basis for Policy	To ensure that the philosophy of Symbiosis to protect vulnerable people is not only implemented, but fundamental to the motivation of the Symbiosis staff.
Process	<ul style="list-style-type: none"> ▪ The procedures for staff and volunteers applying to work in Symbiosis include a rigorous child safe recruitment, screening and selection process. ▪ Staff will only be recruited through other agencies if their policies are similar to those of Symbiosis. ▪ Recruitment guidelines will be reviewed and updated regularly to ensure that they accurately reflect current child safe recruiting and screening standards. ▪ A statement of commitment to child safety and the requirements of the organisation shall be included in all advertisements for staff and volunteer positions. ▪ All staff and volunteers shall be interviewed and verbal referee checks will be included. The interview will include: <ul style="list-style-type: none"> – The use of behavioural questions – Questioning around child safety ▪ Symbiosis will not employ (in any capacity, paid or unpaid) any person with a known history of abuse or violence towards children. ▪ All staff and volunteers will receive child safe training and compulsory induction training on relevant organisation policies and procedures, including the Child Safety Policy. Additional training will be offered to staff and volunteers who have regular contact with children, such as teachers and short-term teams. ▪ Symbiosis staff and volunteers should not hire children as domestic help, unless that arrangement is in the best interest of a child and in alignment with local law and international standards
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Child.06	Child Safety - Children in Projects
Policy	To ensure that appropriate measures are in place at all time to provide a safe environment for children.
Basis for Policy	To provide a safe and secure environment for children within the Symbiosis projects
Process	<p>Protection of Children in Projects</p> <ul style="list-style-type: none"> ▪ All relevant country and local legislation, including labour laws in relation to child labour, will be complied with. ▪ Children are not to be employed in any hazardous work, or work that is inconsistent with the child's personal development. ▪ At least two adults shall be with children under supervision at all times. ▪ Apprentice leaders will not be in sole charge of activities or events involving children. ▪ All leaders under the age of 18 will be supervised at all times. ▪ Where possible, both male and female leaders should be involved in activities with children. This is particularly important when providing support for a mix of boys and girls. ▪ Where participants of Symbiosis events are under the age of 18 and not accompanied by parents or teachers, staff and volunteers are responsible for: <ul style="list-style-type: none"> – ensuring parents grant permission for their child to participate in the activity or event – obtaining emergency contact information prior to the activity or event. ▪ Where activities require the child to stay overnight at accommodation, Symbiosis will ensure that: <ul style="list-style-type: none"> – no less than two leaders will be supervising children at all times. – separate male and female sleeping facilities are provided, with at least two same sex leaders in each facility. – leaders do not sleep in the same room as children ▪ Staff will ensure that clear procedures are in place to handle accidents and emergencies, including the provision of first aid. High priority will be given to the health and safety of the child. <p>Involvement of Children in Programs</p> <ul style="list-style-type: none"> ▪ Symbiosis seeks to listen to the views of children, respect what they say and involve them when we make decisions, especially about matters that will directly affect them ▪ Special focus is paid to the status of children when planning projects. <p>Child Abuse</p> <ul style="list-style-type: none"> ▪ Any concern or allegation of child abuse will be reported immediately in accordance with the Child Safety - Complaints Handling Process (Child.04)
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Child.07	Complaints Handling Process
Policy	To ensure that any complaints relating to breaches of the Child Safety Policy are handled appropriately.
Basis for Policy	To ensure the Symbiosis core value of commitment to the most marginalised in society, including children, is adhered to.
Policy	<ul style="list-style-type: none"> ▪ Complaints by staff or community members or children are made to the appropriate leader whether that be Field Staff or the project team leader. ▪ The field staff person liaises with the Project Team Leader and they fill out a Child Safety Complaint Form (Child.F03) ▪ The Report Form must then be passed onto the Project Coordinator and Child Safety Officer within 24 hours of the complaint being registered. ▪ The Child Safety Officer, the Project Coordinator and the Legal Advisor along with other relevant senior Staff members conduct an investigation of the complaint including contacting the initial complainant to notify them that they have received the complaint and to give them a guide as to how long the investigation will take and when they will respond with a report. ▪ An investigation of the complaint will be done under the supervision of the Child Safety Officer and the Project Coordinator. This investigation will be completed within two weeks of the complaint being received and a report of investigation findings prepared. ▪ The Report of the Investigation will be made to the Child Safety Officer, Project Coordinator, Country Director, Legal Advisor and relevant members of Organisation Management Team (OMT) and the CEO of Symbiosis International. If necessary, this group will then undertake any necessary disciplinary action and if required, refer matter to relevant legal and judiciary authorities. ▪ A report of the findings of the investigation will also be made to the original complainant including an explanation of the response of the organisation. ▪ The Investigation Report and complaint report form will be filed in the Symbiosis Administration Office.
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Child.07	Complaints Handling Process
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Child. F01	Symbiosis Child Safe Code of Conduct
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Symbiosis is committed to the safety and wellbeing of all children and vulnerable adults everywhere.

As a Symbiosis **staff member, volunteer or visitor** (aged 16 years and above) you are required to read and sign the following commitment:

I,....., agree that while working or volunteering for Symbiosis or visiting a Symbiosis project or activity, I will acknowledge the Rights of the Child and will:

- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative or culturally inappropriate.
- Ensure that a parent, guardian, Symbiosis staff member or a relative of any children is in attendance at all times when there are children present.
- Not invite unaccompanied children that participate in Symbiosis projects into any place of accommodation, unless they are at immediate risk of injury or in physical danger.
- Not sleep close to an unsupervised child at any of Symbiosis projects.
- Not use computers, mobile phones or video and digital cameras inappropriately, or use these devices to exploit or harass children or access child pornography.
- Comply with the laws of the relevant country, including laws relating to child labour.
- Immediately report concerns or allegations of child abuse to my group leader or the Symbiosis Bangladesh Country Director (as appropriate).
- Not develop inappropriate relationships with any child, including those participating Symbiosis community development projects. This includes having contact with a child through social media.
- Be aware of the extra confidentiality and protection needed by children when communicating their stories (e.g. children orphaned by or living with AIDS, victims of abuse etc)

Signature.....

Date.....

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Child. F02	Symbiosis Child Safe Code of Conduct - Use of Children's Images
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Symbiosis is committed to ensuring the protection of the children and young people participating in the Symbiosis projects and to ensure they are portrayed in a dignified manner at all time.

As a Symbiosis **staff member, volunteer or visitor** (aged 16 years and above) you are required to read and sign the following commitment:

I,....., agree that while working or volunteering for Symbiosis or visiting a Symbiosis project or activity, I will:

- Assess and endeavour to comply with local culture and traditions, before photographing or filming a child.
- Prior to taking a photo, obtain the permission of the child and a family member/guardian, and explain how the photographs may be used.
- Not take or publish undignified photos of children or publish or distribute such photos in any form, whether in print or online, including on social media.
- Ensure that all pictures I take are decent and respectful and do not deprive people of their dignity.
- Ensure that people (especially children) are adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive.
- Avoid photos that suggest paternalism e.g. portraying Symbiosis or its supporters as 'saviours' or project participants as 'victims'.
- Ensure that photos reflect the context and are a true representation of events.
- Ensure file labels do not reveal identifying information about children when sending images electronically.

Signature.....

Date.....

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