

Rural Education and Environment Development Center (REED-Nepal)



Child Safeguarding Policy

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When relevant, this policy and associated documents should be translated into the local language to ensure access to all personnel.

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1. INTRODUCTION

REED Nepal works to improve the quality education of children from vulnerable families and marginalized communities in the rural areas of Nepal. To achieve this, REED collaborates with school management committees, parent teacher associations, and child clubs/eco clubs at government schools, local government, stakeholders and communities.

REED Nepal has a zero-tolerance approach to child abuse or exploitation and is fully committed to respect, protect and fulfil the rights of children as outlined in the UN Convention on the Rights of the Child (CROC 1989)¹. REED Nepal recognizes that some children, such as Indigenous and ethnic minority children, children with disabilities, children from socially and economically poor families and children living in areas impacted by disasters (natural or conflict-based), are particularly vulnerable to abuse and exploitation. These children of remote areas in Nepal struggle with a number of challenges such as school dropout, school irregularity, corporal punishment/physical punishment, migration, hardships and lack of parental care, health problems, domestic violence, child labor and child marriage.

REED Nepal is committed to promoting the rights of children in its work and ensuring children are safeguarded from harm. REED Nepal will not tolerate any form of child abuse. This Policy, in association with the Annexes and associated Child Safeguarding (CS) operational forms/documents will be used to guide, inform and educate REED Nepal employees, volunteers and partner organizations in order to meet those commitments.

REED Nepal adheres to local and international child protection laws in relation to all forms of child abuse and child exploitation including child sex tourism, child sex trafficking, child labor and child pornography.

This policy is to be read in conjunction with:

REED Nepal Volunteers Policy
REED Nepal Complaints Handling Policy
REED Nepal Communications Policy
REED Nepal HR Policy
REED Nepal Organization and Program Risk Management Guidelines

2. PURPOSE

The purpose of this policy is to protect children and young people from exploitation and abuse of all kinds in the delivery and management of REED Nepal programs and activities and to ensure that their rights are respected, protected and fulfilled.

Children's Rights are clearly articulated in the Convention on the Rights of the Child. All employees, local partners and stakeholders are encouraged to familiarize themselves with these Rights:

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

The policy also affirms REED Nepal’s commitment to preventing a person from working with children if they pose risks to children.

REED Nepal is actively working towards achieving a child-safe organization and culture where the concerns for the safety of a child are paramount. This Child Safeguarding Policy (CSP) provides guidance on how to work respectfully and effectively with children and how to respond to concerns about child abuse in its many forms.

3. SCOPE

This Policy applies to all REED Nepal personnel/staff including management committee (board), volunteers, interns, consultants, other representatives, and local partners. It also applies to individuals or groups engaged on a short-term basis by REED Nepal. This includes but is not limited to photographers, consultants and other professionals providing training or other support, visiting donors and supporters and media personnel. These personnel are required to accept and sign the CSP *Code of Conduct* as part of their involvement with REED Nepal (see below in annex B).

Where REED Nepal works with local government representatives, local partners/school stakeholders and communities. The organization will work closely with these partners/stakeholders to operationalize the principles outlined in this policy.

REED Nepal believes that child protection is the responsibility of everyone within REED Nepal and all local partners who work with the organization.

4. PRINCIPLES

Knowledge

- REED Nepal will ensure that all management committee members (board), employees, volunteers, interns, consultants, local partners and other relevant stakeholders are made aware of the nature of child abuse and the risks to children; share our commitment to a zero-tolerance approach to child abuse in its many forms; and understand the REED Nepal CS policy and adhere to it at all times.

Risk management

- REED Nepal will take proactive steps to create child-safe and child-friendly programs by assessing and managing the risks to children and taking all reasonable steps to ensure that children are safe from harm.

Reporting

- REED Nepal will ensure that all employees, volunteers, interns and other relevant stakeholders are aware of their responsibility to report concerns regarding the safety of children and that they understand how to make a report.

Responding

- REED Nepal will treat all reports of suspected or actual abuse seriously and ensure action is taken prioritizing the protection and safety of children and in accordance with the organization’s procedures.

In order to meet the standards, set out above, REED Nepal will build the capacity of employees, volunteers, interns, and stakeholders to:

- keep the best interests of the child at the center of the child safeguarding process
- take concerns raised about possible child abuse seriously
- listen to and take the views and wishes of children seriously
- support and ensure the protection of children who are the subject of any concerns
- act appropriately in instigating or co-operating with any investigation process
- ensure that a sense of accountability exists between personnel so that poor practice or potentially abusive behavior does not go unchallenged
- empower children by discussing with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

5. GUIDELINES

5.1 Organization-wide risk management

REED Nepal has an organization-wide risk management framework. Child safeguarding risks are included in this framework. All risks are tracked on a risk register and any risks rated as medium and above have risk mitigation plans and are regularly monitored.

REED Nepal will assess its organizational child safeguarding practices every two years. If any trends are emerging or any alleged or actual incident occurs (managed as per this policy and the REED Nepal Procedures Manual), REED Nepal will conduct an urgent re-assessment. If REED Nepal works with an implementing partner then REED Nepal will conduct an assessment of partner's child safeguarding practices every two years.

5.2. Human Resources

5.2.1 Safe Recruitment Practices

REED Nepal will ensure high standards are adhered to during recruitment, selection and screening of all personnel. This includes employees, volunteers, interns, consultants and others who may be engaged with REED Nepal. If the person being recruited will be working with children, an assessment of suitability to work with children and young people will be undertaken, including seeking reference and police checks - including checks for every country in which they have been resident for more than a year or where they hold citizenship. When it is not possible for a candidate or employee to obtain a police check, for example due to administrative obstacles in another country, they will be required to sign a Statutory Declaration of Criminal Record (Annex F). It is however a priority and preferred option to obtain a police check. Recruitment processes must follow REED Nepal's HR and Financial Policies.

All personnel and representatives must sign REED Nepal Code of Conduct and REED Nepal Child Safeguarding Code of Conduct. (Either in English or Nepali version of CSP code of conduct)

5.2.2 Induction and training

All employees and volunteers will undertake child safeguarding induction training at the commencement of their employment or engagement and will be made aware of REED Nepal Child Safeguarding Policy and procedures, including reporting procedures and obligations. The induction process is detailed in the HR

Policy and the REED Nepal Procedures Manual.

Refresher training will be organized every two years. If required, role-specific child protection training will be made available and organized through the relevant supervisors or managers. Training will make sure that employees and volunteers are attuned to signs of harm, particularly organizational child sexual abuse, and on how to ensure child friendly ways for children to communicate and raise their concerns. Relevant employees and volunteers will be supported to develop practical skills in protecting children and responding to disclosures.

5.2.3 Support to employees

Disclosure of child abuse is a difficult and emotional experience for both child victims and for employees who report or are involved in dealing with the issue. In orienting employees on this policy, REED Nepal will seek to equip employees to receive reports of abuse or respond to disclosure in ways which affirm and support child victims and ensure the best interest of the child is the first consideration. Support for employees involved in the process will be provided through a relevant supervisor.

5.3 Involvement and support of children and young people

REED Nepal is committed to child and youth participation in its programs. REED Nepal recognizes that children and young people are kept safer when they understand their rights and when mechanisms and processes are available that ensure that their voices, views and opinions are encouraged.

REED Nepal will strive to ensure that opportunities are provided for children to understand their rights to safety and protection, have their views heard and have them informed future amendments to the organization's programs. They should also be asked for feedback on REED Nepal personnel and services, invited to make comments and be informed on how to make a complaint. A child friendly reporting process will be developed. Where possible, abuse prevention programs and information will be provided to children.

REED Nepal will actively anticipate children's diverse circumstances and make every effort to respond effectively to those with additional vulnerabilities. Particular attention will be paid to the needs of children with disability, and children from culturally marginalized backgrounds.

Consultation will always be undertaken with the documented permission and in collaboration with children's parents and wider family, wherever possible.

In case of incidents, initial coordination with the concerned authorities and stakeholders will be carried out to offer support to children and young people who have suffered or been exposed to abuse, regardless of whether a formal internal response is carried out (such as an internal investigation). Support can include specialist psycho-social counselling and/or access to other specialized and appropriate support as needed. The children and young people concerned will be able to choose if and when they would like to take up the support options available to them.

5.4 Involvement of families and communities

REED Nepal will also inform and involve families and communities in REED Nepal program design,

implementation, monitoring and evaluation. Families should be informed of the rights of their children as required under the UN Convention on the rights of the child. REED Nepal recognizes that families have the primary responsibility for the upbringing and development of their child and that they should participate in decisions affecting their child. The organization will strive to engage in open, two-way communication with families and communities about its child safety approach and to ensure that relevant information is accessible.

5.5 Awareness raising and risk management of delivery partners and projects

REED Nepal recognizes that there are a number of potential risks to children in the delivery of its programs. REED Nepal assesses and manages these risks by examining personnel, projects and their potential impact on children. Procedures for assessing and mitigating project and potential risks are included in the REED Nepal Program Risk Management Procedures Manual. Projects that involve direct contact with and working with children will be considered a higher risk and will therefore require more stringent child protection procedures.

REED Nepal is committed to ensuring that child safeguarding mechanisms are embedded in its programs as follow:

- REED Nepal's Child Safeguarding and wider safeguarding policies will be promoted and risk management will be undertaken throughout its work with donors/funding organizations when:
 - participating in or conducting due diligence assessment conducted prior to partnering with an organization and regularly during the partnership, which will include partner child protection risk assessment;
 - developing project design including project child protection and overall risk management framework and complaint handling processes;
 - appraising the project;
 - negotiating project agreements;
 - monitoring project and risks;
 - developing or implementing capacity building plans;
 - evaluating projects.
- REED Nepal will educate employees, stakeholders and communities about how to reduce risk and ensure that children are safeguarded in organizational activities.
- REED Nepal will strive to ensure that all employees, stakeholders and communities have an informed understanding of child safeguarding processes and understand how to report, investigate, document and manage child abuse and exploitation incidents.
- Feedback from children and communities on REED Nepal, its role and employee's behaviors, as well as complaints, should be actively sought. REED Nepal will strive to develop transparent and accessible complaints mechanisms and reporting processes together with local government representatives, other project stakeholders and participants. Designated, and ideally senior, REED Nepal representatives should present feedback to communities on what changes have been made resulting from complaints.
- Employees working directly with project participants must receive training on how to receive complaints and disclosures.

5.6 Humanitarian Emergencies

REED Nepal is committed to reducing children's vulnerability to emergencies, ensuring their right to have

humanitarian assistance in crises, and their right to survival and development during and after an emergency. Children are likely to make up half or more of the population affected by conflict and disasters. REED Nepal will put in place processes to safeguard children during emergencies.

5.7 Visits to programs

In addition to employees conducting monitoring visits, REED Nepal programs are occasionally visited by Board or Committee members and other representatives, as well as by participants on treks organized by third parties. Police Checks will be conducted prior to visits being undertaken and visitors will also be requested to sign REED Nepal’s Code of Conduct and Child Safeguarding Code of Conduct. REED Nepal will explain to the visitors the importance of these documents, why they need to be agreed to and signed, as well as visitors’ obligations under the Codes. Signed copies of REED Nepal Codes of Conduct will be provided to the visitors.

REED Nepal will ensure that only necessary visits are conducted to local communities and, in most cases, will only allow visitors to visit its project sites. Prior to the trip, the REED Nepal Child Safeguarding Focal Person (or other designated staff) will brief the visitor on REED Nepal policy, codes of conduct and expectations. Visitors will be accompanied by an REED Nepal employee at all times when visiting the local communities.

A risk assessment will also be conducted to ensure potential risks to children are mitigated. Prior to, or at the commencement of each visit, REED Nepal will confirm with the local communities that visitors have been made aware of their obligations and that they have signed the REED Nepal Codes of Conduct.

5.8 Communication risk management

REED Nepal employees and partners will at all times portray children in a respectful, appropriate and consensual way. Personnel should be guided and bound by the REED Nepal’s Communication Policy and the associated procedures at all times when taking photographs. This includes obtaining informed consent, in written or verbal form, from both the child and the parent or guardian using the approved Consent form. In every instance, details of the individuals and their consent needs to be recorded in writing on the approved Consent Form and kept on file with the story/photo/content for publication.

REED Nepal has a system in place to ensure that any public materials are in compliance with the above policy and procedures.

Children and young people are vulnerable to abuse and exploitation when using online sites and channels, including social media sites. Risks to children online include: online grooming, sexual abuse or sexualized language or posting of inappropriate content, bullying and discrimination (threats, shaming, humiliating, teasing and discrimination). REED Nepal personnel, including volunteers, are not to connect with or form relationships with any person under 18 who they meet through REED Nepal-related work.

REED Nepal will strive to ensure that risks in the online and physical environment are identified and mitigated without compromising a child’s right to privacy and healthy child development. The online environment should be used in accordance with the REED Nepal’s Codes of Conducts, Communications Policy and Social Media Policy.

5.9 Breach of this Policy or of REED Nepal Codes of Conduct

REED Nepal personnel/staff must immediately report:

- Any breach of the Codes of Conduct or behavior that they suspect may be child exploitation and abuse, including possession of child exploitation material, or policy non-compliance by;
 - REED Nepal personnel, including employees, volunteers, interns, consultants, contractors, donors or members of the Board or Committees;
 - Personnel of a REED Nepal's or civil society organization.
- Any report made by anyone relating to child exploitation and abuse or policy non-compliance by REED Nepal personnel.

It is the responsibility of personnel to report the incident, not investigate it.

5.10 Serious Incident reporting and handling

Process for serious reporting a breach is included as Annex C and procedures included in the REED Nepal Procedures Manual outline what will be involved in the assessment that will follow receipt of a report, the steps that may be taken, as well as considerations for child safety. The rights of the child and his/her family and those of the alleged perpetrator are also discussed. A Serious Incident Reporting Form is available.

REED Nepal will treat all concerns raised seriously and ensure that all parties are treated fairly, and the principles of natural justice will be taken into account. All reports will be handled professionally, confidentially and efficiently.

In line with Australian Himalayan Foundation (AHF) procedures and requirements, REED Nepal will **immediately** report child exploitation and abuse suspicions or allegations to AHF who will report to the Australian Government's Department of Foreign Affairs and Trade (DFAT).

The procedures regarding reporting incidents included as Annex C and in the REED Nepal Procedures Manual also outline sanctions that would be applied in the event of breaches. Should a person pose an unacceptable risk to children, REED Nepal is committed to preventing that person from working or having contact with children.

REED Nepal will also develop a child-friendly reporting process.

6. ROLES AND RESPONSIBILITIES

Creating a safe working environment at REED Nepal and within project communities is everyone's responsibility and failure to act on concerns or disclosures relating to child abuse or exploitation is not an option.

6.1 Board and CEO

The Board and CEO will publicly commit to child safety, champion a child safe culture and ensure that supervision and people management have a child safety focus.

It is the responsibility of the Board and CEO to ensure effective child safeguarding mechanisms across all REED Nepal areas of operations.

Any actual or suspected incidents of child exploitation or abuse must be reported to the CEO or to the REED Nepal Chair if the complaint concerns the CEO. Contact details of the CEO, REED Nepal's Chair are published on the organization's website and project communities are provided with explanations on the reporting procedures with contact details, together with the incident report template. Incident reports will be provided to the Board as a standing item on the Board agenda.

6.2 Managers

Managers and senior employees are responsible for ensuring that REED Nepal Child Safeguarding policy and procedures, in particular reporting procedures, are understood and implemented by the employees, other personnel and volunteers under their supervision and responsibility, and the contractors and organizations with whom they work. They are also responsible for the creation and maintenance of an environment which safeguards children and promotes the implementation of REED Nepal codes of conduct.

Each manager can act as a resource person for questions about what constitutes child safeguarding or policy non-compliance. Managers and the Safeguarding Officer/Focal Person act as the first point of contact to receive formal incident reports and will report to the CEO as mentioned above.

6.3 Employee

All employees have the responsibility to ensure compliance with REED Nepal's Child Safeguarding Policy. Employees in charge of a particular project will ensure that all the REED team and project communities and partners are aware of REED Nepal's incident reporting process including the CEO contact details.

All REED Nepal employees are obliged to report any suspicions of child abuse or exploitation. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of REED Nepal's policy and could lead to disciplinary action being taken as indicated in incident reporting procedures (Annex C).

6.4 Safeguarding Officer and Incident Reporting Focal Person

REED Nepal has appointed a senior staff member as the delegated employee responsible for the safeguarding of children for REED Nepal. The Safeguarding Officer advises the Board, CEO and staff about

child safeguarding matters. The CEO and Safeguarding Officer are the incident reporting focal persons. (For contact details, see Annex D.)

7. REVIEW OF POLICY

REED Nepal's Child Safeguarding Policy will be formally reviewed every two years to assess its relevance and effectiveness and ensure it meets current standards and legislation including applicable criminal codes. The CEO and Safeguarding Officer will manage the formal review which will be reported to and signed off by the Board and relevant employees. Other stakeholders may also be consulted during the process.

8. LEGISLATIVE AND REGULATORY FRAMEWORK

- Constitution of Nepal 2015
- Children Act 1992 and Act relating to children 2018
- Child Protection Policy, Australian Government's Department of Foreign Affairs and Trade, 2017
- Child Protection Guidance Note, Establishing Child Protection Risk Context, DFAT, January 2018
- Convention on the Rights of the Child, United Nations, 1989
- Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography, United Nations, 2002
 - Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict, United Nations, 2002
- Geneva Declaration of the Rights of the Child, United Nations, 1924
- International Labor Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor, ILO, 1999

ANNEX A: DEFINITION OF KEY TERMINOLOGY USED IN THIS DOCUMENT

- *Duty of care*: responsibility to provide children with an adequate level of protection against harm.
- *Child and young person*: any person under the age of 18 years (unless otherwise under national laws).
- *Child Safeguarding*: denotes measures to protect the health, well-being and human rights of individuals, which allow children, young people and vulnerable to live free from abuse, harm and neglect.
- *Child protection*: specific activities (at times underpinned by legislation) undertaken to prevent and respond to children who are being abused or maltreated.
- *Child abuse*: physical, sexual, emotional, neglect, bullying, child labor and family violence.
- *Physical abuse*: when a person purposefully injures or threatens a child or young person.
- *Emotional abuse*: Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.
- *Neglect*: persistent failure or the deliberate denial to provide a child with clean water, food, shelter, sanitation, supervision or care.
- *Exploitation*: the use of a child in work or other activities for the benefit of others.
- *Sexual abuse*: when a child or young person is used by an older or bigger child, adolescent or adult for his/her sexual stimulation/gratification.
- *Child sex tourism*: the commercial sexual exploitation of children by men or women who travel from one place to another.
- *Bullying*: the inappropriate use of power by an individual or group with an intent to injure either physically or emotionally.
- *Exposure to family violence*: when children and young people witness or experience the chronic domination, coercion, intimidation or victimization of one person by another by physical, sexual or emotional means.
- *Vulnerable children*: all children are vulnerable by definition of their age. Those especially vulnerable are those in institutions, at work, in war or in emergencies.
- *Children in emergencies*: especially vulnerable to abuse exploitation as part of a traumatized and displaced population.

ANNEX B: REED Nepal CHILD SAFEGUARDING CODE OF CONDUCT

I, _____, agree that while involved in REED funded activities and implementing REED programs,

I will:

- Comply with REED Nepal Child Safeguarding Policy and Procedures.
- Treat children with respect regardless of caste, sex, language, religion, geographical, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Comply with all relevant legislation in Nepal, including labor laws in relation to child labor.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Encourage open communication between all children, young people, parents, employees and volunteers and have children and young people participate in the decisions that affect them.
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes').
- Immediately report concerns or allegations of child abuse in accordance with the procedures outlined in this document.
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with REED Nepal that relate to child exploitation and abuse.
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made; and avoid behaviors that could be perceived by others as child exploitation and abuse.
- Self-assess my behaviors, actions, language and relationships with children.
- Consult with the Child Safeguarding Officer or other relevant employees if I have any questions regarding child protection and how it relates to my work/relationship with REED Nepal.
- Be a positive role model for children.

I will not

- Engage in behavior that is intended to shame, humiliate, belittle, degrade or exploit children.
- Use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Engage children in any form of sexual activity or acts, including paying for sexual services or acts.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Develop relationships with children that may be deemed exploitative or abusive.
- Seek to make contact and spend time with any child or young person outside the program times.
- Connect with or form relationships with children and young people online met through REED Nepal work, such as on social media platforms.
- Not show favoritism through the provision of gifts or inappropriate attention.
- Invite unaccompanied children into my home/hotel or other private location, unless they are at immediate risk of injury or in physical danger.
- Condone or participate in, behavior of children that is illegal, unsafe or abusive.
- 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.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Use physical punishment on or violence against children.
- Not give or provide children with alcohol, tobacco, legal drugs that are prescribed for the child or any illegal drugs.
- Hire 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.

These behaviors are not intended to interfere with normal family interactions.

When photographing or filming a child for work related purposes, I must:

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain consent in writing or verbally from the child **and** a parent or guardian of the child. Note that a teacher or school representative is not considered a guardian. As part of this I must explain how the photograph or film will be used and I must complete a consent form even in the case of verbal consent.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the fact.
- Ensure electronic file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

I understand that the onus is on me to use common sense and avoid actions or behaviors that could be construed as child abuse when implementing REED Nepal-funded activities.

Signed: _____

Date: _____

Printed Name: _____

Annex C: SERIOUS INCIDENT REPORTING PROCEDURES

**Serious Incidents include any suspected or actual incident, concern or allegation involving:
CHILD ABUSE & EXPLOITATION - SEXUAL MISCONDUCT - FRAUD & CORRUPTION - TERRORISM**

- **Anyone** can raise a concern, make a complaint or report an incident to REED about something they have experienced or witnessed.
- It is **mandatory** for all REED Board members, employees, volunteers, interns, consultants and representatives to report below:

A	WHAT TO REPORT?
	<ul style="list-style-type: none"> ● All concerns related to the safety of children and young people. ● Any incident, concern or allegation of child abuse, sexual exploitation and abuse. ● Any suspicions or incidences of inappropriate behavior towards others that could be associated with sexual grooming, exploitation or trafficking. ● Inappropriate use of the Foundation’s photographic equipment or computers, including evidence of child pornography. ● Any suspected or actual fraud, bribery, corruption, terrorism, and/or criminal threat, behavior or activity Any report made by anyone relating to suspected child abuse, sexual exploitation and abuse, fraud, bribery, terrorism, and/or criminal threat, behavior or activity. ● Any suspected or actual breach of REED’s: Code of Conduct, Child Safeguarding Policy, Child Safeguarding Code of Conduct, PSEA Policy, Fraud and Anti-Corruption Policy, Counter-Terrorism Policy. <p>Note: reports can be made about anyone associated with REED and its programs including Board members, employees, interns and volunteers, consultants, contractors, advisors, donors and key project stakeholders and community people.</p>

B	WHEN TO REPORT? – <u>immediately</u>
	<ul style="list-style-type: none"> ➤ When an incident or concern has been raised, it must be reported immediately (as soon as practicable if communication is restricted). This can be done on behalf of somebody else and may only involve referring a suspicion. ➤ It is the responsibility of personnel to promptly <u>report</u> a breach (not to investigate it).

C	HOW AND TO WHOM?
	<ul style="list-style-type: none"> ● Promptly report verbally or in writing (on paper or in an email) to the most senior staff member on site (or phone if no other staff on site). Keep a dated diary entry outlining the details of the conversation, as well as the person’s name to whom you made the report.

- Senior staff member to immediately advise REED CEO (or REED Chair if incident concerns the CEO) and Safeguarding officer.
- Immediately report the incident to the donors in accordance with their procedures/requirements. In the case of AHF, you are required to report the incident immediately to the AHF CEO, Head of Programs and/or Program Manager for subsequent reporting to DFAT.
- *Distance the alleged perpetrator.* The best interest of the victim or complainant may warrant standing down the alleged perpetrator if a volunteer or employee (with full pay to recognize entitlement to just processes) until the matter is closed.
- Ask the person affected by the incident whether they would like a support person present whilst the incident is documented (by most senior staff member on site). Ensure the support person understands the importance of confidentiality.
- If the alleged perpetrator is the guardian (or anyone else close to the child), there should be a clear process to exclude this person from the interview process that involves the child.
- Complete serious incident form in as much details as possible - treat it as highly confidential. Provide the incident form in confidence to the appropriate donors in accordance with their procedures and requirements. In the case of AHF, the form must be sent to the AHF CEO, Head of Programs or Program Manager to be reported to DFAT.
- Where safe to do so, and when in accordance with the wishes of the complainant/survivor, all alleged sexual abuse or physical assault incidents should be reported through the correct local law enforcement channels. Only record minimal information and refer to the police.

D	INVESTIGATION	
	<p>In liaison with the relevant employee and/or local partner representatives, and in consultation with a representative from the REED Board, the CEO will investigate the situation, discuss the allegations and decide upon the next step. This may involve any or all of the following:</p> <ul style="list-style-type: none"> ● Reporting to local police / child protection authorities; ● Reporting to AHF within 24 hours if the project is supported by AHF or any project is in breach of AHF Policies and procedures and DFAT minimum standards. . ● Reporting any suspected or actual terrorist threat or activity to the national security hotline, the police and to AHF if the matter relates directly or indirectly to AHF funded projects. <p>Inquiries and investigations cannot involve the individual(s) who are the subject of the allegation. This also must not include any individual/s who may have a personal relationship with or conflict of interest, relating with the person who is the subject of the concern or allegation.</p>	
	<p>POSSIBLE STEPS IN INVESTIGATION</p> <ul style="list-style-type: none"> ● Conduct additional interviews with the person/s who made the allegations, other witnesses to gather more information; ● Conduct interview/s with the alleged offender; ● Gather other relevant evidence when possible; ● If deemed appropriate, suspend the person whom the allegations have been made against from duties with pay during the investigation. 	<p>POSSIBLE OUTCOMES OF INVESTIGATION</p> <ul style="list-style-type: none"> ● Take no further action; ● Further education on the CS Policy, PSEA Policy and REED Codes of Conduct; ● Formal warning and monitoring; ● Transfer to alternative duties; ● Dismissal/end of contract/end of volunteer engagement.

ALLEGATION AGAINST YOU

If an allegation is made against you, then you must inform your line manager immediately. You should also promptly complete an incident report form recording the details as you recall them and send to REED CEO and Safeguarding Officer.

RESPECT, FAIRNESS AND CONFIDENTIALITY

- **REED** will treat all concerns raised seriously. All parties, including the accused, will be treated with respect, fairly and justly. All reports will be handled professionally, confidentially and expediently. They may be shared only as required by law or to facilitate investigation.
- The identity of the victim, the person reporting the incident and the alleged person will be kept confidential throughout the reporting and investigation processes.
- The person against whom the allegation is made will be given the opportunity to present their view of the events in question. REED will withhold its findings and determination until the investigation is fully completed.

RECORD KEEPING

- All records of incidents, investigation procedures and outcomes will be kept by REED.
- At the request of the complainant or survivor, REED will de-identify complaints.

REPORTING AND DISCLOSURE BY A CHILD

- If a child discloses abuse, s/he must be taken seriously and treated with respect, care and concern.
- If the child requests that no-one be told of the matter, employees must seek advice from the most senior staff member on site who should consult with the REED CEO and Safeguarding Officer on how the child can be supported and the disclosure process managed, ensuring the best interests of the child are carefully considered at all stages of the process.
- Every effort will be made to ensure and protect the identity, rights and safety of the child throughout any investigation.

REED: info@reednepal.org, inforeednepal@gmail.com (+01) 55421942/5010980

REED CEO, Bhim Bogati, bhim@reednepal.org

REED Chairperson, Neera Shakya, neeras126@gmail.com

REED Program Director, Dilli Prasad Dotel, dilli.dotel@reednepal.org

REED Child Safeguarding Officer, Laxmi Shrestha, laxmi@reednepal.org

REED MEAL Manager, Hari Krishna Bhattarai, harikrishna@reednepal.org

REED Program/Training/District Managers/Coordinators, Mukti Ghimire; mukti@reednepal.org, Gita Subedi; gita.subedi@reednepal.org, Rajendra Pant; rajendra@reednepal.org and rajendra.reednepal@gmail.com, Kapil Prasad Puri; kapil.puri@reednepal.org; Keshav Giri; keshav.giri@reednepal.org ; Menuka Kumari Malla menuka@reednepal.org

OTHER key contact details for serious incidents:

Police Control throughout Nepal; 100

Crime Investigation Units throughout Nepal; 215
Telephone number; 01-4412748
Toll- free number; 166001141516
Email; cicu@nepalpolice.gov.np/cicucid@gmail.com

AHF: info@ahf.org.au (+612) 9438 1822

AHF CEO, Angela Ford, angela@ahf.org.au

AHF Head of Programs, Corinne Stroppolo, corinne@australianhimalayanfoundation.org.au

AHF Program Manager, Letitia Tunmore, letitia@australianhimalayanfoundation.org.au

ANNEX D: SERIOUS INCEIDENT REPORTING FORM

This document is to be treated confidentially

Program/Project Name and Location/District/Province/Country	
1. Details of reporting person:	
1.1. Name and position: 1.2. Project's Name and location: 1.3. Date and Time the incident was reported to you: 1.4. Name of reporting person/position (with contact number) the incident reported to you <i>(It is optional for the person's safety)</i> :	
2. Details of person to whom the report is being made (CEO/Chairperson/PD/CS Officer)	
2.1. Name: 2.2. Position and contact number: 2.3. Reporting Date and Time:	
3. Details of the most senior staff/manager to whom the report is being made:	
3.1 Name: 3.2 Position and contact number: 3.3 Reporting Date and Time:	
4. Type of Allegation/Incident/Concern	
Please circle most appropriate description of alleged incident: <ul style="list-style-type: none"> • Sexual Abuse\Sexual Misconduct • Sexual Harassment • Physical Abuse • Psychological Abuse • Bullying 	<ul style="list-style-type: none"> • Neglect • Terrorism • Fraud • Bribery • Corruption • Other: (detail, eg domestic violence, child labour, child marriage)*
5. Tick the most appropriate descriptor of the alleged perpetrator. You can tick more than one:	
<ul style="list-style-type: none"> • REED board, employee or volunteer or intern • Employee or volunteer or intern at victim's school • Consultant • Member of victim's community • Victim's family member 	
6. Details about victim/survivor or incident	
6.1. Name:	

- 6.2. Age (under 18 or above 18 (*Date of Birth if possible*): Yes ÷No
- 6.3. Sex:
- 6.4. Address and contact Details:
- 6.5. Details of incident occurred including data/time/location:
- 6.6. Details of other relevant details physical injuries and signs of victim/survivor and any other (For example implements used, vulnerability, or disability factors):
- 6.7. Victim has been assessed by a doctor or suitable health professional: Yes ÷No or not required
- 6.8. The victim/survivor is in immediate danger or risk of harm: Yes ÷No
- 6.9. If yes, please mention the steps have been taken to remove the victim/survivor from harm:
- 6.10. The victim/survivor has been in the situation of neglect and abuse: Yes ÷No
- 6.11. If yes, please mention the steps have been taken to bring him/her or his/her family out of this situation:

7. Details of a person/organization against whom the allegation has been made

- 7.1. 7.1 Name:
- 7.2. 7.2. Age (under 18 or above 18), sex and occupation/organization: Yes ÷No
- 7.3. Sex:
- 7.4. Address and contact Details/occupation/organization:

8. Details of witness (where there is more than one witness. Please complete to fill up if more than one witness)

- 8.1. Name (witness 1):
- 8.2. Address and contact details:
- 8.3. Name (witness 1):
- 8.4. Address and contact details:
- 8.5. Name (witness 1):
- 8.6. Address and contact details:

9. Detail internal (REED) investigation (date and time)

- 9.1. An internal (REED Nepal) investigation has been initiated: Yes ÷No

9.2. If yes, please provide the details:	
9.3. If no, why it is not under the investigation process:	
10. Details of external agencies contacted (date and time), investigation and advice taken	
Local police/Police Yes/No	<p>If yes , which station</p> <p>Name/position/contact details:</p> <p>Details of investigation taken and proposed actions to be taken with due date:</p> <p>If no, why they are not aware of it:</p>
Local authority/local judiciary committee Yes/No	<p>If yes, which one</p> <p>Name/position/contact details 1:</p> <p>Details of investigation taken and proposed actions to be taken with due date:</p> <p>Name/position/contact details2:</p> <p>Details of investigation taken and proposed actions to be taken with due date:</p> <p>If no, why they are not aware of it:</p>
REED Nepal's CEO/PD/Chair CS Officer/PM/PC	<p>Name and contact details</p> <p>Details of advice and proposed action received:</p> <p>REED Nepal proposes/suggests to the AHF/DFAT to do further:</p> <p><i>AHF is to be notified within 24 hours of report or suspicion/allegation of incident or suspicion (as per TTQE Project Agreement)</i></p>
If any other organization	Name and contact details:

	Details of advice and proposed action received:
11. Name and contact details of reporting to AHF/donors	
REED Nepal's CEO/PD/Chair-person/CS officer Reporting date and signature:	
AHF's (If any other donors) CEO/HoPs/PM/CS officer	

ANNEX E: CHILD SAFEGUARDING CONTACT PEOPLE

REED Nepal Incident Reporting Focal Person

REED Nepal Child Safeguarding Focal Person

Bhim Bahadur Bogati

phone: 9851140579

email: bhim@reednepal.org

post: CEO

REED Nepal Child Safeguarding Officer

Laxmi Shrestha

phone: 9846063155

email: laxmi@reednepal.org

post: Safeguarding Officer

OTHER Key Child Safeguarding contacts:

REED Nepal CHAIR

Neera Shakya

phone: 9841329355

email: neeras126@gmail.com

post: Chairperson

REED Nepal Program Director

Dilli Prasad Dotel

phone: 9851189526

email: dilli.dotel@reednepal.org

post: Program Director

REED Nepal MEAL Manager

Hari Krishna Bhattarai

phone: 9856022919

email: harikrishna@reednepal.org

post: MEAL Manager

ANNEX F: STATUTORY DECLARATION OF CRIMINAL RECORD

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?		Yes	No
If yes, please provide details:			

Please note: if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of all convictions or criminal offences and cautions, or pending prosecutions.

Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/children under 18 years of age?	Yes	No
If yes, please provide details:		

Have you received any formal reprimands, final warnings, or cautions from the police?	Yes	No
If yes, please provide details:		
Is there any other information which may be relevant to your application e.g. pending prosecutions	Yes	No
If yes, please provide details:		
Signature:	Date:	