



Child Protection Charter

Planète Enfants & Développement

1. Statement

Planète Enfants & Développement recognizes that children are one of the most vulnerable groups in society and that all children have the right to be protected and to live in safety. *PE&D* is committed to protecting the rights of children and to preventing their exploitation and abuse.

Planète Enfants & Développement is committed to protecting children from exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socio-economic status, family or criminal background or physical or mental health.

Planète Enfants & Développement is committed to providing a safe environment for any children with whom it comes in contact, through implementing child-safe practices within its culture, programs and activities, policies and procedures.

These practices are to be understood and implemented at all levels.

Planète Enfants & Développement is committed to ensuring that it, and anyone in contact with children in connection with the activities and programs of *PE&D* is obliged to abide by national laws relevant to child protection.

Planète Enfants & Développement is committed to acting in accordance with the rules announced in international conventions regarding the rights and protection of children, in particular, the November 20th 1989 United Nations Convention for the Rights of Children, and just as the signatories agreed in the convention, *PE&D* is also committed to taking, certainly within the limits of its local power, all the measures « appropriate to protect a child from all forms of violence, physical or mental abuse, abandonment or negligence, mistreatment or exploitation, including sexual abuse, while the child is in the custody of both their parents, or one of them, or their legal guardians or any other person to whom they are entrusted » (extract from article 19-1 of the Convention of the U.N.).

2. Scope

This charter applies to:

- An ensemble of members of *PE&D*: to board and committee members, to staff and volunteers.
- Contractors providing services to or working with *PE&D*

3. Goals

The purpose of this Charter is to contribute to the protection of children from all forms of abuse and exploitation in all *PE&D* activities and programs *PE&D*.

This Charter determines the necessary conditions for the successful operation of *PE&D* missions, which all must be in perfect harmony with the goals of the Charter.

To do this the Charter will:

- Define in a precise way the terms that it uses.
- Determine a process of rigorous screening and recruitment of people working within and under its orders.
- Establishes rules of good conduct through the elaboration of a Code of Conduct for the Protection of Children
- Implementation of reporting procedures in the case that children are found to be in danger.
- Provides support for risk management linked to the protection of children in all the programs and activities.

4. Definitions

Adult

A human being who is 18 years or older

Child

A human being less than 18 years old

Child Abuse

One or more of the following: physical abuse, sexual abuse, emotional abuse, neglect, or exploitation

Child Abuse practices

Any means, any practice which directly or indirectly leads a child to be the victim of torture, cruelty, physical or all kinds of moral violence.

Child exploitation and abuse

One or more of the following:

- Committing or coercing another person to commit an act or acts of abuse against a child
- Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material
- Committing or coercing another person to commit an act or acts of grooming or online grooming

Child abuse material

Material that depicts (explicitly or implicitly) a child as a victim of torture, cruelty or physical abuse.

Child Pornography

Any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes

Child pornography material

Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in a sexual pose or activity, and does that in a way that a reasonable person would regard as being, in all the circumstances, offensive

Child protection

An activity or initiative for the purpose of preventing or responding to a specific incident of child abuse

Contact with children

Working or participating in an activity or in a position that involves contact with children, either under the position description or due to the nature of the work environment.

Contractors

Any person or organization working jointly with or providing services, including consultants and partner organizations to *PE&D*.

Psychological violence

Inappropriate words or actions towards children from parents or caregivers or any person caring for the child as far as their capacity to adequately educate said child and ensure sufficient psychological support, with the consequences of undermining self-respect and the sociability of the child.

Manipulation/ Grooming

Behavior or conduct that makes it easier for an offender to procure a child for sexual activity (including online grooming)

Manipulation/ Grooming online

The act of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person including but not necessarily the sender

Neglect

The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well being.

Physical violence

The use of physical force against a child that results in harm to the child, physically abusive behavior includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling and poisoning.

Sexual violence

The use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviors can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography.

5. Implementation

5.1. Rigorous procedures for recruitment and screening of people working for PE&D

Planète Enfants & Développement ensures the safety of the child when recruiting and hiring anyone working for *PE&D*:

- Board members
- Staff and volunteers
- Local partners
- Third parties

Anyone in these categories will be provided with a copy of the Policy; and will be briefed on the Policy as part of their orientation or induction; and will be required to understand the requirements of the Policy.

5.2 The Child Protection Code of Conduct

Planète Enfants & Développement provides guidance about ways to minimize risk to children. It has established standards of behavior, which must be followed at all times when a person is in contact or working with children. These standards are set out in the Child Protection Code of Conduct.

Board members, staff, personnel, and *PE&D* volunteers, all third parties who provide services or work with *PE&D*, visitors of *PE&D* who are in contact with or who work with children, must receive, sign, and respect the Child Protection Code of Conduct.

Planète Enfants & Développement must retain a copy of the Code of Conduct as signed by each person or maintain a register of those persons who have been provided with and signed a copy of the code and trained in its obligations.

A failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

5.3 Acting on reports of child abuse

5.4.1 Circumstances

If a member of staff, volunteer, or any person working with *PE&D* becomes aware of:

- Child abuse as a result of information given by the child, a third party, or direct observation,
- A definitive or potential violation of the Child Protection Code of Conduct.

They must immediately report either to a representative from the country they are in, or to the director of *PE&D* in France.

Any other person, including people connected to the community belonging to the victim or visitor, can also file a rapport of the violence or abuse of the child within the context of *PE&D*.

5.4.2 Content

A child abuse report must report all of the fears expressed by the child, all of the allegations made by them, or by any other person, all of the disclosures and information concerning the violence or abuse of which they may have been victim of, or in a more general manner, all of the rules of the Child Protection Code of Conduct.

5.4.3 Procedures

Planète Enfants & Développement ensures that the security, well-being, dignity, and rights of the child are always the main concern of *PE&D*:

- Make every effort to protect the rights and security of the child during investigations, which will be undertaken if a child abuse report is filed.
- Examine the facts from the child abuse report with the upmost attention and ensure that all parties are treated fairly.
- Ensure the confidentiality and fairness of the child abuse report and the rapidity of its preparation.
- Ensure that all the interests of anyone giving testimony in good faith are protected.

5.4.4 Sanctions

A member of staff, volunteer or member who intentionally makes a false or malicious report may be subject to disciplinary action. A contractor who intentionally makes a false or malicious report may be subject to termination of contract.

5.4.5 Follow-up and action plans

Any member *PE&D*, board, staff, or volunteer becomes aware of a report must, where appropriate:

- Discuss their concerns and fears with the country representatives or the director of *PE&D*.
- Fill out a document declaring the incident indicating the author of the report, if there are others that exist, or people who are privy to relevant information relating to the violence and abuse explained in said report.

The country representative or the director of *PE&D* after having waited for this person or any other person who has witnessed these acts of violence or abuse should endeavor to gather all the relevant information allowing them to be sufficiently informed of the situation:

- Identify immediate and potential risks to the child or young person;
- Develop and implement an action plan to ensure the child's safety.

The Action Plan will include but is not limited to the following:

- Report the matter to local police and/or the child protection authority; **and/or**
- Ensure referral and support for the child; **and/or**
- Manage internally in accordance with its processes if not a criminal matter; **or**
- Take no further action.

5.5 Risk management

Planète Enfants & Développement will identify any child protection risks in all activities (including programs, projects and positions) and adopt strategies for managing perceived risks.

A risk assessment must:

- Identify risks;
- Classify any high risk activities; and
- Document steps to be taken to reduce or remove risks.

Risk assessments are to be reviewed and updated over the life of the assessed activities. *Planète Enfants & Développement* will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing.

5.6 Employment Contract Provisions

Each employment contract must include an entitlement for *Planète Enfants & Développement* to dismiss, suspend or transfer to other duties a member of staff who breaches the Child Protection Code of Conduct.

5.7 Monitoring of the Charter

Monitoring application of the charter is the responsibility of all staff, particularly the director of *PE&D*.

5.8 Review of the Charter

The charter must be reviewed if substantial changes have been made to national or international norms or in the event that *PE&D* develops, so that the provisions are always appropriate and effective.

Appendices

Annex 1: Child Safe Recruitment

Annex 2: Child Protection Code of Conduct

Annex 3: Incident Reporting Sheet

Annex 4: Reporting Procedures

Annex 5: Risk Management

Annex 1 - Child Safe Recruitment

For all Board and Committee members, staff, volunteers, and contractors, who will work with or who may have contact with children, the following rigorous recruitment process must be scrupulously respected:

Screening process

1. Targeted behavioral interview questions, that are specific to positions which involve working or having contact with children, will be included in the interview schedule
2. An applicant must be asked and must disclose whether they have been charged with a child abuse or exploitation offence
3. A reference will be required for a preferred candidate if there remains any concerns about the applicant (or if complaints were made about the applicant), in connection with working or having contact with children

Criminal record review

A clean criminal record, at least regarding violence or exploitation of children, is a necessary condition for being hired to work as at *PE&D* in any capacity.

The chosen candidate will be required to disclose the contents of his or her criminal record considering this type of offence, either by filing it or by declaring it on their honor.

A criminal record review for a candidate must cover:

Each country in which the person has lived for 12 months or more in the 5 years preceding the date of review; and the person's country of citizenship.

No Criminal Record Check may be undertaken, unless the candidate has consented:

- That any certification arising from the verification of his/her criminal record will be used to determine the successful candidate.
- That the certification can be made available to the funding agencies.
- That a detailed account of the recruitment process is established and retained, which may contain elements of inquiry into the candidate's personal conduct (including, if applicable, criminal records relating to any charge of violence or abuse of children), the comments of the third parties will be reviewed by *PE&D* in the follow-up to the candidate's application.

Annex 2 - Child Protection Code of Conduct

The Child Protection Code of Conduct applies to Board and Committee members, staff, volunteers, contractors and visitors associated with PE&D.

It defines standards of behavior expected by *PE&D* in order to protect children.

Engagement Agreement

This form must be submitted in duplicate form to any member of staff or any partner in *PE&D*'s activities, who must sign it and deliver a signed copy to *PE&D*.

1 - I agree that, while working with or engaging in activities funded by Planète Enfants & Développement I will:

- * Treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- * Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- * Not conduct corporal punishment on children.
- * Not engage a child (under the age of 18 years) in any form of sexual activity or acts, including paying for sexual services or acts.
- * Wherever possible, ensure that another adult is present when working in the proximity of children.
- * Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
- * 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.
- * Not use computers, cell phones, cameras, or any other means of communication in an inappropriate manner, namely: proceeding deliberately or by simple negligence, to such actions which constitute acts of exploitation, abuse or harassment of children, either directly or through third party involvement.
- * Not 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.
- * Comply with all relevant local legislation, including labour laws in relation to child labor.
- * Immediately report concerns or allegations of child abuse and exploitation in accordance with Child Protection Policy established by Planète Enfants & Développement.

* Immediately disclose any information relating to child abuse and exploitation occurring prior to or arising during the course of my employment or activity under the direction of Planète Enfants & Développement (simple charges or convictions and, beyond that, anything related to the case).

* Never be under the influence of alcohol or any other substance that could affect my capacity to work and judgment during my professional work and including when I am in the presence of children.

2 - Specifically, with respect to the use of images of children for purposes related to my work or activity under the direction of PE&D, I will:

* Be aware of the local traditions and restrictions before photographing or filming children or reproducing their images, and assess and comply with these norms.

* Obtain informed consent from the child and a parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used.

* 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 do not distort the facts; and

* Ensure the file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

3 – I commit myself, as a person participating in the activities of PE&D, to exercise extreme caution with regard to the physical and moral safety of children in order to avoid behavior, which could be interpreted as constituting as exploitation, violence or abuse of a child.

4 - I acknowledge that I have read, understood and will comply with all the principles and rules prescribed by the Child Protection Charter and the Child Protection Code of Conduct.

5 - I confirm that I have read that failure to comply with the provisions of the Code of Conduct for the Protection of Children may result in disciplinary action, legal action, investigation or even criminal prosecution.

Place Date

Name Position

Signature

Annex 3 - Incident Reporting Sheet

This sheet must be filled out if it appears that there is abuse or exploitation of children occurring or if a violation of the Child Protect Code of Conduct has taken place, or the child is in danger. Any fear concerning the physical or moral harm of a child must be immediately reported to either the director of *Planète Enfants & Développement* in France or to a country representative. The report must be treated as strictly confidential.

Report

Date:.....
Place / Address:.....
Name of the Child:.....
Age of the Child:.....
Names of the parents or caretakers:.....
Name of the organization involved:.....

Details of Concern / Suspicion / Incident:

1- Describe what happened: time / dates / names of persons) involved/ behavior or signs observed / any other details:

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.....

2 - Details of any conversation with the child:

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3- Indication of anyone the rapporteur may have expressed his or her fears to:

.....
.....

Indication of the name and position of the author of this report within PE&D and signature of the report:

Name.....Position.....

Date.....Signature.....

Office Use

Date received.....

Name of person who received the report.....

Actions taken

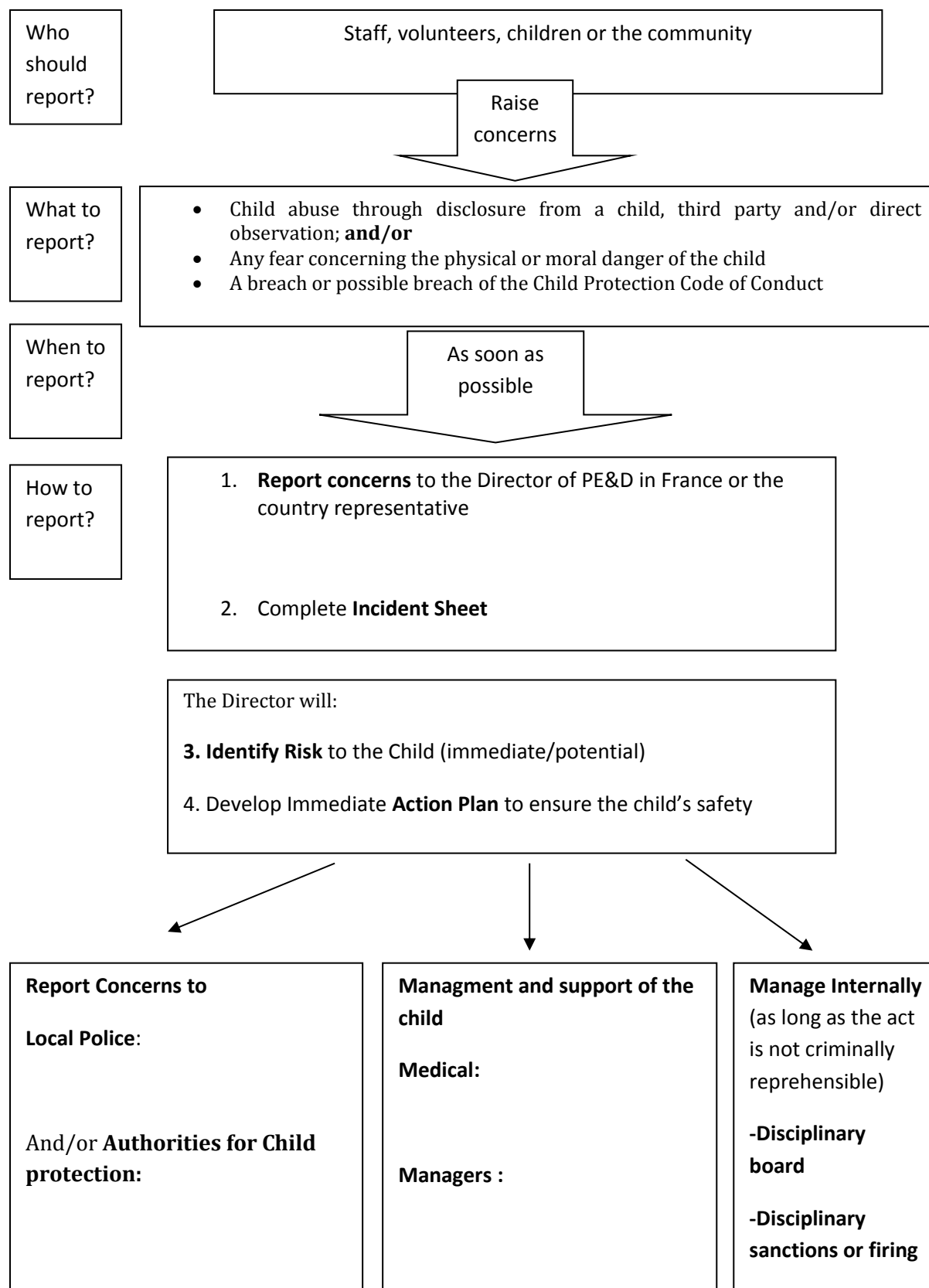
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Attached documents:.....

Name and signature of the person who dealt with the report:.....

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Annex 4 - Reporting Procedures



Annex 5 – Risk management

This is an example of a tool that anyone working with *Planète Enfants & Développement* can use to evaluate the risks that can come with children being in the presence of staff or volunteers of *PE&D*:

Necessary questions

- **IDENTIFY** - What are the practical activities of the program, which present a risk to children?
- **RISK** – What are the detailed and precise ways things could go wrong?
- **PROBABILITY** – What is the likelihood of something going wrong? (High, medium, low)
- **IMPACT** - What would be the consequences to the child?
- **ACTION** – What means should be used to reduce risks, and what resources are required. Who would be in charge of implementing these actions and when should they be implemented?

Content for risk management:

- Identify possibly actions.
- Determine the necessary resources for reducing risk.
- Put in place precise procedures for rapid and effective management of risks when they occur.

Follow-up on risk situations- ask the following questions:

- Do the risks still exist?
- Have the risks been adequately managed in the framework of the existing procedures?
- Have they been detected, monitored, and reduced in a timely manner?
- Can these risks reoccur?
- Are risks of any other kind likely to arise?
- Can other actions or resources be put to use to better manage the risks facing children?