"In Solidarity with the Children of SAARC"

SAARC Apex Body

General Guidelines for Chaperons Accompanying Children/Adolescents for Meetings/Consultations Organized or Supported by SAIEVAC

Chaperons accompany children and young people to the consultations organized or supported by SAIEVAC. Chaperones have the responsibility and legal duty to ensure the overall safety of the children and young people in their care at all times while they are away from home. The responsibilities of the Chaperones start from the time when the children and young people leave their parent/guardians to travel and only ends when they are safely handed over to their parent/guardians on their return. It is the duty of the Chaperones to take care of children and young people should be appropriate to their age, gender, ability and maturity.

Responsibilities of Chaperone include:

Ensuring Physical Safety

1. Ensuring that all the children and young people under chaperone care have read and understood the consent forms and these forms are signed and forwarded to Child Protection Focal Points.
2. Taking note of any medical/dietary needs of children and young people under chaperone care and being able to assist in supporting these at all times. This also means administering the required dosage of diets and medicine etc.
3. Timely reporting to the Child Protection Focal Points and seeking help from Medical Coordinator in case of any Physical injuries or health disorder of the participating children and young people.
4. Supporting the participants during travel to and from home country to the place of consultation, including transport to the airport, providing support at customs/immigration, check-in, boarding the plane, travel to the hotel, local travel in the place of consultation for other meetings, excursions, press meetings etc.
5. Ensuring children and young people have emergency phone numbers (for example, contact information for host organization/child protection focal points/hotel information) and enough cash for emergency on them at all times.
6. Being physically present near to the children and young people they are responsible for and stay aware and alert of their whereabouts at all times.
7. Liaising closely with the Child Protection Focal Points to keep the consultation organizers informed of any difficulties that children and young people might be experiencing.
Ensuring Emotional Safety and wellbeing:

8. Being aware of children and young people's physical and emotional needs and assist in meeting those needs as appropriate or make every effort to meet those needs in meetings with the organizers and other participants.
9. Seeking support from the Child Protection Focal Points in the case where the psychosocial intervention of the counselor is felt.

As a Translator (as the case may be):

10. Making sure that children and young people are able to communicate with other groups of children. The accompanying adults also have to act as translators during, before and after conference hours for the children they are responsible for. In this case, it has been requested that translator also read the Guidelines for Translators.
11. Translating exactly what has been facilitated/presented/discussed and what the child is trying to say. Strongly avoid giving clarifications by adding your own assumptions and examples as a translator.
12. Supporting and briefing the children and young people to understand the media consent form, in case they are interested in interacting with the media. Also translator will be responsible for accompanying the children and young people during the interview procedures.

Supporting the Child Protection Focal Points:

13. Being fully aware of Code of Conduct and Child Protection Procedures including Reporting Mechanisms for complaints during the consultations. And assisting children and young people to understand these (if necessary), including the complaint and response procedures during the consultation.
14. Being present in all the meetings with the Child Protection Focal Points.

Others:

15. Children can be at risk of harm or abuse from different sources. The Chaperones have the responsibility for minimizing the risk of children and young people being harmed by promoting good practice and by identifying and managing potential risks.
16. Make sure that there is a sense of accountability with other adults so that poor practices or potentially abusive behavior does not go unchallenged (such as alcohol drinking or smoking or teasing children, etc.) throughout the period during their roles of Chaperone.
17. In addition to these guidelines, Code of Conduct for the Consultation/Meeting should be read, signed and practiced by Chaperones at all times.

I have read and understood and agree to uphold all aspects of the chaperone criteria.

________________________________________________  ________________________
Chaperone Signature                          Date
Parent or Guardian Consent

I, ________________________________ (name) am the legal parent or guardian of ________________________________ and provide permission for my child to travel to ________________________________ to take part in the Meeting/Consultation during ________________________________ under the protection of the named accompanying Adult Support person.

Signed: ________________________________

Date: ________________________________

I/We appoint (name of Chaperone/Carer) ________________________________, to be responsible for my/our child during this trip and authorize him/her to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip, in consultation with the Child Protection Focal Points/Organizers.

I/We affirm that I/we have full authority to give the consent provided for in this document.

Home address including country:

Telephone numbers – please include home, work, mobile:

Email address (if available):

Please tick as appropriate:

☐ I/we give my/our consent for my/our child to take part in media activities at the consultation.

☐ I/we DO NOT give my/our consent for my/our child to take part in media activities at the consultation.

Permission to administer common drugs: Please indicate below if you give your consent to your child being administered common drugs for common ailments (headaches, stomach aches etc.). For more serious illness, your child will be taken to a qualified doctor.

☐ I/we give my/our consent for my/our child to take common drugs if in need for common ailments.

☐ I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.