



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### **General Guidelines for the selection of chaperons to accompany children participating in Meetings/Consultations Organized or Supported by SAIEVAC**

#### **Introduction**

Children's participation is integral in SAIEVAC's structure. SAIEVAC and its national and regional mechanisms work together to promote children's participation in SAIEVAC's meetings/consultations that may be hosted by any member state. The child delegates from across the region participating in those regional events may not be able to speak and/or understand the language being used at such venues including having adjustment problem with the overall environment in a new place compared to their home country or usual place of residence. Therefore, having minimum standards in place and ensuring care and protection of the child delegates is the key concern for SAIEVAC. The child delegates need to be accompanied by a responsible adult throughout their journey to ensure their protection and well-being. The child delegates under the age of 18 need someone to whom they can communicate, feel comfortable and are familiar with. The chaperons accompany the child delegates, ensure their protection, and provide them necessary support so that the child delegates have positive experience in participating in SAIEVAC's meetings/consultations.

The safety, protection, well-being and experience of the child delegates depend largely on the roles played by their chaperons. It is thus essential to select the most appropriate chaperon for providing the best possible assistance to the child delegates. This guideline on the selection of the chaperon aims at highlighting the criteria, process and the roles of different agencies in selecting the suitable chaperons.

#### **Eligibility and Standard Practice**

The safety and well-being of children participating in the SAIEVAC meetings/consultations and related events are the responsibilities of the accompanying adults/chaperons. Each child delegate is required to have a chaperon assigned. It is important that the responsibilities of the accompanying adult/chaperon are fully explained and agreed upon before departure to the venue together with the child delegate and his/her parents/guardians.

The accompanying adult/chaperon should ideally be someone who is familiar with the child, who speaks the same language as the child does and with whom the child has a

trusting relationship and preferably from the same location as the child. Gender aspect should also be considered while selecting the chaperon: such as, girl delegates should be accompanied by women (unless otherwise agreed upon with the child and her parents/guardians). Ideally, chaperon need to have some working experience with children and having at least some understanding about child rights including on protection and rights to participation. The chaperon should deal with the child in sensitive manner and address the rights and special needs of the child.

After adequate briefing and orientation, the responsibilities of the accompanying adult will start from the time the child leaves his/her parents/guardians to travel to the venue and will end when the child has safely returned to his/her parents/guardians. The responsibility of the designated accompanying adult/chaperon includes ensuring the child's safety, security and wellbeing at all times during the SAIEVAC event and throughout their stay away from home. The detailed responsibilities of the chaperons have been mentioned in a separate Guidelines for the Chaperons that should be read, understood and accepted by the chaperons before assuming their role.

The following major eligibility criteria have been prescribed for the selection of the chaperons:

1. The chaperon should not have any criminal/administrative record of child abuse or any form of violence against children;
2. The chaperon should be in good physical and mental health condition to perform the prescribed roles of an accompanying adult/chaperon;
3. If the accompanying adult/chaperon is also going to support the child as a translator, s/he should not be any person who may be in a position to or have reasons to manipulate the child's opinion or limit the child's full participation; In this case, the chaperon should possess the required language skills and ability to support the child with the translation to and from the official language of the meeting/consultation;
4. It would be desirable (but not mandatory) that the accompanying adult/chaperon have prior national or international experience of accompanying and supporting children as an accompanying adult/chaperon. In any case, the accompanying adult/chaperon should be familiar regarding the logistics involved in traveling to and participating in the concerned meeting/consultation including but not limited to the route and mode of transport, immigration procedures (as may be applicable), etc.
5. The accompanying adult/chaperon should be willing to and capable of addressing the special needs of the child (such as medication or other health concerns, disability, etc.);
6. The accompanying adult/chaperon should have a sense of accountability and responsibility; and shall be a person who would not perform or show any harmful behavior (such as drinking alcohol, smoking, harassing or abusing, etc.) throughout the period during her/his roles as chaperon;
7. The child and her/his legal guardian should be informed, consulted and comfortable with the choice of the chaperon;
8. The accompanying adult/chaperon should not be a person who has an obligation to bring another person or his/her own child with him/her in the meeting/consultation.

## **Selection Process**

The selection process for the chaperon will begin with the announcement for the meeting/consultation by the SAIEVAC Regional Secretariat. SAIEVAC's national government mechanisms in collaboration with the NACGs will then contact the concerned child and identify as well as select potential chaperons based on the prescribed eligibility criteria. SAIEVAC Regional Secretariat shall be kept informed of the updates. The SAIEVAC's national mechanism shall make the final decision regarding the selection of the chaperon in close consultation with the concerned child and the responsible team members at SAIEVAC Regional Secretariat.

### *Responsibilities of Different Agencies*

SAIEVAC Regional Secretariat [SRS] will be responsible for extending the invitation to the child through the national mechanisms. SRS will also designate a person at the Secretariat to facilitate children's participation in the meeting/consultation.

SAIEVAC's Government Mechanism shall contact the parent or legal guardian of the concerned child in collaboration with the NACGs (National Action and Coordinating Groups on Action against Violence against Children) to identify potential chaperons. The national mechanism will explain the purpose of the meeting/consultation to the child and his/her parent/guardian with reference to the background documents shared by SRS. Based on the communication with the parents/guardian of the child, the potential chaperons will be identified by the national mechanisms with reference to the prescribed eligibility criteria. The most appropriate chaperon will be selected in consultation with the concerned child, parents/guardians and the responsible team members at SAIEVAC Regional Secretariat. The selection of the accompanying adult/chaperon should be done on objective basis by the national mechanism and shall ensure that there is no discrimination in any ground or of any form.

The ratio of the number of accompanying adult/chaperon to the number of child should be preferably 1:1 and should never exceed 1:2 provided that the chaperon is capable of and is in a situation of performing the prescribed roles and responsibilities of chaperon (and translator if applicable) for both the children. The national mechanisms will ask the guardian/parent of the child to sign two copies of the consent form, one to be retained by the guardian/parent of the child and the other to be carried by the chaperon.

After the selection of the chaperon, SRS will communicate the child protected related information and logistic information (including travel, accommodation, etc.) with the chaperon. The national mechanisms (usually NACGs) are expected to explain the roles and responsibilities of the Chaperon (including their role as translators if applicable) to the concerned chaperon as well as the child delegate. Further, the guidelines for media activities should also be explained to the chaperon as well as the child delegate.

For additional information, please refer to the 'Guidelines for Chaperons'.



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### 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.



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

### "In Solidarity with the Children of SAARC"

#### General Guidelines for Translators for Meetings/Consultations Organized or Supported by SAIEVAC

*(Chaperones may also be the translators for the child participants)*

*These guidelines are for translators for children and young people attending the meetings/consultations organized or supported by SAIEVAC.*

**Purpose:** *You have been selected by the organisers/lead organisations of the Consultation as the translator for the Consultation or you may have been selected by the sponsoring agency as a chaperone to accompany children to the Consultation as well as to act as the translator to children throughout the consultation period.*

*Children who are participating in the Consultation need to be given the space to speak out. Your role as a translator; therefore, becomes very important as you become the voices of the children. The role and work of the translators is crucial to the successful participation of the children and young people at the Regional Consultation. You will not only translate what the children are saying but also what the adults are saying. Therefore, the following guidelines are intended to provide you with a set of responsibilities that the organisers will expect from you as a translator.*

**Training:** *All translators will be briefed at the beginning of the Consultation to ensure that the following guidelines are understood and that a translation service is provided during all the sessions of the consultation in accordance with the standards outlined below.*

#### RESPONSIBILITIES WHILE TRANSLATING

- *Before departing from your respective place, you may wish to discuss with the child's guardian/s and find out the background of the child's experiences in participating in other conferences.*
- *When a child is speaking, especially in a plenary session, stand up together with them and interpret when they have finished speaking. To show respect for the child, interpret exactly what they say.  
For example, "My name is ... and I come from ... my experience is." . The Translator should talk using the first-person language while translating.*
- *Request that the child give adequate pauses. You can also jot down important ideas for easier translation.*
- *Avoid "she/he says ... What she/he wants to say is that ... I do not understand what she/he is saying, but I think". Never give your own opinion or examples from your own experience.*
- *If you do not understand what the child has said, make sure you get clarification before you start interpreting.*

- *Avoid the use of colloquialisms, "buzz words" and unfamiliar acronyms wherever possible to allow children to get fully involved in discussions. But, remember not to oversimplify or "talk down" to the children.*
- *Encourage children to speak out when they are unable to follow discussions.*
- *Immediately inform the facilitators if the children do not understand what is being said. Do not take on the role of giving explanations.*
- *Do not answer for the children; ask them for their answer first even if you can guess what it is.*
- *Learn to read the body language (non-verbal) of each child, so you can act on any concerns if the child has any difficulty of following the consultation proceedings.*
- *Congratulate the child for every progress achieved in overcoming inhibitions, and for any presentation made.*
- *Do not show any doubt to what the child is saying. Remember that when speaking in front of people, the child totally relies on your help to communicate with others.*
- *Recognise that it may be the first time for the child to visit a different place or a foreign country. Help make this visit truly an educational experience.*
- *Do not promise or give anything, in cash or in kind that may raise false expectations from the child.*
- *Make a closure at the end of each day by formally turning over the child to the chaperone (unless you are the chaperone too).*
- *Ensure confidentiality of the information about the child's personal life.*
- *If the child informs you of an issue that you think requires the attention of the child protection focal person, speak to the child about the issue and get their agreement before you approach the child protection focal person.*
- *If the child wishes to speak in English instead of their local language let them do so, but do not force them to.*
- *Avoid engaging in long discussions with adults without translating to the child.*
- *When handing the child back to the chaperone (unless you are also the chaperone) at the end of each day, please spend 5 minutes explaining to the chaperone how the day went.*
- *Refrain from using your computer, mobile phone or any other equipment that may hinder you from fulfilling your primary responsibility effectively.*

## **WORKING WITH THE FACILITATORS AND ORGANISERS**

- *Be open to discuss with any of the facilitators, any problem or difficulty you encounter so that they can immediately deal with it.*
- *Try to receive in advance, copies of all written information available to participants.*
- *Make the agreed sign if someone is speaking too quickly for good interpretation. Lift a hand (or do the "T" sign) and indicate the need for extra time for translation.*
- *Immediately inform the facilitators or organisers if any of the children with whom you are working need any special attention or do not feel well.*
- *If a child protection issue is raised by the child, ensure you have the permission of the child before you speak to the Child Protection Focal Person. Encourage the child to accompany you to speak to the Child Protection Focal Person.*

## **GUIDELINES FOR THE PROTECTION FROM HARMFUL INFORMATION**

*Children and young people have the right to be protected from any information they do not need to know and for which they may not have the understanding and maturity to cope. This is especially true if the information deals with sexual matters. All adults participating in the Consultation have a duty to*



*ensure that no child is harmed as a result of information from presentations and discussions whether in spoken, written or visual form or any other kind of communication. This means:*

- *No shocking/offensive stories or case studies, images;*
- *No emotional, personal testimony of abuse and exploitation;*
- *No role play or drama depicting rape or other sexual or violent acts;*
- *Sensitivity to other cultures;*
- *No 'bad' (improper/offensive) language.*

*All adults should be alert to such situations and are responsible for protecting all children and young people attending the event. Facilitators will be prepared to stop discussions or presentations that are inappropriate and remind participants that:*

- *Child protection is mandatory;*
- *Activities must remain within professional limits;*
- *Time out may be necessary.*

*Anyone (child or adult) who feels uncomfortable or needs a break from a presentation or discussion can leave the consultation room, without disturbing others. There will be a quiet place for reflection available at the consultation venue with a supportive counselor if needed.*



## South Asia Initiative to End Violence Against Children [SAIEVAC]

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### General Guidelines on Media Activities with Children in Meetings/Consultations Organized or Supported by SAIEVAC

*These guidelines are for all adults, children/young people who will be interacting with the media, their accompanying adults/translators and other organizations, (particularly those responsible for the media activities), participating in any consultations or meetings organized or supported by SAIEVAC (South Asia Initiative to End Violence Against Children).*

*These guidelines aim to ensure that children and young people are:*

- *Treated/recognized as experts at the consultation and their views are taken seriously by a wider audience;*
- *Adequately informed, prepared and comfortable working with the media;*
- *Protected against the negative impacts of work with the media;*
- *Enjoy a meaningful and positive experience working with Media.*

#### **Core principles underlining all media activities:**

**Best interests:** *In all matters relating to media coverage, publicity and documentation for the consultation, the individual child/young people participants' best interests will always be the first priority. Individual children's rights will always be more important than advocacy and publicity objectives. The organizing team together with the children/young people will be involved in defining where the delegate's best interests lie.*

**Informed consent:** *The informed consent form will be prepared by the Child Protection task group/Child Participation Advisory Group, clarifying the objective of the media interaction. The informed consent of children/young people and their parent/guardian will be obtained before any contact with the media. No children/young people participant will be forced or misguided for the media interview.*

**Children's Expertise:** *Participating children/young people are experts on the issues that affect them who can offer children/young people perspective on the issues. There will be no information distributed that discloses personal stories or contact information of these children/young people. Journalists will not be allowed to ask questions about personal experiences that might discomfort children/young people interviewed. Children and young people will be encouraged to share their opinions on the issue, give examples of good practices and recommendations for future actions.*

**Risk Assessment:** *All children/young people who give their consent to undertake media work will be involved in a risk assessment with a member of the staff team responsible for media work. This process will help the participants to make decisions about how they will present themselves to the media and the kind of messages they feel comfortable talking about.*

**Privacy:** As children/young people are not publicising any of their personal experiences, it will be up to individual participants to decide if they want to obscure their identity (after a risk assessment is made). If so, then a plan will be developed to assist with this.

**Direct contact:** All direct contact between media representatives and the children/young people will be voluntary, based on their informed consent, and in the presence of the organizers/chaperones.

**Quality of coverage:** The organisers will make every effort to ensure that media coverage, publicity and documentation of the consultation is positive, ethical, respects the rights of the child, and contributes towards the objectives of the consultation.

### **The Media Team at the Consultation**

All media work at the children's consultation and other formal/informal meetings will be coordinated by the Media Focal Person who will also be part of the Child Protection Team for the Consultation. Media Focal Person will work with the following team:

1. Media Focal Person:
2. Media Team & Consultants:  
Adults:  
Children/Young people:

### **Preparatory processes for media activities**

The selected volunteers (children and young people) for Media activities will receive a briefing on media and the media activities by the media team to:

1. Present background information on what the media is, how media activities will work, the impact of doing a media interview or producing artwork/text for media. Discuss the impact of signing the Media Release Forms by interested/selected children and young people.
2. Give children/young people an opportunity to discuss and decide on how they want to be involved at planned media activities at the Consultation and other meetings.
3. Identify which children/young people are interested in getting involved in which particular media work such as:
  - One-on-One Interviews (TV, Radio, Print)
  - Press Conference/Plenary Media Interaction Question & Answer Session:(TV, Radio, Print)

The Children/Young people interested in involving in media work will take part in preparatory session, aiming to:

1. Discuss in detail the impact of doing media interviews;
2. Participate in a role play of a media interview;
3. Develop a media profile (a document for the media that explains their expertise) for each selected participant;
4. Develop a media activities plan for the team (clarifying who is involved in which types of media work, i.e. production of media materials/on-line chats/press conference participants, etc.);
5. Make a personal assessment of the risks and benefits of giving interviews (in conjunction with chaperones and a member of the media team) – in particular what each participant would like to achieve from getting involved in the media work.

## **Guidelines for media activities**

**Media Profile:** A 'Media Profile' will be developed for children/young people who have given their consent to participate on media work. This information will be developed jointly with the Media team and circulated to the media professionals to promote the voices of children/young people:

- Name (or pseudonym):
- Age:
- Country\*:
- Area of expertise: (including their area of interest on the issue of, explaining any involvement in work/community etc.)
- An outline of the message or a 'quote' from the child/young people
- Privacy: explaining they want their identity to be obscured and how i.e. (state that name is not real, no photos allowed of this child etc.)

A copy of all media profiles will be distributed to media professionals at the Children Forum/Meeting.

\*Addresses/Contact information of children/young people will not be given out.

**Media Assessment and Protection Plan:** The risks and benefits in taking on media work for children/young people should be assessed by the organizers and participants, looking at the following:

- What they hope to get out of the Consultation, issues to highlight, etc. – this will help to focus on what they want to say and how and who they want to reach. It may also help to give confidence that this is a process that they can direct, if not totally control – and help them to keep 'on-message' if they get an unexpected or difficult question.
- Whether they want to tell the press that they have personal experience of the issues being discussed and how to answer questions about their personal experience (or how to avoid answering questions).
- Whether they want to obscure their identity and how they might want to do this (i.e. no visual images at all/silhouetted images, pseudonym, etc.)
- What their main messages are and whether these might 'offend' any individuals or groups – how to avoid causing offence.
- What to do when the participant is uncomfortable in an interview (signs that could be developed between the participant and the Media Focal Person / Consultant / Chaperone to show that they want to end the interview or they want the Chaperone to intervene, etc.)

## **Video, film and photography**

An official photographer and videographer will be employed for the Consultation. The official photographer and videographer may take individual shots of delegates but they will ensure the individual has given their consent with support and in discussion with the Child Protection Focal Point and the accompanied chaperon. The videographer/photographer has to be oriented on what parts of the Consultation to be highlighted while developing the Consultation video/photo albums and footages.

During plenary sessions, if children are speaking, photos and video are permitted unless otherwise stated at the time.

On all other occasions, photos and video of participants can only be taken and used with their consent. This includes gaining consent to the way in which the footage/photo will be used.

## **Attendance of media**

All media representatives will need to be accredited and on invitation only.

*The media will be permitted for specific plenary or press event only. These events and times will be clearly explained to children/young people at the Children Preparatory Forum.*

***One-to-one interviews***

*Children/Young people will not be allowed to be involved in more than 3 one-to-one media interviews in a day.*

*Media interviews will all take place in designated rooms at specified times (not otherwise in the places such as corridors, etc.)*

***Debriefing:*** *Immediately after every interview a debriefing with one of the Media Team members will take place to share any concerns and/or plan any other necessary responses. If necessary, the journalist will be contacted to change/edit the responses from the child/young people.*

***Artwork or text:*** *Prior consent will be sought from children/young people for publication of any artwork or text produced during the children's preparatory workshop or meeting (the delegate's own explanations of their artwork should be written on the back or attached to the original and should form the basis of a caption when the artwork is used).*

***Guidelines for Media Professionals:*** *There shall be a separate Guidelines for Journalists.*

**Media Release Form for Children/Young people**

I \_\_\_\_\_(name) of \_\_\_\_\_(address and country)

*give my permission for any photos, video or interviews taken of me by the organizers or any media during the Consultation in ....., on ....., to be used for advocacy, news stories, and human interest stories on the internet, television or print publications. These materials will only be used to promote the objectives of the consultation and contribute to creating more awareness on children's issues.*

*In return, all media interviews will be conducted in consultation and in the presence of Media Team working at the Consultation. I will have the right not to respond to any questions that I don't want to answer.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Guidelines for Child Journalists**

*These guidelines have been developed for all media professionals attending the Consultation.*

*These guidelines aim to ensure that media professionals have:*

- *Clear information on participating children/young people regarding their experience, messages and any limitations on interviewing and publication;*
- *Clear information about the way in which interviews with children/young people will be arranged and conducted, and the reasons for these guidelines.*

*These guidelines aim to ensure children/young people at the meeting are:*

- *Respected and treated as experts;*
- *Adequately informed, prepared and comfortable working with the media.*

*Children and young people's representatives from the region will be attending the Consultation. All participating children/young people have been selected because of their experience and involvement in efforts to combat violence against children in their respective places and understanding of the issue in the region.*

### **Children/Young people Media Spokespeople**

*A selected group of children/young people can volunteer (**needs in-depth planning and preparatory sessions**) to interact with journalists during the any Consultation and other meetings. They will be working closely with the Media Team and Child Protection Focal Point as well as accompanied chaperon to prepare for their role as Media Spokespeople on behalf of the young people participating in the consultation. They come from a variety of backgrounds and offer a range of opinions and experience on the issue of violence against children in different forms and settings.*

### **Media Profiles**

*Media profile on children and young people participating in the media activities will be distributed to all journalists highlighting the following information:*

- *Name (or pseudonym), age and country\*:*
- *Area of expertise and interest on the issue including any involvement in campaigning, project or community work in their respective places.*
- *An outline of the message and quotes from the children and young people to be used by journalists*
- *Privacy: an explanation of whether they want their identity to be obscured and how this should be done i.e. (use of pseudonym, no photos allowed, etc.)*

*\*Personal contact information of the children and young people will not be given out.*

### **Video, film and photography**

*An official photographer and videographer will be hired for the Consultation who will be documenting the event for internal use and documenting the event for developing reports and other references.*

*Photos and video are permitted during plenary sessions while the children and young people are speaking, unless otherwise stated at the time. On all other occasions, photos and videos of children and young people can only be taken with their consent by providing complete information on how it will be used as explained above.*

### **Attendance of Journalists at the Meeting**

*All participating media representatives should be accredited and on invitation only.*

### **Guidelines on Interviewing Children and Young people**

- *Make sure that children have shown interest in participating in the interviews for the media and have signed the media consent form.*
- *Always take permission from the child and the Child Protection Focal Point as well as from the accompanied chaperon as is possible before conducting the interview and provide information on how this information will be shared with the public*
- *Children/young people will not take on more than 3 one-to-one interviews in a day. This will be monitored by the Consultation Media Team and the Child Protection Focal Point who will also help coordinate interviews with senior management and staff of I/NGOs, UN Agencies, Government Representatives and VIPs.*
- *Media interviews will take place in designated rooms. Where possible interviews can be arranged outside by the Media Team. Interviews will not be allowed in random spaces such as corridors without receiving permission and confirmation from the Media Team.*
- *Do no harm to any child; avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place young people in danger or expose them to humiliation, or that reactivate a child's pain and grief from traumatic experience.*
- *Do not discriminate in choosing children to interview because of sex, race, age, religion, status, class, nationality, educational background or physical abilities.*
- *No staging: Do not ask/pursue children/young people to make up and tell a story or take an action that is not a part of their own story.*

### **Guidelines for Reporting on Children/Young people**

- *Do not further stigmatize any child/young people; avoid categorization or descriptions that expose children/young to negative reprisals including physical or psychological harm, discrimination or rejection by their local communities*
- *Confirm the accuracy of what the child/young people has to say, either with children or with adult, preferably with both.*
- *Always provide an accurate context for the child's/young people's story or image.*
- *Always change the name and obscure the visual identify of any child/young people who is identified as:*
  - *Victim of sexual abuse and exploitation*
  - *A perpetrator of physical or sexual abuse*
  - *HIV positive, living with AIDS, etc; unless the child/young people and the Child Protection Focal Point as well as the accompanied chaperon gives fully informed consent;*
  - *Charged or convicted of a crime*





## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

### "In Solidarity with the Children of SAARC"

## General Guidelines for Journalists for Meetings/Consultations Organized or Supported by SAIEVAC

*These guidelines have been developed for all media professionals attending any consultations or meetings organized or supported by SAIEVAC.*

*These guidelines aim to ensure that media professionals have:*

- *Clear information on participating children/youth regarding their experience, messages and any limitations on interviewing and publication;*
- *Clear information about the way in which interviews with children/youth will be arranged and conducted, and the reasons for these guidelines.*

*These guidelines aim to ensure children/youth at the meeting are:*

- *Respected as an individual;*
- *Respected and treated as an experts; and,*
- *Adequately informed, prepared and comfortable working with the media.*

### **Children/Youth Media Spokespeople**

*The children/youth who would volunteer to interact with journalists during or after the Meeting/Consultation shall be identified in advance. They shall closely with the Media Team to prepare for their role as Media Spokespeople on behalf of the young people participating in the event.*

### **Media Profiles**

*Media profile on children and youth participating in the media activities will be distributed to all journalists highlighting the following information:*

- *Name (or pseudonym), or only with pseudonym or abbreviations, age and country\*:*
- *Area of expertise and interest on the issue including any involvement in campaigning, project or community work in their home country.*
- *An outline of the message and quotes from the children and youth to be used by journalists*
- *Privacy: an explanation of whether they want their identity to be obscured and how this should be done i.e. (use of pseudonym, no photos allowed, etc.)*

*\*Personal contact information of the children and youth will not be given out.*

### **Video, film and photography**

*An official photographer and videographer shall be employed for the meeting/consultation who will be documenting the event.*

*Photos and video are permitted during plenary sessions while the children and youth are speaking, unless otherwise stated at the time. On all other occasions, photo and video of children and youth can only be taken with their consent by providing complete information on how it will be used.*

### **Attendance of Journalists at the Meeting**

*All participating media representatives should be accredited and on invitation only.*

### **Guidelines on Interviewing Children and Youth**

- *Make sure that children have shown interest in giving interview in the media and have signed the media consent form.*
- *Always taken permission from the child and the guardian or chaperon before conducting the interview and provide information with the set of probable questions and on how this information will be shared with the public*
- *Children/youth will not take more than 3 one-to-one interviews in one day. This will be monitored by the Media Team, who will also help coordinate interviews with senior management and staff of I/NGOs, UN Agencies, Government Representatives and other partners.*
- *Media interviews will take place in designated rooms. Where possible interviews can be arranged outside by the Media Team. Interviews will not be allowed in random spaces without getting confirmation from the Media Team.*
- *Do no harm to any child; avoid questions, attitudes or comments that are judgmental or insensitive to cultural values, that place young people in danger or expose them to humiliation, or that reactivate a child's pain and grief from traumatic experience.*
- *Do not discriminate in choosing children to interview because of sex, race, age, language, country, religion, status, educational background or physical abilities.*
- *Do not force to answer the question if the child is not comfortable with it.*
- *No staging! Do not ask children/youth to tell a story or take an action that is not part of their own story.*
- *In case of difference of language please ask the translator for clear and proper translation of the conversation.*

### **Guidelines for Reporting on Children/Youth**

- *Do not further stigmatize any child/youth; avoid categorization or descriptions that expose children/young to negative reprisals including physical or psychological harm, discrimination or rejection by their local communities*
- *Confirm the accuracy of what the child/youth has to say, either with children or with adult, preferably with both.*
- *Always provide an accurate context for the child's/youth's story or image.*
- *Always change the name and obscure the visual identify of any child/youth who is identified as:*
  - *Victim of sexual abuse and exploitation*
  - *A perpetrator of physical or sexual abuse*
  - *HIV positive, living with AIDS, etc, unless the child's/ youth's parent or a guardian gives fully informed consent;*
  - *Charged or convicted of an offence or child in conflict with the law.*



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### **General Code of Conduct for Meetings/Consultations with Children Organized or Supported by SAIEVAC**

#### **General Commitment**

*We, all the adults participating in the Consultation organized or supported by SAIEVAC from various organisations/agencies in varied roles and responsibilities, are committed to protecting children from all violence, abuse and exploitation and to taking necessary remedial prompt action when children are in such situations.*

*We address all reports of actual or alleged abuse based on our policies and procedures, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where s/he is from.*

#### **Overarching principles**

*All adult staff member or participant of the Consultation, will observe the highest level of ethical and proper behaviour including:*

- *Being aware of what constitutes child sensitivity, discrimination, violence, abuse and exploitation*
- *Knowing signs of abuse and to report any suspicious observations immediately to the Child Protection Focal Point, or Consultation Coordinator*
- *Respecting lines of authority and reporting procedures*
- *Respecting the fundamental rights of others, especially of children, by acting fairly, honestly, and tactfully, and by treating people with dignity and respect; including respecting national law and local culture, traditions, customs, and practices that are in line with UN conventions*
- *Working actively to ensure highest levels of respect toward attendees by venue staff*
- *Maintaining high standards of personal and professional conduct both personally and with others*
- *Protecting the health, safety and well-being of children, self and others*

#### **Specifically, adult/staff must:**

- *Never engage in sexual activity with any participant*
- *Never engage in fondling, kissing, hugging, or other inappropriate touching of participants, including children*
- *Assure that all participants are either in their rooms or designated areas after the specified time*
- *Avoid any action or behaviour that could be construed as unacceptable practice or potentially abusive. For example never behave physically in any manner which is inappropriate or sexually provocative*
- *Be concerned about perception and appearance in their language, actions, and relationships with children/young participants*

- *Never sleep in the same bed with participants*
- *Never invite a child/children to their own rooms*
- *Not perform activities for them that they can do on their own*
- *Never make the children/young people participants do any of your personal work-*
- *Not discriminate, shame, humiliate, belittle, or degrade children/young people in any situations. This includes anything that may be considered emotional abuse, and must be similarly maintained and observed between all participants, staff and young people representatives*
- *Not hit or otherwise physically assaults participants*
- *Not drink alcoholic beverages at any time of the conference; and smoking in front of children/young people at any time of the conference is prohibited*
- *Not act in any ways that may be abusive or place others at risk of abuse*
- *Never take children/young people outside the premises of the venue or any assigned area without informing the Child Protection Focal Points or the Consultation Coordinator*
- *Not condone violations of code by others, both staff and participants*



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### **General Children's Participation Principles, Practice Standards and Institutional Framework for Meetings/Consultations Organized or Supported by SAIEVAC**

#### **I. Introduction**

The South Asia Initiative to End Violence against Children (SAIEVAC) has since its inception included 'Children's Participation' as an integral part of its structure and programmes. Children's participation is part of children's citizenship rights as described in articles 12, 13, 14, 15 and 17 of the Convention on the Rights (CRC). The engagement and ethical and meaningful participation of children in SAIEVAC mechanisms and processes is an essential precondition to ensure that children's perspectives on violence are taken into consideration in systems and institutions, and decision-making processes affecting them. Institutionalising Children's Participation is equally crucial to ensure the quality and credibility of SAIEVAC's work in ending violence against children, along with its accountability towards the children of SAARC. SAIEVAC reiterates its commitment to empower children as citizens, participants, and agents of change in their own well-being, and to minimize any risk of harm or consequences resulting from their participation in activities promoted by SAIEVAC & its mechanisms.

#### **II. Goal and scope**

This document outlines SAIEVAC's child participation principles, practice standards, and institutional framework to ensure child safety, meaningful & ethical participation, quality and consistency throughout SAIEVAC processes, mechanisms and activities involving children. This document applies to SAIEVAC Secretariat and its national mechanisms, the South Asia Coordinating Group on Action against Violence against Children (SACG) and the National Coordinating Groups on Action against Violence against Children (NACG) in the South Asian countries. Whilst contexts may vary across South Asian countries, this document is meant to provide a common platform, a set of minimum standards and a shared understanding of child participation in SAIEVAC. For the purpose of this document, the word "child" refers to every person under the age of 18.

#### **III. Overarching Principles**

In all child participation processes under SAIEVAC mechanisms, SACG and NACG, child participation must comply with the following overarching principles:

1. **Ethical:** the "do no harm" principles and the best interests of children must be protected at all times in the plan, design, implementation, and follow up of any child participation process.

2. **Voluntary:** children must not be pressured to join activities or processes, and they should have the option of refusing to participate or withdrawing from a child participation process.
3. **Informed:** children and their guardians/caregivers should be timely & well informed about the background, purpose, roles of their child, level of engagement, possible risks and expected outcomes of the participation process, activity or initiative.
4. **Meaningful:** participation should have realistic and constructive purposes that benefit children across the region, keeping in mind the heterogeneity among children across the region.
5. **Accessible, inclusive and non-discriminatory:** participation processes should be accessible to, and intentionally include, children from different genders, religions, ethnicities, castes, classes, nationalities, economic status, abilities, and other backgrounds. Children's contributions are valued, prioritised and their comments are listened to without discrimination on any grounds, including those mentioned above.
6. **Respectful:** child participation activities and processes respect children's age, evolving capacity, preferred form of expression, language, cultural, and religious background.
7. **Child friendly:** the activities and methodologies used shall be easily understandable to children, enabling children to contribute to the best of their abilities through age-specific information and inclusive approaches.
8. **Safe** participation activities and their venue should not put children or adults in danger of physical, psychological or emotional harm.
9. **Consistent and accountable:** all processes and activities with children are designed and implemented to ensure appropriate follow up. This includes providing children with information about the outcome of their participation and progress on how their contributions and inputs have been put to use. Mechanisms are established for children to evaluate their participation experience and make recommendations for improving child participation practices.
10. **Child Led:** children are supported and empowered to take a leading role in determining the agenda, the nature and the modalities of the participation process.

#### **IV. Practice Standards**

Practice Standards are operational guidelines that describe the expected level of performance and quality to be upheld in all the aspects of SAIEVAC, SACG, and NACGs Child Participation processes, in line with the guiding principles above.

In order to ensure meaningful children's participation within SAIEVAC processes and mechanisms, the following practices should be followed:

- Any potential risks of physical, social, emotional, or other harm to children that may arise from the child participation process should be carefully assessed, considered, prepared for, and minimized, prior, during, and following child participation activities.
- Children representatives (including to the Governing Board) are selected from national consultations through democratic processes and comply with the regional selection criteria ensuring proper representation of each country. Children are supported in influencing the nature of such selection process. They are provided with child friendly and appropriate information, background documents, and support to

understand and carry out their responsibilities as child representatives prior to, during and after the events or meetings.

- Plans are established and implemented to obtain informed consent from child participants and their caregivers. Children participating (and their parents or guardians) in the national/regional consultation/SAIEVAC meetings receive adequate and clear information on the participation process in advance. Children and adults are informed, in ways that they can understand, about each of the following:
  - 1) The purpose and expected benefits or outcomes of the child participation process;
  - 2) The potential risks and consequences of being involved in the process;
  - 3) The time commitment and other expectations of participants;
  - 4) The possibility of refusing to participate or to withdraw from the activity at any time;
  - 5) The logistics (including communication, transportation, and supervision arrangements);
  - 6) Their responsibility in representing the views of children from their respective constituencies.
  
- Intentional plans are established to ensure the inclusion of the most vulnerable children, and children from different genders, religions, ethnicities, castes, classes, nationalities, economic status, abilities, and other backgrounds in participation processes. Children participating at the regional and national levels represent larger constituencies of children's groups associated with the national child rights coalitions, for example NACGs. Appropriate child friendly preparations and consultations are held to ensure that children representatives have the opportunity to gather and meaningfully represent the views of the children from their respective constituencies. Children participating are supported in understanding and performing their responsibility to represent others, ensuring that diverse views are taken into consideration, including those from the most vulnerable or marginalized children. Preparation for children participating in the national and regional consultations is consistent across countries.
  
- Children's national/regional consultation reports and documents are disseminated to a larger audience and archived within the SAIEVAC Secretariats at national and regional levels.
  
- Supporting adults such as staff, chaperones, facilitators and coordinators are informed on how to effectively carry out their responsibilities and how to keep SAIEVAC Secretariat and national counterparts, such as NACG, informed. Supporting adults receive appropriate orientation on child safe participation principles to ensure the protection of participating children. The risk of facilitators and chaperons being a threat to children is minimized through appropriate local background checks prior to their involvement in child participation processes. Due consideration is given to the ratio of number and gender of children per chaperon in child participation activities.
  
- A child friendly complaints and response mechanism exists to report and respond to child protection issues that may arise in the child participation process. Such mechanism is known and accessible to children and adults.

- Cultural traditions, knowledge, and customs should be respected at all times in participation processes. Adults involved in the child participation processes should be aware and sensitive to differences among participants. Facilitators should always strive to speak and act in ways that are child-friendly and that minimize as much as possible power inequalities with and amongst participants. Facilitators and children are encouraged to agree on behaviour protocols addressing appropriate and inappropriate behaviour during the participation process. Adults involved in child participation processes should: avoid raising unrealistic expectations, avoid making promises to children that they cannot keep, and follow up on all commitments made to participants.
- Resources are allocated for regional meetings and also for follow-up. Child friendly debriefing activities are planned, budgeted for, and implemented to ensure that children have the opportunity to provide feedback on their participation experience and recommend how to improve participation processes.

## **V. Institutional framework**

This chapter describes the institutional framework, mechanisms, roles, and responsibilities of SAIEVAC mechanisms, including NACGs, in relation to child participation at national and regional level.

### **V. (a) In all matters related to National Level Child Participation:**

1. Child participation at the national level will be organised through children's forums in collaboration with the respective SAIEVAC national government mechanisms and NACGs.
2. The respective SAIEVAC national government mechanisms and NACG collaborate in supporting and preparing children for meaningful participation in national and regional meetings.
3. The SAIEVAC national government mechanisms and NACG map children's groups and activities and send regular updates about SAIEVAC and its processes to these groups and vice versa.
4. The SAIEVAC national government mechanisms and NACG ensure that a meeting is organized at least once a year with representatives of children's groups to discuss and plan initiatives to address VAC, discuss national priorities of SAIEVAC, and select children to participate at the regional level.
5. Selected child representatives to SAIEVAC's regional consultations will be supported by their chaperones to take part in meetings and represent all children in South Asia.
6. Communication and coordination mechanisms are to be ensured by the SAIEVAC national government mechanisms and NACG to promote and sustain children's participation.



7. Allocation of resources for children's participation, especially funds to design and implement activities on violence against children, is to be ensured by the SAIEVAC national government mechanisms and NACG.
8. SAIEVAC national government mechanisms and NACGs are accountable for and exchange regular updates on the actual implementation of the child participation principles and standards outlined in this document.

**V. (b) In all matters related to Regional Level Participation through the SAIEVAC Secretariat:**

1. SAIEVAC national government mechanisms and NACGs ensure preparatory meetings for children prior to the regional consultation to facilitate their meaningful participation at the technical consultations.
2. SAIEVAC and national mechanisms commit to give equal status, recognition and visibility to child representatives in all SAIEVAC events and forums (e.g. speaking roles, representation at the dais, etc.).
3. SAIEVAC Regional Secretariat allocates a focal person within the Secretariat to ensure appropriate focus, communication and coordination to support and strengthen children's participation and:
  - Develop a work-plan on children's participation as per SAIEVAC's 5 year work-plan, Governing Board Decisions, Technical Consultations and Priorities identified by children themselves;
  - Support necessary capacity building of children and support adults to effectively promote and implement/support children's participation;
  - Allocate adequate resource to ensure effective communication and coordination mechanisms among children on SAIEVAC issues in the region to share information, good practices and lessons learnt;
  - Support Child Governing Board members in fully understanding and executing their duties and responsibilities;
  - Sensitize the SAIEVAC Governing Board members to accommodate and support meaningful and ethical participation of children during their meetings and ensure that their voices are heard and opinions taken into due consideration in decision-making processes;
  - Officially assign the SAIEVAC National Coordinator to support and guide the Child Governing Board Representative;
  - Provide an opportunity for the Child Governing Board members to represent SAIEVAC in VAC related forums and platforms in the region and internationally.

- Mobilize resources to establish and sustain a permanent child and youth forum on violence against children, to ensure continuous involvement and effective follow-up actions by children and young people under the auspices and with full support of SAIEVAC regional and national mechanisms.

## VI. Resources

Additional resources on child participation can be found below.

**GENERAL COMMENT No. 12 (2009): The right of the child to be heard, UNCRC Committee:** <http://www2.ohchr.org/english/bodies/crc/docs/AdvanceVersions/CRC-C-GC-12.pdf>

**Save the Children's Practice Standards on Children's Participation (2005):** <http://www.savethechildren.org.uk/resources/online-library/practice-standards-children%E2%80%99s-participation>

**World Vision's Guidelines for Child Participation (2012):** <http://www.wvi.org/child-rights-and-equity/publication/guidelines-child-participation>

**UNICEF Child and youth participation resource guide (2006):** [http://www.unicef.org/adolescence/files/Child\\_and\\_Youth\\_Participation\\_Guide\(1\).pdf](http://www.unicef.org/adolescence/files/Child_and_Youth_Participation_Guide(1).pdf)

**“Participation is a virtue that must be cultivated: An analysis of Children's Participation working methods and materials within Save the Children Sweden”,** Save the Children Sweden:  
<http://resourcecentre.savethechildren.se/sites/default/files/documents/2684.pdf>



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### **General Child Protection Minimum Standards for Meetings/Consultations Organized or Supported by SAIEVAC**

*The Minimum Standards for consulting with children and adolescents have been compiled for the consultations and meetings organized or supported by South Asia Initiative to End Violence against Children (SAIEVAC).*

#### **What are the Minimum Standards?**

*Minimum Standards are statements that describe the minimum expectations of the ways in which adults, children and adolescents should comply with during the consultations. Equally, these guidelines must be adhered to by the adults and children in the process of preparing and participating in the Consultation.*

*Participation is a fundamental right of every child and adolescent. These standards are aimed at promoting participation that is meaningful and beneficial to children and adolescents.*

#### **Who are they for?**

*These Minimum Standards are for adults, children and adolescents.*

**For Adults:** *These standards are for sponsoring agencies that are supporting the participation of children and adolescents to the consultation. These are also for the Parents/Caretakers, Chaperones, Translators, Facilitators, Child Participation Coordinators, Child Protection Focal Person, Logistic Coordinators and the Members of the Children and Adolescents Participation Commission, organizing commission and any other participating adult in these meetings.*

#### **For Children and Adolescents:**

*The Minimum Standards have been put together for these meetings in order to facilitate meaningful participation of children and adolescents based on the following principles:*

#### **1. An ethical approach: transparency, honesty and accountability**

*Everyone involved in the preparation and the facilitation of these meetings follow ethical, participatory process, putting children's and adolescents best interest first.*

#### **2. A child and adolescents friendly environment**

*Everyone works towards creating a safe, welcoming, inclusive and encouraging environment that enables meaningful participation of children and adolescents.*

### **3. Equality of opportunity**

All children and adolescents should have equal opportunity for participation regardless of their age, background, ethnicity, capabilities, class, cast, nationality, disability or other factors. Encourage participation of those children and adolescents who meet the specific criteria for at risk or affected youth participants or those who are already active in advocacy work against violence against children within their communities, schools or in institutional settings.

### **4. Participation promotes safety and protection of children**

Adults, children and adolescents follow Minimum Standards and corresponding guidelines and procedures that promote a safe and enabling environment for children and adolescents' participation.

During consultations the Children and Adolescents Participation Commission and the Sponsoring Agencies are recommended to adhere to the following Minimum Standards before, during and after the meetings.

<b>Minimum Standards</b>	
<b>Before the Events</b>	1. Background and agenda for the meetings with clearly defined objectives for children and adolescents participation.
	2. Preparation of a realistic budget.
	3. A Child Protection Procedure and a Complaint Procedure to report concerns in confidence for the meetings.
	4. Informed consent by the children and adolescents participating in the meetings.
	5. All children and adolescents participating under are sponsored by a National or International agency covering the costs of their travel, accommodation, per diem, travel and medical insurance, for both the child and/or adolescent and the accompanying adult.
	6. Sponsoring Agencies get the informed consent of Parent/Caretakers for the children and adolescents to travel and participate in this event.
	7. All children and adolescents are accompanied to the meetings by a suitable adult (chaperone) who are knowledgeable in the matters concerning Child Rights and Child Protection. They will be responsible for the safety and welfare of the child they accompany.
	8. Before departing from the respective place, the organisers/sponsoring agency must brief the chaperones thoroughly on their responsibilities related to protection as well as translation (using the guidelines developed by the SAIEVAC Regional Secretariat)
	9. Facilitators are experienced on working effectively with children and adolescents and have adequate knowledge

	<i>of the issues being covered in the meetings.</i>
	<i>10. Travel Registration and Medical History Forms are completed.</i>
	<i>11. Rooms allocation should be done prior to the arrival of children keeping into consideration the Protection Guidelines to be followed. The conference venue staff should also be briefed about the protection of children prior to the event.</i>
<b>During the Events</b>	<i>12. Welcoming the participants to make them feel warm and comfortable.</i>
	<i>13. Informed Consent form from the child along with the Medical History Forms are completely filled and handed over to the Child Protection Focal Points upon arrival at the meeting venue.</i>
	<i>14. All children and adolescents keep a copy of the Information Card with them at all times.</i>
	<i>15. Child Protection Focal Person is present during the meetings and the children and adolescents and Accompanying Adults/Translators are briefed about the procedure.</i>
	<i>16. CPFPP hold Separate meetings with the participating girls and the boys so as to give them enough space to discuss their personal matters comfortably without hesitation.</i>
	<i>17. A suggestion box should be arranged and the participating children are to be encouraged to drop their suggestions or feedback they have with regard to the overall procedures and the facilities that are provided throughout the program.</i>
	<i>17. The meeting is facilitated well and the children and adolescents get equal opportunity to participate.</i>
	<i>18. If the children and adolescents participate in a media briefing, they must be properly briefed on how it takes place and their consent obtained to engage in media activities.</i>
	<i>19. Participation of the children should be encouraged for the evaluation of the overall program by distinguishing a separate evaluation session.</i>
	<i>20. Few volunteers should be given responsibility to see-off the participants.</i>
<b>After the Events</b>	<i>21. National mechanisms and sponsoring agencies take the responsibility of the follow-up activities after the meeting.</i>



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### General Child Protection Policy for Meeting/Consultation Organized or Supported by SAIEVAC

#### **BACKGROUND**

*All participants to any of the meeting/consultation organized or supported by SAIEVAC must be committed to combating all forms of Violence Against Children. All participants must respect and support the right of all children and young people to be free from exploitation, abuse, violence and neglect both physically and emotionally as spelt out in international instruments and standards to protect children and young people. Denial of these rights to children and young people can never be acceptable and subject to justification and further actions.*

*All participants also recognize that there is a moral and legal responsibility to ensure that children and young people are protected from exploitation, abuse, violence, and neglect from any of the meeting/consultation organized or supported by SAIEVAC and, support staff, and ancillary personnel, older youth, professional consultants, media representatives, volunteers, interns, and all others with whom there may be contact during the Consultation and Meeting period both within and outside the venues both directly or indirectly.*

*All participants must ensure and protect children and young people from all forms of sexual exploitation within its network and participating organisations leading up to, during, and in the follow up processes of such meeting/consultation. Within or outside the domain of work, people associated with the consultation have a duty to demonstrate respect and confidentiality with all children and young people.*

*Children and young people can be potentially subject to exploitation, abuse, violence and neglect in families, communities, institutions, organisations, private places, public places by various circumstances by variety of people, including delegates, support staff, and ancillary personnel people associated with the meeting/consultation. In order to address and protect children and young people from potential abuse and exploitation in the processes of children's participation in such meeting/consultation this Child Protection Policy has been developed.*

#### **OBJECTIVES**

*This Policy is developed to ensure the best possible standards of professional behavior and personal practice to ensure no harm occurs in any situation to children and young people in the meetings/consultations organized and supported by SAIEVAC as well as the follow up activities, both within and outside of the SAIEVAC Regional Consultation.*

#### **SCOPE**

*Organizers of the meeting/consultation must be prepared to ensure that all delegates, support staff, and participants act in accordance with all provisions of this policy, and do no harm to children and young people who may come into their contact within or outside their work.*

*This policy puts forward the commitment of all organizing agencies to protect children and young people through its programme interventions as well as through its organizational policy to protect the children and young people with whom it comes into contact related to preparation and meeting/consultation.*

*This Child Protection Policy is supported by clear guidelines on how it needs to be implemented by organizations participating and supporting children and young people before and during such meeting/consultation.*

*Specific procedures and checklists will be issued that will be more specific in spelling out actions that are required before, during, and after the meeting/consultation that will assure adherence to the fullest compliance with the child protection policy.*

*This Policy deals with the protection of children and young people as defined by the UN Convention on the Rights of the Children.*

*This Child Protection Policy aims to protect children and young people from any form of exploitation, abuse, violence and neglect by individuals, institutions or processes which directly or indirectly harms or facilitates to harm children and young people or damages their prospect of safe and healthy development into adulthood. This Child Protection Policy protects children and young people by preventing:*

- *Hitting or otherwise physically assaulting or physically abusing children and/or young people*
- *Developing or forcing sexual relationships with children and/or young people*
- *Engaging in verbal aggression including threats*
- *Robbery or destruction of personal property*
- *Developing or forcing relationships with children and/or young people which could in any way be deemed exploitative and abusive*
- *Acting in ways that may be abusive or may place a child and/or adolescent at risk of abuse*
- *Employing children and young people*
- *Any disclosure of confidential personal information about a child or adolescent*
- *Putting children and young people in harmful or potentially harmful situations*
- *Ensuring the right to confidentiality in the media*
- *Exposure to pornographic materials in electronic or any other form*

*Our understanding of child abuse and exploitation includes, but is not limited to:*

***Emotional Abuse:*** *The persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child's feeling. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. (Source: Lambeth College, September 2004)*

***Neglect:*** *The persistent failure or ignorance towards child's basic physical and/ or psychological needs in different situations. Neglect or negligent treatment includes the failure to properly or timely supervise, care and safeguard children from any possible danger or harm, those are likely to impairment or cause some level of distress within or among children, young people and adults. (Source: Child Protection Policy, SOS Children's Villages, May 2008)*

**Physical injury:** Actual or likely physical injury to any child or a failure to prevent physical injury or suffering. (Tdh- CPP 2000)

It also means injuries that take place upon a child physically due to neglect, abuse or violence.

**Physical Abuse:** It may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This is commonly described using terms such as 'fictitious illness by proxy' or 'Munchausen's syndrome by proxy'. (Source: Lambeth College, September 2004)

**Child Pornography:** Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or representation of the sexual parts of a child, the dominant characteristic of which is depiction for a sexual purpose. (Source: Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography.)

It can include photographs, negatives, slides, magazines, books, drawings, movies, videotapes and computer disks or files. Generally speaking there are two categories of pornography: soft core which is not sexually explicit but involves naked and seductive images of children and hard core which relates to images of children engaged in sexual activity and use of children in the production of pornography is sexual exploitation. (Source: ECPAT)

**Sexual Abuse:** It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Sexual abuse is evidenced by an activity between a child and an adult or another child who, by age or development, is in a relationship of responsibility, trust or power; the activity being intended to gratify or satisfy the needs of the other person. Child sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may also include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways. (Source: Child Protection Policy, SOS Children's Villages, May 2008)

**Child Sexual Abuse:** Sexual abuse of children can be defined as contacts or interactions between a child and an older or more knowledgeable child or adult (a stranger, sibling or person in a position of authority, such as a parent or caretaker) when the child is being used as an object of gratification for an older child's or adult's sexual desires. These contacts or interactions are carried out against the child using force, trickery, bribes, threats or pressure. Sexual abuse can be physical, verbal or emotional. (Source: Definitions of Child Sexual Exploitation and Related Terms. NGO Group for the Convention on the Rights of the Child, 2000)

**Commercial Sexual Exploitation of Children:** Commercial sexual exploitation of children consists of practices that are demeaning, degrading and often life threatening to children. There are three primary and interrelated forms of commercial sexual exploitation of children: prostitution, pornography, and trafficking for sexual purposes. Other forms of sexual exploitation of children include child sex tourism, child marriages and forced marriages. (Source: Questions and Answers about the Commercial Sexual Exploitation of Children. ECPAT International, Thailand, 2001)



**Discrimination:** Biased or prejudiced in favor of, or against the children.

**Violence:** Physical, psychological (psychosocial), and sexual violence to children through abuse, neglect or exploitation, as acts of commission or omission in direct or indirect forms, that endanger or harm the child's dignity, physical, psychological, or social status, or development. (Source: *The UN Secretary General's Study on Violence, 2005*)

**Rehabilitation and integration:** Raising concerns and reporting suspicions, allegations, disclosures and witnessing of child abuse where appropriate, to relevant competent authorities. – Knowing beforehand, what steps to take and whom to contact, in the event of child protection concerns. – Protecting and supporting children, employees and others<sup>13</sup> experiencing child abuse through psychological, medical and legal means where necessary. (*Terre des hommes – Child Protection Policy 2000*)

### **Raising and reporting concerns**

Any person working or coming into contact with children, supporting or attending an event has a responsibility to raise and report concerns on the safety or welfare of children. Employees and others should report concerns directly to their line manager and / or the Human Resources Manager to the Raising Concerns. (*Terre des hommes – Child Protection Policy 2000*)

## **IMPLEMENTATION STRATEGY**

### **Awareness**

For effective implementation of the Child Protection Policy, it needs to be understood accurately by all. All organizations should brief their participants about this policy, and document that this briefing has taken place and is understood by attendees.

### **Prevention**

As a preventative measure, children and young people rights to protection will be safeguarded at all times through appropriate management practices, which includes policies and procedures for recruitment of staff and the selection of all participants. Organizations should ensure proper consideration in assessing risk and its management which involves adequate supervision of children in the care of accompanying adults along with an appropriate guidelines regarding information technology (such as email, mobile phones, internet).

## **CODE OF CONDUCT**

All participants at the meeting/consultation must be aware of the Code of Conduct that will be available and explained in preparatory briefings of such meetings/consultations.

### **Reporting**

Clear steps and guidelines on reporting incidences violating the Ethical Code of Conduct will be established as well as actions to be taken. Quick and transparent measures are ensured which also take local legal responsibilities into account.

### **Responding**

All delegates, support staff, and ancillary personnel attending the meeting/consultation will ensure that positive action is taken to support and protect children and young people where concerns arise. All participants must take seriously any concerns raised and will support children and young people, staff or adults who raise concerns or who are the subject of concerns. All participants will act appropriately and effectively in instigating or cooperating with any subsequent investigation. All responses will be guided by the principle of 'best interests of the child'.

***Disciplinary Actions***

*Non-compliance with the above shall be taken seriously. This will involve a thorough investigation and referral of cases to the police and/or social services if national or international child rights laws have been violated.*

***Legal Actions***

*The breach of certain provisions of this guidelines may also be reported and prosecuted as per the prevailing laws.*

***Monitoring***

*All delegates, support staff, and ancillary personnel are responsible for ensuring that the actions of attendees conform to this policy in safeguarding children and young people and that they have methods of monitoring and evaluation to ensure this is taking place at all times.*



## South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

### General Child Protection Procedures for Meetings/Consultations Organized or Supported by SAIEVAC

#### **STATEMENT**

SAIEVAC is committed to prevention and timely, appropriate response to any situation raising children and young adults' protection concerns, or any instances of child abuse or incidents that might affect them in the course of children's participation in meetings/consultations organized or supported by SAIEVAC. This procedure and the accompanying checklist outline the specific steps to ensure the safe participation of children and adolescents at such meetings/consultations.

#### **BACKGROUND**

Abuse and violence against children and adolescents occurs globally and in all settings. Accidents and incidents affecting children and adolescents usually occur suddenly and unexpectedly. These are events that cause disruption to the normal functions of work and bring significant danger or risk. They include, but are not limited to:

- Assault, including physical or sexual
- Severe verbal aggression, including threats
- Robbery or destruction of personal belongings
- Traffic accident
- Serious injury
- Natural disaster
- Fire
- Bomb or hostage threat
- Kidnapping
- Explosion, gas, or chemical hazard
- Exposure to pornographic materials in electronic or any other form
- Abandoned child
- Child survivors of trafficking

#### **STEPS TO ENSURE CHILD AND ADOLESCENT PROTECTION**

**Awareness and alertness:** Anyone involved in events involving children and adolescents needs to be briefed on the forms and nature of abuse, importance of child protection, and their respective role in the event. Supportive adults bear the responsibility to create safe environments and provide assistance needed, while keeping alert throughout the duration of the children and adolescents' involvement by signing the Code of Conduct.

**Disclosing child abuse or harm:** In case of abusive incidents or accidents affecting their physical or mental well-being, children and adolescents should immediately approach their accompanying adult or a designated child protection focal person. They will organize and provide immediate assistance in

accordance with the nature of the incident, while ensuring confidentiality of sensitive issues disclosed. In case the child/adolescent feels uncomfortable in sharing their problem, they can still disclose the incident of child abuse or harm by dropping their written concern on the suggestion box. The suggestion box will be opened twice a day by the Child Protection Team and it will be ensured that the protection concern be taken an appropriate action upon. In addition adults should also be aware of their predetermined role in protecting children and their responsibility for mandatory reporting concerns where witnessing, allegations, disclosures or suspicion of child abuse occur.

**Taking Action:** An assessment of the specific kinds of support that is needed, and assistance to the children and adolescents affected by the incident is offered without delay. This may also involve a medical assessment. Family should be contacted and informed of the incident and assistance provided. An incident report is compiled to document details of the incident and clinical support persons from appropriate services are contacted and consulted. Principles of the “best interest of the child” are applied throughout the process.

**Follow-up and debriefing:** Relevant services shall be approached in the aftermath of an incident to develop appropriate supports for children, adolescents and others directly affected by or involved in the incident. Depending on the circumstances this may involve:

- Supportive counseling
- Referrals for more in-depth counseling as per the requirement
- Holding a reviews meeting for the purpose of reviewing the incident for lessons learned
- Medical referrals

#### **CHILD PROTECTION FOCAL PERSON(S)**

Child protection focal persons should be chosen well ahead of the meeting/consultation and receive full briefings in preparation for the event. They should be available throughout the period and regular sessions of the meeting/consultation, and available as needed for the protection, safety and well-being of children and adolescents. Any concerns will be addressed in confidence keeping the best interest of the child in mind.

#### **CODE OF CONDUCT**

All delegates, support staff, and ancillary personnel should sign and abide by the following Code of Conduct. Adults, children and adolescents at the meeting/consultation must never:

- Hit or otherwise physically assault or physically abuse children and/or adolescents
- Develop physical/sexual relationships with children and/or adolescents
- Develop relationships with children and/or adolescents which could in any way be seen as exploitative or abusive
- Engage in any kind of inappropriate physical behavior such as kissing, hugging or touching a child.
- Act in ways that may be abusive or may place a child and/or adolescents at risk of abuse
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
- Behavior physically in a manner which is inappropriate or sexually provocative
- Sleep in the same room as a child and/or adolescent (if this has not been agreed by their parent/guardian)
- Do things for children and/or adolescents of a personal nature that they could do on their own
- Permit or participate in behavior of children and/or adolescents that is illegal, unsafe, or abusive
- Act in ways meant to shame, humiliate, belittle, or degrade children and/or adolescents, or otherwise commit an form of emotional abuse

- *Discriminate against, show differential treatment, or favor particular children to the exclusion of others i.e. gifts, sponsorships, money.*
- *Disrespect confidentiality of all children and adolescents and their personal information*
- *Expose children and adolescents to pornographic materials in electronic or any other form*

**Should always**

- *Empower children by promoting children’s rights and raising awareness.*
- *Avoid situations which isolate children and where behavior cannot be observed such as in vehicles, offices and homes.*
- *Challenge poor practice and recognize potential pitfalls which might lead to child abuse.*
- *Promote a culture of openness where issues and concerns can be raised and discussed.*
- *Ensure visibility, whenever possible, with children and apply the two adult rule or arrange asuitable alternative.*
- *Discuss issues of concern with children and explain how to raise concerns.*
- *Identify and avoid compromising and / or vulnerable situations which might lead to accusations.*
- *Ensure when making images of children (photos, video, etc.) that they are respectful, that the children are adequately clothed and that sexually suggestive poses are avoided.*
- *Be aware that physically handling a child, perhaps to offer comfort, can be misconstrued by observers or the child.*
- *On trips / tours away from home ensure that another adult is always present if a child’s room is visited at any time and the door should always be left open.*

**REPORTING AND RESPONDING GUIDELINES**

*The guidelines for reporting incidents and emergencies involving children and adolescents have been developed specifically for use in the event that a child or adolescent’s safety and/or well-being is jeopardized. Any child protection concerns and/or complaints can be written or verbally reported to the Child Protection Focal Person or Accompanying Adult who will handle them in the strictest confidence and ensure that they are properly dealt with and responded to.*

**RAISING AND REPORTING THE CONCERNS**

*Any person working or coming into contact with children, supporting or attending an event has a responsibility to raise and report concerns on the safety or welfare of children. Employees and others should report concerns directly to their line manager and / or should specify if any, according to the Raising Concerns Framework.*

**Emergency Contacts**

**Child Protection Coordinators**

- *Name; Contact No. (preferably mobile phone)*
- *Name; Contact No. (preferably mobile phone)*

**Child Protection Focal Persons**

- *Name; Contact No. (preferably mobile phone)*
- *Name; Contact No. (preferably mobile phone)*

**Medical Coordinator**

- *Name; Contact No. (preferably mobile phone)*

**Emergency**

- *Emergency help line* *phone number*

- *Fire Department* *phone number*

***Medical and Police***

- *Nearest hospital* *phone number*
- *Tourist police* *phone number*
- *Police emergency* *phone number*

***Embassies***

- *List and contact details of embassies in the country (mainly for the use of participants from other countries) to be made available*

*Annex-1 COMPLAINTS REFERRAL FORM (EXPLOITATION AND ABUSE)*

*Name of Complainant:  
Ethnic origin/Nationality:  
Address/Contact Details:  
Age:Sex:  
Identity/Passport number:*

*Name of Victim:  
Ethnic origin/Nationality:  
Address/Contact details:  
Age: Sex:  
Identity/Passport number:*

*Name (s) and Address of Parents, if under 18:  
Has the Victim given consent to the completion of this form? Yes:No:*

*Date/Time of Incident (s):  
Location of Incident (s)  
Physical/Emotional State of Victim (Describe obvious signs/symptoms):  
Witnesses' Names/Contact Information:*

*Brief Description of Incident (s) (Attach extra pages if necessary):*

*Name of the Accused person (s)*

*Job Title/Organization of Accused person (s)  
Address of Accused person (s)*

*Age: Sex:  
Physical Description of Accused person:*

*Have the police been contacted by anyone? Yes: No:*

*If yes, what happened?*

*Has the case been reported/registered with the law enforcement authority?  
If not? Why  
If yes? Details.*

*If no, does the Victim want police assistance, if not, why?*

*Has the Victim been informed about available medical treatment? Yes:No:  
If yes, has the victim sought Medical Treatment for the incident? Yes: No:  
If yes, who provided treatment?  
What is the diagnosis and prognosis?*

*What immediate security measures have been undertaken for the victim?*

*Who is responsible for ensuring the safety plan (Name/Title/Organization):*

*Any other pertinent information provided in interview (including contact made with other organizations, if any):*

*Details of referrals and advice on health, psychological, legal needs of victim made by person completing report:*

*Report completed by:  
Name/Position/Organization*

*Date/Time/Location:*

*Has Complainant been informed about procedures for dealing with complaints? Yes:No:  
Signature/thumb print of Complainant signaling consent for form to be shared on a 'need to know'  
basis:*

*Date Report forwarded to the child protection focal person:*

*Date Report received by child protection focal person:*

*Name:*

*Signature:*





South Asia Initiative to End Violence Against Children [SAIEVAC]

SAARC Apex Body

**"In Solidarity with the Children of SAARC"**

**General Child Protection Check-List for Meetings/Consultations Organized or Supported by SAIEVAC**

A. Identifying the Emergency services		
Check	Preparation for the Meeting/Consultation involving children	
	<b>All these important numbers to be available and listed down below prior to the meeting/consultation</b>	<b>Telephone number(s)</b>
	<b>NB:</b> Country telephone code of the respective country: Emergency contact number:	(+)
	<ol style="list-style-type: none"> <li>1. Local Police</li> <li>2. Police Emergency Service</li> <li>3. Child Helplines (if any)</li> <li>4. Tourist Police</li> <li>5. Nearby Hospital</li> <li>6. Emergency helpline</li> <li>7. Fire Department</li> <li>8. Hotline for Child Protection Emergencies</li> <li>9. Ambulances Emergencies</li> <li>10. Medical Personnel for the Children's Consultation</li> <li>11. Medical Doctor (i)</li> <li>12. Medical Doctor (ii)</li> <li>13. Child Protection Coordinator</li> <li>14. Child Protection Focal Person(s) for the meeting/consultation</li> <li>15. International Airport</li> <li>16. List and contact details of Embassies of the SAARC Countries (in the case of meeting/consultations involving participants from different countries)</li> <li>17. Name and telephone number of the accommodation and meeting/consultation venue</li> <li>18. Others (if any)</li> </ol>	
B. Child Protection Guidelines / Documents shared with relevant stakeholders		
Check	Before traveling to the venue	Activity Ready (Yes/No)

	<i>1. Terms of Reference for Child Protection Focal Points</i>	
	<i>2. Code of Conduct for Staff/adult participants</i>	
	<i>3. Child Protection Procedure (Reporting / Complaint Box)</i>	
	<i>4. Consent Forms for Children with Child's Medical History</i>	
	<i>5. Selection Criteria and Guidelines for Chaperones</i>	
	<i>6. Guidelines for Translators</i>	
	<i>7. Information about the Venue/Meeting/Agenda</i>	
	<i>8. Emergency Card with Passport/Contact Details</i>	
	<i>9. Travel Documents / Money (Advance) for Children / Chaperones / Staff</i>	
	<i>10. Confirmation on Pickup &amp; Travel to the Accommodation and Consultation Venue</i>	
	<b>MEDIA GUIDELINES</b>	
	<i>1. Media Guidelines for Media Focal Points</i>	
	<i>2. Media Consent Forms for Children</i>	
	<i>3. Media Profiles for Children</i>	
	<i>4. Media Guidelines for Journalists</i>	

<b>B. Child Protection Session with the Children/Child Protection Focal Points / Staff at the Consultation Venue</b>		
<b>Check</b>	<b>After the arrival of the participants, facilitators and other concerned people (Child Protection Orientation Sessions)</b>	<b>Activity/Focal Person</b>
	<b>1. Child Protection Session with Accommodation Service and Meeting Venue Staff</b>	
	<b>2. Child Protection Session with medical person - nurse or doctor</b>	
	<b>3. Child Protection Session with CP (Child Protection) Focal Points / Staff</b> a) CP ToR b) Code of Conduct c) Child Protection Procedure (Reporting/Complaint Box) d) Expectations/Discussion	
	<b>4. Child Protection Session with Chaperones / Translators / Youth Facilitators</b> a) Code of Conduct b) Child Protection Procedure (Reporting/Complaint Box) c) Guidelines for Chaperones d) Guidelines for Translators	

	<p><i>e) Information about the local area and Venue / Consultation / Agenda</i></p> <p><i>f) Emergency Contact Cards</i></p> <p><i>g) Consent Forms/Medical History Forms (Inform Hotel of dietary restrictions – Medical person/Nurses)</i></p>	
	<p><b>5. Child Protection Session with Youth / Chaperones / Translators</b></p> <p><i>a) Code of Conduct / Develop Ground Rules for Youth</i></p> <p><i>b) Child Protection Procedure / Form Youth Monitoring Groups</i></p> <p><i>c) Inform about CP Reporting Procedure / Complaint Box</i></p> <p><i>d) Guidelines for Chaperones / Translators</i></p> <p><i>e) Information about the local area / Consultation / Agenda</i></p> <p><i>f) Emergency Contact Cards</i></p> <p><i>g) Consent Forms/Medical History Forms for all children/youth</i></p>	
	<p><b>Check Agenda for Daily Child Protection Debriefing / Evaluation Sessions</b></p>	
	<p><b>Plan for Media Session with Children (if relevant)</b></p>	

**Prepared By:**

**Print Name:**

**Signature:**

**Date:**

**Management Sign off:**

**Print Name:**

**Signature:**

**Date:**