



Child Protection Policy

Approved by	[NAME]
Commenced on	[DATE]
Revision due by	August [], 2018
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<ul style="list-style-type: none"> - <i>Article 130 of the New York State Penal Law (as amended in 2007)</i> - <i>New York State Child Protective Services Act of 1973</i> - <i>United States Child Abuse Prevention and Treatment Act of 1974 (as amended in 2010)</i> - <i>UN Convention on the Rights of the Child</i>
Responsible Organizational Unit	Executive Office and Human Resources Department

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Child Protection Policy

1. Objective

The *Child Protection Policy* articulates the International Peace Institute's (IPI) approach to the protection of children with whom staff members may come into contact with during the course of their employment or research.

2. Scope

The *Child Protection Policy* applies to all IPI staff members (which includes directors, officers, full-time and part-time employees, consultants, interns, and volunteers), as well as to all individuals commissioned by IPI on a temporary basis and staff members of any partner organizations, who may have contact with children during the course of their employment or research. This policy applies equally to all such persons, regardless of their *level* of contact with children.

Since there is the possibility of contact with children whenever an individual enters into a new community, the *Child Protection Policy* is applicable whenever a staff member takes an in-country trip during the course of their employment with IPI.

3. Policy Provisions

IPI will develop and implement child-safe recruitment and screening processes including criminal record checks prior to engagement as per the *Criminal Records Check Policy*, and at least two verbal reference checks for all personnel (including interns and other temporary employees) whose work may involve contact with children. IPI will also require all applicants to disclose whether they have been charged with any child exploitation offenses.

For positions that involve *working with children*, IPI will require applicants to answer behavioral-based interview questions in order to assess individuals' suitability for such positions.

For consultants employed by partner organizations, the responsibility of performing criminal records checks will be that of the partner organization and not of IPI.

The Institute will require all IPI staff in contact with children during the course of their employment or research to sign a *Child Protection Code of Conduct* (Appendix 1) (in addition to criminal records check requirements).

The Institute will also require staff members of organizations that partner with IPI to conduct research and/or carry out projects that involve contact with children to sign the *Child Protection Code of Conduct*.

IPI will include in all new employment contracts that the Institute has the right to dismiss or transfer to other duties employees who breach IPI policy, including the *Child Protection Policy* and/or the *Child Protection Code of Conduct*.

The Institute will not permit IPI staff to work on projects that involve contact with children where it can be demonstrated that they pose an unacceptable risk to children's safety or wellbeing.

IPI will require that research projects involving contact with children be examined and approved by the IPI Management Team in accordance with the *Research Ethics Policy*.

IPI will provide child protection orientation, as required, for IPI staff who may be in contact with children in the course of their employment or research. During the orientation, staff will be introduced to IPI's *Child Protection Policy*, with a particular focus on their responsibilities to protect children and on processes to report child protection concerns.

The Institute will implement a risk management approach with regard to research that may involve contact with children in accordance with the *Risk Management Policy*. In particular, consideration should be given before undertaking:

- work in a direct, unsupervised capacity with a child or children;
- work with abandoned, orphaned, abused or sexually exploited children, and children with heightened vulnerability such as children with disabilities;
- work in remote locations, such as activities in isolated or secluded or inaccessible locations;

- activities involving visiting a child's home or vice versa; and activities located in shelters, orphanages, or schools;
- performing high-risk tasks with children including one-on-one activities and working alone or unsupervised; and
- work funded by agencies with interests in child protection and advocacy.

IPI will monitor compliance with applicable child protection legislation and the *Child Protection Policy* through periodic review and compliance monitoring systems.

4. Responsibilities

IPI's Human Resources Department will be responsible for implementation of recruitment-related matters (in accordance with Human Resources policies and procedures and the *Criminal Records Check Policy*) of the *Child Protection Policy*.

The Human Resources Department will be responsible for providing information and resources to IPI staff members in contact with children during the course of their employment or research.

IPI program directors will be responsible for notifying the Human Resources Department of research projects that may involve contact with children so that HR may provide staff with the necessary information and resources.

IPI research partners will be made aware of IPI's *Child Protection Policy*, but will be responsible for providing their own staff members and consultants with child protection orientation and resources.

The Institute's Human Resources Department will also be responsible for managing sign-off procedures for the *Child Protection Codes of Conduct*.

The Management Team, in collaboration with the Human Resources Department, will review and update the *Child Protection Policy* at least every five years or earlier if warranted. IPI will consult agencies with interests in child protection and advocacy, and will review and update the *Child Protection Policy* in order to meet new requirements of these agencies.

5. Complaints Management

The Institute's Management Team will be responsible for handling concerns or allegations of child exploitation and abuse and of non-compliance with IPI's *Child Protection Policy* and *Child Protection Code of Conduct*.

Any staff member who acquires information that gives him/her reason to believe that any other staff member is engaged in conduct forbidden by this Policy will promptly report such information to any member of the IPI Management Team in either written or oral fashion. The Management Team will keep the identity of the complainant confidential, and will conduct an investigation of the allegation.

If Management deems it necessary, appropriate disciplinary action will be taken—which may include suspension or dismissal—and a formal complaint will be filed in accordance with the reporting provisions of the New York State Child Protective Services Act of 1973.

6. Definitions and Acronyms

Child (plural children)	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years.
Contact with Children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.
IPI/The Institute	The International Peace Institute.
Management Team	Consists of the heads of the research and administration departments at the International Peace Institute.
IPI Staff	Directors, officers, full-time and part-time employees, consultants, interns, and volunteers of the International Peace Institute.

7. Supporting Documentation

- *Background Check Policy*
- *Ethics Policy Statement*
- *Risk Management Policy*

8. Versioning

Current Version	Version 1 – <i>Child Protection Policy</i> ; Approved by [NAME, TITLE, DATE]
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Attachment 1 – Child Protection Code of Conduct (template)

I _____ [insert name], acknowledge that I have read and understand the International Peace Institute's (IPI) *Child Protection Policy*, and agree that while implementing _____ [insert title of project/activity] at IPI, **I must:**

- treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- not invite unaccompanied children to my home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- use any computers, mobile phones, or video and digital cameras appropriately, and never exploit or harass children or to access child pornography through any medium (see also "Use of children's images for work related purposes");
- refrain from using physical punishment on children;
- refrain from hiring children for domestic or other labor, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant international and local legislation, including labor laws in relation to child labor (in particular, Article 32 of the UN Convention on the Rights of the Child); and
- immediately report concerns or allegations of child abuse in accordance with appropriate procedures;
- immediately disclose all charges, convictions and other outcomes of an offense, which occurred before or occurs during my association with the International Peace Institute, that relate to child exploitation and abuse.

Use of children's images for work-related purposes

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

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this, I must explain how the photograph or film will be used;

- ensure that photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with the International Peace Institute, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signed:

Date: