

Felm¹⁸⁵⁹

Felm

Child Safeguarding Policy

Approved by the Felm Board 15.12.2020

Contents

1. Introduction	1
2. Key definitions	1
3. Scope of the Policy	2
3.1 Child safeguarding policy principles	2
3.1.1 Enhance participatory approach and inclusion of children	3
3.1.2 Take a zero-tolerance approach to child abuse, respect children’s right to participate, and ensure priority is always given to the best interests of the child.....	3
3.1.3 Adhere to all child protection laws.....	4
3.1.4 Adopt a board-approved child safeguarding policy and child safeguarding code of conduct 4	4
3.1.5 Ensure child safe programme design and implementation.....	5
3.1.6 Ensure child-safe recruitment of staff	5
3.1.7 Ensure procedures exist for reporting and investigating child protection concerns.....	6
3.1.8 Staff training and community awareness raising	6
3.1.9 Ensure that children, communities, partners, and others are informed of the policy and reporting procedures	7
4. Plan for developing and rolling out the policy.....	7
4.1 Staff and partner capacity building.....	7
5. Policy Monitoring	8
6. Policy Review	8

1. Introduction

Then little children were being brought to him in order that he might lay his hands on them and pray. The disciples spoke sternly to those who brought them; but Jesus said, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs." And he laid his hands on them and went on his way. (Matthew 19: 13-15, New Revised Standard Version)

As a Christian organization, Felm sees the value and significance of every child. This is based on the teachings and the example set by Jesus Christ. Every child is created in the image of God and is thus precious to God. Thus, it is everyone's duty to protect children and lift them up.

Felm with its partner organisations works actively to promote the rights of vulnerable and discriminated groups in Africa, Asia and Latin America. Children and youth fall into the lowest strata of these people groups and therefore, Felm has a strong emphasis on building the welfare of children and youth through education and community involvement.

This Child Safeguarding Policy is developed to strengthen mechanisms to safeguard welfare and safety of children in Felm's activities globally. Together with Felm Child Safeguarding Code of Conduct, this policy assists Felm and partner organisations in developing and implementing measures to minimize the risk of harm to children in all project cooperation and organisational practices.

Felm Child Safeguarding Policy and Felm Child Safeguarding Code of Conduct complement principles and guidelines stated in other Felm policies, ethical guidelines and mechanisms to ensure good governance and high ethical standards (i.e. Felm Against Corruption). Felm abides by the United Nations Convention on the Rights of the Child (UNCRC) as the main international human rights convention for children, ratified by almost every country in the world. As an Act Alliance member, Felm is committed to applying and promoting the policies and guidelines of the Act Alliance.

Felm Child Safeguarding Policy and Felm Child Safeguarding Code of Conduct applies to all Felm or implementing partners staff, volunteers (henceforth referred to as the staff) and any other parties, such as local authorities and suppliers, who are involved with children, i.e. persons under the age of 18, in activities and projects related to Felm.

2. Key definitions

Child protection, in its broadest sense, is a term used to describe the actions which individuals, organisations, states and communities take to protect children from acts of "harm", maltreatment (abuse) and exploitation e.g., domestic violence, exploitative child labour, commercial and sexual exploitation and abuse, deliberate exposure to HIV infection and physical violence, and other such harmful practices. It can also be used as a broad term to describe the work which organisations undertake in particular communities, environments or programmes to protect children from the risk of harm due to the situation in which they are living.

Please note that a more detailed list of Child Safeguarding Definitions and Terms are included in the Felm Child Safeguarding Code of Conduct.

Child safeguarding is the set of internal facing, business critical policies, procedures and practices which we employ to ensure that our organisation is a child safe organisation. This means we ensure that, both at their work and at leisure:

1. Anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a member of our organisation.
2. Everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children.
3. We create a child-safe environment in all our activities by always assessing and reducing potential risks to children.
4. We are driven by the duty of care which we have to children.

Staff refers to full time, part time, or casual persons, trainees and volunteers working for Felm (Felm staff) or for Felm partners in project cooperation (partner staff). Staff includes also those engaged on short term contracts such as but not limited to: consultants, researchers etc. working in any Felm-funded project location.

This policy applies also to **other parties involved with children in project sites**, i.e. visitors, photographers, journalists or any other people who are facilitated by Felm or Felm's partner. All of these categories will be referred hence forward in this document as CONCERNED PARTIES.

3. Scope of the Policy

Felm Child Safeguarding Policy applies to planning and implementing of all Felm activities in Finland and overseas. It binds Felm and its partner staff (see key terms), including leadership, and any other party who are involved with children in Felm related activity.

3.1 Child safeguarding policy principles

Felm respects the rights of children to participate in any decision affecting them, and to have their views heard and acted upon. Whenever there are conflicting interests, Felm will ensure that the rights, needs and welfare of the child will always come first – this is the principle of the 'best interests of the child'.

Felm will act by the following principles:

3.1.1 Enhance participatory approach and inclusion of children

Child participation is one of the core principles of the Convention on the Rights of the Child, which asserts that children and young people have the right to freely express their views and that there is an obligation to listen to children's views and to facilitate their participation in all matters affecting them within their families, schools, local communities, public services, institutions, government policies and judicial procedures. At Felm, we consider child's and youth's meaningful, safe, and appropriate participation highly important for ensuring sustained child well-being and creating inclusive and just societies with informed and engaged citizens.

Felm endorses the Convention on the Rights of the Child. This endorsement implies organisational support to the rights of children to be listened to; to express their opinions on matters that affect them; to freedom of expression, thought, association and access to information; all while respecting the roles and responsibilities

of parents and others in authority. Child participation is an ongoing process, which includes information-sharing and dialogue between children and adults based on mutual respect, and in which children can learn how their views and those of adults are taken into account and shape the outcome of such processes.

We believe that children and young people can play a significant role as agents of transformation with the capability to engage in decision-making processes, in accordance with their evolving capacities and gradually increasing autonomy. When children and young people learn to communicate opinions, take responsibility and make decisions, they develop a sense of belonging, justice, responsibility and solidarity. To understand the specific protection risks which children face and identity, it is essential to consult children and find appropriate solutions to manage these risks.

3.1.2 Take a zero-tolerance approach to child abuse, respect children's right to participate, and ensure priority is always given to the best interests of the child

Felm has a zero-tolerance approach to all forms of abuse, whether physical, emotional or verbal abuse, sexual in nature, neglectful or exploitative of children by any of the organisation's staff and representatives. Felm is committed to promoting and protecting the safety and well-being of all children. In addition, the organisation is equally committed to doing everything within its power to avoid unintended harm or accidents to children as a result of any of the activities. Felm does not tolerate any form of child abuse, nor does it tolerate possession or access to any material that is abusive towards children. Felm will not knowingly engage anyone who poses a direct risk to children.

All children have the equal right to protection regardless of any personal characteristic, including their age, gender, ability, culture, racial origin and religious belief. It is also important to note that certain forms of abuse disproportionately affect girls, and there is additional vulnerability and increased risk for children who are disabled, belong to minority ethnic groups, displaced or refugee children, and those who are in institutional care.

Felm and partner staff are made aware that there is a zero-tolerance approach towards breaches of this policy and are also made aware of their mandatory obligation to report any allegation of breaches. Information regarding roles and responsibilities on how to report possible misconduct or how to deal with the consequences of any misconduct is included in Felm Child Safeguarding Code of Conduct.

3.1.3 Adhere to all child protection laws

Child right protection legislation in Finland is based on the UN Convention on the Rights of the Child. The Convention has been ratified by almost every country in the world. In addition, other international treaties such as the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment; the International Covenant on Civil and Political Rights; and the International Covenant on Economic, Social and Cultural Rights are applicable to staff of Felm and its cooperating partners. In December 2008, the UN General Assembly adopted a resolution on the rights of the child which urged states to take legislative measures to prohibit all forms of violence against children in all settings, to change attitudes which "condone or normalize" violence against children, including "cruel, inhuman or degrading forms of discipline", and to promote positive discipline in the home, schools, and care and justice systems.

As a Finnish non-governmental organisation, Felm is also bound by the Charter of Fundamental Rights of the European Union. In its work in Finland and abroad, Felm is bound by local legislation, including local child protection laws and regulations concerning social welfare, education, health, security and justice. In regions where local legislation does not yet fully meet the standards of international conventions, Felm and partner

staff take initiative to build dialogue with local policy makers, civil society, communities and families to raise awareness of child rights and work for the prevention of abuse, exploitation, neglect and other forms of violence against children. Felm with its partners actively seek ways to ensure protection of and assistance to children in abusive situations mentioned above.

In most countries, including Finland and countries where Felm operates, Felm's and its partners' work is subject to monitoring by an independent national body such as ombudsperson or national human rights institute.

3.1.4 Adopt a board-approved child safeguarding policy and child safeguarding code of conduct

Felm takes an active role in mainstreaming child safeguarding and protection in its organisational practices and project coordination. Felm's Child Safeguarding Policy and Child Safeguarding Code of Conduct are board-approved and replace Felm's former Child Protection Code of Conduct introduced in 2013.

If a partner organisation has no relevant and comprehensive child safeguarding/protection guidelines or Code of Conduct, Felm guidelines apply to all cooperation. Felm's Child Safeguarding Policy and Code of Conduct are mentioned in any Memorandum of Understanding (MoU) or project agreement signed between Felm and its partner as a mutually binding conditions for successful cooperation. Felm assists its partners to develop their own board-approved Child safeguarding guidelines and to apply them in practice through training and staff assistance as a part of project planning and monitoring.

3.1.5 Ensure child safe programme design and implementation

Felm implements programmes and projects with a wide variety of partners, rights holders and government bodies. Even in programme which are not child-focused, we recognise potential inherent risks to children. These include physical harm from inadequate consideration of the particular needs and vulnerabilities of children. Adequate baseline and risk analysis are counted as regular programme planning activities. Child Safe programme planning entails a specific risk assessment on the effects of the programme/project on children and mitigation strategies of the potential risks. All Felm and local programme/project staff involved in programme/project planning are familiar with child protection guidelines and principles and commit to mainstreaming child protection in existing programmes. Felm commits also to conducting periodic reviews of its programmes for any new or emerging child protection risks.

Felm's measures to ensure child-safe programme design are complemented by The Child Impact Assessment for the Church of Finland (ELCF) which came into effect on January 1, 2015. It applies to all work carried out by Felm or its partners in Finland. The Child Impact Assessment has four main goals: 1) To promote the best interests of the child in ecclesiastical decision-making and action, 2) To strengthen consideration of children's opinions and children's involvement in Church activities, 3) To raise awareness of the human rights of the child in the Church and 4) To contribute to the Church's own theological mission and strategic goals.

Criteria for Child Impact Assessment emerge from both the UN Convention on the Rights of the Child and the ELCF own self-understanding. It is a tool and a method for reviewing decision-making from the perspective of children and adolescents. (See Appendix 4 for more details)

3.1.6 Ensure child-safe recruitment of staff

Child safe recruitment practices are an integral part of child safeguarding at Felm. Felm is committed to ensure that both employees and volunteers who come to direct contact with children are screened for any potential risks they may pose for children. This includes police background or criminal record check in the country of applicant's current residence to make sure that Felm staff has been properly vetted for possible child abuse offenses. Keeping in mind that people who sexually abuse children move from country to another when any suspicion arises of their behaviour, an additional police clearance should be acquired of other countries where the applicant has resided for 12 months or more.

In situations where reliable police background check is not available Felm uses other measures to ensure the applicant's suitability to work with children. These include gaining personal references / testimonials from neighbours, the applicant's pastor, previous colleagues etc. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted in lieu of a police background check.

In all Felm recruitments child safe recruitment check list should be followed throughout the hiring process, from designing the job description to formal engagement of the employee, to minimize the risk of engaging someone who may pose an unacceptable risk to children. Before signing the contract, the candidate must familiarize him/herself with Felm Child Safeguarding Policy and sign the Felm Child Safeguarding Code of Conduct.

3.1.7 Ensure procedures exist for reporting and investigating child protection concerns

Reporting on child safeguarding performance of Felm should focus on preventive actions taken by Felm, such as setting up organisation's risk-register and carrying out regular internal audits of child safeguarding practice implementation of the organisation. However, if any allegations or concerns regarding the abuse of a child are raised in the course of project planning and implementation, these must always be treated seriously. The procedure that one should follow in case of suspecting that a child or young person is, or is in at risk of being, abused should be widely known by the Felm staff. They in turn are responsible for ensuring that the partners' staff and the communities where the work is being done are aware of what steps to take to report the suspected case. Particular attention should be paid to confidentiality and sharing of information with appropriate people.

A Child Safeguarding Responsible Person (CSRP) is appointed for each region where Felm funds projects by the Felm Director of the International Cooperation, and she/he is the designated person in the region for building the capacity of the Felm and partner staff on child safeguarding practices and for reporting any suspected child abuse cases. A CSFP is also appointed for the Felm activities implemented in Finland, by the Felm Director of Parish Relations and Fundraising. CSFP(s) in Helsinki office are responsible for reporting annually on Felm Child Safeguarding issues to the board of directors.

The reporting procedures includes means by which children, communities, partners' staff, etc. can report concerns. Such means can be for example complaints boxes placed in the communities or helplines set up by partnering with a local child protection organisation. Regular field monitoring and discussions with rights holders by Felm staff are also important channels for receiving information on any concerns. In addition, on Felm's webpages¹ there is a possibility to report on any unethical practises. Through the digital form any

¹ <https://felm.org/what-is-felm/transparency-and-responsible-management/report-of-unethical-practices/>

allegations or concerns of child abuse can be brought to Felm's attention, with contact information or anonymously.

Felm is dedicated to developing reporting mechanisms and to evaluate their functionality. This includes the recommendations from the Felm Child Sponsorship Evaluation (2018).

3.1.8 Staff training and community awareness raising

Felm has drafted a board-approved staff training plan to ensure that the Child Safeguarding Policy and Code of Conduct are understood by the staff and apply to Felm's activities and project cooperation. Felm is also committed to offering resources to training partner organisations and project beneficiaries on children's rights, child safeguarding and child protection. Signing Felm Child Safeguarding Code of Conduct is the minimum requirement of all Felm and partner staff who manage or work in projects involving children. In projects with children as main beneficiaries, resources are assigned to awareness raising on child protection on the community level as a regular project activity.

3.1.9 Ensure that children, communities, partners, and others are informed of the policy and reporting procedures

Felm believes that accountability to the communities we work with, and transparency in all we do, is paramount. Building the capacity of communities and partners is a significant component of good practice in child safeguarding. Felm also takes children's right to participate and have their views heard seriously and is committed to ensuring that children understand their rights to protection and how to report any case of abuse.

Felm and partner staff are expected to provide clear guidelines and complaints mechanisms for communities to report any incidence of abuse by a Felm or partner staff or other CONCERNED PARTIES. These complaint mechanisms should be translated into relevant local languages and in a format, which is readily accessible to communities. This may include developing child-friendly reporting mechanisms. Communities should be made aware of how, where and to whom to report any incidence of abuse by a Felm staff member or other person associated with Felm. Children should be made aware, in terminology which is age-appropriate, the kind of behaviour they should expect from staff, and how to report any breach of the Code of Conduct by a staff member or any other person associated with Felm. Felm staff should also work with local partners to develop their understanding of the policy, the Code of Conduct, and work with them to mainstream Child Safeguarding in their own programmes.

4. Plan for developing and rolling out the policy

4.1 Staff and partner capacity building

The implementation of the Felm Child Safeguarding Policy capacity building of both Felm and Implementing Partners staff is carried out through the following main steps.

1. The draft Felm Child Safeguarding Policy is shared (by the Child Protection Working Group) with the relevant persons in each Department for comments to ensure commitment across the whole organization.
2. The Management Team and the Board of Felm approves the Felm Child Safeguarding Policy and Code of Conduct. **After approval the new Policy and Code of Conduct are binding for Felm and all projects.**

3. Trainings for Felm staff and partners are planned and organised

3.1 Training on the Felm Child Protection Policy and Code of Conduct is organised for all Felm staff. Unit directors are responsible for ensuring that all their staff completes the training.

3.2 The measures and resources required for training Felm's implementing partners in the Felm Child Safeguarding Policy and Code of Conduct are mapped out and an action plan is drawn up for the trainings.

3.3 Trainings for the implementing partners staff are organised according to the action plan. After trainings the new Policy and Code of Conduct are also binding for the implementing partners.

As a member of the ACT Alliance, Felm is eligible for receiving support from the Alliance in the form of on-line toolkits, reference documents and potential service providers in the subject of Child Safeguarding Policy development and implementation.

5. Policy Monitoring

Regular monitoring of risks, risk mitigation and the effectiveness of the child safeguarding measures are incorporated in Felm regular monitoring processes and activities. This can be achieved, for example, through:

- Child protection is incorporated into Felm's strategic, programme and project-specific risk assessment and reporting processes.
- Child safeguarding policy requirements are included in the Partnership and Project Agreements with the implementing partners and in contracts for services and goods (contractors, consultants, etc.).
- Child protection is included as a cross-cutting issue in partner's project proposal appraisal, and in field monitoring report templates.
- Senior management and the Board of Felm regularly review the risk register and the organisation's report to ensure that child safeguarding measures are in place and effective.

6. Policy Review

Child Safeguarding Responsible Persons are responsible for updating policies and practices related to Child Safeguarding of Felm. This policy will be reviewed as part of the strategy planning or as per need.

APPENDIXES

Appendix 1: Felm Child Safeguarding Code of Conduct

Appendix 2: Key Stages Flowchart in Managing Allegations

Appendix 3: Child Safeguarding Incident Report Form

Appendix 4: Child Impact Assessment Tool (ELCF)

Appendix 1: Felm Child Safeguarding Code of Conduct

The purpose of children's rights is to work in a way that is most beneficial to a child. This is implemented through the acceptance and understanding that the child is equal, as any human, as according to the national laws, the UN Convention on the Rights of the Child and other international Human Rights instruments. Hereafter, the purpose of such documents is to guide the adult to support and empower the child.

Felm believes that all children have the right to protection from all forms of violence, abuse and exploitation. Further, Felm is committed to keeping children safe and promoting their well-being. This Child Safeguarding Code of Conduct outlines the behaviour Felm expects from all staff and others associated with its work abroad or in Finland, regardless of relationship to Felm. Such people include paid employees, volunteers, trainees, visitors, photographers, journalists, consultants and other contractors, etc., while with, or in the proximity, of children. All of these categories will be referred hence forward in this document as CONCERNED PARTIES.

Some Felm Partner organisations have comprehensive Codes of Conduct that espouse the principles of the Felm Code of Conduct, and in some cases exceed the commitments outlined in this document. In such cases, Felm should share the Felm Child safeguarding Code of Conduct with Partner organisation and jointly discuss and agree on which document should be signed by Partner organisation's staff. In the absence of relevant and comprehensive code of conduct, Felm Child safeguarding Code of Conduct is applied.

Felm's **Child Safeguarding Policy and Procedures** sets out the measures Felm applies to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse. As part of our Child Safeguarding Policy, it is a requirement that all CONCERNED PARTIES agree to abide by the Felm Child Safeguarding Policy and specifically to work in accordance with this **Code of Conduct** which sets out responsibilities for safeguarding children and expected behaviour of staff.

THIS IS A MANDATORY REQUIREMENT.

A child is any human being under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989.

Signatory respects the Convention on the Rights of the Child and the following five principles:

- I. **Children's rights:** CONCERNED PARTIES must respect and promote children's rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, at all times, in the child's *best interests*.
- II. **Zero tolerance:** Any form of abuse is not tolerated, and all necessary measures must be taken to implement and endorse the Child Safeguarding Policy.
- III. **Risk management:** It is ensured that risks are identified and minimised from the planning stage through to the implementation stage of activities.
- IV. **Everyone's responsibility:** the successful implementation of the Child Safeguarding Policy is based on the individual and shared responsibility of all CONCERNED PARTIES.
- V. **The duty of notification:** any suspected violation or any actual violation of the current Code of Conduct must be reported immediately to the supervisor or the Felm Child Safeguarding Focal Point. Confidentiality will be maintained throughout the entire procedure.

BY SIGNING THE CODE OF CONDUCT, I explicitly agree that:

I will always:

- **Treat children with respect and equity**, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
- **Encourage children to take part in decisions** which concern them, according to their age and their level of maturity.
- **Maintain a culture of communication** and create trust with the children and their families, communities, and other CONCERNED PARTIES.
- **Encourage** children to **speak openly about their interactions** with adults and with each other.
- **Discuss their rights with children** and explain what to do if something untoward happens.
- **Inform** children and communities of their right to report any worrying situations and how they can raise a concern.
- Teach **children to assess what is acceptable and unacceptable** both in the behaviour of CONCERNED PARTIES and in children's own dealings with other children and CONCERNED PARTIES.
- **Empower children** so that they are in a position to better protect themselves.
- Avoid any unnecessary situation where I am alone with a child. Make sure that another adult is present, or I am **in a visible or public place** when I am in contact with a child.
- Try to **preserve the child's autonomy** and make sure that I do not do things that a child can do for herself/himself.
- **Plan activities** and organise the workplace in such a way so as to minimise the risk of harm by taking into account the age and development of the child.
- Ensure that information concerning children, families and communities **remains confidential**.
- Behave in a way that sets a **good example** (avoid smoking, showing disrespect towards colleagues, etc.).
- Use **non-violent and positive** reinforcement methods when supervising children.
- Raise any **concerns and queries** concerning the Child Safeguarding Policy with my manager/supervisor or the Child Safeguarding Focal Point.
- Immediately **report any suspicions or allegations** to the Child Safeguarding Focal Point of behaviour which goes against the principles of the Child Safeguarding Policy and Code of Conduct including any form of child abuse – even if the information or allegation is vague.

- **Obtain permission** from the child and parent or other guardian (e.g. teacher) before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their guardian how the photos or messages will be used. In sensitive cases (e.g. human trafficking) a written consent form is used (in other cases also oral consent is applicable).
- Ensure that the child does **not pose in a degrading manner** or in a way that may be interpreted by others as having sexual connotations.
- Try to avoid representing children as **victims** (weak, powerless, unassisted, desperate, etc.).
- **Consider carefully if I show the faces or use the real name** of children in sensitive situations (e.g. who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups).
- Use only the **first name of children** unless otherwise agreed on a case by case basis. This applies to all communications and fundraising materials.
- Try to ensure that I will not publish a story or image which **may put the child**, their family or community **at risk**.
- Consider carefully when I post **unofficial pictures or information about children** on personal websites or social media (such as Facebook) and in these situations I always follow same child protection and communication guidelines as in Felm's official communications channels.

I will never:

- **Touch children or use language or make suggestions** in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
- **Exploit a child** for labour (for example through domestic work).
- **Discriminate** against, treat children unequally or unfairly for example by favouritism and excluding others on the bases of race, colour, sex, sexual identity, language, religion, political or other opinion, national, ethnic social origin, property, disability, birth, or other status.
- Be under the influence of **drugs or alcohol** while working with children.
- Watch, publish, produce, or share **pornography** showing children, and/or show any pornographic material to children.
- Take or publish photos of children entirely **naked or dressed revealingly in a manner which is not adapted to the situation**.
- Close my eyes to, ignore or **fail to report** any concern, suspected violation or violation of the Child Safeguarding Policy and the Code of Conduct to the Child Safeguarding Focal Point.
- **Exchange money, job, goods or services or humanitarian aid** for sexual favours or subject the child to any other kind of humiliating, degrading or abusive behaviour.

- **Engage in any form of sexual relations** with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. *Mistaking a child's age is not a defense.*

I understand that, in the event of suspicions or allegations of my violation of this Code of Conduct:

Felm will take any action they deem necessary, which may include, but is not limited to:

- Providing **assistance for the victim** and taking immediate steps to protect and support the child.
- Attempting to **establish the facts** in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved.
- Undertaking **disciplinary actions**, which may result in suspension or termination of contract.
- Initiating **judicial proceedings and/or reporting** to the competent authorities any violation of the Code of Conduct which may breach national legislation.
- Taking **appropriate measures** in order to ensure that such incidents do not occur again, for example, informing other organisations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

Declaration of commitment

I, the undersigned,

.....

declare I have received, read and understood the Felm Child Safeguarding Code of Conduct and the Child Safeguarding Policy. I commit to know and agree to work in accordance with them.

I understand that any failure to uphold the Code of Conduct and the Policy may result in the termination of my engagement with Felm and/or Felm's project, or further disciplinary or judicial proceedings as mentioned above.

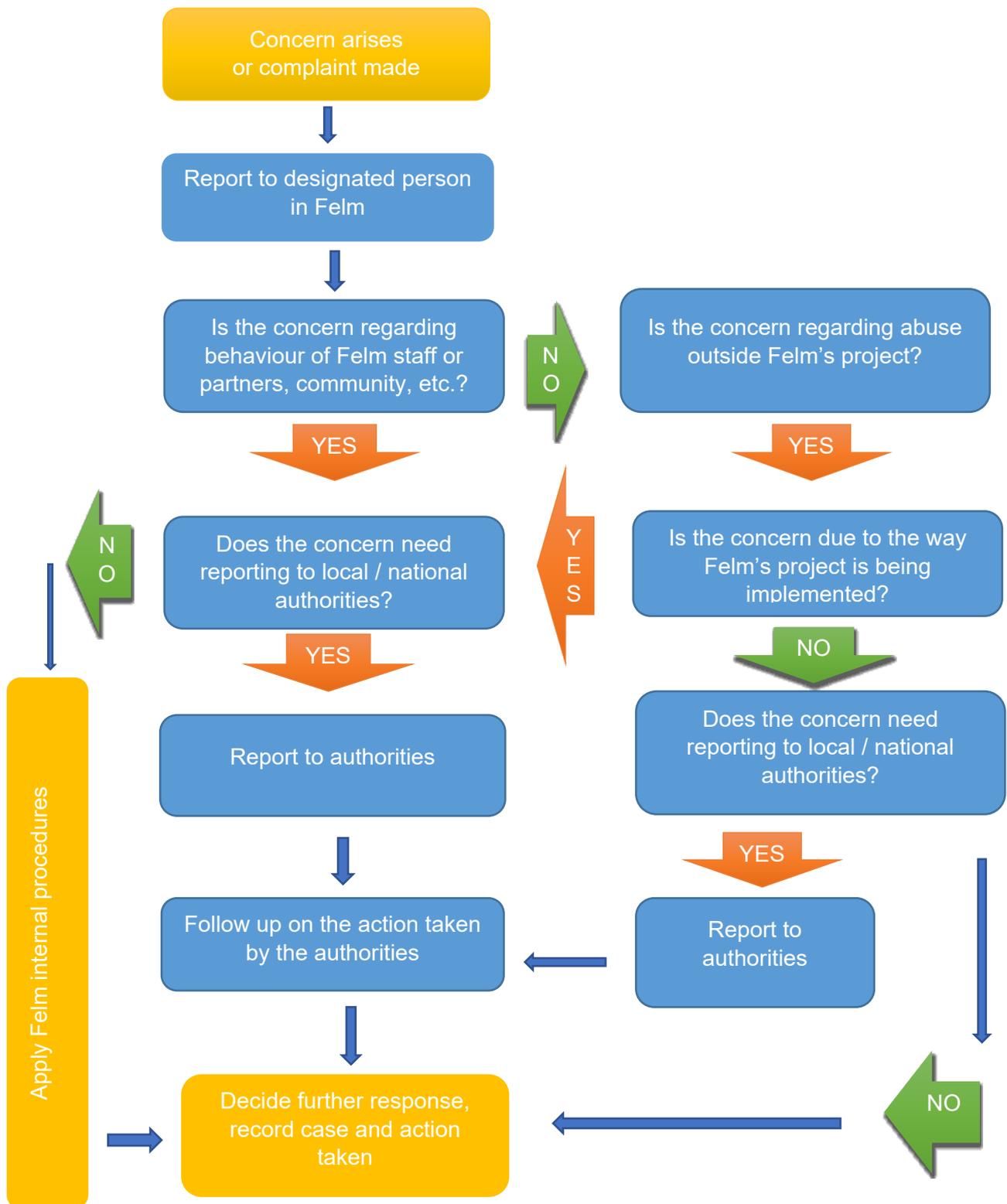
Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. Felm shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date:

Place:

Signature:.....

Appendix 2: Key Stages Flowchart in Managing Allegations



CHILD SAFEGUARDING INCIDENT REPORT FORM

1: REPORTING PARTY INFORMATION

Date submitted to Felm:	
Name and title of person reporting:	
Name of reporting organization:	
Office address, telephone, email:	

PART 2: INCIDENT REPORT

Location of incident:	Date of incident:	
Name of the child:	Age:	
Sex: Male Female	Disability:	
Name of suspected offender(s): (OPTIONAL)	Sex: Male Female	Age:

Details of incident:

Child Protection Case:

Sexual abuse

Physical abuse

Neglect

Others (Please specify):

How did you come to have a concern (own observation, allegations made, child disclosing, etc.)?

Observations made by you: (Child's emotional state, any physical evidence, etc.)

Name(s) of co-observer(s):
Action taken:
Reported to/Referred to: Child Safeguarding Focal Point <input type="checkbox"/> Police <input type="checkbox"/> Child Protection Authorities <input type="checkbox"/> Hospital, Clinic <input type="checkbox"/> NGO, please specify <input type="checkbox"/> Other <input type="checkbox"/>
Assistance requested:
Follow up / updates on the case:
<p>I understand that by submitting this report, the case will be further investigated in a confidential manner. I also understand that Felm may have to inform authorities about the alleged incident to protect the child, the staff member or Felm, and to meet the obligations to donors or under the national law.</p> <p>Signed:</p> <p>Date:</p>

Appendix 4: Child Impact Assessment Tool (ELCF)

Child Impact Assessment is a tool and method developed by the Evangelical Lutheran Church² for reviewing decision-making from the perspective of children³. Criteria for child impact assessment emerge from both the UN Convention on the Rights of the Child and the ELCF own self-understanding. It is also based on studies which show that children and young people who have the opportunity to influence their own lives are better off than those who do not. Participation increases the joy and vitality of children and the hope for the future. Being seen and heard and being able to influence matters in one's own life support the development and strengthening of a positive and healthy self-image.

In short, the goals of the Child Impact Assessment are to:

- *Promote the best interests of the child in ecclesiastical decision-making and action*
- *Strengthen consideration of children's opinions and children's involvement in Church activities*
- *Raise awareness of the human rights of the child in the Church*
- *Contribute to the Church's own theological mission and strategic goals*

The process also entails a pre-assessment which is carried out before any decisions are made to ensure that the effects of the decisions are known as widely as possible. Decision-makers have the opportunity to compare the pros and cons of different options. At the same time, it is possible to reinforce the positive effects of the decision and to anticipate and mitigate the negative effects.

For example, the following questions can be used for analysis:

- What are the positive or negative effects of different policy options on the overall well-being of children and adolescents (physical, psychological, mental, spiritual)?
- Which option has the most positive impact on the well-being of children?
- Do the options have different effects on different age groups under 18 or different effects on girls and boys?
- What is the impact of different options on, for example, in different minority groups, children living in different congregations or in different economic situations etc?
- Are the interests of some groups of children in conflict?
- How does the decision affect the most vulnerable children?

A Child-friendly parish, checklist

1. The rights of the child are known
2. The diversity of children are taken into account in decision-making and actions

² The translation of the document into English is by Felm and in the process also some modifications were done to the text.

³ "Children" in this document means children and adolescents.

3. Children have the opportunity to participate in the planning, evaluation and development of activities for them
4. Children can influence the design and development of facilities
5. Children have the opportunity to influence matters that are important to them
6. Children have enough reliable adults
7. Children are safe
8. Children and childhood are valued
9. The best interests of the children are a primary consideration when deciding on activities for children
10. Information on children is widely used in decision-making