

East Bali Poverty Project Child and Young People Protection Policy

Next Review: On or before May 2024

Children have the right to be protected from being hurt or mistreated, physically and mentally. They should be properly cared for and protected from violence, abuse and neglect by their parents, or anyone else who looks after them. | Adapted from the UN Convention on the Rights of the Child (CRC) Article 19

1. Policy Introduction and Context

1.1 Introduction

East Bali Poverty Project's (EBPP) mission is to empower children and young people in the under-served areas of Desa Ban to become the future leaders of their communities by providing quality educational, nutritional, and wellness programs. Doing what is best for children and young people is always our primary concern, and EBPP has a responsibility to help ensure that all children and young people under the age of 25 in the villages we serve are protected from all forms of physical and/or emotional ill-treatment, sexual abuse, neglect, or exploitation that could result in harm to their health, survival, development and dignity.

Our Child and young people Protection Policy (CPP) applies to all EBPP staff, board members, advisors, visitors, researchers and volunteers who directly or indirectly interact with children and young people attending EBPP schools or participating in any programs or activities sponsored by EBPP.

1.2 Definitions

- Child – according to the UN Convention on the Rights of the Child, a child is anyone under the age of 18.
- Young people are anyone aged 18 to 24 who is engaged in our programmes.
- Physical abuse – the use of physical force against a child (including hitting, shaking, punching, kicking, burning and poisoning) that causes harm to a child.
- Sexual abuse – use of children for sexual benefit by an adult or older child.
- Emotional abuse – verbal or other acts towards children can damage a child's self-esteem or confidence.
- Neglect - the failure to provide a child (when they could do so) with the conditions that are culturally accepted as being essential for their development and wellbeing.
- Child exploitation - using children for profit, labour, sexual benefit, or for other personal or financial advantage. Includes producing, obtaining or distributing child exploitation material
- Child Labour – use of children for work, especially work that is hazardous or interrupts a child's right to education and development.

2. Policy Procedures

2.1 Recruitment procedures:

Ensure we practice safe recruitment in checking the suitability of all EBPP staff, researchers, interns and volunteers or any other worker that might be acting on behalf of the organisation to work with children.

We will make screening processes that include criminal record checks *before* engagement, and at least two verbal referee checks. If criminal record checks are not reliable or unattainable, we will request a statutory declaration, which involves a worker signing a form stating that they have not been charged or convicted of any child related offence.

For positions that involve *working* directly with children, not just contact, we ask for additional screening measures, such as including behavioural-based questions in our employment interviews.

2.2. Not employing anyone who poses an unacceptable risk to children

We will not engage anyone for work if they are deemed to pose an unacceptable risk to children.

2.3. Employee Contracts (Child Protection Clause)

Our staff, volunteer and intern contracts will contain a clause that ensures workers will be suspended and reported to local police if they are under investigation and will be terminated if found to have breached our organisation's Child Protection and young people Code of Conduct.

Our board members will be brought to the board meeting to be suspended and reported to local police if they are under investigation and will be dismissed if found to have breached our organisation's Child Protection and young people Code of Conduct.

2.4. Child Protection Training

- All EBPP staff must have child and young people protection policy awareness session as part of their inductions and special training once every year to ensure they are fully aware of their responsibilities to protect children and young people and how to report concerns/allegations of child exploitation and abuse and to update workers if any changes are made to the policy.
- Our researchers, interns and volunteers or any other worker that might be acting on behalf of the organisation to work with children must have child and young people protection policy awareness session as part of their inductions.
- Any visitors must sign and agree with all clauses in our child protection policy and code of conduct.
- Our board members will receive child protection policy session and update during board members annual meeting.

2.5. Incident Reporting and Response Procedures

- What to report – EBPP staff, researchers, interns and volunteers or any other workers must report to management if they have concerns or are aware of allegations of child abuse, exploitation, or any alleged breach of our policy. These can come in many forms – disclosures from children, witnessing abuse, or noticing someone acting in a concerning way. Children and young people also can make report to the designated management team below.
- How to report – when EBPP staff, researchers, interns and volunteers or any other worker become aware of an issue they must report to one or more of our management team: I Komang Kurniawan (Chairman & team Leader), I Made Suarjana (Head Teacher), Gede Sudarma (Youth Empowerment Coordinator), Tri Budiyo (Vice Chairman & Secretariat Administrator) or David Booth (Founder & CEO). The workers must report face to face by filling the official Incident Report form, by phone or email (depend which one is the quickest way) to the management within 24 hours of becoming aware of an issue. If initial report is made by phone or email, then the management must ask the workers to report it face to face within 24 hours and fill the official Incident Report Form. All reports will be treated as confidential.
- Strategies for responding to disclosures – when the management receive a report, it is very important to:
 - Try to keep calm and give the child our attention
 - Let the child or young person take his or her time, and allow the child or young person to use his or her own words to tell you
 - Reassure the child or young person that it is the right thing to tell us
 - We don't make promises we can't keep
 - Let the child know what we will do next
 - Don't confront the person who has allegedly harmed the child
 - We will follow up with head of the hamlet, head of the village, village policeman or other related government institutions as an integral part of this reporting process. Together with head of the hamlet and/or head of the village and village policeman we will make the formal report to local police station.

2.6. Child and Young People Protection Risk Assessments

We constantly review and assess any risks to children and young people in our schools and communities in our programs or activities with full input and participation of our Student Council committee, and accordingly, the following risk log was agreed:

- Comments or acts that are vulgar or sexually explicit
- Harassment, for example: "The skirt is short."
- Mentioning loudly the colour of girls' underwear.
- Touch certain parts of the body, such as the chest.
- Put the mirror on the shoes to peek up a girl's skirt.
- Forced to watch vulgar videos
- Forcibly kissing
- Striking/hitting a child and young people
- Bullying of any child and young people
- Body shaming
- Adult(s) secretly watching girls or boys whilst bathing

Statement of how EBPP plans to reduce or remove these risks:

Prevention is the surest way to keep children safe from abuse, and this approach forms the foundation of our policy. EBPP partners with children as an essential part of empowering them. Promoting and encouraging children's ability to engage in all decisions that affect them is an important part of child protection.

We will ensure that every child and young person in EBPP schools are aware of this policy, including the risk logs mentioned above agreed with the student council and the reporting procedure for them. We will ensure that the policy visible in the EBPP schools.

To reduce or remove these risks, we have followed the guidance of UNICEF^{1,2} to:

- ensure we have a designated senior person for child protection who has received appropriate training and support for this role
- ensure we have a nominated board member responsible for child protection. We have appointed I Komang Kurniawan, SH (EBPP Chairman) to be responsible for children and young people's protection.
- designate and train a Child Safety Officer in each EBPP village to serve as the focal point for child abuse issues as follows: Ketut Madya for Darmaji school, Ketut Muri for Pengalusan school, Ketut Kariasa for Jatituhu school, Nyoman Kartya for Manikaji school, Nengah Kartawa for Bunga school and Komang Budiasih for Cegi school.
- ensure each member of our staff knows the name of and has access to the designated senior person responsible for child protection
- ensure all staff, board members, visitors, advisors, researchers and volunteers understand their responsibility to both be alert to the signs of abuse and to refer any concerns to the designated senior person responsible for child protection
- ensure that children, young people, parents and village leaders have an understanding of the responsibility placed on our staff by providing them with an explanation of our policy and the names of their assigned Child Safety Officer and the senior person responsible for child protection
- require that all visitors, researchers and volunteers are accompanied at all times by an EBPP staff member when visiting the villages of Desa Ban
- keep written records of concerns about children, even where there is no need to refer the matter immediately, and ensure those records are kept securely in locked locations

We know that children who are abused or witness violence may feel helpless, humiliated or somehow to blame. EBPP staff will support all children, including victims of abuse, by providing activities and creating environments that give children a sense that they are both safe and highly valued.

2.7. Child Protection Policy Review

We will review our Child Protection Policy annually to ensure that it remains relevant to local laws, international standards, and our organisation's programs/activities.

¹UNICEF, Child Protection in Educational Settings: Findings from Six Countries in East Asia and the Pacific

²UN Convention on the Rights of the Child

East Bali Poverty Project Child and Young People Protection Policy Code of Conduct

All EBPP staff, researchers, interns, volunteers, board members or any other worker that might be acting on behalf of the organisation to work with children must agree and sign all clauses in our Child and Young People Protection Policy and Code of Conduct.

The best interests of the children must be the primary concern in making decisions that may affect them. All adults should do what is best for children, and they should think about how their decisions will affect children. | Adapted from the UN Convention on the Rights of the Child (CRC) Article 3

1. I will think about how my decisions and actions will affect children, and young people and I will always base these decisions and actions on what is in the best interest of the child.
2. I will treat all children and adults with respect regardless of age, gender, ethnicity, social background, religion, political beliefs, disability, or any other status. I won't favour, belittle or exclude any child for any reason.
3. I understand that I may be working in positions of power and trust in relation to children. I will never abuse this power or do anything that might endanger this trust. I will do my best to empower children, and to cultivate a culture of openness and security where children feel comfortable asking questions and seeking help.
4. I will never act in ways that are abusive, exploitative, physically or emotionally harmful, and I will work to protect children from situations where they may be at risk for this from others, including from their peers.
5. I will not behave in a way that is physically inappropriate. I won't fondle, hold, hug, kiss or touch children in a culturally insensitive way, and I will never behave sexually.
6. If I am not a member of EBPP's staff, I will always work in the company of an EBPP staff member. As a staff member, I will ensure that any non-staff member is accompanied by a staff member at all times.
7. I will not spend time alone with children away from others; if privacy is needed, I will ensure that a staff member is aware and I will leave a door open or in some way maintain visibility.
8. I will not invite children who are unaccompanied by parent/guardian into my home, unless they are at immediate risk of injury or in physical danger.
9. I will not rest or sleep close to unsupervised children, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children).
10. I will use all computers, mobile phones, video cameras, cameras or other technology appropriately, and never exploit or harass children, or access or disseminate child exploitative material through any medium, including social media.
11. I will not use physical punishment or humiliating punishment on children.
12. I will not hire children for domestic or other labour: 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 or injury.
13. I will comply with all relevant/appropriate Indonesian legislation, including labour laws in relation to child labour.

Initials

14. I will immediately disclose all charges, convictions and other outcomes of an offence that relates to build exploitation and abuse, including those under traditional law, which occurred before or occurs during my association with EBPP.
15. I have a responsibility to report any incidents of child abuse or mistreatment that I observe, or that are reported to me, to a designated Child Safety Officer or the senior person responsible for child protection at EBPP as stated at EBPP Child Protection Policy.
16. I will never use children's real names in any publication including social media in order to protect their privacy and I must ask permission from EBPP management when using children's stories in any written article, videos or any publication.

When photographing or filming a child or using children's images for work-related purposes:

1. I will obtain consent from each child and his/her parents or caretakers by filling the consent form, before taking any photographs or videos. I will ensure any images I take are respectful and empowering, and that they do not present children as victims, vulnerable or submissive. Ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive.
2. I will protect the safety and privacy of children by not publishing identifiable images in the media or on the internet, or use them in a way that reveals their location.
3. I will not offer or give remuneration or in-kind gifts for taking a photograph or video.
4. I will take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
5. I will ensure images are honest representations of the context and the facts.
6. I will 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, _____, acknowledge that I have read and understood EBPP's Child Protection Policy Code of Conduct and I will comply with all aspects of it.

Signature: _____

Name in full: _____

Date of birth: _____

Date: _____

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