



Asmae's Child Protection Policy

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Preamble

With this Child Protection Policy (CPP), Asmae-Association Sœur Emmanuelle, a non-governmental association specialised in education and child protection, acknowledges its responsibility and confirms its commitment to protect children: in its mission to protect vulnerable children, it must make child protection its priority by reinforcing and safeguarding each stage of its actions so as to avoid harm to children.

This document has been prepared with participation of its headquarters and its international teams on site and in France. Furthermore, Asmae has relied on the following reference documents:

- Convention on the Rights of the Child- 1989
- Child Protection Policies and Procedures toolkit - Save the Children - 2005
- Child Protection Standards and Implementation – Keeping Children Safe - 2014
- Fundamental Humanitarian Standard of Quality and Accountability - Core Humanitarian Standard - 2015
- Professional Standards for Protection Activities – ICRC2013 Edition
- Minimum Standards for the Protection of Children in Humanitarian Interventions - Child Protection Working Group (CPWG)/Global Protection Cluster – 2012

Asmae's CPP is based on four principles:

Respect for the rights of the child: Promotion and protection of the rights of children at all levels based on the Convention on the Rights of the Child (CRC).

Best interests of the child: Even if this notion is not exactly defined, the Committee on the rights of the child underlines the fact that the best interests of the child must be defined in conjunction with the other principles of the CRC: the right to life and survival, non-discrimination and participation. All decisions made about the situation of a child must respect the best interests of the child. This concept is aimed at ensuring both the effective enjoyment of all the rights recognised in the convention and the holistic development of the child. Asmae will therefore retain the five priorities above all in the CRC to ensure the best interests of the child: the right to identity, the right to health, the right to education, the right to have a family and to know his/her parents and the right to give his/her opinion and to be heard. Asmae insists on the need for a global approach and the need to perceive each situation as distinct, that is, ensure safety, health and take into consideration the emotional, psychological and physical needs depending on the age, needs and situation of the child.

Transparency and accountability: Asmae acknowledges the need to implement mechanisms of prevention and solutions related to the protection of children. Any information related to a worrying situation must be able to be reported and provide an appropriate solution and suitable support from Asmae.

Confidentiality: Confidentiality of information must be respected at all times. All information transmitted via the mechanisms, reports and investigations within the framework of the CPP is kept safely. Moreover, no personal data about individuals involved in a case of abuse, about persons who provided the information or concerning children involved in these situations will be publicly revealed.

Asmae's Child Protection Policy and its Code of Best Practices ([Appendix 1](#)) must be signed by all Asmae staff and occasional visitors. [Click here to proceed to the electronic signature](#)

1. Definitions

1.1 Terms relating to child protection

Child

According to Article 1 of the CDC, a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier."

Age of legal majority by country of intervention:

Burkina Faso: 18 ¹	Madagascar: 21 ³	Lebanon: 18	India: 18
Mali: 18 ²	Egypt: 18 ⁴	The Philippines: 18 ⁵	France: 18 ⁶

Therefore, any human being under the age of 18 shall be considered a child, except in Madagascar, where any human being under the age of 21 shall be considered a child.

Child abuse is a deliberate act of ill treatment or an omission that can harm or is likely to cause harm to a child's safety, well-being dignity and development. For child abuse, the intent of the action does not matter; it is the actual harm that comes to the child that is important.

Child Protection⁷: The prevention of and response to situations of abuse, negligence, exploitation and violence where children are the victims. Child protection is not to be confused with the protection of children's rights, which is the responsibility of any person working with children.

Worrying situation⁸: Situation which endangers or might endanger the child's health, safety or morality; or in which the conditions for its education or physical, emotional, intellectual or social development are or might be seriously compromised.

1.2 Terms used with regard to Asmae and its organisation

Employees: This term covers Asmae's staff in France and internationally, volunteers, trainees and members of the Board.

Occasional visitors: consultants, journalists, major donors or financial partners who occasionally travel to our field operations.

Partner: In Asmae's partnership policy, Asmae defines partnership as "*the direct relationship with one or more independent local organizations which contribute jointly to complementary means in order to improve the living conditions of the most disadvantaged children and allow them to choose and build, in their environment, their own paths towards autonomy (common cause)*". Within the framework of this policy, in addition to the civil society organisations with which Asmae collaborates internationally, the collectives or educational establishments with which Asmae works in France will also be called "partners".

Programmes: All projects implemented in France and abroad by Asmae.

Volunteers: Individuals who participate on a voluntary basis at the organisation's headquarters as part of the civil service⁹ or internationally as an international solidarity volunteer (VSI)¹⁰.

2. Missions and intervention framework¹¹

Asmae is a French, international solidarity NGO, specialised in child development. Independent, secular and apolitical, it is open to all. Founded in 1980 by Sister Emmanuelle, based on her experience with the rag-pickers in the slums of Cairo, Asmae operates its actions in keeping with the values and methods inherited from its founder: attentiveness and proximity and pragmatism, by taking into account differences, professionalism and reciprocity into account.

Asmae's actions aim to support vulnerable children and their families through individualised, sustainable support by local stakeholders working in the areas of education and child protection.

Sister Emmanuelle's vision of "*A fair world that ensures that children live and grow up in dignity with their families and their environment to become free men and women, and active members of society*" can be divided into **4 missions**:

- Encourage the child's development using a global approach. To this end, Asmae also offers support to families by taking their environment into account;
- Strengthen the ability of local stakeholders to support child development, strengthen synergies between them and maximise their social impact;
- Defend children's interests through the awareness-raising and advocacy;
- Experience, spread and diffuse.

Asmae is involved in the field of **education** and **child protection** through **5 thematic of intervention**:

- Early childhood care and education
- Prevention of school drop-out and underperformance
- Adolescence support
- Prevention and care of children at risk
- Support to children with disabilities.

On the international front, Asmae carries out projects in the fields of education and child protection in partnership with local organisations in seven countries located in the Middle East (Egypt and Lebanon), Africa (Burkina Faso, Madagascar and Mali) and Asia (India and the Philippines). By following Sister Emmanuelle's values and vision, Asmae supports and strengthens the capacities of local associations and NGOs by providing them with technical and financial support. As a result of this mode of operation, Asmae is not directly involved with children.

In France, Asmae intervenes in the fields of child protection and early childhood through a mother and child centre, a child and parent reception centre and a family crèche; awakening through access to play for children from families staying at the hotel; empowerment and social bonding through support for the organisation of community actions in working-class neighbourhoods; and the promotion and awareness-raising of children's rights in schools.

3. Goals of the Child Protection Policy

This Child Protection Policy shows the commitment that Asmae undertakes to protect children from all harm so that its projects and actions do not cause any detrimental impact to children. It sets out clearly what Asmae has implemented to attain this objective.

Asmae also makes sure that its employees and occasional visitors are aware of their responsibilities as adults with regard to children.

Asmae's Child Protection Policy must provide for a decrease in risks and consequences that Asmae's programmes can have for children. It defines situations that could be identified as posing a risk to a child and describes Asmae's commitment to respond in an informed and appropriate manner by making available all reporting processes and by treating information with regard to worrying situations. These procedures are adapted to the specifics of the organisation and its method of intervention.

There is no single way to protect children and promote their rights. The solutions proposed for protecting children must be adapted to the culture, environment and the nature of activities. Asmae recognises the limited scope of its CPP and cannot ensure the full protection of all children who are beneficiaries of its projects; however, it undertakes to make every effort to reduce risks resulting from its activities.

This policy has been designed to protect children and reduce the risks against them that might occur due to Asmae actions. Under no circumstances should internal procedures be used to resolve internal conflicts between Asmae staff. Sanctions could be taken in the case of false accusations.

4. Prevention

Agreeing to apply Asmae's Child Protection Policy means remaining attentive and kind to children and taking action when necessary. Not all Asmae employees have undergone initial child protection training, but they can remain alert to certain signs when they are with children.

4.1 *Recognising signs of abuse and mistreatment*

There are five different kinds of abuse: physical abuse, emotional abuse, sexual abuse, neglect, exploitation.

Physical violence: Involves the use of violent physical force to cause actual or likely physical injury or suffering to a child¹

Emotional violence:² any humiliating or degrading treatment against a child
Examples include: bad name calling, constant criticism, persistent shaming or isolation.

¹ Examples of warning signs: Scars – burns – fractures – bites – cuts – unconvincing apologies provided to explain the cause of the injuries – untreated injuries – injuries on body parts that can only result from falls or dangerous play.

² Examples of warning signs: Delay in physical, moral and mental child development – signs of extreme anxiety – sudden language difficulties – fear of any new situation inappropriate emotional reactions to painful situations – sudden drop in school performance or lack of concentration.

Neglect³: deliberately or through carelessness failing to provide for a child, their rights to safety and development.

Examples include: not providing sufficient food or water or failing to properly supervise a child

Examples of warning signs: Frequent hunger – lack of growth – stealing food or force feeding – bad personal hygiene – constant fatigue – inadequate clothing, for example, wearing summer clothes in winter – frequent lateness or absence from school – untreated medical issues – low self-esteem – poor social relations – compulsive stealing – drug or alcohol abuse.

Sexual abuse⁴: any involvement of a child in sexual activity by an adult or person of power, including all forms of sexual violence.

Examples include: rape, early and forced marriage, sexual exploitation, indecent touching and exposure, using sexually explicit language towards a child or showing children pornographic material.

Exploitation⁵: the use of children for someone else's advantage, gratification or profit

Examples include child labor and sexual exploitation

NB: the consequences of abuses are correlated. For example, after a physical abuse, children can have signs of emotional abuse.

- Online Sexual Exploitation of Children (OSEC) as defines by International Justice Mission as “the production, for the purpose of online publication or transmission, of visual depictions (e.g. photos, videos live streaming) of the sexual abuse or exploitation of a minor for a third party who is not in the physical presence of the victim, in exchange for compensation.”
- Gender-Based Violence (GBV) is an umbrella term for any harmful act that is perpetuated against a person's will and that is based on socially ascribed (i.e. gender) differences between males and females. Around the world, GBV has a greater impact on women and girls than on men and boys. It is important to note, however, that men and boys may also be victims of GBV, especially sexual violence. (Inter-Agency Standing Committee (IASC) GBV Guidelines)

Examples of inappropriate adult behaviour signs: An adult presence upsets a child/child becomes agitated – an adult asks a child to constantly lie (especially about meeting the child) – requests to lie about a situation involving a child, specifically when the child seems upset – private meetings outside of work involving children and adults – favouring one child and excluding others – violence towards a child - sleeping with a child – exposing a child to pornography – humiliating a child – hindering the Asmae Child Protection Policy.

4.2 Recognising structural situations that may harm children

It is also important to remember that Asmae carries out its international programmes without taking direct action on behalf of its beneficiaries. Moreover, situations that may endanger or

³ Examples of warning signs: Frequent hunger – lack of growth – stealing food or force feeding – bad personal hygiene – constant fatigue – inadequate clothing, for example, wearing summer clothes in winter –untreated medical issues.

⁴ Examples of warning signs: Inappropriate sexual behaviour for child's age – physical indicators (general and in the genital and anal areas) – behavioural indicators (general and sexual) that must be interpreted based on each child's functional level and development stage.

⁵ Examples of signs of Exploitation: money, gifts or expensive items not given by parents, over confidence, sense of importance, very tired, sleeping in school, frequently absences from school or previous activities, physical impacts: bent back, weakness, damage to hands

harm children are not necessarily abusive or violent. It is thus crucial to be alert to situations that involve partner organisation context and operations: organising spaces and activities, etc. Asmae teams need to recognise such situations when providing assistance and technical support to partners.

Example of worrying situations:

- Information about a child's personal life is disseminated on social networks;
- Personal information about children are too easily available in digital or paper form;
- Information about children's personal situations are shared with other professionals in the presence of other people or children;
- Social-medical assistance to children is provided in closed rooms without windows;
- Toilets and dormitories for children are mixed.
- As educators are not replaced when Asmae's technical advisers organise workshops, the children are not supervised during those periods.
- The project plans to support the partner when putting in place individualised educational projects for the children. The content of these individual projects is accessible by external evaluators of the project during an audit.

5. Implementation of the CPP

5.1 Stakeholders

5.1.1 The Head office Technical Advisor on Education and Child Protection

Based at the Head Office (HO), the Technical Adviser on Education and Child protection leads the implementation of Asmae's Child Protection Policy. This person is also the Focal Point at head office level for any questions on child protection and the implementation of the Child Protection Policy. S/he is a member of the Child Protection Committee, to whom s/he reports.

5.1.2 The Child Protection Focal Points

In each of the intervention countries, a Child Protection Focal Point (CP FP) must be nominated. At the head office, the Focal Point is the Technical Adviser on Education and Child Protection. The Focal Point is responsible for training the field team on Asmae Child Protection Policy through dedicated training. S/he provides ongoing advice and support to the field team and partners on child protection issues and on the implementation of the Child Protection Policy. S/he is the first point of contact if there is any worrying information reported, and his or her proximity to the situation ensures s/he can be reactive in processing the information and making decisions. As such, s/he is responsible for collecting all the necessary additional information in a confidential manner in order to understand the situation in the most detailed way possible, and to engage actions in case of a worrying situation. Best interest of the child should be the basic principle on which any decision should rely, with respect to the legal framework.

Focal Points are appointed by the Child Protection Committee based on several criteria and are given a number of specific tasks ([Appendix 2 Child Protection Focal Point](#)).

5.1.3 The Child Protection Committee

- Composition of the Child Protection Committee:

1. Technical Adviser on Education/Child protection based at HO (HO TA)

2. Programme Director
3. HR Administrative and Financial Director 4. Director General
5. A/the Child Protection Focal Points, if necessary
6. One to 2 board members

- Contact:

Email address: protection@asmae.fr

The mail inbox shall be manned by the HO Technical Adviser. In the event of a prolonged absence, the job shall be delegated to other members of the Child Protection Committee.

- Missions:

1. To train and inform

The Child Protection Committee's purpose is, on one the hand, to train Focal Points on the Child Protection Policy so that they themselves will be able to train up field staff and, on the other hand, to train staff at the head office and provide briefings to occasional visitors. The goal is to make sure everyone knows and understands the contents of the child protection policy, the responsibilities assigned to him/her according to his/her position within Asmae, and the legal framework of child protection, plus ensure everyone is informed of the reporting procedures if there is a worrying situation.

2. To advise and guide

The Child Protection Committee can be called upon at any time, and by any employee of Asmae, whenever there is suspicion, breach of the CPP, or a proven act that could result in a child being harmed. This is a space where each person can share his/her concerns, the goal being to protect children and improve preventative measures. The Child Protection Committee undertakes to keep and treat all information confidentially.

The Child Protection Committee's role is to provide council and guidance to colleagues, make recommendations and pass decisions down to those who called upon it.

3. To guarantee protection to children

In France, the law of 5 March 2007 reforming Child Protection, entrusts the President of the Departmental Council with the collection, management, and evaluation of any disturbing information about children who are in danger or at risk. SNATED (child protection helpline) and CRIP (Unit for the Collection of Worrying Information) serve as the interface between private citizens, professionals and the appropriate child protection authorities.

Internationally, the framework for the protection of children, as defined by the appropriate authorities in the countries of intervention, may not be adequate to respond to the concerns and preoccupations of Asmae's teams or partners. Asmae's Child Protection Policy provides a framework that aims to ensure and guarantee the protection and well-being of children with which we work directly or indirectly.

It is the Child protection focal point who receives the worrying information and responds to it. He/she informs the Child Protection Committee, which may decide to meet in order to propose further action. In serious cases, referring to potential or proven abuse implicating an employee or occasional visitor, the focal point shall immediately inform the Child Protection Committee and ensure that the relevant authorities are notified when the legal framework requires it.

Depending on the seriousness of the case, the Child Protection Committee may be required to refer it to other authorities who are capable of dealing with it, ensuring that support has been provided to the child and his/her family by the relevant child protection actors. The procedures

are outlined in the "Information Reporting Procedures" ([4.2.1 Information reporting procedures](#)). The Child Protection Committee shall ensure the confidentiality of information at each step of the process.

4. To follow up, evaluate and improve

The Child Protection Committee shall ensure that all provisions described in Asmae's Child Protection Policy are effectively implemented within the organization.

It shall respond to each case reported to it and provide the necessary follow-up, in order to guarantee that the advice and recommendations addressing any concerns, and any decisions made are effectively implemented. Each case shall be recorded by the Child Protection Committee.

The Child Protection Committee shall carry out an annual assessment of its operations, which shall analyse the relevance and terms of implementation of the Childhood Protection Policy. It will make recommendations and propose improvements, if needed.

The certification of our ChildProtection Policy by an accredited international organisation shall take place together with support in its implementation.

5.2 Code of best practices

Asmae's code of best practices ([Appendix 1](#)) was designed to be adapted to all contexts so as to prevent all risky or dangerous situations to which Asmae's actions could expose children. This code of best practices describes preventative actions, prohibitions and expected behaviours that Asmae's employees and occasional visitors are **mandated** to respect in order to prevent any situation of risk, abuse and/or danger.

All employees and occasional visitors, whatever their status, must behave in an exemplary way toward children in all aspects of their lives. Asmae ensures that its employees are familiar with Asmae's CPP, understand its content, and commit to following the rules and measures therein. The code of best practices must be signed by all employees when they start with the organisation and by occasional Asmae visitors before their departure on mission and/or after receiving CPP training given by the Child Protection Technical Education Adviser. According to the job occupied within Asmae, each employee may be expected to adhere to other specific commitments outlined in the following sections of the document.

5.3 Application criteria

Asmae's child protection policy affirms its commitment and determination to promote and ensure children's safety. This policy applies to all levels of the organization and broadly covers all its actions and areas of intervention.

5.3.1 In international programmes

- At the Asmae team level:

- Involving teams at the headquarters and in the field in designing and reviewing the policy
- Distributing the policy and training teams (in French and English first)
- Obtaining a commitment from each employee to follow the policies and sign the code of best practices
- Participating in policy follow-up actions, paying particular attention to recommendations from employees in the field that have jobs involving direct and regular contact with children (technical adviser for example).

- Using the policy as awareness-raising support for (community, institutional and/or financial) partners.
- At the partner level:
 - Presenting and raising awareness about Asmae's child protection policy
 - Providing technical support in risk assessment and to develop their own Child Protection Policy if required.
 - Supporting and helping to manage risk situations in the event of receiving information about a partner, if such a need is expressed and in keeping a balance with those who have their own policies.
 - Making Asmae's Child Protection Policy available in French and English at first.
- At the projects/programmes level:
 - Taking the management of the project cycle into account: the principals outlined in this policy will need to be considered within the context of projects implemented in the field, from the conception phase to the final evaluation. This means a list of standards that must be respected, applicable at each key phase of the project cycle.
 - Participating in sector and thematic networks, in France and abroad, allowing updating of contextual news from countries of intervention and sharing experiences and practices related to implementing child protection policies in a goal of continuous improvement.
 - Using briefings for and signature of the CPP by occasional visitors coming to countries of intervention: auditors, assessors, financial partners, journalists, etc.

5.3.2 In programmes in France

In programmes in France that benefit from certification by Aide Sociale à l'Enfance (ASE) and Protection Maternelle Infantile (PMI), the French law pertaining to matters of child protection is applied and governs procedures described in Asmae's child protection policy. Employees are still required to sign the code of best practices.

For other programmes in France, employees who come into contact with children must promise to:

- Inform the partner that an adult in a position where he/she is responsible for children (teacher, educator, trainer, etc.) must be present throughout the period of Asmae's intervention.
- Encourage e-mail exchanges rather than phone conversations when communicating with children outside of interventions in the field and encourage professional contact information (e-mail address and land line or mobile phone) if contact must be made for strictly professional reasons.
- If need be, put your line manager on copies of e-mail exchanges that may be made with children.
- If pictures are expected during Asmae's intervention, distribute the image rights licensing authorisation ([Appendix 5](#)) and have it filled out and collected for internal filing.
- Only take photographs for professional purposes and do not post them on social networks or on the internet.
- Never be alone with a child in a closed and/or isolated room.

5.3.3 Human Resources Management

Regarding Human Resources procedures, Asmae endeavours to take into account rule no. 2 of the GPTE¹²: *"Child protection services are provided by appropriately qualified personnel in this area of activity. The recruitment process and policies of Human Resources (HR) include*

protective measures for boys and girls against exploitation and abuse committed by aid workers".

A series of checks is in place at each step of the recruitment process in order to reduce the risk of hiring people who represent a potential risk to children. Zero risk does not exist but the combination of these measures allows for security barriers and thus the limiting of risk. [See Appendix 6 Checklist for safer recruitment.](#)

Each recruitment must be subjected to a risk analysis based on the amount of contact the future employee will have with children. Each step of the recruitment process must be respected, including checking references and requesting the criminal background record no. 3 from new employees of French nationality or from those who reside in the French territory. For third country nationals at the headquarters or in the field, it is up to the Human Resources department to find out about getting criminal background checks from the country in question¹³. If the criminal background check reveals a conviction, the CPE must be consulted to learn the nature of this conviction and to determine if it must be considered as a disqualifying factor or not. The same is true for references that mention anything negative.

In Asmae's countries of intervention, it may be difficult to obtain a criminal background record. In the event that this situation arises for a candidate, further verification may be proposed by leaders in the field according to the degree of contact that this position has with children.

5.3.4 Mobilisation Communication Resources

Regarding actions of mobilisation, communication and resources, Asmae endeavours to take into account standard no. 3 of the GPTE¹⁴: *"Issues of child protection are communicated and defended using advocacy actions that respect the dignity of girls and boys, their best interests and their safety"*.

This section defines the measures that Asmae takes and which engages all persons (employees or occasional visitors) involved in media coverage, communication, mobilisation and/or information gathering.

These measures apply to media coverage of Asmae programmes and occasional visits related to mobilising resources:

- Mention the CPP in external service contracts (for photographers, videographers, etc.);
- Ensure that all participants in field visits (press trips, funding partner visits, etc.) receive a detailed, advance briefing on the CPP and sign it;
- Ensure that occasional visitors taking photo, or video or writing reports always have an Asmae partner or employee with them; Individuals should not under any circumstances be alone with a child while conducting interviews, shooting photos or videos or recording testimony;
- Do not show children in suggestive poses or dwell on their misery in photos and other communication media;
- Always change the first and family names of children when taking photos, videos or testimonies;
- Never disclose the geographical origin of children when disseminating photos, videos or testimonies; prioritise information about the school or project that is helping the child;
- Do not include any information¹⁵ about a child in photo, video, or testimony metadata: family name, first name, personal history, place of residence or origin;
- The image rights waiver must include a statement that the child or his/her legal representatives may, at any time, request that the photo, video or

testimony in which the child appears be deleted from media or archives;

- At the request of a legal representative or child, coordinate with partners to delete any photo, video, or testimony involving a child from media or electronic archive;
- Have a child's parents or legal representatives (or a child of legal age under national law) sign an ad hoc document authorising the sale of photos of the child taken as part of Asmae programmes at a charity auction;

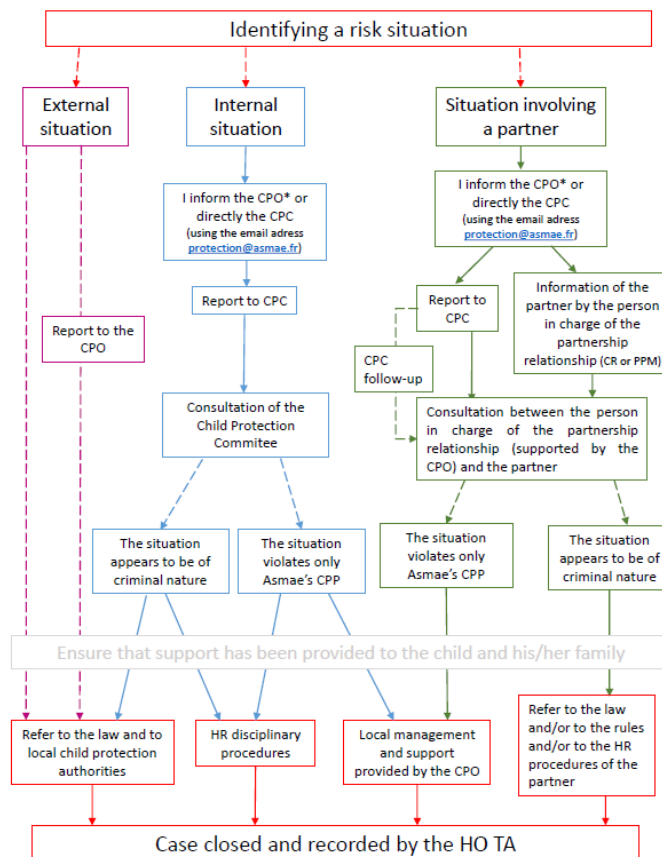
- Journalists may only publish photos, videos and/or testimonies, made available for public use on social media after obtaining advance authorisation to use the image¹⁶ in a professional context: by tagging and identifying Asmae;
- An in-country Asmae employee must review questions an interviewer plans to ask a child in advance to avoid cultural misunderstandings or possible changes to questions;

Within the framework of collection actions and more particularly sponsorship:

- The association head office must approve all interactions between sponsors and beneficiaries; To avoid solicitations apart from sponsorships, sponsors should not provide their contact information;
- For logistical reasons, only written letters between sponsors and beneficiaries are authorised. This policy allows Asmae to ensure that letters reach recipients; To avoid feelings of injustice or inequality among children, sponsors may not send money or gifts;
- Sponsors must not receive any information deemed sensitive, i.e., information affecting the right of children to respect for their dignity, privacy, and private lives; Partnership agreements between Asmae and its partners must therefore state that information disseminated as part of sponsorship must comply with the CPP; Partners inform parents and/or legal representatives of these procedures when sponsorships are formalised;
- Sponsors must show respect for children and their families in their letters: they must not intrude on the privacy of children or use degrading, ambiguous, or inappropriate language;
- Beneficiaries and their families must not solicit their sponsors outside of the framework of the sponsorship and/or introduce subjects contrary to sponsorship aims;
- Volunteers responsible for collecting and distributing letters must participate in CPP training; if an interaction includes content that violates CPP rules, volunteers must report the violation to the HO TA/CPC via the designated address (protection@asmae.fr). This report must follow the procedure for reporting information related to a problem situation described in Section 4.2.1.;
- Digital documents containing personal information and details about sponsored children must be stored in a dedicated space with restricted access;
- All documents containing sponsorship action guidelines and all communication documents that need it must mention the CPP.
- All donors (including sponsors) who wish to visit Asmae field sites ([Appendix 7 Policy for donor visits](#)) must submit a written request to Asmae's head office justifying their request. Asmae reserves the right to refuse field visit requests. Visitors must undergo an advance briefing about the CPP.
- An Asmae representative must accompany all donors (including sponsors) who visit children or Asmae partners; Donors may never visit or stay at the home of a partner without an Asmae representative being present;
- Donors are never authorised to make direct contact with a sponsored child outside of visits arranged by Asmae.

5.4 Procedures in case of a risk situation

5.4.1 Information reporting procedures



*To be ignored if this person is involved.

Confidentiality must be respected at all stages of the process.

5.4.2 Internal cases

An **internal case** is a case that puts or could put a child in danger or harms him/her and one which involves an Asmae employee or an occasional visitor.

Information about such a situation must be dealt with by using the following procedures (explanation of the diagram):

Inform the child protection Focal Point or email the Child Protection Committee directly. The Focal Point is responsible for collecting any necessary and additional information in a confidential manner. In all cases, the [Worrying situation processing form \(Appendix 3.b\)](#) must be completed by the Focal Point and forwarded to the CPC within 48 hours.

The Child Protection Committee meets and discusses the matter if requested by the Focal Point or if the committee members consider the Focal Point's recommendations to be insufficient. Different decisions can be made depending on the situation (degree of seriousness/emergency and whether it appears to be criminal in nature or only a violation of the CPP). In the case of proven danger, Asmae shall refer the case to the country's relevant authorities ([Appendix 2 Child Protection Systems by Country of Operation](#)) and disciplinary and judicial proceedings may be brought against the employee as required.

In situations where a child's life is in danger, witnesses present may take any measures that they deem necessary to protect the child from immediate danger, provided it is compliant with

Asmae's Code of Best Practices. They must, however, ensure their own safety if they decide to intervene. This situation must be reported to the Focal Point and the CPC as well as the relevant authorities as soon as possible.

5.4.3 Cases concerning Asmae's partners

A case involving an Asmae partner is a situation that puts or could put a child in danger or harm him/her and that involves an employee from a partner organisation in France or overseas.

Asmae wishes to differentiate cases that relate to its partners from those of its internal situations and to put in place a specific reporting procedure so as not to replace the partner and to maintain a balanced relationship. Asmae is not authorised to manage situations for its partners, several of which already have their own Child Protection Policies. It is a question of informing them of the response mechanisms existing within Asmae, and to support them, if needed, in managing these situations.

Information about such a situation must be dealt with by using the following procedures (explanation of the diagram):

Inform the child protection Focal Point **or** email the Child Protection Committee directly.

The Focal Point shall send the information to the partnership manager (Project Partnership Manager or Country Representative, according to the severity of the case), who shall inform the appropriate contact at the partner organisation. Together they will discuss the situation and determine the nature of the case (whether it breaches Asmae's CPP or whether it appears to be criminal in nature) and how the partner should deal with it. If the situation requires it, Asmae shall ensure that the relevant authorities of the country are involved and may help the partner implement disciplinary procedures.

At the same time and depending on the situation (degree of seriousness/urgency), the Focal Point can:

- Make recommendations to the Asmae partnership contact person. S/he should notify the Child Protection Committee only for informative purposes and the recommendations should be implemented directly in the field: the situation is managed locally.
- Refer the matter immediately to the Child Protection Committee, which will make its recommendations and/or decisions to the Country Representative. The Committee will offer support and assistance and ensure a follow-up of the situation.

5.4.4 An external case

An **external case** is a situation that puts or could put a child in danger or harm him/her and which takes place:

- In a context that is completely external to Asmae or its partners
- In my personal life

Information about such a situation must be dealt with by using the following procedures (explanation of the diagram):

Inform the Focal Point, who will provide support and recommendations, or contact the relevant authorities directly.

By relevant authorities', Asmae means all agencies, institutions or civil society in place in countries in which we operate and which have as their objective the protection and care of children in danger or victims ([*Appendix 4 Child protection system by country of intervention*](#)).

List of acronyms

CPC: Child Protection Committee

CPP: Child Protection Policy

CRC: Convention on the Rights of the Child

FP: Child Protection Focal Point

HO TA: Technical Adviser on Education/Child protection based at the Head Office

ICRC: International Committee of the Red Cross

KCS: Keeping Children Safe

NGO: Non-Governmental Organisation

WGPC: Working Group on the Protection of the Child

Appendix 1. Code of Best Practices

By signing the Asmae Child Protection Policy, I commit:

- **Not to engage in any manner of sexual relations with or sexualised behaviour** towards any child under any circumstances;
- **Not to commit any other type of abuse** against a child: physical, emotional/verbal abuse, incitement to use alcohol/substances, exposure to any type of violence;
- **Not to exploit** any child in any way. **Not to employ** any child to perform domestic tasks, or any other tasks inappropriate for his/her age or that is contrary to his/her health, education or development;
- **Not to photograph any child in a manner that contravenes his/her rights as laid out in the CRC.** In particular, I will ensure that children are dressed and their genitals and private parts are covered; that they are not in any pose that is sexually suggestive or may have a negative

impact on their dignity or privacy; and to respect the Asmae image rights policy;

- **Not to give any money** or gift to any child (or his/her family) within the context of my work for Asmae;
- **Not to invite** any child I have met within the context of my work for Asmae to my home;
- **Not to be alone** with a child within the context of my work for Asmae, unless my job requires it for confidential purpose;
- **Not to engage in any relationship** with any child I have met within the context of my work for Asmae using my personal details (landline or mobile phone, postal address, email address, personal social media account);
- **Not to disseminate any photo or video** taken of any child within the context of my work with Asmae via the internet or social media.¹⁷

By signing the Asmae Child Protection Policy, I commit:

- **To contribute to creating a safe environment** for children;
- **To treat children well, with respect, and without discrimination**, that is to say without any distinction whatsoever, independent of any consideration of race, colour, sex, gender, sexual orientation, language, religion, political opinion, national, ethnic or social origin, socioeconomic status, disability, appearance, or any other situation relating to the child, his/her parents or legal representatives.
- **To respect the private life** of children with whom I have contact. Information concerning children is confidential and protected. The Convention on the Rights of the Child recognises

the right of children not to be subject to arbitrary or illegal interference in their private life, their family, their home, or their correspondence, and to enjoy the protection of the law from such interference.

- **To gain the permission** of the child, his/her parents or care-giver before taking any photo or video whilst respecting the Asmae image rights policy.
- **To report**, via the protocol put in place by Asmae and the competent authorities, any situation or behaviour which endangers or could endanger, harms or could harm any child, whether I witnessed directly or indirectly, whether internal or external to Asmae or relating to a partner.

As an employee of Asmae or occasional visitor, I, the undersigned

.....
commit to respect this code of best practices scrupulously as well as the specific application criteria for my assignments, as set out in Asmae Child Protection Policy. In case of non-respect of the code of best practices, prosecution and disciplinary measures leading to suspension and/or contract cancellation can be taken.

Date

Signature

Appendix 2. Child Protection Focal Point

Role: The Child Protection Focal Point (FP) is the main point of contact at field level for child protection issues and the implementation of the Child Protection Policy.

Responsibilities and specific tasks:

- Collect information about situations of concern (using the forms provided for this purpose – Appendix 3.a.) and ensure that any necessary and additional information related to the case is obtained in a confidential manner
- Engage actions for the best interest of the child and with respect to the legal framework
- Ensure the situation is monitored
- Forward the information to the Child Protection Committee
- Keep an accurate record of the information reported to the Committee
- Provide training to team members and ensure that the entire team is aware of the Child Protection Policy and how it works
- Advise and assist team members and partners in implementing the CPP
- Be the main point of contact for partners or any other actors regarding child protection issues and the implementation of the Child Protection Policy
- Ensure that all documents (CPP, code of best practices, forms, FP contact details, etc.) are available and accessible

Requirements:

Professional skills:

- Experience within Asmae: (knowledge of the organisation and how it operates) is preferred
- Experience and professional knowledge in the field of child protection, social work, working with families, national policies/local context
- Knowledge of national policies/child protection mechanisms
- Has received training in the field of child protection
- Able to provide training to others
- Writing skills (notetaking/reporting)
- Must have a good knowledge of the working language of the country, and a good knowledge of the local language is highly desirable

Personal skills:

- Good interpersonal and communication skills with other team members (including the supervisor), children, partners and local authorities
- Demonstrate neutrality, objectivity, non-judgment and personal detachment
- Be able to manage information confidentiality

Other:

- Must have an interest in the position and volunteer to take on the responsibilities

Appendix 3.a. Form to report an worrying situation

This form can be used to inform the CPO if you witnessed a worrying situation. Please note that although it is not mandatory to complete all the boxes on this form, the more detailed it is; the easier it will be for the CPO to handle the situation.

Date :		Your name :	
Location of the incident :		Function / Organization :	
Country :		E-mail address and phone number :	
Name of the child <i>(if available) :</i>			
Additional information to identify the child <i>(if available - name of the partner, does the child participate in activities organized by Asmae, etc.):</i>			
Description of the situation: <i>(source of concern, observations about the physical/mental state of the child, people present, description of potential violence, transcription of the child's comments...)</i>			
Have you taken any action regarding the situation? <i>(getting the child to safety, contacting authorities...)</i>			

Appendix 3.b. Worrying situation processing form

TO BE COMPLETED BY THE CP Focal Point			
Date :		Country :	
Name of the CP Focal Point :		Location of the incident :	
Source of the information of concern <i>(specify whether it was an oral or written information, if necessary attach any relevant documents – form, e-mails...):</i>			
Synthesis of the situation :			
Information about the child :			
Name <i>(if available) :</i>			
Additional information to identify the child <i>(if available - name of the partner, does the child participate in activities organized by Asmae, etc.):</i>			
Measures taken : <i>(Meetings with other people, involvement of judicial or social authorities/child protection organizations, etc.)</i>			

Does the situation appear to breach the protection standards-? <i>* a serious act constituting a violation of the human person and sanctioned by criminal law</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
The situation involves :	<input type="checkbox"/> an Asmae employee/ occasional visitor (internal)	<input type="checkbox"/> a partner	<input type="checkbox"/> people outside the organisation (external)
Recommendations of the CP focal point : <i>(Measures to be taken, by who...)</i>			

TO BE COMPLETED BY THE CPC		
Can the situation be handled locally and coordinated by the CPO?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the situation require the involvement of the Child Protection Committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Management of the situation – dates, recommendations and actions implemented by the CPC <i>(deadlines to be met, if applicable):</i>		

Incident no. : Country/yyyy/mm/dd		Date closed :	
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Appendix 4. Child protection system by country of intervention

Country	Telephone no.	Authority in charge
Burkina Faso	116	Ministry of Women, National Solidarity and Family (department in charge of combating violence against children)
Egypt	16 000	Child Rescue Line – National Council for Motherhood & Childhood (Ministry of Health)
France	119	SNATED: National Hotline Service for Children in Danger
	Number by department of intervention	CRIP : Cellule de Recueil des Informations Préoccupantes (French unit that collects information about worrying matters)
	informationspreoccupantes@cg62.fr 03 21 21 89 89	CRIP 62 Pas de Calais
	enfance-endanger@rhone.fr 04 72 61 72 62	CRIP 69 Rhône
	crip75@paris.fr 01.53.46.86.81	CRIP 75 Paris
	02 35 03 51 15	CRIP 76 Seine Maritime
	01 64 14 77 38	CRIP 77 Seine et Marne
	ccip@yvelines.fr 01 39 07 74 30	CRIP 78 Yvelines
	crip@cg93.fr 0 800 00 093 01 43 93 10 35	CRIP 93 Seine Saint Denis
	0 811 900 200	CRIP 94 Val-de-Marne
	01 34 25 76 62	CRIP 95 Val d'Oise
India	1098	Ministry of Women and Child Development
Lebanon	+961-1-42797	Union for the Protection of Juveniles in Lebanon (UPEL) / Union pour la Protection de l'Enfant
	+961 81 78 81 78 (Girls and women safe line)	ABAAD
	112	Police
	+9603 414 964	Himaya
	1714	Minister of Social Affairs
Madagascar	147	Vonjy centres
Mali		
Philippines	171	Philippines National Police
	163	Bantay Bata – ABS-CBN Foundation

Appendix 5. Image release form

Image release form

Asmae-Association sœur Emmanuelle wants to protect its project's beneficiaries. Therefore, Asmae requests them to sign a release and consent form regarding their image rights. Photos taken by the organization aim at supporting Asmae's communication and always consider the security and well-being of people. They cannot be used for any commercial use.

Every person willing to withdraw his/her authorization, for him/herself or for a person under his/her responsibility, can do it anytime by writing to the communication department of the organization.

I, **<First name> <Surname>**, legal representative of **<First name> <Surname>**

Resident at **<Address + Town + Postcode>**

Born on: **<Date of birth>** in **<Town>**

Nationality: **<Nationality>**

Acting on my own behalf,

Authorise Asmae-Association sœur Emmanuelle to reproduce and use the images of **<First name> <Surname> <list of names and surnames>** in its communications.

This authorisation is valid:

- For all physical and non-physical media, in all formats, including but not limited to: hard copies (printed photographs), catalogues and miscellaneous publications, and other digital media, all audiovisual media, including film, TV and all means integral to this type of communication, the Internet (including Intranet, Extranet, blogs and social media), all means of receiving information (smartphones, tablets etc.), the press (TV adverts, cinema adverts), internal communication materials and promotional materials (poster campaigns in any location, any size and any medium (streets, airports, stations, public transport etc.)), and includes the right to inclusion in another work/multimedia work.

This authorisation to use my image or the one of my rightholder is given free of charge.

Drawn up in **<Name of town>**, on **<date>**

<Signature>

Appendix 6. Checklist and tools for safer recruitment

To be kept in the employee's HR file

Check list for safer recruitment	YES	NO
Writing the advert		
I evaluated the risk* level. <i>* See the risk level scale at the bottom of the document.</i>		
I mentioned that Asmae's work is in Child Protection and I mentioned the CPP: "To ensure children's safety, our selection procedure includes background checks on candidates and all new staff are required to sign Asmae's Child Protection Policy."		
The HR interview		
I mentioned that the candidate may be in contact with children.		
I mentioned the existence of the CPP, and the candidate's obligation to sign it if recruited.		
I asked at least one question relating to Child Protection.		
I asked for information about previous employment, any disruptions in the candidate's career and/or periods of inactivity, and these were justified with satisfactory responses.		
The operational interview		
I asked at least one question relating to Child Protection.		
The reference check		
A response was given to my questions.		
The responses provided are satisfactory enough to allow the recruitment process to continue.		
At induction		
The employee has signed the code of best practices and has received specific CPP training.		
I received a copy of the new employee's criminal record, and it is clean.		
If it is not clean, the CPC has been consulted to ensure that the nature of the conviction does not disqualify the candidate.		
If I did not receive a copy, additional measures have been taken in collaboration with the person in charge in the field.		

Questions to ask during the reference check:

- Do you have any concerns about the candidate coming into contact with vulnerable children and adults?
Have you ever heard of the candidate being involved in any problems of this nature?
- Do you have any concerns about the candidate related to fraud or corruption?
Have you ever heard of the candidate being involved in any problems of this nature?

3. Do you have any concerns about the candidate related to matters of mental or sexual harassment?

Have you ever heard of the candidate being involved in any problems of this nature?

4. Are you aware of any violation of your policies, code of conduct, or other matters consisting of a breach of respect for other people or of their dignity?

Have you ever heard of the candidate being involved in any problems of this nature?

Risk Level¹⁸:

Level 1: *Almost no contact: responsible for administration or finance, assistant in the national office, caretaker, maintenance staff.*

Level 2: *Occasional contact with children, but in the presence of representatives of the partner organisation: country representative, project and partnership manager, project officer, representatives of the Programme department, the AFI department and the MCR department during international assignments in the field.*

Level 3: *Daily contact, but in the presence of representatives of the partner organisation: technical advisers, interpreters.*

Level 4: *Daily contact without being accompanied by representatives of the partner organisation (therefore incidents might not be flagged): technical adviser depending on the nature of the activities defined in the job posting, driver.*

Appendix 7. Policy for donor visits

POLICY FOR DONOR VISITS

1 - The policy's field of application

All private donors (including sponsors) and institutional donors, whether current or potential.

2 - Contact method

All current or potential donors, wishing to visit one of our countries of intervention (France included) in order to see our programmes and meet our partners, are invited to contact the association's HQ in Paris by Email, to the donors department at service.donateurs@asmae.fr.

During this communication, donors must specify and justify their request, especially:

- general information : country, partner(s), project(s), child's name in the context of individual sponsoring, meeting Asmae teams in the country
- expectations of the donor: reason for the visit
- desired duration of the visit
- number, identity, gender and age of accompanying persons.

Donors who make direct contact with our offices in various countries of intervention will be systematically redirected to the Paris HQ.

3 - Briefing before departure

A briefing before departure at the association's HQ or by telephone is mandatory. This briefing aims to gain an understand the donor's expectations and inform them of a certain number of principles and rules that apply during their visit. It is provided by the area manager and the HO technical advisor or a member of the Child Protection Committee where appropriate.

The briefing lasts approximately two hours and covers the following subjects:

- Presentation of the association (vision, mission, principles of action and framework of intervention);
- Presentation of actions in the country of intervention that the donor wishes to visit;
- Explanation and signature of the code of ethics for field visits (respect for cultures and differences, attitudes to be upheld, photography and filming, etc.);
- Explanation and signature of the Child Protection Policy
- Explanation of the security plan (if applicable);
- Expectations of the donor (checking their compatibility with this policy, the constraints of our partners and local teams).

Important: Asmae – Association Sœur Emmanuelle may refuse a donor's visit if we deem that the donor's motivations and expectations are not compatible with our values, principles of action and time constraints. We may also cancel or postpone a field visit according to the security conditions within the country or the constraints of our partners.

4 - Organisation of the visit

The donor visits the country at its own initiative and by its own means. All expenses are covered by the donor.

For the duration of the visit to one of our partners, the donor will be accompanied by Asmae's representative (Project and Partnership Manager-PPM or Country Representative-CR), or another member of the Asmae team expressly authorised by the PPM or CR.

- At no time and in no event may the donor visit or stay with one of our partners without an Asmae's representative presence.
- In the context of an individual sponsorship, the sponsor may not, under any circumstances and at any time, take the child away from its natural habitat (family, reception centre, etc.).
- In all cases, the donor must comply with the Asmae Child Protection Policy and its Code of best practices

The total duration of the visit is limited to one day (including travel time to and from the partner's intervention site). This time limit aims to limit the impact of these visits on the activities of our partners and on the children.

5 - Disclaimer

Asmae – Association Sœur Emmanuelle may not, in any event, be held morally or financially liable by a donor for:

- the cancelling or postponing of a visit;
- any personal injury, financial loss and/or psychological harm incurred by the donor during the visit.

Donors' charter during a field visit

To be read carefully and to be signed.

By signing this declaration:

I take note of the principle agreement of Association Asmae - Association de Sœur Emmanuelle (hereafter the "Association") for my visit to I within² from to³ the Association may, after consultation, refuse my participation if it deems it necessary to do so.

I promise to:

- Respect the guidelines, philosophy, values and principles upheld by the Association and not to do anything that would damage or harm the safe progress of my visit, the Association and the partner's credibility in the host country;
- Respect the Association's property as well as that of local partners;
- Comply with the directives and instructions, especially regarding clothing, photography and filming, provided by the Association's representative or by the local partner in the host country;
- **Refrain from making any comment in the partner's presence about the quality of the projects being carried out** (a meeting with the Association's representative is planned at the end of the visit to discuss findings and impressions during the visit);
- Refrain from revealing any religious, ideological, philosophical or political propaganda to the local populations and authorities;
- Refrain from purchasing and consuming any type of drugs, even if they are being customarily consumed in the countries;
- Remain neutral in disputes or differences that may arise within the partner's working teams during the visit;
- Inform the Association's representative who will advise me if I wish to carry out an action with or make a donation to the partner.

I also declare:

- that I have read the policy regarding donors' visits (document attached) and, particularly, that I accept that the Association may not under any circumstance be held morally or financially liable by a donor for:
 - o cancelling or postponing a visit
 - o any personal injury, financial loss and/or psychological harm incurred by the donor during the visit
- that I have taken out insurance cover that is suitable for the country in which the visit will take place, and that includes the reimbursement of medical costs, third-party liability and repatriation assistance;

I, the undersigned,⁴ declare that I have read and accepted the terms regarding my visit.

Signed in

Date

Signature preceded by the words "Read and Approved."

¹ The country.

² The local partner.

³ Visit start and end date.

⁴ Full name.

Appendix 8. Glossary

Physical abuse: actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning¹⁹.

Sexual abuse: forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways²⁰.

(See also “Sexual exploitation”)

Wellbeing: The condition of holistic health and the process of achieving this condition, wellbeing refer to physical, emotional, social and cognitive health. Wellbeing includes what is good for a person²¹:

- Participating in a meaningful social role;
 - Feeling happy and hopeful;
 - Living according to good values (as locally defined);
 - Having positive social relations and a supportive environment;
 - Coping with challenge through the use of positive life skills;
 - Having security, protection and access to quality services;
-

Discrimination: Discrimination can be defined as any distinction, exclusion, restriction or preference based on any grounds which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all children, on an equal footing, of the rights and freedoms recognized in the CRC²².

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual²³.

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour²⁴.

(See also “Child labour”, “Worst forms of child labour”, Hazardous work”)

Child: a child means every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier²⁵.

Gender: “Gender » refers to the roles, responsibilities, identities of women and men, and how these are valued in the society. These vary in different cultures and change over time, Gender identities define how society expects women and men to think and act. Gender roles, responsibilities and identities can be changed because they are socially learned²⁶.

Malnutrition: Malnutrition refers to deficiencies, excesses or imbalances in a person's intake of energy and/or nutrients. The term malnutrition covers 2 broad groups of conditions. One is 'undernutrition'—which includes stunting (low height for age), wasting (low weight for height), underweight (low weight for age) and micronutrient deficiencies or insufficiencies (a lack of important vitamins and minerals). The other is overweight, obesity and diet-related noncommunicable diseases (such as heart disease, stroke, diabetes and cancer)²⁷.

Emotional abuse: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment²⁸.

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child²⁹.

Non-discrimination: This refers to the principle that unfair distinction should not be made between people or communities on any grounds of status, including age, gender, race, color, ethnicity, national or social origin, sexual orientation, HIV status, national language, religion, disability, health status, political or other opinion, or other status. It does not mean that everyone should be treated in the same way but is about equality of access and outcomes, allowing different types of assistance and support based on actual needs and capacities³⁰.

Participation: Participation refers to the processes and activities that allow intended beneficiaries to be involved in the design, implementation and evaluation of projects. Real participation includes all groups, including the most vulnerable and marginalized. It enables people and communities to take part in decision-making processes and to take action on certain issues that are of concern to them. It is a way of identifying and mobilizing community resources and building consensus and support. Participation is voluntary³¹.

Worst forms of child labour: Worst forms of child labour is a term defined ILO Convention n° 182. It must be prohibited for all people under the age of 18 years and includes the following³²:

- All forms of slavery or practices similar to slavery such as the sale and trafficking of children, debt bondage, serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
- Using, procuring or offering a child for prostitution, the production of pornography, or for pornographic performance;
- Using, procuring or offering a child for illicit activities – in particular for the production and trafficking of drugs as defined in the relevant international treaties;
- Work with, by its nature or because of the circumstances in which it is carried out, is likely to harm the health, safety, or morals of the child (commonly referred to as “hazardous work”)

(See also “Child labour” and “Hazardous work”)

Child labour: there is no precise definition because this expression covers very different situations. The term “child labour” is often described as work that deprives children of their childhood, their

potential and their dignity. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children, and which interferes with their schooling by depriving them of the opportunity to attend school³³.

(See also « Worst forms of child labour » and Hazardous work »)

Hazardous work : Hazardous work is work which, by its nature or the circumstances it is carried out, is likely to harm the health, safety and morals of children, and which must be prohibited for children under the age of 18 (even when this is above the general minimum working age). The ILO General Conference urges member States to give consideration to³⁴:

- Work that exposes children to physical, emotional or sexual abuse;
- Work underground, under water, at dangerous heights or in confined spaces;
- Work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- Work in an unhealthy environment, which may, for example, expose children to hazardous substances, agents or processes; or temperatures, noise level, or vibrations damaging to their health;
- Work under particularly difficult conditions, such as work for long hours or during the night or work that does not allow for the possibility of returning home each day.

(See also « Child labour » and « Worst forms of child labour »)

Vulnerability: This term refers to physical, social, economic and environmental factor or processes that increase the susceptibility of a community or individuals to difficulties and hazards and put them at risk as a result of loss, damage, insecurity, suffering and death. Some people may be disproportionately affected by disruption of their physical environment and social support mechanisms in disaster or conflict because of discrimination or neglect in their society. Vulnerability is specific to each person and situation. However, some groups commonly liable to increased vulnerability include unaccompanied children person with disabilities, older people, single-headed households, children formerly associated with armed forces and armed groups, and people suffering from ill health (including VIH and HAIDS)³⁵

Bibliographical references

- ¹ Decree no. 2014-519/PRES of 20 June 2014 enacting Act no. 015-2014/AN of 13 May 2014 on the protection of the child in conflict with the law or in danger. Official Journal (OJ) no. 35 of 28 August 2014. Available at <http://lexprafaso.justice.gov.bf/LegislationP/DisplayPDF?npdf=LOI%20%20N%C2%B0%20015-2014.pdf> & African Committee of Experts on the Rights and Welfare of the Child (ACERWC), Recommendations and Observations addressed to the Government of Burkina Faso by the African Committee of Experts on the Rights and Welfare of the Child in the initial implementation Report of the African Charter on the rights and welfare of the child, March 2011, available at: <http://www.refworld.org/docid/545b58694.html> [accessed 10 August 2018]
- ² President of the Republic of Mali. Order No. 02-062/P-RM of 5 June 2002 on the Child Protection Code, 5 June 2002. Available at <http://www.unesco.org/education/edurights/media/docs/c1c5d5eb0edb7d18bb8134184f16acf64533fe9b.pdf>
- ³ Act no. 2007-023 of 20 August 2007 on child rights and protection, National Assembly, Senate and President of the Republic
- ⁴ Child Protection Act, National Council for Childhood and Motherhood.
- ⁵ Republic Act 6809, Philippine Commission on Women, <http://pcw.gov.ph/law/republic-act-68>
- ⁶ Act no. 74-631 of 5 July 1974
<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000000700039>
- ⁷ *Minimum standards for child protection in humanitarian intervention*, Child Protection Work Group (CPWG), 2012
- ⁸ Based on the definition of “worrying information” from the code of social action and families (Art, R226-2-2)
- ⁹ <https://www.service-civique.gouv.fr/>
- ¹⁰ <https://www.service-public.fr/particuliers/vosdroits/F11444>
- ¹¹ Asmae, Community Project, 2014 & <https://www.asmae.fr/cadre-dintervention/>
- ¹² *Minimum standards for child protection in humanitarian intervention*. Child Protection Work Group (CPWG) 2012.
- ¹³ Refers to the ECRIS system (computerised system for information exchange on criminal records) for nationals of Member States of the European Union
- ¹⁴ Child Protection Work Group (CPWG) *Minimum standards for child protection in humanitarian intervention* 2012
- ¹⁵ Structured set of information describing any resource, which may be: information describing content, concrete or abstract items or labels making it possible to find data. (<http://eduscol.education.fr/numerique/dossier/archives/metadonnees>). In practical terms, these are the properties of the digitally-stored photo.
- ¹⁶ Appendix 3
- ¹⁷ Journalists should refer to section 4.4.4 of the CPP
- ¹⁸ Inspired by Appendix 7 of the "Policy and code of conduct for the correct treatment of children and adolescents" of Educo, 2015
- ¹⁹ Keeping Children Safe, Child safeguarding and how to implement them, 2014, p.5
- ²⁰ *ibid*
- ²¹ Minimum Standards for child protection in humanitarian action, Child Protection Working Group (CPWG); 2012
- ²² Unicef, Children’s rights glossary, June 2000
- ²³ Keeping Children Safe, Child safeguarding and how to implement them, 2014, p.5
- ²⁴ *ibid*
- ²⁵ Convention on the Rights of the Child, Article 1
- ²⁶ Minimum Standards for child protection in humanitarian action, Child Protection Working Group (CPWG); 2012
- ²⁷ World Health Organization, consulted on <http://www.who.int/features/qa/malnutrition/en/> updated July 2016

²⁸ Keeping Children Safe, Child safeguarding and how to implement them, 2014, p.5

²⁹ *ibid*

³⁰ *ibid*

³¹ *Minimum Standards for child protection in humanitarian action*, Child Protection Working Group (CPWG); 2012

³² *ibid*

³³ *ibid*

³⁴ *ibid*

³⁵ *ibid*