



Save the Children Japan

Child Safeguarding Policy

Table of Content

1 .Introduction 1

2. Policy Statement..... 1

3. Principal..... 2

4. Definitions..... 3

5. Implementing Structure..... 6

6. Supporting/Related Documentation 6

Appendix. Code of Conduct 8



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Chapter 1. Introduction

Save the Children works for every child's rights to survival, development, protection and participation throughout the world. It is the primary responsibility of us to protect children, hear their voices, and enhance the well-beings for their bright futures.

However, we have to admit that children on the earth often suffer from abuses and exploitation; Japan and Mongolia are not the exception. Child abuse occurs in both domestic and public contexts wherever children go. No one can tell who can be totally safe. Besides, the recent IT growth has brought them the new types of threats such as online communication troubles and image abuses.

Needless to say, Intentional harming to a child by staff taking advantage of his/her position is never acceptable. Save the Children has the zero tolerance approach to any forms of child abuse and sexual exploitation by our staff, partners and other representatives. Such misconduct, if happen, would betray our supporters, destroy the trust, and bring serious damages to the children and their families.

In 2010, Save the Children International adopted Child Safeguarding Protocol setting the clear standards to ensure all members being child safe organizations. Save the Children Japan shall commit all possible efforts to abide by the protocol as its member. Child safeguarding is a global obligation of us to protect children from any kinds of abuse or exploitation. All staff and representatives are required to take necessary precaution to minimize risks, and pay maximum attention to any signs or predictive information. Both individual and organizational commitments and practical procedures are essential on our daily works as well as the program implementation with children.

In the protocol it is defined that each Save the Children member must introduce a child safeguarding policy and code of conduct of its own. Save the Children Japan shall introduce and maintain this policy adding some modification upon the translation of Save the Children International's Child Safeguarding Policy revised in 2014. This policy describes the aims of child safeguarding and the roles and responsibilities of the organization, individuals and its partners. Chapter 2 to 4 are almost the same with the Save the Children International's Child Safeguarding Policy; and Chapter 1, 5 and 6 are added for the Japanese and Mongolian Programme that Save the Children Japan is responsible for.

Chapter 2. Policy Statement

Children who come into contact with Save the Children as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of child abuse, sexual exploitation, injury and any other harm. This responsibility falls upon all of our staff and representatives and is reflected across many policies. This duty of care is enshrined in our Child Safeguarding Policy.

The Policy requires:

- Save the Children to recruit only representatives who are suited to work with children and to apply strict child safe recruitment practices
- That everyone associated with the organisation is aware of their obligations and responds appropriately to issues of child abuse and the sexual exploitation of children.
- That anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a member of the Save the Children family
- That everyone who represents the organisation must actively create a safe environment for children who come into contact with the organisation.
- All activities and programmes of work including during the response to Humanitarian emergencies are assessed for risks to children which are reduced or removed by all means within our control
- Central, Regional and Country Offices establish and maintain systems which promote awareness of Child Safeguarding, enable the prevention of harm , facilitate the reporting of and responding to safeguarding concerns.
- In this way we make Save the Children safe for children and by creating a child safe organisation; we honour their rights and our aspirations.

Chapter 3. Principles

The Child Safeguarding Policy is committed to and guided by the principles of:

- **Personal responsibility.** All representatives of Save the Children Japan must demonstrate the highest standards of behaviour towards children both in their private and professional lives. They have a responsibility to understand and promote the policy. They must do all that they can to prevent, report and respond appropriately to any concerns or potential breaches of the policy.
- **Universality.** The Policy includes mandatory requirements that apply to everyone in all aspects of Save the Children Japan's work regardless of how and where they work including during the response to humanitarian emergencies.
- **Standards based approach.** Save the Children has adopted a standards based approach to Child Safeguarding. Our safeguarding standards and standards of staff behaviour are often higher than those of the national laws and community custom or tradition. Nevertheless, it is our standards that representatives agree to when they join the Save the Children family and it is to these that they will be held account.
- **Openness.** We aim to create an environment in relation to child safeguarding issues, where any issues or concerns can be raised and discussed
- **Transparency and accountability.** This is essential in order to ensure that poor practice can be addressed, potentially abusive behaviour can be challenged and best practice promoted.
- **Accountability to children and their communities.** Through strengthening our internal systems, standards and practice we will be more accountable to the people we aim to

serve.

- **Children participation and non- discrimination.** Children should be empowered to understand their rights in this area, and made aware of what is acceptable and unacceptable, and what they can do if there is a problem or a concern.
- **The Best Interest of any children involved.** When dealing with a Child Safeguarding concern, the best interest of the child will be our priority and we will strive to ensure their safety, health and well- being including meeting their emotional, psychological and physical needs.
- **Confidentiality.** All Child Safeguarding concerns/reports/ investigations will be dealt with on a need to know basis and all records will be held securely. Likewise communication will be confidential and secure.
- **Timeliness.** Given the potential for increased or repeated abuse, timely responses are essential and the accompanying procedures establish mandatory time limits on reporting and responding to concerns.
- **Compliance.** The policy will be implemented in adherence with the Child Safeguarding Protocol of the Save the Children Association and Save the Children International 2010, the U.N.C.R.C.1989; The Secretary General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003, the U.K. Charity Commissioners and with due consideration to the local legal frameworks.
- **Uniformity.** This policy applies both during, after and in between work hours.
- **Ambition.** Save the Children aims to be able demonstrate that it is a leader in the field of safeguarding children.
- **Partnership.** We will work together with other agencies to promote Child Safeguarding within organisations and Child Protection within the wider community.

Chapter 4. Definitions

Word/Term	Definition
Child	is defined as anyone under the age of 18 years ¹
Child Safeguarding	<p>Within Save the Children, the term refers to the set of policies, procedures and practice that we employ to ensure that Save the Children itself is a child safe organisation.</p> <p>We know that harm can befall children as a result of deliberate actions by a tiny minority of staff and representatives. We have a zero tolerance to such behaviour and pursue rigorous policies to prevent and respond to these issues. We aim to ensure that everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children. We aim to ensure that anyone who represents our organisation behaves appropriately towards children both in work and outside work and never abuses the position of trust that comes with being a part of the Save the Children family.</p>

	<p>However, we also know that inadvertent actions, the lack of preventative actions and other failings on our part can and do sometimes have the unintended consequence of causing harm. Plus, preventable accidents can happen. We have seen examples of this across our developmental, humanitarian; fundraising, campaigning and advocacy work in every region where we work. Applying a safeguarding approach to the planning of programmes or in a myriad of other forms of engagement we have with children can be effective in mitigating and removing those risks.</p> <p>In other words, Safeguarding is our attempt to ensure that everything which lies within our control is done to ensure the safety and welfare of children that we work with.</p> <p>It helps in ensuring the rights of children within their communities are based on sound foundations. Some agencies continue to use the term Child Protection for this aspect of work, however, we have found it advantageous to differentiate between this and the broad scope of Child Protection work. UN agencies often refer to aspects of this work under the term Prevention of Sexual Exploitation and Abuse (PSEA) as outlined in the U.N. Secretary General’s Bulletin of 2003.</p>
Child Abuse	<p>Child Abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood The main categories of abuse are defined by WHO as Physical Abuse, Emotional Abuse, Neglect and Negligent Treatment, Sexual Abuse, and Exploitation, Physical Abuse involves the use of violent physical force so as to cause actual or likely physical injury or suffering, (e.g. hitting, shaking, burning, female genital mutilation, torture.)</p> <p>Emotional or psychological abuse includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation) Sexual Abuse includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.</p>
Sexual Exploitation	<p>means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.</p>
Sexual	<p>The sexual exploitation of a child who is under the age of consent, is child</p>

<p>Exploitation of a Child,</p>	<p>sexual abuse and a criminal offence. An underage child cannot legally give informed consent to sexual activity. Save the Children considers that:</p> <ol style="list-style-type: none"> a. sexual activity with a child with or without their consent is child abuse and a crime e.g. rape, indecent assault; b. any sexual activity with a child who is under the legal age of consent of the country in which she/he lives and/or in which the offence occurs regardless of whether they consent is child abuse and a crime; c. consensual sexual activity with a child over the legal age of consent of the country in which she/he lives and/or in which the offence occurs, but below 18 years (although not a crime) will be dealt with as a breach of this Child Safeguarding Policy and the Code of Conduct.
<p>The scope of this policy</p>	<p>This Policy applies to:</p> <p>Save the Children Japan staff, whether full time, part time or engaged on short-term contracts, e.g. consultants, researchers etc.</p> <ul style="list-style-type: none"> • staff • Volunteers, trustees and board members, staff and representatives of partner agencies (including consortium partners) and any other individuals, groups or organizations who have a formal/contractual relationship with Save the Children Japan that involves any contact with children (unless it is formally agreed that a partner organisation may enforce its own safeguarding or protection policy), referred to as “partners or staff of partner agencies” • Donors, journalists, celebrities, politicians and other people who visit Save the Children programmes or offices in order to make contact with children must be made aware that this Policy applies to them while visiting our programmes or offices. (During this time they are referred to as “representatives”) • All of the above must act in accordance with this Protocol in both their professional and their personal lives. <p>Breaches in the policy can lead to disciplinary action including possible dismissal. For partners/contractors breaches can lead up to and including termination of relation including contractual & partnership agreement. Where relevant, the appropriate legal or other frameworks as per the national laws will be referred to.</p>

Chapter 5. Implementing Structure

■ Governance Structure

Save the Children Japan encourages that every department and staff understands its/his/her roles and responsibilities and behave in appropriate manners abiding by the policy and the code of conduct.

To establish internal structures, Save the Children Japan allocates proper human resources and forms Child Safeguarding Committee, which monitors progress, makes strategic decisions for enhancing the child safeguarding capacity in both internal and external organizations. The board is ultimately responsible to child safeguarding. Thus any critical issues should be reported to the board, and they make final organizational decisions to raised concerns if any.

■ Programme Implementation

It is essential for us to examine all proposed projects from the child safeguarding standpoints through the screening process. Risk analysis and proper safety measures should be introduced to all projects and activities during their planning process. In addition, systematic reviews are required on project monitoring and evaluation process throughout the safeguarding viewpoints.

■ Linkage to Save the Children International

Child safeguarding is one of the biggest global challenges of Save the Children International, Save the Children Japan must maintain close contacts with them and exchange views and experiences, and then we seek the consistent approach with them. Save the Children Japan aims to be a learning and leading organization for this challenge.

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Chapter 6. Supporting/Related Documentation

■ Child Safeguarding Protocol

Save the Children International adapted the Child Safeguarding Protocol at the board meeting on 9th of March, 2010. The protocol outlines our commitment and the procedures that Save the Children has to meet in order to safeguard the children whom we serve for from any forms of abuse or sexual exploitation. The protocol is the most key document for child safeguarding. It contains our mission, the commitment to children, the scope and standards which Save the Children International and its members have to meet.

■ Child Safeguarding Policy

Save the Children International introduced the Child Safeguarding Policy in January 2011 following the protocol, and made a review in February 2014. It contains the policy

statement, the principals, and the definitions. Chapter 2, 3 and 4 of Save the Children Japan's policy (this document) are almost the same with the Save the Children International's policy.

■ **Code of Conduct for Child Safeguarding**

Everyone who works with Save the Children must abide by the code of conduct for child safeguarding, which outlines what behavior is acceptable and what is not. Every one of the board, the staff, and the volunteers has to be trained and are required to submit written oaths for the code of conducts.

Adding to the above key reference documents, Save the Children Japan need to develop and maintain necessary regulations and guidelines so that the organization can provide the safe environment to children constantly and ensure the organization safe.

Save the Children Japan
Code of Conduct for Child Safeguarding

I must NEVER:

- A. *Hit or otherwise physically assault or physically abuse children.*
- B. *Develop physical/sexual relationships with children.*
- C. *Develop relationships with children which could in any way be deemed exploitative or abusive.*
- D. *Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.*
- E. *Act in ways that may be abusive or may place a child at risk of abuse.*
- F. *Behave physically in a manner which is inappropriate or sexually provocative.*
- G. *Do things for children of a personal nature that they can do for themselves.*
- H. *Condone, or participate in, behaviour of children which is illegal, unsafe or abusive.*
- I. *Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.*
- J. *Discriminate against, show differential treatment, or favour particular children to the exclusion of others.*
- K. *Ask for and make a personal contact with children outside the Save the Children's programmes.*
- L. *Sleep in the same bed as a child with whom we are working.*
- M. *Sleep in the same room as a child with whom we are working unless exceptional circumstances apply and previous permission has been obtained from my line manager.*
- N. *Expose a child to inappropriate images, films and websites including pornography and extreme violence.*
- O. *Place myself in a position where I am made vulnerable to allegations of misconduct.*

I WILL:

- P. *Be aware of situations which may present risks and manage these.*
- Q. *Plan and organise the work and the workplace so as to minimise risks.*
- R. *As far as possible, be visible in working with children.*
- S. *Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.*
- T. *Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.*
- U. *Talk to children about their contact with staff or others and encourage them to raise any concerns.*
- V. *Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.*