

Safeguarding & Child Protection Policy



Introduction:

The KBM Care Foundation ® is a humanitarian organization registered with SECP and Social Welfare Department of Pakistan.

SECTION 1

1. POLICY STATEMENT

Children who come into contact with KBM Care 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:

- KBM Care to recruit only representatives who are suited to work with children and to apply strict child-safe recruitment practices
- That everyone associated with the organization is aware of their obligations and responds appropriately to issues of child abuse and the sexual exploitation of children.
- That anyone who represents our organization behaves appropriately towards children and never abuses the position of trust that comes with being a member of the KBM Care family
- That everyone who represents the organization must actively create a safe environment for children who come into contact with the organization.
- All activities and programs 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 that promote awareness of Child Safeguarding, enable the prevention of harm, and facilitate the reporting of and responding to safeguarding concerns.

In this way, we make KBM Care *safe* for children and by creating a child-safe organization; we honor their rights and our aspirations.

SECTION 2

1. PRINCIPLES

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

- **Personal responsibility** – All representatives of KBM Care must demonstrate the highest standards of behavior 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 KBM Care International’s work regardless of how and where they work including during the response to humanitarian emergencies.
- **Standards-based approach** – KBM Care has adopted a standards-based approach to Child Safeguarding. Our safeguarding standards and standards of staff behavior are often higher than those of the national laws and community customs or traditions. Nevertheless, it is our standards that representatives agree to when they join the KBM Care family and it is to these that they will be held accountable.
- **Openness** – We aim to create an environment about child safeguarding issues, where any issues or concerns can be raised and discussed
- **Transparency and accountability** – This is essential to ensure that poor practices can be addressed, potentially abusive behavior can be challenged and best practices 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 KBM Care Association and KBM Care 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** – KBM Care aims to be able to 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 organizations and Child Protection within the wider community.

SECTION 3

3.1 DEFINITIONS

Word/Term	Definition
Child	is defined as anyone under the age of 18 years ¹
Child Safeguarding	<p>Within KBM Care, the term refers to the set of policies, procedures, and practices that we employ to ensure that KBM Care itself is a child-safe organization.</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 zero tolerance for such behavior and pursue rigorous policies to prevent and respond to these issues. We aim to ensure that everyone associated with the organization 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 organization 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 KBM Care 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 programs 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 that lies within our control is done to ensure the safety and welfare of the 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</p>

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.

Child Abuse

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 to cause actual or likely physical injury or suffering, (e.g. hitting, shaking, burning, female genital mutilation, torture.)

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.

Sexual Exploitation

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.²

Sexual Exploitation of a Child,

The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense. An underage child cannot legally give informed consent to sexual activity. KBM Care considers that:

- a. sexual activity with a child 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 offense occurs regardless of whether they consent is child abuse and a crime;

² Secretary General's Bulletin Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003 ST/SGB/2003/13

- 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 offense 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.

The scope of this policy

This Policy applies to:

KBM Care International staff, whether national, international, full-time, part-time or engaged on short-term contracts, e.g. consultants, researchers, etc.

- **Staff**
- Members of KBM Care members, and other representatives (**other representatives**);
- 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 KBM Care International that involves any contact with children (unless it is formally agreed that a partner organization 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 KBM Care programs or offices to make contact with children must be made aware that this Policy applies to them while visiting our programs or offices. (During this time they are referred to as "**representatives**")
- All of the above must act under this Protocol in **both their professional and their personal lives**.

Breaches in the policy can lead to disciplinary action including possible dismissal, for partners/contractors breaches can lead up to and including termination of relations including contractual & partnership agreements. Where relevant, the appropriate legal or other frameworks as per the national laws will be referred to.

3.2 SUPPORTING/RELATED DOCUMENTATION

Links to Supporting Documentation

1. A Sample List of Unacceptable Behaviour for KBM Care Representatives, both in Personal Life and Professional Life.
2. Code of Conduct
3. Whistle Blowing Policy
4. **Key Reference Documents [Hyperlinks to be added later]**
 - Child Safeguarding Policy
 - Code of Conduct
 - Child Safeguarding Checklist

Management Roles

- TOR Child Safeguarding Focal Point
- Global Guidance for Dealing with Cases of Abuse and Exploitation
- Child Safeguarding roles in Job Descriptions
- T.O.R. Crisis Management Team
- Child Safeguarding Budgeting Tool

Awareness, Induction, and Training

- Country Office Training of Trainers
- Country Office Training of Child Safeguarding Focal Points
- Country Office Introductory Training Materials
- Child safeguarding in Emergencies and Humanitarian Crises: Keeping Children Safe
- **Partners Training:** Keeping Children Safe www.keepingchildrensafe.org.uk
- Guidance on Cultural Challenges on physical punishment; physical punishment in education, early marriage; child labour; Female Genital Mutilation

Awareness Raising Material

- Awareness Raising Material Adults
- Awareness raising Material 13-18 years
- Awareness raising Material 8-13 years
- Awareness raising Material 5- 8 years

Country or Local Procedures

- Guidance for Country Directors on establishing Country or Local Procedures and undertaking a Mapping Exercise.

Risk Assessment and Mitigation

- Sample Risk Assessment logs

Visitors

- Sample PDI statement

Partners, Contractors, and Sub Grantees

- Sample simplified policy for inclusion in contracts
- Keeping Children Safe Training materials: www.keepingchildrensafe.org
- Partnership Assessment Tool/Framework

Annex I

SAMPLE LIST OF UNACCEPTABLE BEHAVIOUR

Staff, partners and other representatives must never:

1. Hit or otherwise physically assault or physically abuse children.
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Develop relationships with children which could in any way be deemed exploitative or abusive
4. Act in ways that may be abusive in any way or may place a child at risk of abuse.
5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
6. Behave physically in a manner which is inappropriate or sexually provocative
7. Have a child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from a their line manager
8. Sleep in the same bed as a child with whom they are working
9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from a their line manager
10. Do things for children of a personal nature that they can do themselves
11. Condone, or participate in, behavior of children that is illegal, unsafe, or abusive
12. Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse
13. Discriminate against, show unfair differential treatment, or favor particular children to the exclusion of others.
14. Spend excessive time alone with children away from others in a manner that could be interpreted as inappropriate
15. Expose a child to inappropriate images, films, and websites including pornography and extreme violence
16. Place themselves in a position where they are made vulnerable to allegations of misconduct

(This is not an exhaustive or exclusive list. Staff, partners, and other representatives should always avoid actions or behavior that may allow behavior to be misrepresented, constitute poor practice, or potentially abusive behavior.)