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**Operations Enfants du Cambodge**

# **Child Safeguarding Policy**

**Year 2021**

# Operations Enfants du Cambodge

## OEC Policy On Child Safeguarding

**DATE TO THE UPDATE  
16 JULY 2021**

**APPROVED BY: CHAIR OF BOARD OF DIRECTOR**

### 1. ABOUT OEC

The Operations Enfants du Cambodge (OEC) is a national non-governmental organization, non-profit, neutral, created for saving, protecting and improving social and economic situation of children with disabilities and children living in poverty, without discrimination based on class, religion, race or political tendency, by cooperating with international and national organizations, institutions of royal government, including related institutions within and outside of the country.

### 2. PURPOSE

The purpose of this policy is to protect children from deliberate or intentional acts that led to the risk of, or actual, harm caused by staff, volunteers, consultants, advisors, visitors and stakeholders associated with Operations Enfants du Cambodge (OEC). Within OEC, it is making OEC safe for Children. The safeguarding the children is a key priority for OEC that we come into contact with throughout our work.

OEC takes all responsible steps to make itself safe for children, both as an organization and in conduct of all aspects of its day-to-day operations; and tries the best to make sure all our safeguarding measures are embedded, assessable and communicated clearly to children and their families, staff, volunteers, consultants, advisors and stakeholders, in a languages and format they understand.

### 3. RELEVANT LAWS AND ENDORSEMENTS

This policy complies with all applicable laws, statutes, regulations and codes from time to time in force, including:

- United Nations Convention on the Rights of the Child (UNCRC);
- UN Secretary General's Bulletin: Special Measures for Protection from Sexual Exploitation and Abuse;
- UK Modern Slavery Act 2015;
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2005);
- International Labor Standards on Child Labor and Forced Labor; and
- Applicable Laws within Cambodia:
  - o National Participation Guideline
  - o National Plan of Action on Counter Trafficking in Persons

- National Plan of Action against Trafficking in Persons and Sexual Exploitation
- National Plan of Action on the Elimination of the Worst Forms of Child Labor
- Policy on Alternative Care for Children
- Prevention of Domestic Violence and Protection of Victims
- The National Child Protection Commission
- Juvenile Justice Law
- Sub-degree on Child Protection in All Settings
- Child Protection Policy in School.

#### 4. POLICY STATEMENT

OEC believes that everyone we come into contact with, regardless of age, socio-economic background, disability, gender, racial heritage, religious belief, actual or perceived sexual orientation, gender identity and expression and other individual characteristics has the right to be protected from all forms of harm, abuse, neglect and exploitation. OEC will not tolerate abuse and exploitation by staff or associated personnel. OEC is also committed to ensuring that these factors do not create a barrier to effective safeguarding and to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

#### 5. SCOPE

The safeguarding policy applied across all OEC's office and all staff, also applied to volunteers, visitors, consultants, advisors, contractors and stakeholders THAT PARTICIPATE IN THE PROJECTS AND PROGRAMME OF OEC. It covers all forms of child violation which composed of five categories as sexual abuse, physical abuse, emotional abuse, neglect and exploitation.

#### 6. CORE PRINCIPLES

**ZERO TOLERANCE ON CHILDE ABUSE:** OEC does not tolerate any form of child abuse and will not knowingly engage anyone in any capacity who might pose a direct risk to children.

**NON-DISCRIMINATORY:** OEC is committed to safeguarding children in its operations regardless of their nationality, culture, ethnicity, gender, sexual orientation, religious or political belief, socio-economic status, family or criminal background, or physical or mental health.

**CHILD PARTICIPATION:** Every child should be empowered to understand their rights, responsibilities and what to do if they have concerns. Children should be encouraged to raise their voices to call out violations of their rights without intimidation.

**ACCOUNTABILITY AND TRANSPARENCY:** OEC ensures that the Child Safeguarding Policy is implemented and adhered to, its implementation is monitored, and reviewed on a regular basis considering feedbacks received. When a suspected case of child abuse is reported action will be taken promptly and recording all information. Every report is taken seriously.

#### 7. OEC 'S COMMITMENT ON SAFEGUARDING

OEC commits to:

- Valuing, listening and respecting all children;
- All staff and people directly associated with our work understand their personal responsibility to prevent harm and report any forms of child abuse and sexual exploitation of children;

- Implementing our child safeguarding by applying relevant policies, code of conduct, procedures, training and other learning opportunity across OEC and with stakeholders;
- Creating the right culture and a safe and trusted environment for anyone to report child safeguarding incident and/or concerns verbally or in writing and through child friendly and accessible mechanisms;
- All safeguarding actions and decisions are taken in the best interests of the child and put the safety and welfare of the child first;
- Reporting suspected and violations of this policy and code of conduct through OEC safeguarding complaint policy within 24 hours of the incident coming to OEC attention;
- Ensuring that detailed, accurate records of all safeguarding concerns are collected, processed and stored securely;
- Applying the safeguarding and addressing failure to comply with this policy without delay;
- Prompt reporting of serious child safeguarding incidents, by the OEC team, to board and to other law enforcement agencies and regulators as required.

## **8. OEC'S RESPONSIBILITIES**

OEC will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within the child safeguarding policy;
- Design and undertake all its programs and activities in a way that protects children from any risk of harm that may arise from their coming into contact with OEC. This includes the way in which information about individuals in our programs is gathered and communicated;
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel;
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization;
- Follow up on reports of safeguarding concerns promptly and according to due process.

## **9. SAFEGUARDING FOCAL POINT**

Safeguarding focal point is an appointed person within the OEC management team members (he/she will be based in head office and only one person will be assigned) who has the professional competences to ensure the application and respect of this policy, its supervision and who can properly deal with, handle and has the capability to analyses in the proper way safeguarding concerns by also addressing them. Consequently, concerns should be shared directly through the Safeguarding Focal Point or can be raised with line managers if it's not possible to the Safeguarding Focal Point however, ultimately it is the responsibility of the latter to complete and forward the Incident Reporting Form to the concerned institutions once a concern has been raised.

## **10. STAFF AND ASSOCIATED PERSONNEL RESPONSIBILITIES**

All staff, volunteer and associated personnel must demonstrate the highest standards of behavior and conduct towards children both in their personal and professional lives, 24 hours a day, 7 days a week. They have responsibility to understand and promote the Child Safeguarding Policy. They must do all that they can to prevent, report within 24 hours and respond immediately to any child safeguarding concerns.

Unacceptable behavior and conduct refer to committing any acts of physical, emotional or sexual abuse, neglect or exploitation of a child and putting them at risk of deliberate or unintentional harm; non-compliance with policies and procedures and failing to take appropriate action to prevent or report any violations and poor safeguarding practice.

## 11. STANDARDS OF BEHAVIOR OF STAFF

The following standards of acceptable and unacceptable behaviors must be taken into consideration by all staff and representatives at all times whenever in contact with children:

### **OEC staff and associated personnel must:**

- Place children's safety well-being above any other considerations.
- Treat everyone with respect and without discrimination.
- Report any concerns cases of suspected child abuse or concerns about the welfare of a minor.
- Plan and organize project activities whilst minimizing risks for children.
- Avoid culturally inappropriate physical contacts with children, including but not limited to holding, fondling, hugging, kissing etc.
- Be mindful to your language, gestures, behavior etc. in the presence of children.
- Empower children – listen to them, respect their views, talk to them about their rights.
- Do respect professional boundaries at all times.

### **OEC staff and associated personnel must not:**

- Intimidate, threaten or physically abuse children in any way or act in a way that could be deemed abusive including but not limited to kicking, slapping, pushing etc.
- Spend time alone with children in secluded areas where you cannot be observed continuously by others.
- Develop sexual relations, have sex or engage in sexual activities with minors under the age of 18 regardless of whether she/he gives consent even if it's acceptable according to local customs.
- Hire children for labor which poses a hazard to their physical and psychological well-being and/or reduces their time available for education and recreational activities.
- Give preferential treatment to any child, for example by giving excessive gifts.
- Use degrading or insulting language, gestures, remarks or behave in a provocative or culturally inappropriate way.
- Invite children to your residence or to a cinema, restaurant etc.

## 12. IMPLEMENTATION AND REVIEW

The Safeguarding policy will review every two years. It covers all aspects of our operations and programs/projects, and it will be implemented in all OEC programs/projects, head office and all sub-offices.

## 13. AWARENESS AND PREVENTION

OEC will ensure it is made widely available, accessible and publicized to all staffs, children and their families, volunteers and relevant stakeholders with understandable language and format for those people. All people who involving in visiting of OEC's operations and implementation will be made aware of and respected the OEC's safeguarding policy.

## 14. RECRUITMENT AND TRAINING OF STAFF

OEC ensures its recruitment processes are rigorous, in line with statutory requirements and best practice guidance. These processes include the use of police checks where available on all employees and checking three references. OEC has committed to share relevant information relating to sexual misconduct with other NGOs when reference is requested.

OEC reserves the right to terminate contract negotiations or refuse to engage an individual, if appropriate criminal record checks are not undertaken, or cannot be undertaken for roles that identified as working with or have contact with children. This will also apply in the event where background and reference checks reveal that the person is not suitable to work with OEC or has omitted key information.

All staff and volunteers are required to complete mandatory safeguarding training within a designated time period from joining the organization and attendance is recorded.

- Office staff, volunteers and interns are required to complete mandatory safeguarding online awareness training within the first working week (zoom or skype), with an additional face to face training provided within the first 90 days or prior to traveling to the field and having direct contact with children in our project areas;
- All staff and volunteers are required to attend refresher child safeguarding training at least once every two years;
- All staff, volunteers or interns are required to sign the Safeguarding Declaration together with the employee contract.

## 15. CONFIDENTIALITY

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only, and should be kept secure at all times.

## 16. COMPLIANCE MONITORING

Compliance and requirement with policy and procedures are monitored through reviews and spot checks including annual self-monitoring by Management Committee members together with focal person by using the self-audit tool to assess how well OEC is integrating child safeguarding measures across the organization and to check that OEC is making the necessary improvements. (See annex 4: Self-Auditing Tool).

## 17. REPORTING TO THE BOARD

All serious child safeguarding cases will be reported to the OEC's Board of Director at its board meeting, and it will become essential agenda on this meeting as well. The annual safeguarding report will be submitted to the OEC's board of director.

## 18. DEFINITIONS

**Child Safeguarding:** The action that OEC takes to promote the welfare of and safe for children and to protect them from all forms of abuse, neglect, exploitation, child labor and harm.

**Child:** OEC defined as the child is everyone under the age of 18.

**Sexual Abuse:** The involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

**Physical Violence:** The non-accidental use of physical force that deliberately or inadvertently causes a risk of/or actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be abused when a parent or carer fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.

**Emotional Violence:** It involves doing harm to child emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g., bad name calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child emotional needs, and rejecting, ignoring, terrorizing a child.

**Neglect:** It includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and/or shelter. It is also failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects; failing to child-proof a space that children will occupy etc.). It can also be OEC staff, volunteer and partner, failing to apply minimum requirements as set out in mandatory procedures.

**Exploitation:** It is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. For OEC, child exploitation includes modern slavery and trafficking of children and children forced or recruited into armed conflict. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- 1- In exchange for something the victim needs or wants, and/or
- 2- For the financial advantage or increased status of the perpetrator or facilitator. The victims may have been sexually exploited even if the sexual activity appear consensual.

Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology. Within OEC, child sexual abuse and exploitation also includes child early and forced marriage.

**Violence:** Violence cuts deep into children's physical and mental health. In addition to the short-term impacts such as physical injury and emotional trauma, experiencing violence in childhood can lead to emotional and behavioral problems in adolescence and adulthood.

Children are exposed to violence and corporal punishment in their homes, schools and communities. Girls who are abused find it more difficult to marry, as they are considered "damaged goods". Boys who are sexually assaulted may experience lasting stigma. In the majority of cases, it is not strangers who harm girls and boys, but people they know, in their families or in the community.

**Incident:** Incidents are actions or situations in which a child has been exposed to intentional or unintentional injury, rape, discrimination, some form of physical or psychological violence, sexual abuse or exploitation.

**Complaint:** A person who brings an allegation of Sexual Exploitation, Abuse and Harassment (SEAH) to the attention of the organization in accordance with established procedures. This person may be a SEAH survivor or another person who is aware of the wrongdoing.

## **19.PROCESS TO SUBMIT A CONCERN, COMPLAINT, ETC.**

### **DUTY TO REPORT**

All OEC staff, including volunteers have a mandatory duty to report any concerns, allegations or suspected incidents of child abuse to their respective Child Safeguarding Focal Point or line managers. Failure to do so may result in a disciplinary action. Any allegations of child abuse by OEC's staff and volunteer will be investigated and appropriate actions will be taken.

### **REPORTING AND RESPONSE**

- OEC is committed to a robust, confidential reporting and investigation procedure which leads to timely and effective reporting and investigation involving the right internal or external professionals;
- All staff, volunteer, contractors, visitors and the others who are connected with OEC are mandated to report any suspected child safeguarding incidents or concerns to the OEC focal point; and child safeguarding concerns involving criminal conduct reported to the relevant statutory unless to do so would place the child at additional risk of harm or there is another justifiable risk in reporting;
- There is no threshold for reporting a child safeguarding concern as described in this policy. Any concern, however minor, must be reported;
- All suspected or actual incidents are to be reported as a matter of urgency and always within 24 hours of a person becoming aware of the incident;
- Focal person is to notify the relevant staff through MC's meeting of a suspected incident or concern within 48 hours of receiving a report and no later than 5 business days;
- where appropriate, focal person will work closely with the survivors and their caregivers, to ensure a survivor-focus is always in place;
- OEC staff responsible for notify donors as per their contractual requirements;
- Incidents must be reported through the online reporting system which allows anyone working for OEC and with an OEC email address contracted by confidential manner and must be used by OEC employees;
- Non-OEC staff can report verbally or in writing through local reporting procedure; via the [safeguarding@oecbtb.org](mailto:safeguarding@oecbtb.org) or via phone number 053 952 752;
- Where required focal person will report serious safeguarding incidents to the law enforcement agencies;
- Taking no appropriate action when there is a concern regarding the welfare of a child is not an option; OEC staff, volunteers and all others involved in the work of OEC, recognize that the failure to report is a breach of the Child Safeguarding Policy.

### **RECEIVING AND REPORTING CONCERN OR COMPLAINTS**

- Reassure the person that they have done the right thing by speaking up and remain calm without interrupting or expressing shock.



- Listen carefully by giving the person time to speak and do not ask questions except to clarify your general understanding of what the person is saying.
- Explain that only the someone who is experienced in this area need to know will be informed but explain to the person that you cannot keep it a secret.
- Act immediately, and let the person know what you will do next, including with whom you need to share information.
- Record and write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names/parties mentioned.
- Without delays, report to the Safeguarding Focal Point who will necessarily report it to the concerned bodies like Police Department or local authorities, or it can be raised to the line manager if for any reason it is not possible to do so to the Safeguarding Focal Point. The report can be also made to the Safeguarding Focal Point or line manager verbally, in person, via email. Whichever form is used confidentiality and discretion should be exercised at all times (for example, if reporting via telephone ensure that no one can hear what is being said).
- Once the concern has been reported, the Safeguarding Focal Point will complete the written Incident Reporting Form (Annex 2: Reporting Template), latter on observes strict confidentiality within the process and must be taken seriously within 48 hours.
- Report the concern to police immediately if you believe the child is in imminent danger.

### **INTERNAL ALLEGATIONS OF ABUSE**

If the allegations are made against a OEC staff, volunteer, or representative, the concern must be raised directly with the Safeguarding Focal Point or to the reporting individual's line manager whenever reporting to the Safeguarding Focal Point is not possible.

### **EXTERNAL ALLEGATIONS OF ABUSE**

If the alleged perpetrator is not associated with OEC in any capacity, the allegations must be reported to the local authorities without delay.

### **BARRIERS TO REPORTING ABUSE**

Some people may have concerns about sharing suspected cases of child abuse for various reasons. For example, they may fear that they were wrong, that reporting the case might worsen the situation for the child, or they might be put off reporting suspicions over fears about repercussions on for them personally. However, each and every allegation is taken seriously, and people are strongly encouraged to speak up as soon as they became aware of suspected cases of child abuse.

### **UNFOUNDED ALLEGATIONS**

If a concern is raised in good faith and it is not confirmed by investigation, no action will be taken against the reporting individual. If, however, an allegation is deliberately false, misleading and malicious, appropriate or legal action will be taken against the reporting individual.

### **PROTECTION FROM RETALIATION**

OEC does not tolerate any negative behavior or action towards anyone who raises concerns of child abuse. Any threatening or intimidating action, whether verbal or physical, will be subjected to investigation, which may result in disciplinary action or even in the dismissal of the staff member carrying out reprisals.

### **KEEPING INFORMED THE SURVIVOR**

In addition to offering full support and protection to the survivor, they will be provided information on the progress of the investigation regularly and will be informed on the details of the outcome.

The policy is made in two languages (both in Khmer and English), which are of equal value and valid from the date of signature.

Prepared by Management Committee  
Battambang, 18 October 2021  
Chairman of the Management Committee

  
Chhoeung Chhun

Seen read and agreed

Battambang, 18 October 2021

Executive Director



Seen and approved

Battambang, 18 October 2021

Chairperson of the Board of Directors,



Nhek Sakun

CC:

- All OEC staff  
For "Information/Execution"
- Admin/Archive

## DECLARATION FORM

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I, \_\_\_\_\_ hereby declare that

- I have fully read and understood the Child Safeguarding Policy.
- I will responsibly adhere to the policy.
- I have disclosed to OEC any information that may cause concern for child protection in connection with my suitability for employment, volunteering or consultancy.
- I will inform OEC if any changes in my circumstances could be grounds for child protection concern, and seek advice from relevant Safeguarding Focal Points.
- I am aware that any false declaration, withholding information is considered gross misconduct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Declaration Received by

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Operations Enfants du Cambodge  
(OEC)

Code No: \_\_\_\_\_

**Interviews, Film, Photos, Tape and Video  
Consent and Release**

In furtherance of Operations Enfants du Cambodge (OEC)'s charitable mission, and without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to OEC, its affiliates and agents, to use my child's name, image (whether photographic, video and/or electronic) and/or any interview statements (and excerpts of statements) from me or my child in its publications, advertising or other media activities (including the Internet). This consent includes, but is not limited to,

- Permission to interview, film, photograph, tape or otherwise make a video reproduction of me and/or my child/children and/or record our voice(s); and,
- Permission to use my name and/or my child/children's name, and
- Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of us and/or recording of our voice(s), in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the "Internet"), in theatrical media and/or in mailings for educational and awareness campaigns by OEC, in connection with the promotion of OEC products and/or to help raise funds for OEC.

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

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The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Signature of Parent or Legal Guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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I certify that I have read this consent form in full to the parent/legal guardian whose signature appears above.

\_\_\_\_\_

### Annex 3: Incident Reporting Template

Date of Reporting: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Reporting: \_\_\_\_\_

#### SECTION 1: DETIAL OF REPORTER

Does the reporter wish to be identified? (If "No" proceed to Section 2)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name	
Contact Number	
E-mail	
How did you become aware of the incident?	
When did you become aware of the incident?	
Have any authority been notified?	

#### SECTION 2: DETAIL OF THE CHILD

Full Name	
Sex	
Date of Birth	
Age (Approximate age if unknown)	
Language	
Name of Parents/Caregivers	
Contact Details of Parent/Caregiver	
Address	
Are they aware of the allegations/suspicious?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the parents/caregivers give consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### SECTION 3: DETAILS OF THE ALLEGED PERPETRATOR (S)

Full Name	
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## Annex 4: OEC’s Self-Audit of Child Safeguarding Policy

This tool plays a central role to check that the organization is making the necessary improvements when implementing and monitoring child safeguarding measures with two specific purposes as the following:

- 1- To measure how far the organization is to meeting child safeguarding standards
- 2- To gain insight in what needs to be improved.

It covered 5 different areas of OEC operations as:

- 1- Organization and policy
- 2- Staff and Others
- 3- Information, Sharing and Reporting
- 4- Accountability
- 5- Monitoring

There are a number of criteria within each area. Read each statement and decide whether each statement is:

A: Yes

B: No

C: Working Towards

ORGANIZATION AND POLICY	A	B	C
OEC has a clear commitment to child safeguarding, and it makes this explicit in designing and reviewing its policies, procedures and publications through a safeguarding lens.			
OEC has a safeguarding policy which approved by the relevant management body and chair of Board of Director. Its scope applied across all OEC’s office, all staff, volunteers including board of director, visitors, consultants, advisors, contractors and relevant stakeholders that participate in the projects and program of OEC, to which all of them are required to adhere.			
The policy is written in a way that is clear and easy for everyone to understand. It is publicized, promoted and distributed widely to key stakeholders.			
OEC has a clear plan for implementation of child safeguarding and integrate it into all activities with regularly monitors and reviews progress against this plan.			
The Safeguarding policy is clear that all children have equal rights to protection and OEC recognizes the primacy of the voice of the child in all suspected or proven incidences of child abuse.			
OEC’s Child Safeguarding policy have been reviewed in the last two years			

The policy has a written in a clear way to raise concerns about unacceptable behavior by staff/volunteer.			
The policy addresses safeguarding children from harm through misconduct by staff, associates and others, from poor practice, and from its operational activities where there may harm children or put them at risk due to poor design and/or delivery, for example.			
Is the Safeguarding Policy provided in the first language of all project beneficiaries? If not, how does the project ensure that all beneficiaries (including those who may be illiterate) are aware and understand the contents of the Safeguarding Policy?			
<b>STAFF AND OTHERS</b>	<b>A</b>	<b>B</b>	<b>C</b>
OEC has safe recruitment practices including appropriate recruitment screening, criminal records checks (or equivalent where these are available), verbal referee checks, behavioral questions at interview.			
The oral or written test questionnaire contains questions related to child safeguarding or child protection.			
The organization has procedures in place to support good practice in recruitment and employment of staff/volunteers e.g., Induction, Supervision, Mentoring.			
All staff and volunteers have signed on the Declaration Form to commit with Child Safeguarding implementation, before an appointment.			
All staff and others covered by the policy are provided with relevant children safeguarding training which includes the procedures and learning on how to recognize and respond to concerns about child abuse, within 3 months of starting work or volunteer.			
All staff and volunteers have attended a refresher training every year.			
OEC designates one staff from Management Team members as Safeguarding Officer (Focal Point) with clearly defined roles and responsibilities including: receiving reports of any child safeguarding issues, allegations or concerns; supporting implementation of the policy; and keeping informed of best practice developments in child safeguarding.			
<b>INFORMATION, SHARING AND REPORTING</b>	<b>A</b>	<b>B</b>	<b>C</b>
There are written guidelines for behavior (Code of Conduct) that provides guideline on appropriate/expected standards of behavior towards children and of children towards other children.			
Does the Code of Conduct include the appropriate use of computers, mobile phones, video and digital cameras and social media?			
The organization is open and aware when it comes to child safeguarding matters so that issues can be easily identified, raised and discussed. Staff and associates need to have access to advice and support where			

concerns or incidents arise. These staff will also need to be able to identify sources of support for children and their families.			
Children are made aware of their right to be safe from abuse and have information about where to get help and support.			
Children are provided with information on where to go to for help and advice.			
Everyone knows who to contact if they have concerns.			
All members of staff, volunteers and associates are aware who is the focal point for children safeguarding.			
All members of staff and volunteers discuss all safeguarding concerns with the focal point for children safeguarding immediately.			
Is there a safeguarding poster displayed in a public place outlining the contact details of the focal point for children safeguarding?			
All appropriate allegations/incidents/concerns are reported to the relevant authorities - local social services, police, and governing body.			
OEC's confidential reporting and complaints procedures are clearly documented, easily accessible and made known to all relevant stakeholders including children.			
All cases of suspected child abuse are reported to OEC's Board of Director and dealt with in accordance with its policy and procedures.			
<b>ACCOUNTABILITY</b>	<b>A</b>	<b>B</b>	<b>C</b>
The organization has a forum to regularly discuss general safeguarding concerns.			
Has the organization been involved in any advocacy activities in relation to safeguarding? For example, community education and awareness raising, lobbying etc.			
The safeguarding concerns has regularly discussed during the meeting with Board of Director and OEC's staff meeting.			
Opportunities exist for learning from practical cases experience to feed back into organizational development.			
Progress, performance and lessons learnt are reported to key stakeholders and included in organization's annual reports.			
<b>MONITORING</b>	<b>A</b>	<b>B</b>	<b>C</b>



Arrangements are in place to monitor compliance with and implementation of child safeguarding policies.			
Child Safeguarding Policies, practices and associated procedures are reviewed at regular intervals and formally evaluated every 3 years.			
All incidents, allegations of abuse and complaints are recorded and monitored.			
<b>RECOMMENDTION</b>	<b>A</b>	<b>B</b>	<b>C</b>
<p>Are there any aspects of safeguarding that could be improved?  <b>Answer:</b></p>			
<p>How the organization has integrated safeguarding into its daily operations  <b>Answer:</b></p>			
<p>Key recommendations to help improve safeguarding in the organization  <b>Answer:</b></p>			

Name and position of monitor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_