
CHILD PROTECTION POLICY

For CCRD's project managers and staff

PURPOSE

The purpose of this guidelines is to provide a framework for staff, sub-partners, interns, volunteers, and consultants that aims to protect children and reduce the risk of child abuse or exploitation by:

- Educating organization personnel and stakeholders of the importance of child safety
- Protecting against abuse and exploitation
- Ensuring appropriate interactions, policies and protocol followed by relevant staff, sub-partners, interns, volunteers, and visitors with children.

CCRD is fully committed to safeguarding the welfare of all children in its care. It recognizes the responsibility to promote safe practice and to protect children from harm, abuse, and exploitation. In addition to safeguarding the welfare of all children in CCRD's care, the organization acknowledges its duty to protect children from harm that may result from inadequate practices, designs, or delivery of its activities and operations. This entails ensuring that all aspects of our programs, projects, and services are conducted with the highest standards of safety, quality, and ethical conduct to prevent any potential harm or risk to children. CCRD is committed to continuously assessing and improving its practices to mitigate any potential risks and always uphold the well-being and rights of children. For the purposes of this policy and associated procedures a child is recognized as someone under the age of 18 years.

CCRD staff, consultants, volunteers, and sub- partners will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines CCRD commitment to protecting children. All staff, sub-partners, consultants, interns and volunteers' reaction and project development are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- CCRD shall work in partnership together with children and parents/carers to promote the welfare, health and development of children at any chance.

CODE OF CONDUCT

- All staff, consultants, volunteers, and sub- partners must:
- Treat children with respect and dignity regardless of race, color, gender, language, religion, political affiliation, national or ethnic origin, economic status, disability, birth, or other status.
- Always put the welfare and safety of the child first.
- Always take into consideration the views and concerns of children, particularly with any decision that affect them.
- Never use language towards or around a child that is sexually or culturally inappropriate, harassing, or abusive.
- Never physically harass or assault a child.
- Never engage children in any form of sexual activity.

- Ensure that another adult is always present during all interactions with children in and outside of the organization's premises.
- Provide privacy to children when they are addressing their personal needs, such as going to the toilet, showering, or dressing up.
- Never invite children back home or to non-organization activities.
- Never exchange personal contact information with the children.
- Never sleep in the same bed as or in close proximity to unsupervised children. If children require supervision during sleep, leadership must know this, and another adult must always be present.
- Never hold, kiss, hug, or touch a child unnecessarily or in a sexually or culturally inappropriate way, and to ask for permission or consult with other staff before any touching whatsoever.
- Never show favoritism to any one child in any way, particularly in the form of gifts, special attention, or additional services.
- Never inflict physical, mental, or emotional punishment on children.
- Never hire or pay children for labor that is inappropriate and exploitive as it is regulated by law and regulations.
- Immediately report concerns or allegations of child exploitation and abuse or any violations of the policy.
- Abide by the relevant laws of the country of operation and residence regarding child protection and child labor.
- Never harass or exploit children with any inappropriate materials on the internet or by any other means.
- Never access or participate in child pornography through any source.
- Never use technological devices such as computers, mobile phones, cameras inappropriately around children, particularly in sharing any information about the children on social media without the consent of the parents/guardians of the children.
- Never take photos or video footage of children without prior approval from leadership and prior consent from children and their parents/guardians.
- Ensure children are accompanied by a guardian/parent where possible
- Staff must report any concerns related to child protection as part of their obligation to ensure the safety and well-being of children.

MEDIA GUIDELINES

- The following guidelines help set clear procedures when photographing, filming, or publicly sharing information about a child. The organization and all staff, consultants, volunteers, and sub-partners must:
- Obtain informed consent from the child and parents/guardians before photographing or filming a child.
- Explain to children and parents/guardians of the purpose of collecting and distributing such media, and the final content being shared.
- Allow children or parents/guardians to change their mind and withdraw their consent at any time if they so choose.
- Ensure that any written content, photographs, and video footage of the child is dignified and respectful in nature, and does not place the child in a vulnerable, submissive or embarrassing position.
- Ensure the children are fully clothed in images and/or video footage and are not in contexts that are sexually suggestive.
- Ensure images and/or video footage accurately represent the context and the facts of the story surrounding the child.
- Ensure that identifiable information (i.e., names, locations, etc.) about the child or their family is not shared in any written or visual content.

- Hide faces of children in photos or video, either by blurry faces or creatively angling footage so that faces are not directly shown.
- Work closely with any media outlets or newspaper to ensure that content about the organization and the child is accurate, not sensationalized, and respectful.

IMPLEMENTATION

- This policy has developed by an effort to refer to and consult relevant international and national laws related to child protection, such as the United Nations Convention on the Rights of the Child (UNCRC) and Child Protection Law of Vietnam.
- This policy should be reviewed regularly adapted if needed to better fit the needs of the organization, the children, or international standards and laws.
- The organization and staff have made an effort to share the policy with the children and to incorporate their opinions of the policy into any further developments.
- Basic background checks are conducted of everyone coming into contact with children, and they are also asked to disclose any previous crime or court convictions whenever possible.
- In situations where organizations are working with partner organizations, all staff, interns, and volunteers of both organizations must comply with both organizations' child protection policy.
- There is a designated staff member who is responsible for answering any questions pertaining to child protection and documenting reports of abuse and violations.

TRAINING AND AWARENESS

- Everyone at the organization should be aware of child protection policies.
- Children are also made aware of their rights and the procedures in place to keep them safe.
- The organization clearly communicates expected and appropriate behavior towards children, as well as subsequent consequences for violating any policies and standards.
- It is clearly communicated throughout the organization that any suspicion of violations will be investigated.
- All members of the organization have received training on child protection and the organization's child protection policies and standards.
- Staff members working directly with children have regular opportunities to update their knowledge on child protection in order to maintain the necessary skills to keep children safe.

REPORTING MECHANISMS

- It is the responsibility of all staff to report any concerns related to child protection as part of their obligation to ensure the safety and well-being of children.
- Concerns related to child protection can be reported anonymously through CCRD point of contact of each project, which ensures confidentiality.
- Concerns may also be reported to in writing or verbally, and in such cases, whistleblowers will be encouraged to provide contact information for follow-up or clarification.
- All child protection reports will be treated with the utmost confidentiality to the extent allowed by law.
- CCRD will make every effort to protect the identity of whistleblowers who choose to remain anonymous.
- Whistleblowers are encouraged to provide contact information in case further clarification or information is needed during the investigation.
- CCRD strictly prohibits any form of retaliation against individuals who report child protection concerns in good faith.

- Any employee or member of CCRD found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.
- CCRD designated contact will oversee the investigation of reported child protection concerns. Investigations will be conducted fairly, impartially, and in a manner sensitive to the needs and safety of the child involved.
- Whistleblowers will be informed of the outcome of the investigation to the extent permitted by law.
- In cases where child protection concerns involve criminal activities, CCRD is committed to reporting such concerns to the appropriate legal authorities.

SUPERVISION AND MONITORING:

CCRD will implement robust supervision and monitoring mechanisms to ensure that activities involving children are conducted in line with established policies and procedures. This includes regular supervision of staff members and volunteers, as well as ongoing monitoring of program implementation to detect and address any instances of poor practice or design.

QUALITY ASSURANCE AND IMPROVEMENT:

CCRD is committed to continuous quality improvement in its programs and services. Regular reviews will be conducted to assess the effectiveness of child protection measures and identify areas for improvement. Feedback from children, caregivers, staff, and stakeholders will be actively sought and used to inform improvements in practice, design, and delivery.

CCRD will:

- Respect and promote the rights, wishes and feelings of children. Upholding the rights, wishes, and feelings of children is paramount. CCRD maintains clear lines of accountability and promptly addresses any instances of risk, reaffirming its commitment to the highest standards of ethical conduct in all aspects of its work.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members, and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members, and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

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