



**BANGLADESH RED CRESCENT SOCIETY**

## **CHILD PROTECTION POLICY and GUIDELINE**

Date of Effect: 1 July 2018  
Date for Review: 31 July 2021



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## 1. POLICY STATEMENT

Bangladesh Red Crescent Society (BDRCS) recognises that children are one of the most vulnerable groups in society and all children have the right to be safe and protected.

BDRCS takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children. This will be achieved by identifying and managing risks that may lead to the harm of children and by implementing child-safe practices within our culture, programs and activities, policies and procedures. These practices are to be understood and implemented at all levels of the organisation.

BDRCS is committed to ensuring that it, and anyone in contact with children in connection with the activities and programs of BDRCS, is obliged to abide by national laws relevant to child protection.

## 2. PURPOSE

The purpose of this policy is to protect children from all forms of abuse and exploitation, in all BDRCS activities and programs.

The policy sets out general principles, guidelines and obligations to assist BDRCS stakeholders understand their role and responsibilities in protecting children.

This policy outlines BDRCS’:

- scope and responsibility to protect children from child abuse
- guiding principles
- recruitment and screening processes
- behavioural guidelines for working with children (Child Protection Code of Conduct)
- reporting procedures
- risk management strategies/approaches
- awareness raising and training requirements
- measures for working with partners
- definitions of child protection terms used in the policy

### 3. GUIDING PRINCIPLES

The following principles guide how BDRCS implements the BDRCS Child Protection Policy:

- |                                    |  |
|------------------------------------|--|
| 1) <b>ZERO TOLERANCE</b>           | All forms of child abuse and exploitation are unacceptable and will not be tolerated   |
| 2) <b>CHILD RIGHTS</b>             | <p>All children have the right to protection from exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socio-economic status, disability status, family or criminal background.</p> <p>All decisions regarding the welfare and protection of children will be made based on the principle of the best interests of the child.</p> |
| 3) <b>SHARED RESPONSIBILITY</b>    | The protection of children is the shared responsibility of all personnel, partners and associates of BDRCS.  |
| 4) <b>RISK MANAGEMENT APPROACH</b> | While it is not possible to eliminate all risks of child abuse, BDCRS has an ethical obligation to do no harm in any of BDCRS organisational operations or in the design and implementation of programs and activities. Therefore, BDRCS will ensure that risks of child abuse are proactively identified, monitored and reasonably mitigated.   |
| 5) <b>PROCEDURAL FAIRNESS</b>      | will apply procedural fairness to all stakeholders when responding to concerns or allegations of child exploitation and abuse.   |

### 4. SCOPE

This Policy applies to anyone representing BDRCS, including but not limited to:

- Managing Board members
- Members of staff
- Volunteers
- Contractors and subcontractors providing services to or working with BDRCS
- Partners
- Visitors to BDRCS offices or field projects/programs/activities
- Any other individuals or groups that have been brought in contact with children while working with and/or representing BDRCS

## 5. CHILD PROTECTION CODE OF CONDUCT

The BDRCS Child Protection Code of Conduct provides guidelines on how to interact with children and how to minimise risk to children. It has established standards of behaviour which must be followed at all times when a BDRCS representative is in contact or working with children.

These standards are set out in the **Child Protection Code of Conduct Annex 1**.

## 6. PROJECT RISK MANAGEMENT

BDRCS undertakes a focussed child protection risk assessment to reduce the risk of any child being harmed as a result of BDRCS facilitated activities, projects or positions that involves contact (or potential contact) with children, working directly with children or that have direct impact on children.

BDRCS will put mitigation strategies in place for any child protection risk identified and these (and any emerging risks) will be actively monitored and reviewed throughout the activity/program cycle.

A documented **child protection risk assessment**, to be undertaken in accordance with **Annex 6**, must

- Identify child protection risks
- Classify the level of risk
- Identify any medium to high level risk activities
- Document steps to be taken to reduce or remove risks
- Identify a process for monitoring identified or new and emerging risks

BDRCS recognises that children living in areas affected by humanitarian crises are particularly vulnerable and acknowledges that additional mitigation measures need to be implemented to reduce the risk of harm to children when designing and implementing projects in these circumstances.

## 7. CHILD SAFE RECRUITMENT AND SCREENING

BDRCS is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs with children. Our child safe practices include:

- Child protection information in job advertisements and position descriptions
- Conducting at least two referee checks that involve discussing child protection with referees
- Undertaking police checks
- Requiring applicants to disclose whether they have been charged with child abuse/exploitation offences
- Requiring applicants to read and sign onto the BDRCS Child Protection Policy and Child Protection Code of Conduct

Additional child-safe recruitment and screening measures apply for personnel working in positions that involve regular and direct contact with children, such as:

- Including questions on child protection during interviews
- Including child protection in performance appraisals

BDRCS will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing.

### **Employment Contract Provisions**

Each employment contract of a member of staff who is within the scope of the Policy must include an entitlement for BDRCS to dismiss them, or suspend or transfer them to other duties, if they breach the Child Protection Code of Conduct.

Detailed child safe recruitment and screening processes for staff, volunteers, sole trader consultants and personnel of contractor or subcontractors are set out in Annex 5.

## **8. TRAINING AND AWARENESS**

All Managing Board Members and personnel (staff, volunteers, contractors, and sub-contractors) of BDRCS who may have contact with or who are or may be working with children, must:

- Be aware of and abide by the requirements of the Child Protection Policy
- Participate in a child protection induction and regular<sup>1</sup> child protection awareness training that includes the obligations under the Policy and the Child Protection Code of Conduct to protect children and how to report concerns or allegations about child abuse
- Participate in additional or specialised child protection training or briefing sessions as necessary (for example: child protection briefings specific to emergency responses).

BDRCS maintains a register of all persons who have been trained.

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<sup>1</sup> Regular training includes initial child protection awareness training and then annual refresher training.

## 9. VISITORS

BDRCS visitors include but are not limited to:

- Partner staff, volunteers, contractors, subcontractors
- Donors
- Government officials
- Personnel from non-government organisations or community-based organisations
- People working for local or international media companies or as freelance journalists or photographers

All visitors to BDRCS offices or field projects/programs/activities will be required to read and sign onto the BDRCS Child Protection Policy and Child Protection Code of Conduct.

All visitors to BDRCS facilitated project and/ or emergency response locations must be accompanied by BDRCS or Partner staff or designated volunteers.

As necessary, visitors will be briefed on additional child protection guidelines and requirements related to a specific location, program or activity (for example: briefings on child protection related to emergency responses or media visits).

## 10. WORKING WITH PARTNERS

BDRCS takes seriously obligations to protect children and works with partners to ensure child protection in all partnership activities and programs. When working with partner agencies to deliver projects that have contact or work directly with children, BDRCS will:

- Include child protection in the partner appraisal process to determine a partners' status as a child safe organisation
- Work with partners to strengthen their ability to protect children in our programs (if necessary)
- Include clauses on child protection compliance obligations /standards in all partnership agreements and contracts<sup>2</sup>
- Actively monitor the implementation of agreed child protection measures and child protection compliance obligations / standards
- Work with partners to undertake a child protection risk assessment for all programs and activities involving contact or working with children and ensure that mitigation measures are monitored throughout the cycle of the project
- If necessary, develop an agreed reporting mechanism for reporting child protection concerns (for projects delivered in partnership with BDRCS)

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<sup>2</sup> Which may include signing onto the BDRCS CPP and CP CoC if a partner does not have one in place

## 11. PROCEDURES FOR REPORTING CHILD ABUSE

It is mandatory for all BDRCS representative under the scope of this policy to report concerns or allegations of child abuse or exploitation that relate to a child or representative involved with BDRCS.

Others, including people in the community (including a visitor), can also make a complaint of child abuse to BDRCS.

BDRCS is committed to ensuring that the safety and wellbeing of the child and their dignity and rights remain the overriding concern at all times.

In managing a child protection complaint, BDRCS will:

- Deal with a report of child abuse in accordance with this Policy (see **Annex 2**)
- Make every effort to protect the rights and safety of the child throughout the investigation of any report of child abuse
- Treat all reports of child abuse seriously and ensure that all parties are treated fairly
- Deal with a child abuse report in a confidential, fair and timely manner
- Ensure that the interests of anyone reporting in good faith are protected

### What to report

- Any suspected, witnessed, disclosed or reported cases of child abuse
- Potential risk or harm to a child
- A breach or possible breach of the Child Protection Code of Conduct

### When to report the complaint

- If the child is in immediate danger or in need of immediate care, notify appropriate authorities such as police and medical services
- Elevate complaint through the completed Child Protection Incident Form immediately if possible, or within 24 hours

### Who to report to

Members of the community are able to make a complaint through any BDRCS person or system<sup>3</sup> that best suits them. Once the complaint has been received by any BDRCS person and/or BDRCS system, elevate complaint to BOTH

- Community Engagement and Accountability (CEA) Focal Point<sup>4</sup>

The notification and reporting procedure is summarised in the flowchart in **Annex 2**.

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<sup>3</sup> An example of a BDRCS system is the Complaints Hotline

<sup>4</sup> The CEA is responsible for ensuring meta data is adequately recorded within pre-existing systems



## **Acting on the notification**

The CEA Focal Point is responsible for recording accurate data through pre-existing systems and work with HR to

- Identify actual and potential risks to the child or young person
- Determine the nature of the allegation
- Develop and implement an Action Plan to ensure the child's safety

The Action Plan may include but is not limited to the following:

- Report the matter to local police and/or the child protection authority; and/or
- Ensure referral and support for the child; and/or
- Manage the matter internally in accordance with BDRCS policies and processes (if not a criminal offence)

## **Consequences of breach of the Policy or the Child Protection Code of Conduct**

A breach of or failure to comply with the Policy or the Child Protection Code of Conduct will result in:

### **BDRCS personnel**

Implementation of disciplinary procedures in accordance with BDRCS policies, which may result in disciplinary action up to and including:

- In the case of an employee – dismissal of the employee
- In the case of a volunteer – termination of the services of the volunteer
- In the case of a Managing Board Member or a Board Committee Member – removal from office

### **Contractors and subcontractors**

- In the case of a contractor who is a sole trader – termination of contract
- In the case of personnel employed by a contractor or a subcontractor – a direction to the contractor requiring termination of the services of the person concerned and/or termination of the contract of the contractor or subcontractor

### **Visitors**

- In the case of a visitor – a direction to leave the relevant activity

In addition, depending on the nature of the allegation, cases may result in legal action and/or criminal investigation and prosecution.

Each report will be investigated on a case by case basis. Responses will reflect the nature of the allegation. Not all responses will involve reporting to authorities or termination. For example, in cases where there are low level breaches of the Child Protection Code of Conduct, the personnel involved in the matter may be re-trained in child protection and/or have increased supervision for a period of time.

## Confidentiality

BRCs will ensure that all information regarding a child protection report is handled professionally and confidentially. Information will only be released on a “need to know” basis or when required by local law or when a report to police or child protection authorities is made.

In order to keep all parties safe and ensure that all parties are treated fairly, anyone making a child protection report to BDRCS is expected to follow organizational procedures regarding confidentiality.

## 12. POLICY MONITORING AND REVIEW

Monitoring application of the policy is the responsibility of the the Secretary General with implementation support from Management.

The policy will be reviewed at least every 3 years.

It may be reviewed more frequently if there are changes to relevant national and/or international standards, so that it remains current, effective and appropriate.

## 13. DEFINITIONS

### **IMPORTANT NOTE:**

**These definitions include definitions of words used in the Child Protection Code of Conduct.**

Term	Definition
Adult	person aged 18 years or more
Child	person under the age of 18 years
Child abuse	one or more of the following: <ul style="list-style-type: none"><li>• physical abuse</li><li>• sexual abuse</li><li>• emotional abuse</li><li>• neglect</li><li>• exploitation</li><li>• others</li></ul>

Child abuse material	material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse
Child exploitation and abuse	one or more of the following: <ul style="list-style-type: none"> <li>• committing or coercing another person to commit an act or acts of abuse against a child</li> <li>• possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material</li> <li>• committing or coercing another person to commit an act or acts of grooming or online grooming</li> </ul>
Child exploitation material	material, irrespective of its form, which is child abuse material or child pornography material
Child pornography	any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes
child pornography material	material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in a sexual pose or activity, and does that in a way that a reasonable person would regard as being, in all the circumstances, offensive
Child protection	an activity or initiative for the purpose of preventing or responding to a specific incident of child abuse
Child Protection Code of Conduct	A set of behaviour guidelines for contact or working with children as set out in Annexure 2
contact with children	working or participating in an activity or in a position that involves contact with children, either under the position description or due to the nature of the work environment.
contractor	any person or organisation working jointly with or providing services to BDRCS, including partner organisations contracted or subcontracted by BDRCS, and sole traders such as consultants and subcontractors
MoWCA	Ministry of Women and Child Affairs
emotional abuse	a parent's or caregiver's inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to

	provide a child with adequate non-physical nurture and emotional availability whereby a child's self-esteem and social competence is damaged
grooming	behaviour that makes it easier for an offender to procure a child for sexual activity (including online grooming)
online grooming	the act of sending an electronic message with indecent content to a recipient who the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person including but not necessarily the sender
neglect	the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being
physical abuse	the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling and poisoning
sexual abuse	the use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography
sole trader	a person providing services to or working with BDRCS under a contract or subcontract
visitor	a person who is invited to and does attend a place at which BDRCS (or another partner organisation or person engaged by it) provides services to projects that are undertaken with funding provided in whole or in part by DFAT, including an auditor.

## 14. ATTACHMENTS

- Annex 1: Child Protection Code of Conduct**
- Annex 2: Reporting Procedures**
- Annex 3: Child Protection Incident Complaints Form**
- Annex 4: Responding to Disclosure**
- Annex 5: Child Safe Recruitment**
- Annex 6: Risk Management**

## ANNEX 1.

### Introduction

The Child Protection Code of Conduct applies to Managing Board Members, Board Committee Members, staff, volunteers, contractors and subcontractors, personnel of contractors and subcontractors, partners and visitors associated with Bangladesh Red Crescent Society.

It defines standards of behaviour expected by Bangladesh Red Crescent Society in order to protect children.

### Meaning of words

Words used in this Code are defined in the Child Protection Policy. Those meanings must be read and understood.

### THE CODE

I agree that while working with or engaged in activities funded and/or implemented by Bangladesh Red Crescent Society, I must:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 18 years) in any form of sexual activity or acts, including paying for sexual services or acts;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to my own children);
- use any computers, mobile phones, social media or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant local legislation, including labour laws in relation to child labour;
- immediately report concerns or allegations of child abuse and exploitation in accordance with Bangladesh Red Crescent Society Child Protection Policy;
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with Bangladesh Red Crescent Society that relate to child exploitation and abuse;

- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse;

## **USING CHILDREN'S IMAGES FOR WORK RELATED PURPOSES**

When photographing or filming a child or using children's images for work related purposes, I must:

- before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- before photographing or filming a child, obtain documented informed consent from the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used and be sure that this has been understood;
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts.

## **COMMITTMENT**









I acknowledge that:

- I have been provided with, read and understand the Child Protection Policy
- If I do not comply with the Child Protection Policy or the Child Protection Code of Conduct it may lead to disciplinary action, termination of services, legal action, or criminal investigation and prosecution.

<b>Date</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Organisation</b>	

## ANNEX 2

### BDRCS CHILD PROTECTION REPORTING PROCEDURES

<b>Who can Report?</b>	All BDRCS people including Board, staff, volunteers, partners, contractors, and sub-contractors have an obligation to report, and all other people including children and other members of the community may report
	
<b>What to Report</b>	Any direct or indirect disclosure, witnessed or suspected child abuse, and all breaches of the Code of Conduct. Complete the Child Protection Incident Form (Annex 3)
	
<b>When to Report</b>	Immediately, or as soon as possible If the child's safety or welfare is at high risk please contact Police and Welfare Services immediately
	
<b>Report to</b>	<ul style="list-style-type: none"> <li>The <b>Complaints Hotline (+8801811458524)</b> OR</li> <li>The Community Engagement and Accountability (CEA) Focal Point</li> </ul> <p>The first BDRCS person or system that receives or makes the complaint is required to complete the Child Protection Incident Form.</p>
	
<b>Action Plan</b>	<p>The Community Engagement and Accountability (CEA) Focal Point will-</p> <ol style="list-style-type: none"> <li>1. Identify the level of risk to child and alleged perpetrator</li> <li>2. With Director HR develop Action Plan to ensure the child's Safety</li> <li>3. Notify other relevant personnel if required, such as the Director of the alleged BDRCS person and the Secretary General</li> <li>4. Provide feedback to the victim, if wanted by the victim</li> </ol>
<b>If High Risk</b>	 1. Report concerns to relevant authorities including <b>Police and Child and Welfare Services within 24 hours</b>
	 2. Ensure referral and support for child and notifier including <b>Medical</b> through decided by Secretary General and <b>Counselling</b> though decided Secretary General
<b>If Low Risk</b>	 3. Manage Internally
	 4. No Further Action

**NOTE: Authorities will be contacted immediately only if the allegations indicate a criminal offence. Not all reports become a police matter. Notify Partner National Red Cross immediately if concern involves any Partners National Red Cross person.**

**ANNEX 3**

**CHILD PROTECTION INCIDENT REPORT FORM**

Please complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred or that a child’s safety is in danger.

All child protection concerns should be reported immediately to the Child Protection Coordinator or if the CP Coordinator is not available report to the SG.

This report must be treated in strict confidence.

Today’s date: \_\_\_\_\_

Today’s Time: \_\_\_\_\_

Today’s Venue/Address: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Age of child: \_\_\_\_\_

Name of parents or guardian: \_\_\_\_\_

**DETAILS OF CONCERN / SUSPICION / INCIDENT**

Please fill out as many sections as possible with as much detail as you can. You do not need to have all the information or details.

- 1. Describe what happened: time/dates/name of persons involved/witnesses/ behaviour or signs observed/any other detail**



**2. Details of any conversation with the child**

**3. Have you contacted anyone about this concern?    Yes / No ( *Please circle one* )**

**4. If so, who have you contacted?**

**Please sign this report and print your name and your position in the organisation**

Signed..... Date .....

Name:.....

Position:.....

**OFFICE USE**

Name of person who received Incident  
Report:.....

Date Received:.....

Action taken:.....  
.....  
.....

.....  
.....

Attach all documentation

Signature and name of person who has dealt with  
report.....

## **ANNEX 4.**

### **RESPONDING TO DISCLOSURE**

Receiving a disclosure from a child can be an upsetting and confronting situation. It is important that you respond to the child appropriately.

#### **STEPS TO TAKE WHEN RECEIVING DISCLOSURE FROM A CHILD:**

##### **1. LISTEN TO THE CHILD:**

- maintain a calm appearance;
- be patient;
- give the child space and time to tell you their concern at their own pace and in their own words- do not ask leading questions;
- don't interrupt;
- accept the child will tell you as much or as little as they want to;
- never push the child into giving details of the abuse - your role is to listen to what he/she wants to tell you.

##### **2. REASSURE THE CHILD:**

- tell the child that you believe him or her;
- tell the child that that they have done the right thing by telling you;
- re-assure the child that the abuse is not his/her fault;
- Acknowledge the child's bravery and strength.

##### **3. TELL THE CHILD WHAT YOU PLAN TO DO NEXT**

- explain to the child that in order for them to be safe you will need to report their experience to the BDRCS Child Protection Coordinator.

##### **4. REPORT**

- Report the disclosure using the BDRCS reporting procedures

##### **DO NOT:**

- make promises you can't keep, such as promising that you will not tell anyone
- attempt to investigate what has been said
- confront the alleged perpetrator
- breach the principle of confidentiality as it may put you, the child and even the person that the report was made about in danger

## **ANNEX 5:**

### **CHILD SAFE RECRUITMENT**

#### **A. APPLICATION OF THIS ANNEX**

The following guidelines apply to the recruitment of all Managing Board Members, staff, volunteers, sole trader contractors and any personnel of a contractor or subcontractor who will provide services under any contract with BDRCS who will work with or who may have contact with children.

Recruitment is to be undertaken in accordance with:

- the usual recruitment procedures of BDRCS; and
- this Annex.

#### **B. SCREENING**

##### **STEP 1 – SCREENING REQUIREMENTS FOR ANY POSITION IN WHICH A PERSON MAY HAVE CONTACT WITH CHILDREN OR BE WORKING WITH CHILDREN:**

- An applicant (staff or volunteer), sole trader consultant or any personnel of a contractor or subcontractor who will provide services under any contract with BDRCS must be asked and must disclose whether they have been charged with a child abuse or exploitation offence;
- At least two referees for preferred applicants (staff or volunteer) and sole traders must always be asked:
  1. if they hold any concerns about the applicant working with or having contact with children;
  2. if complaints were made about the applicant working with or having contact with children
- Targeted behavioral questions related to child protection and working with children must be asked during interviews of preferred applicants (staff or volunteer) and sole traders.

##### **STEP 2 – CRIMINAL RECORD OR DECLARATION**

A criminal record check must be undertaken for:

- a preferred candidate for employment (staff);
- a volunteer;
- sole trader contractors; and

- any personnel of a contractor or subcontractor who will provide services under any contract with BDRCS

The criminal record check must cover:

each country in which the person has lived for 12 months or more in the 5 years preceding the date of review; and  
the person's country of citizenship.

No Criminal Record Check may be undertaken, unless the person has consented to it being obtained.

All applicants must be informed:

- that any certificate arising from the Criminal Record Check will be used in connection with determining whether the applicant will be offered the position or work; and

## **UNDERTAKING THE CHECK**

### **Formal criminal record checks:**

Formal criminal record checks must always be sought as a first preference

Any person who may have contact with children or be working with children will be required to submit a completed Criminal Record Check that has reviewed offences in connection with any aspect of child abuse or exploitation;

### **If formal criminal record checks are not available:**

If formal police checks are not available any person may have contact with children or be working with children must be asked to sign a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation.

### **A satisfactory criminal record check or a legally binding declaration is a pre—condition of:**

- appointment of the preferred candidate as an employee or volunteer, or
- engagement of the preferred person as a sole trader contractor or subcontractor, or
- approval of utilization of the services of an employee of a contractor or subcontractor

### **Review of criminal checks**

Police checks should be reviewed and/or updated when an employee, volunteer, contractor or sub-contractor moves from one position to another, especially in the following circumstances:

- moving from a position that has no contact with children to a position that involves contact or working with children
- Moving from a position that has contact with children to a position that involves working directly with children

### **STEP 3 -RECORDS OF RECRUITMENT PROCEDURES**

A detailed record of recruitment must be documented and maintained (including a copy of the signed Child Protection Code of Conduct, the response to the request for disclosure of any charges of a child abuse offence, referee's comments and the outcome of the criminal record check or other process) on file by BDRCS.

**NOTE:** It is expected that partnership agreements and contracts with third party agencies where stakeholders will have contact with or be working with children as part of a BDRCS funded or facilitated program, will include provisions for the partner or sub to have adequate CP measures in place that meet the same requirements.

## ANNEX 6:

### RISK MANAGEMENT

The following approach and risk matrix tool will be used to assess risks to children in BDRCS operations, programs and activities.

#### RISK MATRIX

Identify Risk to Child	Analysis of Risk Factors – what is causing the risk?	Probability/Likelihood			Impact on child	Risk Ranking	Action to be taken to mitigate or reduce risk	By Whom	By When
		H	M	L					
1.									
2.									
3.etc									

#### ASSESSING RISKS TO CHILDREN:

Each activity/element within a program should be assessed for risk to children.

Think about the possible areas of risk, such as:

**Location of activity** (for example: in a school, in an emergency camp, away from community)

**Activity type** (school based, working directly with children, challenges social norms, visiting children's homes, supervising unaccompanied children, older children/young people working with younger children etc.)

**Stakeholders involved in implementing the activity** (are personnel adequately trained, is there adequate supervision, have they been recruited using child safe methods etc.)

**Children with higher levels of vulnerability** (such as girls, children with disabilities, young children, children from ethnic minorities, refugee children, working children, displaced or unaccompanied children etc.)

Use the following questions to complete the matrix:

- **IDENTIFY** - What are the practical activities of the program or activity which present a risk to children?
- **RISK** - What could go wrong?
- **PROBABILITY** - What is the likelihood of something going wrong? Consider what child protection measures are already in place
- **IMPACT** - What would be the consequences to the child be if something went wrong?
- **RISK RANKING** – Combination of the probability/likelihood and impact

		Impact		
		L	M	H
Likelihood	H-3	M	H	H
	M-2	L	M	H
	L-1	L	L	M

- **ACTION** – Identify ways to mitigate or reduce these risks and the resources required.

#### MANAGING RISKS:

##### Manage risks using the following suggestions:

- Identify actions to mitigate or reduce the risk
- Identify resources required to reduce the risk
- Have a procedure in place for when things go wrong
- Medium and high-level risks can be included in the project/program risk matrix
- Identify how and when you will monitor the risks and mitigation actions

#### MONITORING RISKS:

##### Monitor program risks by asking the following questions:

- Do the risks still exist?
- Have they been reduced, controlled and managed by the existing plan?
- Are there any emerging or new risks?
- What actions and resources are needed to reduce, remove and control these emerging or new risk