



**Consortium of Self Help Group Approach Promoters  
(CoSAP )**

# **Child Protection Policy**

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## **Acronyms**

CoC= Code of Conduct

CoSAP= Consortium of Self Help Group Approach Promoters

CP= Child Protection

CPO= Child Protection Officer

CPP= Child Protection Policy

FDRE= Federal Democratic Republic of Ethiopia

HR= Human Resources

HTP= Harmful Traditional Practice

ILO= International Labor Organization

KNH= Kindernothilfe

MOU= Memorandum of Understanding

UNCRC = United Nations Child Rights Convection

# **1 Introduction**

## ***1.1 Brief Organizational Background***

Consortium of Self help group Approach Promoters (CoSAP) is a non-governmental organization of local member NGOs promoting the SHG-approach to ensure sustainable development in Ethiopia. CoSAP has been founded in December 2009 and registered as Ethiopian Residents Charities Consortium (Registration number: 1590).

The vision of CoSAP is to see vibrant peoples'/women institutions that strive for sustainable development in Ethiopia.

CoSAP works towards enhancing capacity of SHG promoting organizations through partnership and networking, research and documentation, and resource mobilization to promote the approach and create enabling environment for overall empowerment of disadvantaged women in Ethiopia.

The values of CoSAP include integrity, accountability, transparency, flexibility, appreciate and respect social values, sustainability, and commitment to the principles of the SHG approach.

At present, CoSAP has more than 20 member organizations all of which are legally registered as Ethiopian Residents Charities, they support women organized in to SHGs in different regions of the country (Oromia, Benishangul Gumuz, Southern Nations, Nationalities, and People's Region (SNNPR), Somali, Afar, Amhara, Dire Dawa and Addis Ababa).

CoSAP currently has board of five members who take decision on the strategies and budget of the organization, a director executing and leading organization's day-to-day activities, as well as programmatic, administrative and financial staffs who strive to facilitate the activities for these member organizations.



## **1.2 Preamble**

Child abuses could occur at individual, community, institution or even at country level. In countries like Ethiopia where cultures of overlooking children are ubiquitous, the best interest of the children is often ignored. In such environment individuals most often abuse children without having a conscience of any wrong doings.

Most child abuses are committed by or with the support of people who are very close to them. Parents, family members, teachers, neighbors, supporters affiliated with institutions are all in the list. Community members also support or give deaf ears to most violations. Institutions like schools, children homes, and other philanthropies that have a close contact with children could also be safe heavens for child abusers; unless they install mechanisms to protect and safeguard children.

In recent years, even though awareness among the community is rising, yet many children suffer different forms of child abuse. One of its serious causes is known to be extreme poverty. CoSAP has been aggressively working in fighting extreme poverty among women. CoSAP and its member organizations have realized the formation and functioning of more than 167 thousand poorest of the poor women in to SHGs. As result, more than 450 thousand children are reached. The initiative has contributed to enhance the safety and security of these children. But such actions alone are not enough to ensure the undertaking for the safety of children.

The risk analysis assessment of CoSAP's operations revealed the existence of loopholes that might endanger child safety. In addition, the SHG approach that CoSAP is propagating can be extended to the formation and facilitation of Children Groups within the SHG model. This



will make the employees, volunteers and other individuals to have more contacts with children. Therefore, it has become essential to institute child protection mechanisms that will ensure the safety of the children.

This child protection policy has been prepared, with intention of taking preventive actions, of educating those individuals that will make contacts with children. In additions, the policy will serve as main guide of taking actions on those who partake in child abuses. The existence of such clear reporting and case management standards are also believed to serve as deterrent tools to those that have ill willed intentions.

### ***1.3 Definition of terms used in this document***

Here after in this document, unless otherwise stated:

- **CoSAP/the organization:** refers Consortium of Self Help Group Approach Promoters.
- **The Policy:** refers to the child protection Policy of CoSAP.
- **Member organization:** implies the registered members of CoSAP.
- **Funded Partners:** members that access funding for joint projects or other independent projects through or form CoSAP
- **Child/minor:** a person who has not attained age of 18.
- **SHGs:** refer to women self help groups formed/facilitated by member organizations.
- **CPO:** Child Protection Officer assigned by CoSAP, primarily responsible to facilitate execution and follow-up of missions in this policy.
- **The Director:** Executive director of CoSAP.
- **The Board:** refers to the Executive Board of CoSAP.



## **1.4 Policy Statement**

CoSAP declares its relentless commitment to ascertain the safety and protection of children in all its undertaking. In all its efforts of programming, fund raising, partnership and collaboration, and routine implementation, children's safety will be considered as critical issue. It will ensure their participation, in all project cycle management process, so that their say is heard and needs considered.

Through its CPP, CoSAP will endeavor to create protective mechanisms against the abuse of children by employees, volunteers, partners and member organizations, donor representatives, and other people that are affiliated temporarily for research, documentation and reporting purpose. CoSAP will not use products or services that involve child labor.

The organization also takes the leadership to support all its members to develop and install child protection mechanisms. To that end the organization collaborates and shares relevant information to its members. It refrains from funding/collaborating with members that refused to install child protection mechanisms.

As people institutions of the SHGs are also the ultimate structures that sustain the system, a due emphasis will be given to encourage particularly SHG Federations to adapt child protection policies that govern their actions.

The Executive Board and Director of CoSAP commit themselves to ensure that the CPP is implemented. They also extend necessary assistance, support and continuously follow up implementations.



## **1.5 Scope of the Policy**

### **1.5.1 Addressed by this Policy**

- Children in the direct or indirect reach of the organization.
- Employees, volunteers, temporary workers, consultants of CoSAP and their relation with children under the reach of CoSAP.
- In its application of governing the relations between CoSAP, its members and partners as institutions.

### **1.5.2 Not in the Scope of the Policy**

- Managing individual employees of members and partners.
- Managing the relations of children and guardians and other community members.

## **1.6 Objectives of the Policy**

The CPP will have the following objectives:

- To serve as organizational guiding document for managing employees: recruitment, orientation and training, guide on routing activities, and handling complaints of child abuse.
- To enable standardized and institutional actions relating the applications of child protection mechanisms in the member organizations and funded partners.
- To serve as the communication tool, for children/or community at large under the reach of the policy, to grasp of their rights and actions in case of abuses.
- To serve as communication tool for donor representatives, other temporarily assigned operators in the field, and volunteers to be vigilant of children safety.



- The policy also serves as a starting document for member organizations, and people institutions that are in need of adopting their own policies

## ***1.7 Background Principles***

### ***1.7.1 The Self Help Group Approach and Children***

The self help group (SHG) approach in principle primarily focuses on women, who naturally are proximate to and essentially concerned for children. Consequently, working with women through SHG is indirectly dealing about issues of children: their dignity, food/nutrition, education and above all wellbeing/safety. That is why both the major donor of the SHG approach/KNH and the umbrella of Ethiopian Residents' Charities promoting the approach in the country/CoSAP consider issues of children correspondingly with their mothers.

There are potential rooms for CoSAP's staffs and visiting partners to have contact with children in the community while their monitoring visits to intervention areas. Moreover, no doubt those SHG women whom CoSAP's staffs contact are usually accompanied by their respective children.

Cognizant of this fact, although CoSAP is not an organization directly working with children, it is often impractical to imagine women empowerment without proper consideration of children. This policy document is also necessitated for one cannot detach issues of women and children; and also for there are abundant opportunities to get in touch with children during the different interactions with women.

The other premise is that initiating Children Groups, to be implemented through member organizations similarly, is anticipated in the near future. Therefore, if this happens, the level of contact between CoSAP's



staffs and children too will indisputably be increased. This can be through the usual monitoring visits and capacity building trainings. And in case of consultants who may be outsourced by CoSAP for study purposes (like household surveys, mid-term reviews/final evaluations and case story development), the former would have greater possibility to contact/interview children as well.

CoSAP as an organization should also take care of: child abuse incidences by its staffs (due to its current office location in children/youth center), accepting prospective members with risk of child abuse, recruiting staffs who had track records pertaining to such abuse history, procuring goods and services that might have been produced through child labor, naively securing funds that may have encouraged child abuses, publicizing child-related documents (audio-visual and narratives)-mainly of the affected ones.

## ***1.7.2 Human Rights***

As should be expected to be so, this document tries to address three indivisible and interdependent “P”s of UNCRC: Provision; Protection; and Participation.

*Rights to Provision:* to the resources, the skills, services those are necessary to ensure children's survival and development to their full potential.

*Rights to Protection:* this includes from acts of exploitation or abuse, in the main by adults or institutions that threaten their dignity, their survival and development.



*Rights to Participation:* these are the rights that provide children with the means by which they can engage in those processes of change that will bring about the realization of their rights.

### ***1.7.3 Child Right Conventions: International Laws Ratified by Ethiopia***

Ethiopia has ample legal and institutional provisions that promote the rights and welfare of children. The following are among the international laws ratified by the country, which ultimately ended with revision of existing national laws, and hence become the integral parts of the law of the land:

***UNCRC:*** Ethiopia acceded this on 1991, and domesticated in 1992, as Proclamation No. 10/1992. The FDRE constitution has also enshrined the four general principles of the rights of children on article 36.

***The African Charter on the Right and Welfare of Child (ACRWC):*** this is also ratified as proclamation No. 283/2002.

***ILO Conventions:*** Proclamation No. 335/2003, that ratified the ILO convention on prohibition and immediate action for elimination of worst form of child labor; and Proclamation 152/1999 for ratifying ILO conventions that include the minimum age convention (1973 No. 183 ) are also in the list . After the ratification of the ILO convention on Worst forms of Child Labor in 2003, the Labor Proclamation No. 377/2003 has come to effect. The Labor Proclamation signifies its importance on article 89 by stipulating working conditions young workers (of Age 14-18).



## **1.7.4 Legal Framework**

### **1.7.4.1 Endorsed/Amended Domestic Laws**

**The Revised family code:** is Proc. No. 213/2000 which has provisions regarding minors on chapter 12 (sections 1 to 5). The organs of protection of minors, their powers, sanction of rules for protecting minors and cessation of disability of the minor are defined in these sections.

**The Revised criminal code:** proc. No. 414/2004 is another major stepping stone that improved the national child protection framework. Section 2 and 3 of this code mentions abuses on minors that are punishable by law.

**Stakeholders Related:** resulting in the establishment of the institution of ombudsperson, the Proc No. 211/2000, has opened additional door for reporting child abuse. The assignment of Ombudsperson heading the children and women affairs, stated on Article 8, is the significant portion of the law in child protection.

Women and children affairs offices found at different levels have focal persons regarding child right. These will be important institutions to collaborate while implementing the policy. Police offices that work with prosecutor will also play vital roles in proceeding with criminal offences reported within the scope of this policy.

### **1.7.4.2 Punishable Acts under the Ethiopian Criminal Law**

The most common punishable acts of child abuse under the Ethiopian law are described as follows:

- Maltreatment of Minor (Article 576)
- Abduction of a Minor (Article 589)
- Substitution or taking away an infant belong to another (Article 591)



- Failure to Produce a Minor (Article 592)
- Enslavement (Article 596)
- Trafficking Children
- Rape (Article 620)
- Sexual Outrages on Minors (Article 626 and 627).
- Homosexual and Other Indecent Acts Performed on Minors (Article 631)
- Participation of a Juridical Person in Sexual Outrages Committed on Minors (Article 632)
- Traffic in Minors (Article 635/636)
- Organization of Traffic in Women and Minors (Article 637)
- Protection of Minors from Obscene or Indecent Publications (Article 644)
- Early Marriage (Article 648)
- Omission to Register the Birth of an Infant or, to Report its Abandonment (Article 656)
- False Registration, Supposition and Substitution of Infants (Article 657)
- Failure to Bring up (Article 659)
- Endangering Lives of Children or causing bodily injury through HTPs (Article 561/562)
- Working conditions of young workers (Labor proclamation 377/2000 articles 89/90)
- Corporal Punishments (Article 36 of FDRE constitution)

## **1.8 Definitions and Types of Child Abuse**

Most common text book and web dictionaries define child abuse as: the physical, sexual, emotional maltreatment or neglect of a child or children.



Similarly, child maltreatment is defined as any act or series of acts of commission or omission by a parent or other caregiver that results in harm, potential for harm, or threat of harm to a child.

There are four major categories of child abuse. These are: Physical abuse, Sexual abuse, Psychological or Emotional abuse, and neglect. Even though the categories are having distinct feature and magnitude of their own; it is difficult to draw a line between them, as one can cause or aggravate the other. For instance, a sexual abuse can result in both emotional disturbance and physical harm to the victim. Giving clear and agreeable examples for each is also a wearisome task; considering the varying ethno cultural situations of Ethiopian regions that CoSAP operates. These four categories are briefly defined as follows:

## ***1.8.1 Physical abuse***

Physical abuse involves physical aggression directed at a child by an adult. That includes deliberate infliction of serious injuries, or actions that place the child at obvious risk of serious injury or death. The most frequent of such abuse in Ethiopia is corporal punishment that has a wide cultural back up as a form of disciplining children.

## ***1.8.2 Sexual abuse***

Child sexual abuse is a form of child abuse in which an adult abuses a child for sexual stimulation. Sexual abuse refers to the participation of a child in a sexual act aimed toward the physical gratification or the financial profit of the person committing the act. Its forms include asking or pressuring a child to engage in sexual activities, displaying pornography to a child, actual sexual contact with a child, physical



contact with the child's genitals, forcing to view the child's genitalia without physical contact, or using a child to produce child pornography.

### ***1.8.3 Psychological/Emotional abuse***

Emotional abuse is defined as the production of psychological and social deficits in the growth of a child as a result of behavior such as loud yelling, coarse and rude attitude, inattention, harsh criticism, and depreciation of the child's personality. Other examples include name-calling, ridicule, degradation, excessive criticism, inappropriate or excessive demands, withholding communication, and routine labeling or humiliation.

### ***1.8.4 Neglect***

Child neglect is the failure of a parent or other person with responsibility for the child to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child's health, safety, and well-being are threatened with harm. Neglect is also a lack of attention from the people surrounding a child, and the non-provision of the relevant and adequate necessities for the child's survival, which would be a lacking in attention, love, and nurture.

## **2 Preventive Measures within CoSAP**

### ***2.1 Code of Conduct for CoSAP Staffs***

Permanent employees and other temporary staff of the organization should not do, participate in or otherwise facilitate the prohibited actions listed under here. The comprehensive lists of prohibited actions within the provisions of the policy will be prepared/reviewed annually by the child protection officer. But the major prohibitions include:



- To engage in all actions those are listed under the definitions of child abuse section of this document as ‘punishable acts of child abuse’ on children under the reach of the organization.
- To engage in such unlawful actions on children under his/her protection; in the community he/she lives in; running/assisting/collaborating any undertaking that are involved in child abuse as part-time or family business.
- Conduct/perform actions that are not exemplary to children in the presence of the children; or encouraging indulging in it; or passing such materials to the children. (smoking, chewing chat , alcohol drinking, and other addictive substances or drugs )
- To spend private times with children under the reach of the organization.
- Do not discriminate/isolate children by their age, sex, culture, health/physical conditions, or any other opinions that children have.
- To give personal gifts or other subsistence that is not made in the channels the organization.
- Bullying, labeling, name-calling or any other verbal manipulations that undermine/degrade the children.
- Making any physical or psychological punishments in the name of correction.
- Leaving children, under their responsibility, unattended with individuals or group of individuals of any kind.
- Taking other people to the reach of the children before giving briefing on preventive precautions mentioned in the body of this policy.
- Keep the private properties/money of the children under their custody.



- Taking children to activities in and out of the office area, even if planned by the office, without getting full consent of the children and their guardians/tutors.
- Talking to a child in office in closed rooms; or otherwise situations which hinder the observation of others; out of working hours or weekends.
- Taking children to their homes for temporary shelter without a permission granted by legal bodies authorization. Decide on temporary or permanent sheltering of children by other people/institution without any legally authorized body decision or getting written order to do so by such legally mandated body.
- Doing activities like preparing visits, interviews, capturing pictures, and other related activities without getting consent procedures that qualify the activity based on the standards recommended by the policy.
- Posting information, pictures, and videos of children and related documents that have been accessed on regular duty on personal web sites, social media even if it is meant to call their own involvement in the action.

In order for the child protection efforts are enhanced, employees are required to promote/do the following actions:

- To give priority to the interest of the children under all the activities that involve children
- Listen the opinions of children; include their needs and interest in assessing needs, preparing plans, and executing activities; device mechanisms to improve the communication skill, self confidence and participation.



- Participate in actions that safeguard children from imminent danger of abuse or harm of any kind. Indicate such actions to responsible individuals/body the organization.
- Learn appropriate wording; making consultations and seek expertise opinion in selection of audiovisual materials, printed materials presented to children and such materials recommended to be referred elsewhere.
- Report any suspicions or any observation of child abuse; or violations to abide by preventive actions recommended for promoting protection; to relevant structures established for this purpose in the organization.
- Make consultations with the CPO; when elements of doubt exist on actions to take and standards to follow.
- Keeps the confidentiality of documents or information that has been accessed by them while conducting regular duty or else functioning as committee members investigating child abuse claims.

## ***2.2 Guidelines for Other Stakeholders***

Most of the actions expected of CoSAP's staffs, to promote child protection efforts, are also expected to be shared by all applicable stakeholders too. And specific issues need also be considered as follows:

### ***2.2.1 Visitors***

All visitors, reporters and donor representatives that make contact with children will be given an office/field briefing on the standards to follow and will be given summary these rules to abide by for their quick reference. Prior consent of the children and guardians/tutors obtained ahead of time by assigned staff/volunteer of the organization. Below here



mentioned altogether as visitors, for the sake of simplicity, shall observe the following standards in their visits of children.

- The identity of the visitors, the purpose of visit, its durations and activities to be conducted will be briefed to the children and guardians/tutors up on arrival in the field. Their consents will be confirmed again, giving chances for changing their previous concession.
- Visitors shall not give gifts/materials, or exchange contact addresses with the children being visited.
- Visitors shall not raise questions or open discussions that are against the religious believe, cultural norms, or other issues considered immoral in the immediate environment of the child or his guardian/tutor.
- Visitors shall not take still and motion pictures without getting consents of the children and guardians/tutors based on the standards mentioned for reporting and documenting.
- They shall not take motion and still pictures that show the conditions contrary to morally acceptable standards of society in which the child lives; even if consents are obtained to do so. Every picture taken by such visitors shall be presented to the organizations representative/s, to verify their appropriateness, before they are used for the intended purpose.
- Visitors shall not ask to be left alone with child/children or arrange such meetings in private.
- Visitors shall not engage in other child abuse actions that are listed to be punishable by the law of the country and are required to go through materials presented to them by the organization to aware them about such standards.



## *2.2.2 Outsourced Consultants*

All organization/individuals that are assigned by CoSAP to conduct research, evaluations, assessments, trainings and other consultancy services that will let them contact with children should follow the following standards and codes of conduct.

- When such activities require recruiting temporary team members as data collectors; they are required to follow standards that verify the team members for previous history of child abuse.
- They should conduct mandatory orientations sessions /or request the organization to orient/ to their team members on the nature of children they reach, and standards to follow while collecting of data; reporting, and dissemination of their findings.
- In view of the nature of their temporary contact, all codes and precautions mentioned for visitors will be applied the same.

## *2.2.3 Donors*

As donors are expected to have better negotiation power, they shall not exercise their supremacy to negatively influence CoSAP and/or children under the reach of the consortium. Consequently, they too also are expected to abide by the rules and regulations of this policy document. And specifically during their field visit to children under the reach of CoSAP, they should not:

- Insist CoSAP to get engaged in activities that exacerbate child abuse and which are potentially against child protection efforts;
- Take pictures or videos of children, without the prior notice to CoSAP and obtaining their consent (mainly of their families);
- Use children's images and story texts regarding children for marketing and fundraising purposes.



- Make case stories of children, mainly exposing the confidentiality of the victims (may be by posting on the web or any other press media);
- Present gifts to the children directly under any circumstances;
- Invite children to recreational areas in private or surreptitious corners;
- Provide their personal contact address to children and also should not ask/receive contact address of the child- as all communications should be done through the partner implementing the project.
- Insist children to go to/visit their countries for any reason.

## ***2.3 Human Resource Standards***

### ***2.3.1 Employee Recruitment Procedure***

CoSAP, while recruiting staff for definite or indefinite period of time the following standards will be met.

- Up on posting vacancies for advertising employment opportunities, the applicants will be notified that CoSAP will be making background checks on their child abuse history and requires their commitment to abide by the child regulations while signing employment agreements.
- The background checks from their references or past organizations will include excavation of indicators or such evidences for their past involvement in child abuse. While conducting interviews, questions leading to learn the past engagements will be included. In additions to the regular experiences listed on the curriculum vitae, applicants off job hour activities in the form of business or the likes will be checked to verify that the employee doesn't involve or support activities that are listed as child abuse.
- The employment contracts shall include statements that declare the employee's commitment for abiding by the child protection policy of



the organization. Leaves containing the copy of the codes of conduct for employees will be annexed to the employment agreements.

- Employee's orientation shall include sensitizing on the provisions of the child protection.
- With particular attention to employees that make frequent contacts with children, a due effort will be made to continuously provide formal and informal trainings concerning child protection.
- With particular attention to appraisals with in probation period, employee's performance evaluation shall include their commitment towards child protection.

### *2.3.2 Testimony Letters and Police Checks*

**Ethiopian Volunteers:** where Ethiopian volunteers that are interested to provide professional services at CoSAP, all relevant actions stated to employees will be applicable. In case of selection of community volunteers, other things stated for employees being similar, they will be required to present supportive letters that testify their commendable behavior from a community based organization and local government.

**Non-Ethiopian Volunteers:** where volunteers from overseas are used for any undertaking that is related with children:

- All volunteers or group volunteers that apply or contact CoSAP on individual basis will be required to present police checks and recommendations from previous employers.
- If the volunteers that are attached with an organization, the organization will be required to provide written verification for passing its selection criteria including mandatory police checks and recommendations.



## ***2.3.3 Capacity Building***

- All CoSAP staffs who are currently working in the consortium have been aware of the overall CPP development process. And they will be updated further on the policy immediately when it is in the implementation process.
- New employees will also be given intensive induction training on the CPP of CoSAP, mainly what is expected of the staff. Handy booklets focusing on the specific codes of conduct for the staff will be prepared and provided to the staff so that s/he can read for further internalization.
- Similarly, once volunteers have arrived at the reach of CoSAP, all activities stated to employees regarding agreements, orientation and trainings will be applied.

## ***2.4 Procurement of Goods and Services***

### ***2.4.1 Contents of Bids***

Bids advertised by CoSAP, for the purpose of acquisition of goods and services, will include the following contents.

- Organizations should not use child labor at any level of production, sells and after sells services.
- The organization or its sister companies not engaged/affiliated in /with any child abuse activity.
- Any organization that is bidding to provide service should not use child labor for the services it bade or any other service it delivers.
- Service delivering organization, its sister companies or other affiliates should not be engaged in any form of child abuse.



## ***2.4.2 Contents of Agreements***

Agreements that are made between CoSAP and the winners of any bid for products or services will clearly state:

- Actions and conditions for violations of terms stated on the bid document regarding child protection.
- In the case where the product or service delivery will create situations for such organizations to make contacts with children the agreements will specify:
- Terms and protective standards that should be fulfilled while making contacts with children.
- The actions to be taken while violations of such standards are exhibited.

## ***2.5 Communication Standards***

CoSAP will ensure all its documenting practices don't contradict to the child protections principles that it strongly stands for. Therefore, it will put in place the following prevention strategies that will be applied while capturing, storing, disseminating data and information relating children.

### ***2.5.1 Pictures and Documentaries***

While taking still and motion pictures of children:

- Children will be briefed about the purpose of taking pictures and their consents will be asked. While the children are below the age of 14, the guardians/tutors consents will be required in addition to the children's.
- Where the pictures or documentaries are intended to be disseminated by mass media; poster or banners; other print media that calls the pictures to a particular attention; the consents shall be made in writing.



- The pictures under any circumstances shall not show any thing that is contrary to moral and culture in which the child belongs.
- The children and families shall not show (shall not be coerced to show) states that are contrary to their actual status, even if they consents to do so.

## ***2.5.2 Narrating Case Stories***

Success stories or case stories that implicate the names of children shall use substitute names both in body of the report and labeling of pictures. In using still and motion pictures of children/families that are affected by HIV/AIDS, victims of serious child abuses such as sex abuse, child prostitution , and/others that subject children to be further victims of stigma and discrimination ; the pictures shall not show the faces.(blurs will be applied) and their specific locations will not be implicated.

## ***2.5.3 Standards for Posting on the Web and Social Media***

Taking in to consideration the wide range of attention and access of materials posted on the web and social media; special considerations will be taken on posting materials.

While taking all the standards stated for pictures and reporting applied, CoSAP will post pictures, videos, and reports only on its official web site and social media address. If requests for use of the materials are made in writing, permission could be granted for stated purposes only. Staff and volunteers are not allowed to post any materials on personal web sites or other social media .These include: materials that are taken by personal digital devices, or similar materials in their reach taken by the organization.



## ***2.5.4 Other Documenting Standards***

Those staff or volunteers that collect, store, process, and report the confidential data and information related to children should:

- Use encryption and pass code while maintaining soft copies.
- Keep hard copies of such material in locking.
- Not grant access to other staff/volunteers that are not mandated for such access.

## **3 Case Management System**

### ***3.1 Main Actors Involved***

The actors within the case management system of CoSAP include the Child Protection Officer (COP), the director and Child Protection Ad hoc Committee (CPAC).

#### ***3.1.1 Child Protection Officer (CPO)***

CoSAP will assign a CPO by selecting from its employees that are directly working with children. An employee assigned as CPO shall meet the following basic criteria:

- A project officer/ coordinator for children related projects/programs;
- A person commendable for her/his overall discipline in the office and in the community;
- A person showing high degree of communication skills with staff, children and other community members;
- Female employees will be given highest preference.

The CPO will have the following additional responsibilities in addition to the routine task assigned.



S/he will lead all actions in the organization relating to the implementation of CPP that include:

- Initiate, lead and participate in child capacity building efforts.
- Receive all cases of child abuse claims and maintain proper recording of them.
- Select and chair ad hoc committee to investigate cases of child abuse reported to her/him.
- Compile case reports and transfer them to bodies of the CoSAP and/or to other relevant government bodies depending on the case.
- Prepare annual/periodic reports of cases reported and processed.
- Assure internal audit and grading on child protection is annually conducted, and such reports are compiled by CoSAP and members.

### ***3.1.2 Child Protection Ad hoc Committee (CPAC)***

This comprises of the director, CPO as well as representative staffs from program unit; capacity building; admin and finance; and publication and documentation divisions. This committee will be responsible for investigating cases reported by the CPO and endorsed through the director. If the case reported is found to be reasonable, then the committee will propose the necessary internal disciplinary measures, discloses the information to all staffs for necessary caution and also forwards the case to applicable external offices (like lawyer/ court, children and women affairs)

### ***3.2 System for Reporting Cases***

CPO selected and assigned as per the HR standards will be responsible for receiving all cases. For this particular assignment alone, the CPO directly reports to the executive director of the organization.



All individuals/groups that report a case will directly contact the CPO. In exceptional case where the case is directly related to the CPO or people that have high degree affiliation with her/him, reports could be made directly to the Executive director or his/her delegate.

Claims will be accepted from employees and volunteers of the organization, guardians/tutors of the child, a child, a community member or any other individual who saw the case. Reporting could be made using telephone lines assigned for this purpose, dedicated email-address, a suggestion box that is dedicated for this purpose and in person to the CPO or the director where applicable.

### ***3.3 Case Registry and Preliminary Analysis***

The CPO that receives all cases in all channels of reporting will make a registry containing: the date of reporting, who reported, channel reported, on whom it is made, what the case implicates, the depth of evidences or witnesses reported to be available.

The CPO, based on this registry, makes preliminary analysis of the case and classifies it as: failure to observe preventive standards or child abuse reports.

Up on registering claims on child abuses, the CPO will make preliminary analysis of the case to show the complexity by considering:

- Who is involved (individual, organization, groups, professionals, etc);
- What caused it (does it suggest deliberate/intentional case or caused by negligence);
- How volatile the evidences are;
- How the sensitive the case appears (on harm to the child, the good will of the organization and etc);



- What precautions need to be taken while handling the case?

### **3.4 Child Abuse Claim System**

Compiling such report, the CPO presents the case to the Director of the organization. Based on the case presented:

- The composition and depth of ad hoc committee will be decided.
- The ad hoc committee will be assembled and given directions to proceed with investigation of the case.
- The ad hoc committee will be given a time frame to present their findings.

The ad hoc committee based on further investigation techniques will classify the case as: punishable by the law, not punishable by the law or false claim. A claim that is found to be punishable by the law could also be classified as criminal case or a civil case.

Where the case is found to be punishable by the law the recommendations produced by the ad hoc committee shall include:

- Reporting the criminal cases to the nearby police office.
- Reporting the civil case to the nearby women and children affairs (WCA) offices to assist the victim to put their claims before the law or refer such cases to other organizations that give particular assistance to put claims before court.
- Kind of disciplinary actions that should be initiated on the accused employee/volunteer until court decisions are made and decisions that will be made after the verdict is passed.

If the case is found to be not punishable by law, disciplinary actions and its magnitude will be recommended by the ad hoc committee based on:



- 
- The immediate effect and long term consequence that it causes on the child;
  - Level of direct involvement or participation in assisting/supporting the case;
  - The motive behind the did and its repetition or repeatability;
  - The responsibility/education level of the employee.

Generally, three phases of case management system are recognized: concern, investigation and decision. At each of these stages, all applicable actors are identified so as to locate them within the case management system. The overall anticipated system of reporting, related procedures and protection systems to the affected children are depicted as in the following chart:

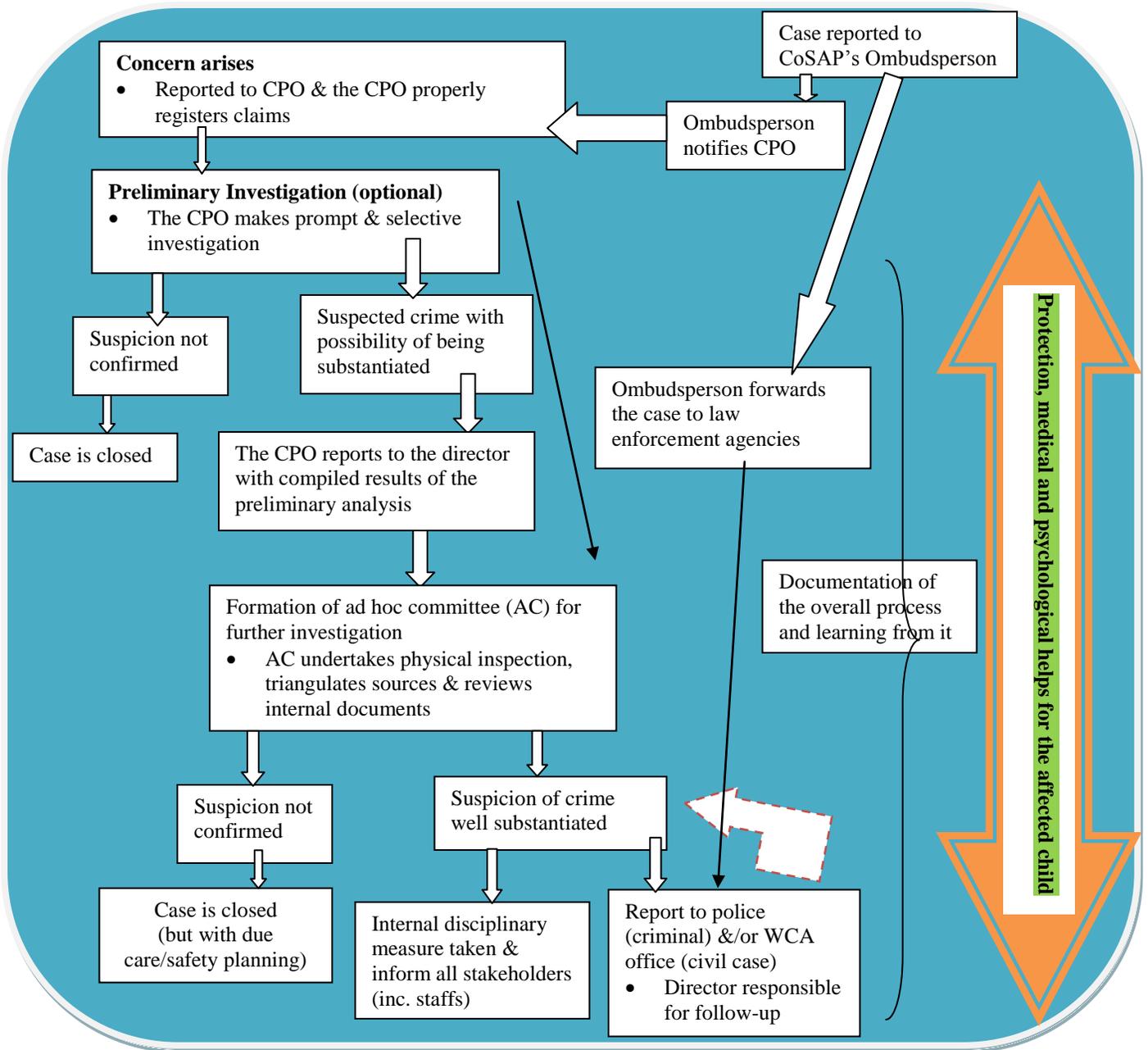


Figure 1 Flow Chart Describing the Case Management System of CoSAP



### ***3.5 Failure to Observe Preventive Measures***

On finding such claim the CPO analyzes the case further and prepares a first round recommendation of actions. In this analysis s/he will try to determine how the child is affected currently, its future implications, whether the action is deliberate or negligence and other relevant issues related to the case. Based on the analysis and consultation with administrative staff/manuals prepares and presents recommendations to the director.

The director, based on report presented, might decide on further investigation of the case by CPO. Where the case is found thoroughly identified by the CPO; it will be decided whether disciplinary actions in addition to other preventive actions are required. If the case doesn't require disciplinary measures, action plans will be prepared and put in place to enhance the application of the standards. If the case necessitates, disciplinary actions will be observed parallel to the preventive action plans.

### ***3.6 System for Disclosure: Confidentiality of the Victim***

Employees, volunteers and other affiliates of CoSAP, while giving interviews, community speeches, field briefings will make appropriate care not to mention names of children, family members, or other gesture of any kind that implicate or otherwise officiate the cases mentioned in the reporting standards.

Children shall not be asked, consented, coerced or by any means made to tell the stories they have gone through in public, peers, visitors or any other purpose that will subject them to further discrimination or labeling.



Family members, neighbors or any other community member on events organized by the organization will be notified in advance not to implicate the names, specific locations and/or family members while reporting or stating similar conditions mentioned in the reporting standards.

### ***3.7 Handling exceptions***

In cases where the Director receives claims on the CPO or his close associates, s/he might decide to assign an employee with a capacity of CP temporarily to handle this specific case.

Where the claims are made on the Director of the organization; the preliminary analysis of the CPO shall be thorough. Where the case is found to be report of child abuse, the CPO shall report the case to the chair person of the Board in writing. Where such case reported to the board is not given a proper investigation, the CPO might decide to report to office of ombudsperson in its operational area.

### ***3.8 Protection and Rehabilitation Measures for Affected Children***

Once it is recognized that a child is abused/affected, CoSAP shall take the lead to ensure that the following measures are taken:

- The child (and the family, if any) will immediately be informed of the procedures to be followed (including the treatments to be given and the legal issues against the suspected abuser) so that s/he will not be desperate;
- CoSAP ensures that the suspected abuser in any circumstance will never have the chance to access the child and/or other children again;
- The family/guardian of the child will also be informed and supported to create safe environment for the child;



- If the child has no family/guardian to take care of her/him, CoSAP in collaboration with the applicable stakeholders will look for alternative foster-care services;
- In collaboration with the respective member organization (at the site where the abuse happened), CoSAP refers the affected child to medical and psychological treatment services;
- By notifying the issue to the Children and Women Affairs Office of the nearby district, the case will be presented to police/court for possible legal sanctions;
- Finally, CoSAP will assign the necessary personnel, allocate finance and arrange logistics to facilitate/follow up that all these measures have been effectively executed.

### **3.9 Reporting Overall Child Protection Efforts**

The CPO will compile semi-annual and annual reports containing claims reported, the findings of reports, actions taken, status of pending cases and false claims made. The report shall include recommendations of preventive actions; gaps noted on the protection policy and other learning.

## **4 Working with Partners**

As consortium of various member organizations, most of which are directly or indirectly working with children, CoSAP will:

- Lobby, though cannot oblige, all its members to have such child protection policy as contextualized to their respective operational modalities;
- Provide any technical assistance they may need to do so, in collaboration with KNH's consultant in Ethiopia;
- Advise its member organizations and capacitate them to develop a CPP document that meets the basic standards: based on risk



assessment results; all the Elements of a CPP are included; Child Protection issues are incorporated within their programmes and projects; Participation and empowerment of children are institutionally ensured.

## **5 Documentation and Development of the Document**

**Awareness raising about the Policy:** the significance of communicating the policy to the staff, member organizations, community and other relevant stakeholders parallels the commitment for its preparation. Therefore, a continuous effort will be made to aware its provisions using all administrative and programmatic channels of the organization.

Considering the varying language, comprehension, and volume barriers that withhold its effective communication, the policy document will be available:

- In different working languages of regions that CoSAP operate;
- In simplified versions that are comprehensible by children;
- Leaves containing extracts of important precautions and prerequisites, for different individuals or groups that make contact with children, will be available for quick reference.

Apart from the dissemination of the hard copies, soft copies of the policy will be available at CoSAP's website. Contacts for receiving feedbacks on its provisions and implementation; request for support/collaboration in adopting a policy will be established.

Whilst making the documents available, briefings on the policy standards will be taken as entry point for all concerned groups or individuals that contact children.



**Implementation:** since this policy document is finalized and officially endorsed by the Board of CoSAP, it is to be signed by the Board and become binding document of the organization. Then, all the staffs who were already been given with the orientation about the overall policy process, will be made sign the CPP form.

**Ongoing Feedback and Review of the CPP:** this policy document may be revised based on rationale ground to do so, possibly continuing risk assessment and feedbacks obtained through ongoing learning processes. The joint dialogue forums with all concerned stakeholders as well as the consensuses from the regular meetings by the assigned child protection unit members will be used as an input. Accordingly, this revision may be practiced every two to three years, based on the context. Otherwise, revision will not be initiated unless: major national legislations occur to broaden or limit the major provisions of this document; and other changes in the implementations areas occurred to hamper its implementation.

**Validation:** this document is valid from March 21, 2015 onwards. And each staff who has signed this CPP will be abided to the rules and regulations as stated in the document from that specific date onwards.

The document is approved by CoSAP Board of Directors on this 21<sup>st</sup> of August year two thousand fifteen in Addis Abeba, Ethiopia.

- 1) Ato Mulugeta Gebru (Chairperson) .....
- 2) W/ro Mulu Haile (Secretary) .....
- 3) Ato Gelaye Hailu (D/Chairperson) .....
- 4) Ato Dissisa Kabeta (member) .....
- 5) Wro Zinash Bezabih (member) .....



## **Annexes**

### ***Annex-1: General Guidelines for People Visiting Self Help Groups and Interacting with Children***

If anyone outside CoSAP would like to visit SHG projects or children groups being promoted by member organizations, the following rules have to be followed:<sup>1</sup>

- Please don't forget to contact CoSAP and/or the respective member organization for any necessary arrangements (letting us know the purpose, target to be contacted, modality of communication, logistics issues, etc).
- Please refrain from any un commendable acts (like smoking and having alcoholic drinks) in front of children.
- Be visible to others when talking to and/or working with children as much as possible. When you come in to contact with children, be sure that a project staff member must be present at all times.
- Foster a culture of mutual accountability so that any potentially abusive behavior to children can be challenged.
- If you would like to take a picture and/or video of a child, you may do so only after getting consent of the child and/or the family member or the persons in charge. Even after getting the permission, never take images of inappropriately dressed children. Abstain from posting these images on publications (like social media) too.
- Never give chance to children to ask for money, to stay overnight at their home and your address.
- Refrain from giving money/gifts to the child or its families.

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<sup>1</sup> This is contextualized from the child protection policy document of KNH and Tearfund's code of conduct.

# *Child Protection Policy*



- Respect each child's boundaries (like religious beliefs and culture) and do not attempt to influence them in any way.
- Help children to develop their own sense of their dignity than make them feel dependent on your compassionate help.
- Never physically assault or develop sexual relationships with children or any relationships which could in any way be deemed exploitative or abusive.
- Never use offensive language or act in ways intended to shame, humiliate, belittle or degrade.
- Avoid any form of discrimination amongst children, show different treatment, or favor particular children to the exclusion of others.

With my signature I confirm that I am aware of CoSAP's guideline to visit SHGs and/or interact with children and I will abide by it.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_



## **Annex-2: Form for Reporting Suspected Cases of Child Abuse**

This form is to be filled by CPO of CoSAP or anyone who would like to inform the organization of the potential child abuse.<sup>2</sup>

*E-mail:*

*Attention: Please treat this e-mail confidentially*

The information contained in this form is confidential. This form is for reporting concerns about potential violations of CoSAP's Child Protection Policy and Code of Conduct. It should only be sent to CoSAP's Child Protection Officer. Please try to provide as much information as possible in the form. Areas where you have nothing to report can be left blank. If you have any doubt whether you should report your concerns, the following checklist may help you to make a decision:

### **What situation are you concerned about?**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Did you witness child abuse?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did you suspect someone of child abuse?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has someone been accused of child abuse?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has someone reported child abuse to you?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your concern relate to one of the following categories? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child may have been neglected?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been mentally abused?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been emotionally abused?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that a child has been sexually abused?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Your concern is founded if you answered 'Yes' to any of these questions. You have a duty to report your concern with this form. Do not delay; a child could be at risk or in serious danger if you do not act.

<sup>2</sup> This too is adapted/contextualized from KNH's CPP document.

# Child Protection Policy



## **Information about you:**

Name:	
Position at or relationship to CoSAP:	
Contact Information:	
Address:	
Telephone:- Landline:	Mobile:
Fax:	
E-mail:	
What is your relationship to the child or young person?	

## **Information about the child (if other more children are affected, please fill out a separate form for each child)**

Name:	<input type="checkbox"/> female	<input type="checkbox"/> male
Nationality/Region/District:		
Date of Birth:	Age:	
Types of relationship/project to CoSAP:		
Relationship to the potential abuser:		
Address of the child (or information about the person with whom the child lives):		

# Child Protection Policy



Current location of the child:
What measures have been instituted for the child's safety at present?
What measures have been instituted to ensure that the abuse cannot continue?
What other measures are necessary to protect the child?
Is the child particularly vulnerable?
Is the child disabled?      Does the child have any cognitive disabilities?
Has the child been repeatedly abused?
Has the child been traumatized?
Special cultural factors that need to be taken in to consideration:
Other information:
What relevant bodies have been informed?
Please describe the date and time contact was made, the name of the

# Child Protection Policy



person with whom you spoke and what talked about:

## **Information about the potential abuser**

Name:	<input type="checkbox"/> female	<input type="checkbox"/> male
Nationality:		
Description of the potential abuser:		
Suspected abuser's relationship to the child:		
Suspected abuser's relationship to CoSAP:		
Relationship to the project that is being facilitated by CoSAP:		

## **Information about your concern**

Type of concern/suspicion (please describe the type of abuse or mistreatment, who reported it, circumstances of the abuse and course of events):	
Location of abuse:	Time of abuse:
Date:	Time:
Witnesses:	

# Child Protection Policy



Conversation report: please describe exactly what the child said in his/her own words and what you said. Please do not direct the conversation with leading questions; report exactly what the child said:

Observations (such as injuries, how the child looked, fear, etc):

How did the suspected individual respond to the allegations?

What other steps have you taken? What other measures have you initiated?

Location:

Date:

Signature: