

DON BOSCO FAMBUL

SIERRA LEONE

SALESIANS OF DON BOSCO

WEST AFRICA SOUTH PROVINCE



CHILD & YOUTH SAFEGUARDING POLICY (CYSP)

JANUARY 2024

INTRODUCTION

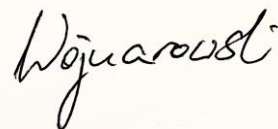
The Catholic order of the Salesians of Don Bosco strive to promote children and young people in their holistic development, guard them from neglect and abuse and, furthermore, assist them in difficult life situations. It does so worldwide in over 130 countries. At all our institutions children and young people are entrusted to our care. As soon as they enter our institutions, we accept joint responsibility for them and their development. In that respect, we fulfil our duty of supervision giving absolute top priority to the welfare of young people.

Each act or failure of act respectively of a member of staff which has led or might have led to the abuse of the human rights of young people completely contradicts our mission in Don Bosco Fambul. This also includes the concealment of knowledge about cases of abuse concerning young people entrusted to us. We encourage all our beneficiaries in our drop-in centre, in our rehabilitation programme, in our family tracing and skill department, in our youth centre and all our callers on the crisis line, particularly girls and young women, who have become victims of abuse to either directly contact the Safeguarding Officer and the Safeguarding Committee. Every member of staff at Don Bosco Fambul unreservedly advocates the respect for and the protection of the rights of the young people.

Without exception we take a brave stand against any humiliation and suffering inflicted on young people, particularly on our beneficiaries and wards. The Safeguarding Committee of Don Bosco Fambul decisively proceeds against any abuse allegations, be they of sexual or other nature. It does so vigorously and irrespective of the person's status and attempts to clarify the facts together with the civil authorities in charge. Don Bosco Fambul cooperates with the authorities and courts in charge. Any acting or failure of act of a member of staff at Don Bosco Fambul endangering the welfare of a ward entails due consequences.

May this Child & Youth Safeguarding Policy help prevent the abuse of children's and young people's rights.

DON BOSCO FAMBUL



DIRECTOR

DATE: 24/01/2024



ABBREVIATION

DBF	– Don Bosco Fambul
CYSP	– Child & Youth Safeguarding Policy
CRA	– Child Rights Acts, Sierra Leone, September 2007
AOS	– West Africa South Province of the Salesians of Don Bosco
OCSEA	– Online Child Sexual Exploitation and Abuse
ACRWC	– African Committee of Experts on the Rights and Welfare of the Child
CPMS	– Minimum Standards for Child Protection in Humanitarian Action

1. OUR IDENTITY

Don Bosco Fambul (DBF) is a local faith based Non-Governmental Organization which helps children, teenagers and young people who live in situations of high vulnerability in Sierra Leone. We listen to their plights and cries and attend to their needs in a holistic way. We reunify them with their families and empower them through education, psycho-social support, moral formation and skills training.

a) VISION

We aspire to be the most efficient child safeguarding agency that reaches out to all vulnerable children and youth in Sierra Leone in order to enhance them a dignified future.

b) MISSION

Our mission is to educate, train, form, inspire and empower children and young people towards human, social and spiritual growth who live in conducive environment in line with the Sustainable Development Goals through trainings, rehabilitation, reunification and reintegration.

c) CORE VALUES

The core values of DBF are; Transparency, Mutual respect for each person and the environment, Honesty, Accountability and Collective responsibility.

d) TARGET GROUPS (Beneficiaries)

Children and youth in street situation, in commercial sex, in conflict and in contact with the law, orphans and trafficked, neglected and rejected, survivors of abuse and harmful practices (ex; FGM and early marriage), young men in prison and all potential survivors.

2. GOAL OF THIS POLICY

This policy is being established to ensure that all the beneficiaries, staff and associates of DBF are treated with dignity, respect, sensitivity and fairness. [CRA 3]

3. REASONS FOR THIS POLICY

If children and young people are to be protected from unfair treatment, abuse and exploitation, management, staff members, employees and any other personnel in direct contact with them must conduct themselves with utmost professionalism and integrity at all times. History and experience demonstrate that this is not always the case. Hence the need of a policy setting standards of conduct, without forgetting that it is the child and the youngster, who are at the centre, not the standards.

4. INVOLVING CHILDREN AND YOUNG PEOPLE

DBF is committed to child and youth participation. We will do this by providing opportunities for children's views to be heard and incorporate their views into our policies and programs. Children will be asked for their feedback about staff and services.

They will be consulted in the development and review of the CYSP and will be asked to contribute to the child safe code of conduct in regard to what they consider to be appropriate and inappropriate behaviours. Children will also be informed about DBF child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child. DBF recognizes the unique insight, experiences and contribution of children and young people and works with them to help identify any potential child protection risks in all programs that include or affect children and young people. These risks are included in the risk management strategy and monitored throughout the program cycle.

5. GENERAL PRINCIPLES

a) Biblical background

- ✓ And they were bringing children to him, that he might touch them; and the disciples rebuked them. But when Jesus saw it he was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And he took them in his arms and blessed them, laying his hands upon them. (Mark 10:13-16)
- ✓ "I give you a new commandment; love one another, you must love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples." (John 13:24)
- ✓ "You know that among the gentiles the rulers lord it over them, and the great men make their authority felt. Among you this is not to happen." (Matthew 20: 25)

b) Legal background

- ✓ Duty to protect [CRA 33,1; 26,2]

All children and youngsters have equal rights to protection from abuse and exploitation. These may result from sexual exploitation, physical or emotional abuse, neglect, harm from bad practice or undue pressure that affects the child's and youngster's health and development.

- ✓ To help development [CRA 23,1]

All children and youngsters should be encouraged to fulfil their potential in as many fields as possible, spiritual, intellectual, emotional, and physical. Inequalities should be challenged.

✓ To support [CRA 23,2]
Everybody has a responsibility to support the care and protection of children and youngsters.

6. CONTEXT

DBF has to make sure that in all the projects and all the settings the safeguarding of children and youth is a top priority. The first Child & Youth Protection Policy was prepared in 2010. From that time many aspects of work have changed; in projects, staff and structures. There is an urgent need to update the policy and in that context, the revised Child & Youth Safeguarding Policy, its implementation and monitoring will assure about the standard service offered by the organization.

7. DEFINITIONS

CHILD in this policy means any person who is under eighteen years of age [CRA 1]

YOUNGSTER in this policy means all our beneficiaries/wards in our youth centre and skill department, particularly girls and young women. The age doesn't matter.

CHILD PROTECTION is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

CHILD SAFEGUARDING; actions, policies and procedures that create and maintain protective environments for children including to protect them from exploitation and abuse of all kinds.

CHILD ABUSE; happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves and in some cases; professionals and other adults working with children in a position of trust can also abuse children.

SEXUAL ABUSE of a child and youngsters includes sexual contact or sexual conduct with a child or youngster, or attempted sexual conduct with a child and youngster. It will also include, but it is not limited to, engaging in the following conduct with a minor: to solicit, request, or demand sexual contact or sexual conduct; to intentionally expose one's genitals, or engage in sexual conduct, or masturbate, under circumstances in which the offender's conduct is likely to be viewed by a minor; to view, photograph, film or videotape a minor in a state of nudity, for the purpose of sexual gratification or profit. Sexual abuse shall also include paying, coercing or otherwise causing a child and youngster to engage in sexual contact or sexual conduct for hire.

PHYSICAL ABUSE occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

EMOTIONAL ABUSE occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being humiliated or continual coldness from parent or care giver; to the extent that it affects the child's physical and emotional growth.

NEGLECT is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation, education, emotional support, supervision or care to the extent that the child's health and development are placed at risk. Neglect can also be considered as rejection.

EXPLOITATION; Commercial or other exploitation of a child refers to the use of the child in work or other activities for the benefit of others that are detrimental to the child's physical and mental health, education, or moral and social-emotional development. It includes, but not limited to, child labour, child trafficking and child sexual exploitation.

RESPONSE is the initial and continuing responsibility of DBF's authority to aid in the healing of all who are affected by allegations of an abuse [survivors, families, communities, and alleged offenders].

10. RISK MANAGEMENT

RESTORATIVE JUSTICE is a systematic response to criminal acts that emphasizes healing the wounds of survivors, offenders, families and affected communities. It is a process whereby parties with a stake in a specific offence resolve collectively how to deal with the aftermath of that offence and its implications for the future. Reparation, restitution and healing are critical elements in the process.

8. SCOPE OF THE POLICY

This policy applies to all Staff and Associates of DBF in all the projects run by the organization.

- a) ‘Staff’ refers to: Salesians of Don Bosco, full time, part time, security, international and national and also those engaged on short term contracts such as: consultants and contractors (including researchers, photographers etc.)
- b) ‘Associates’ refers to: visitors to our programs (including media), volunteers, interns, medical staff, supporters (donors, sponsors, advocates, ambassadors), trustees, members, staff in partnership agencies, and any other individuals or groups that have been brought in contact with children (including their personal information and images) while working with/supporting our organization.

9. CODE OF CONDUCT

The code of conduct is based on the risk assessment done in all the projects and settings run by DBF. They are very clear and state what is appropriate and inappropriate behaviour in relation to working with children. They establish a common understanding of the standards of behaviour and appropriate boundaries expected of staff and associates.

ANNEX 1 - CODE OF CONDUCT



DBF recognises that there is a number of potential risks to children in the delivery of our programs. In recognising these risks, DBF proactively assesses and manages risks to children in order to reduce the risk of harm. This is achieved by examining each activity and program and its potential impact on children. Activities and programs that involve direct work with children are considered a higher risk, and therefore require more precise child safeguarding procedures.

Risk management is an ongoing part of all of our work involving and affecting children. DBF conducts a child protection risk assessment on every activity and project involving and affecting children prior to commencement. Mitigation strategies are put in place for any risk identified and these (and any emerging risks) are actively monitored throughout the activity/program cycle.

Safeguarding Team has to assess each programme/event in regards to safety of the beneficiaries. Safeguarding Risk Assessment Form should be filled in before each programme/event, approved by the safeguarding officer and by DBF Director before the programme realization.

ANNEX 2 - RISK ASSESSMENT FORM

11. CHILDREN’S PRIVACY AND DATA PROTECTION

The protection of a child’s privacy refers to private data of the child, information about child’s history, medical condition, family background as well as pictures, videos etc. Any information has to be stored carefully in Don Bosco Fambul in safe offices and places. These data are to be handled confidentially and with discretion. The files should be segregated into dormant, high profile and general. Access to those files should be restricted.

DBF will at all times portray children in a respectful, appropriate and consensual way.

- ✓ A child should always be portrayed 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.

- ✓ Informed consent must always be sought and documented for the use of a child's story or image. When asking for consent, details should be given as to how, where and for how long the story, information and /or image will be used. We will provide examples of how the story/information and/or image will be used. We will explain how we cannot control the use of images once they are loaded onto the internet and that they can be viewed by anyone with internet access at any time.
- ✓ There should be no identifying information of the child used in the publication of images. This includes the child's family name, community or school name.
- ✓ Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- ✓ Images should be an honest representation of the context and the facts.
- ✓ When sending images electronically, file labels should not reveal identifying information.
- ✓ All photographers will be screened for their suitability, including police checks where appropriate.
- ✓ A risk assessment (with the child and their family) will be undertaken prior to the publishing of any information/story about an especially vulnerable child.
- ✓ A story about an especially vulnerable child will not show their face or any other identifying factors.
- ✓ All images and information about children will be stored safely and will only be accessed by authorised personnel.

Following these guidelines ensures the respect of the children's privacy while at the same time preventing, and raising awareness for, violations of that privacy. Based on these guidelines, staff and associates who are directly involved with children have the right and obligation to protect the children from any attempted violations of their privacy.

Staff and associates will be regularly trained and updated on the children's privacy and data protection. They will have to read and sign the Content Creation Guideline before having access to the beneficiaries with the intention of taking pictures and videos, or having access to their data for a research purposes or others. They will also seek the consent of the parents/legal guardians or children before taking any content of the beneficiary by signing the **CONTENT CREATION CONSENT FORM (ANNEX 3)**.

ANNEX 4 - CONTENT CREATION GUIDELINE

12. ONLINE CHILD SEXUAL EXPLOITATION AND ABUSE (OCSEA)

OCSEA refers to crimes committed by offenders who are using Information Communications Technology (ICT) and/or the Internet to facilitate the sexual abuse of children. OCSEA is an emerging child protection issue in Africa and State Parties to the African Committee of Experts on the Rights and Welfare of the Child (ACRWC) have an obligation to protect children from it.

DBF is strongly committed to protect children and youth from any harm not only from real threats but also from those who may occur online. In that line the beneficiaries are not allowed to use personal phones in the shelters. Communication should be done through the Child Help Line or with the help of the social workers.

DBF will organize regular workshops and seminars on OCSEA for all the staff members and beneficiaries in order to prevent any harm that could happen to a child or a youngster.

13. PERSONNEL RECRUITMENT

For staff working with children at DBF, safe recruitment will be ensured by checking their suitability to work with children:

- ✓ Applicants will be required to submit a detailed application form when applying for a position. This form will ask for extensive information about the applicant's background such as dates and places of employment, education and other activities.
- ✓ Each applicant will be interviewed by a recruitment committee with the presence of at least one Salesian of Don Bosco and Safeguarding Officer or Safeguarding Team Member.
- ✓ Job descriptions are required for all positions (staff, volunteers, consultants short/ long term etc), which describe key selection criteria and outline tasks and accountabilities.
- ✓ Recruitment screening processes for all staff in contact with children will include criminal record checks before engagement; statutory declarations or local legal equivalent.
- ✓ All staff will be required to provide proof of identify including birth certificate, passport or ID Card drivers licence (if possible) and relevant qualifications. Original documents are required.

- ✓ A minimum of three verbal referee checks will be required for all preferred candidates in positions that have contact with children. This would include short- and long-term positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. DBF will verify the identity of the referee and make direct contact with each of these referees.
- ✓ All positions will be subject to a probationary period depending on the length of the contract
- ✓ All DBF staff and associates will be required to read and acknowledge the Child & Youth Safeguarding Policy and read and sign the DBF Code of Conduct.
- ✓ All the volunteers (short and long term), sponsors, benefactors, media people and visitors will be screened according to the possibilities. They will have to provide clearance statement from their countries or their employees. Before coming to DBF they should send their CV with the referees and contact details. They will have to read the Code of Conduct of DBF and signed it before entering into the contact with the beneficiaries.
- ✓ DBF reserves the right to refuse employment or terminate any person's employment that may pose a risk to children. Employment contracts will contain provisions for the prevention of a person working with children if they present an unacceptable risk to children. This may include suspension or transfer to other duties for any employee who is under investigation and provisions to dismiss any employee after an investigation or who breaches the DBF Code of Conduct.
- ✓ Each staff have to wear an ID tag while on duty or being with the beneficiaries.
- ✓ All interns seeking for working experience, their application letter should come from the departmental coordinator of their institution.

ANNEX 6 – APPLICATION FORM

14. EDUCATING THE ORGANISATION ON CHILD ABUSE AND THE CHILD SAFEGUARDING POLICY AND WORKING WITH PARTNERS

DBF is committed to educating staff and associates in child protection and abuse, in the CYSP, in how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organisation and in their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about a DBF member of staff or other representative in the organisation.

Staff and associates will be required to participate in child protection training as part of their induction, in an annual intensive workshop within 3 months of their commencement, refresher training and targeted training depending on their role or contact with children.

DBF commits to undertake capacity building and training in child safeguarding quarterly with all development partners who work with us to implement programs that involve or affect children and will not cooperate with any organization that does not have a Child Safeguarding Policy or refuses to cooperate in safeguarding activities.

All visitors will be expected to undergo a child safeguarding briefing prior to their visit to DBF facilitated programmes. They will have to fill in and sign VISITOR'S FORM (ANNEX 5).



15. WORKING IN EMERGENCY CONTEXT

DBF is committed to ensuring the protection of children when we respond to a humanitarian emergency like a virus outbreak, fire, mud slide, military conflict etc. We have specific safe guarding standards in place that are implemented in all our emergency responses.

All staff working in emergency contexts for DBF must wear a photo ID tag that clearly identifies them as a DBF staff member. Each tag has the name of the staff member, their photograph and is signed by the CEO.

All staff sent to the field to work in emergency contexts are pre-screened and trained in child protection. DBF works with field partners to appoint a trained child protection focal point all emergency response locations who are responsible for taking and managing complaints and supporting program staff conducting child protection risk assessments.

DBF is committed to The Minimum Standards for Child Protection in Humanitarian Action. We have specific procedures in place that guide our communications work on emergency situations that aim to protect the increased vulnerability of children in these settings.

16. RESPONDING

a) Why to respond?

When an abuse by a staff or an associate occurs, it has very harmful effects not only for the survivor and his/her family, but for DBF as well. It can be devastating also for a person who is falsely accused of an abuse.

b) How to respond?

The healing of survivors, their families and all members of DBF from the effects of abuse by a staff or associate begins with the way in which the allegations of abuse are received. Frequently, survivors have difficulty trusting others, fearful that they will be blamed for the abuse. Therefore, when alleged survivors decide to disclose an abuse, it is important that the response they receive is compassionate and non-judgmental.

Always:

- Stay calm and ensure that the child or youngster is safe and feels safe
- Allow the child or youngster to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- Reassure the child or youngster and stress that they are not to be blamed, tell them that they have the right to tell you and that you will try to offer support but do not promise to keep it secret and tell the child or youngster it is your responsibility to inform others (authorities in DBF)
- Alleviate feelings of guilt and isolation, without passing any judgment.
- Make a note as soon as possible after the event detailing what you and the child or youngster discussed.

Never:

- Rush into details that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility – consult someone else so that you can protect the child or youngster and gain support for yourself.

c) How to receive the information?

Anyone receiving an allegation of abuse will respond in a supportive manner, leaving investigative concerns to those who serve in that role. An allegation will be received without initial judgement as to the truth of the complaint. No intimation of blame for the alleged victim or the alleged offender will be made by the initial recipient of this information.

d) Supporting the reporter

Individuals making allegation of sexual abuse will be supported positively in their decision to disclose without regard to the accuracy of these allegations.

e) Educating to respond

DBF will provide seminars and/or workshops, when and where deemed necessary, that address the need of healing. Included will be sexual education classes for all departments/projects in the dynamics of abuse and the role DBF plays in preventing and promoting recovery process. These opportunities must include principles of restorative justice as well as a response to criminal behaviour that emphasizes healing the wounds of victims, offenders and all members of DBF.

17. REPORTING

a) Who should report?

Any beneficiary, staff and the associate who knows or has a reason to suspect that a child or a youngster has been abused either by DBF staff, associates or others, must report the knowledge or suspicion to the focal person, Safeguarding Officer or Director. He/she also is requested to report the knowledge or suspicion to civil authorities in case of serious matter according to the law of the country [CRA 38,6]. In the same way the Salesian Congregation authorities (The Provincial of AOS) and the Church authorities (The bishop of the diocese) would be informed according to the seriousness of the matter.

b) Action against failure to report

Failure to report pursuant to this policy will result in disciplinary action by the DBF authority.

c) Who is to investigate?

Whenever an allegation is made that a staff or an associate of DBF, has abused a minor, the Director will order an administrative investigation of that allegation. The focal person of the project where the abuse occurred will do the primary investigation. This primary investigation will commence as soon as possible and should be done within 24 hours (unless the condition of the survivor does not allow it) because sometimes a medical check-up would be required. This investigation will not replace, nor is it intended to discourage, any investigation by civil authorities in complying with the law of the country.

ANNEX 7 – PRIMARY INVESTIGATION FORM

d) How to proceed?

The focal person will present to the Safeguarding Committee and the Director a report based on the primary investigation immediately after it is done. Taking all into consideration the Safeguarding Committee with the Director will take a decision on how to proceed with the matter. In serious cases of abuse an external professional investigator will be engaged in order to look at the case of abuse deeply and propose concrete steps of action. The administrative investigation is to proceed regardless of whether civil or criminal action is pending.

e) Confidentiality and privacy

The Safeguarding Committee and the Director of DBF will give the investigator full cooperation. All administrative investigations will be handled with due regard for confidentiality and privacy.

f) Final report to the Management

Upon completion of the investigation, the investigator will submit a comprehensive report along with all supporting documents and any other evidence to the Safeguarding Committee and the Director.

Then the Safeguarding Committee with the Director will present the outcome of the investigation to the Management of DBF for the final deliberation and decision. Each report should become a priority and action should be taken immediately, without unnecessary delay.

g) Support of the survivor and the accused

During the investigation the survivor will be placed in a safety and will be accompanied by a staff member proposed by the Director and Safeguarding Committee and accepted by the survivor. In the same time the accused will be asked to step aside, leave his/her duties for the time of the investigation and wait for the outcome in a safe place. The accused will be accompanied by a staff member proposed by the Director and Safeguarding Committee and approved by accused. In case of a serious abuse allegation, when the local authorities are involved, the accused could be also arrested and detained according to the law of the country.

h) Notification to the entire DBF body and media

If, after an investigation, the accused has been removed from his/her position, the Management will notify those involved in DBF of the dismissal. Care will be taken in all instances to protect the identities of survivors. In case of any contact with the media only the Advocacy & Communication officer would deliver a statement approved by the Safeguarding Committee and the Management.

i) Restoration of reputation, if necessary

The need for the restoration of the reputation of an accused who is the subject of an accusation that was not confirmed by the investigation, will be carefully analyzed. If deemed necessary, the Management of DBF will formulate and carry out a plan tailored to each particular case, so that every step possible will be taken to restore the good name of the accused.

18. STRUCTURES AND PERSONNEL

CHILD & YOUTH SAFEGUARDING COMMITTEE

No	Designation/Department	Names	Contact
1	Director of Don Bosco Fambul	Fr Piotr Wojnarowski	+232 77 639 504
2	Deputy Director	Fr Edwin Tangie	+232 30 423 051
3	Assistant Director	Samuel Thomas Bojohn	+232 78 000 470
4	Safeguarding Officer	Ibrahim Turay	+232 78 479 712
5	Human Resource Officer	Monica W. Stevens-Lavalie	+232 78 236 958
6	Medical & Social Work Coordinator	Fr Jayarai Arulappan	+232 99 950 397
7	Therapy Centre	Mabinty Koroma	+232 77 516 189
8	Girls Shelter	Maria Masuba	+232 88 323 202

SAFEGUARDING FOCAL STAFF

No	Designation/Department	Names	Contact
1	Girls Shelter Plus	Sidique Koroma	+232 30 208067
2	Girls Shelter	Isata Kargbo	+232 77 366435
3	Child Care Centre (CCC)	David G. Kamara	+232 77 646005
4	Group Homes	Peter French	+232 77 935 941
5	Don Bosco Hospital	Juliet Kaintibie	+232 76 566056
6	Therapy Centre	Augustine Sahr	+232 77 854 991
7	Pademba Prison	Mohammed B. Kamara	+232 77 690 777
8	Mobil	Francis Kamara	+232 76 367001
9	Childline	Christiana Bangura	+ 232 99 030 784
10	Hope Plus	Zainab Kabia	+232 77 432420
11	Eco Project	Murray Massaquoi	+232 77 902014

19. POLICY REVIEW

CYSP will be reviewed every two years. The Management of DBF will manage the review of the CYSP. The staff, children and young people as well as other stakeholders will be consulted in this process. Any change made to the Policy will be signed off by DBF Management. DBF undertakes an annual evaluation of CYSP implementation in order to cross check adherence to our child safeguarding standards.

20. IMPORTANT AND USEFUL DOCUMENTS

No	Important and Useful Documents
1	Child Rights Acts, Sierra Leone, September 2007.
2	Minimum Standards for Child Protection in Humanitarian Action (CPMS), Alliance for Child Protection in Humanitarian Action, 2019.
3	Child Protection – The Basics & Protection Mechanisms Within Sierra Leone, Centre for Coordination of Youth Activities.
4	The National Draft Framework for Child Protection Case Management for Sierra Leone, 2015.
5	Cybercrime Act of Sierra Leone 2020.
6	National Strategy for Out-of-School Children in Sierra Leone – June 2022

ANNEX 1

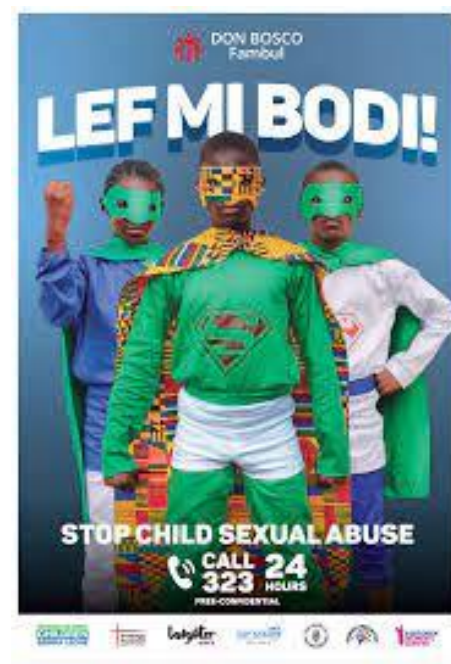
CODE OF CONDUCT FOR STAFF AND ASSOCIATES

DBF believes in and advocates for children's and youngsters' rights to survival, protection, development and participation. This Code of Conduct includes guidance on appropriate and expected standards of behaviour of adults towards children and youngsters, and also of children and youngsters towards one another. It has been developed with the best interests of the child and youngster as the primary consideration and should be interpreted in a spirit of transparency and common sense. This Code of Conduct should be followed by all Staff and Associates of the programmes offered by DBF. Everyone is expected to live by example and should demonstrate these same ethical principles in the society.

**Everyone is expected to
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APPROPRIATE STANDARDS OF BEHAVIOUR

- ✓ Be a role model in your behaviour and appearance (dress code).
- ✓ Be punctual in all the activities and communicate on time any challenges.
- ✓ Control your anger in any circumstances and take care of your mental and physical health.
- ✓ Always apply the Preventive System of Don Bosco in the work environment.
- ✓ Communicate your challenges with your co-workers, coordinators and authorities looking always for solutions.
- ✓ Provide an enabling environment for children's and youngster's personal, physical, social, emotional, moral and intellectual development.
- ✓ Be present, proactive and creative while participating in all the programmes scheduled for the beneficiaries and engage all of them in the activities.
- ✓ Follow up regularly beneficiaries under your care with patience, respect and vision.
- ✓ Always seek a proper consent of parents/guardians/teachers/caregivers before engaging children in any activity and make a proper risk assessment.
- ✓ Keep all the documentation and information about the beneficiaries in a safe place with high level of confidentiality.
- ✓ Keep the working environment clean and conducive.
- ✓ Be inclusive and involve all children without selection or exclusion based on gender, disability, ethnicity, religion or any other status. All personal relationship and sponsorship should be avoided.
- ✓ Encourage and respect children's voices and views.
- ✓ Be aware of the potential for peer abuse (e.g. children bullying, discriminating against victimization or abusing children).
- ✓ Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- ✓ Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against children).
- ✓ Develop clear rules to address specific, physical and safety issues related to local physical environment of a project (e.g. climbing the wall, heavy road traffic)
- ✓ Avoid placing yourself in a compromising or vulnerable position when meeting with children (e.g. being alone with a child in any circumstances which might potentially be questioned by others).
- ✓ Meet with a beneficiary only in a central, public location and places assigned to it. While travelling by private or public transport do not stay alone with the beneficiary unless the situation requires it or in emergency situation. If it is so, always inform the authorities about such situations.
- ✓ Immediately report the circumstances of any situation which occurs which may be a subject to misinterpretation to the authorities
- ✓ Report suspected or alleged abuse using the proper channels.



**Encourage
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INAPPROPRIATE STANDARDS OF BEHAVIOUR

- Do not show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status.
- Do not act in any way that intends to embarrass, shame, humiliate or degrade a child or youngster.
- Do not use language that will mentally or emotionally abuse any staff, child or youngster.
- Do not hit or otherwise physically assault a child or youngster.
- Never stay alone with the beneficiaries out of assigned places and time.
- Never allow any beneficiary to enter the private rooms of the staff.
- Do not develop a sexual relationship with a beneficiary of DBF or any other child.
- Do not kiss, hug, fondle, rub, or touch a beneficiary or any other child in an inappropriate or culturally insensitive way.
- Do not do things of a personal nature that a beneficiary could do for him/herself, including dressing and bathing.
- Do not initiate physical contact (e.g. holding hands) unless initiated by the child.
- Do not suggest inappropriate behaviour or relations of any kind to beneficiary.
- Do not allow yourself to be seduced by beneficiaries and children you are reaching out to and do not put yourself in danger when visiting beneficiaries and children on the streets.
- Do not share your personal items, offer any personal gifts to the beneficiaries and do not groom them. You may decide to offer a support only in case of emergency and miserable situations.
- Do not allow beneficiaries to engage in sexually provocative games and dances with each other.
- Do not stand aside when you see inappropriate actions inflicted by children on other children.
- Do not take any pictures, videos or audio recording of the beneficiaries without following the Content Creation Guidelines.
- Never use alcohol and harmful substances while on duty.
- Do not use your phone and other devices while on duty unless it is necessary and justified.
- Do not use your private phone to contact the beneficiaries for personal matters not related to your work and assignment. Do not share improper content with them and arrange private meetings.
- Do not apply any medication or substance to the beneficiaries without the proper medical consent and supervision.
- Do not leave your duties without the consent of the authorities.
- Do not disclose sensitive information of beneficiaries without their consent.
- Do not lie and bring any false accusations against the staff and beneficiaries.

I,, have read and understood the Code of Conduct of Don Bosco Fambul and confirm by signing it that I will abide to all the rules and regulations, ready to face the necessary consequences if I go against them.

SIGNATURE PLACE AND DATE



ANNEX 2

RISK ASSESSMENT FORM

Date of the event	
Event organized by	
Brief description of the event (place and activities)	
Number of participants – beneficiaries of DBF (list with full names by gender and age should be attached)	
Number of participants – outsiders (approx.)	
Time frame for the event (from... to...)	
Means of transport used for the event	
Full names of staff taking part in the event	
Staff in charge of the event	
Other important information about the event	
Safeguarding Committee recommendations for the event	
Safeguarding Officer approval (Date and signature)	
DBF Director's approval (Date and signature)	

NB: This form should be submitted to the Safeguarding Officer at least three (3) days before the event for approval.

CONTENT CREATION CONSENT FORM

To be completed by parents/legal guardians of children under 18 years who appear in any photographs taken.

I hereby agree to allow **Don Bosco Fambul** to take photographs of the children and grant permission for these to be used by **Don Bosco Fambul** and its project partners to promote Don Bosco Fambul projects in publications, press articles, promotional material and social media, exclusively for non-profit making purposes.

Don Bosco Fambul will change their names and other details so no-one knows the story is about me. They can change their mind at any time and officially ask them to stop using my photos or any information about me by speaking to Don Bosco Fambul.

Name:

School/Institution:

Address:

Signed:

Date:

CONTENT CREATION GUIDELINE

This consent form must be signed prior to any content creation.

- All content created must not identify a Don Bosco Fambul beneficiary. Note that videos must be taken from the back, only showing the back of the head or alternatively other scenes not giving away the identity of the children being filmed.
 - When taking photos, pay attention to using angles that do not show the identities of our beneficiaries.
 - There will selected children from the shelters that can be photographed in full. You can only use their faces without any further identification. Don Bosco Fambul has to be notified about the utilization of the pictures taken, purpose for doing so and duration of its usage.
 - If a picture is taken with the face of a child not belonging to the aforementioned selected children, delete and do not use it.
 - All content taken and edited must have the PNG Don Bosco Fambul Logo given by the Communication Officer or identified with DBF in a tag or mentioned when content is utilized.
- All content created showing beneficiaries are owned on a permanent license base by Don Bosco Fambul. If the content causes conflicts in the future Don Bosco Fambul will react accordingly.
- If your institution is unable to get the photographs desired, the DBF team will make suitable pictures available upon formal request.
- Every accredited content creator into Don Bosco Fambul facility for the purpose of media activities must comply with section 30, 39 and any other provision contradicting the Cybercrime Act of Sierra Leone 2020.

Iof

..... hereby agree to the aforementioned guidelines

IN THE PRESENCE OF:

NAME:

ADDRESS:

OCCUPATION:

SIGNATURE:

VISITOR'S FORM

NAME OF THE VISITOR	POSITION/ORGANIZATION	TEL. NUMBER
PERSON(S) TO MEET		
VISIT'S PURPOSE		
DURATION OF THE VISIT		
ENDORSEMENT	By signing this form, I agree to comply with the Child & Youth Safeguarding Policy and with Content Creation Guideline of Don Bosco Fambul.	
DATE		
SIGNATURE(S)		

APPLICATION FORM

An applicant should provide the following documents before the interview;

- 1) Application form filled in completely
- 2) A current passport picture
- 3) CV
- 4) One page of text explaining the motivation behind applying to Don Bosco Fambul
- 5) Original certificates (for the oral interview)
- 6) Valid ID document (Passport or ID card or driving license etc.)

FULL NAME (S)	
DATE OF BIRTH	
PLACE OF BIRTH	
NATIONALITY	
RELIGION	
MARITAL STATUS	
HOW MANY CHILDREN (IF)	
CURRENT ADDRESS (LOCATION)	
TEL NUMBER	
EMAIL	
EDUCATION; Primary School - Name and years Secondary School - Name and years Tertiary Institution(s) - Name and years	
JOBS/POSITIONS (State all the places of your job, positions and contacts to the employers)	
CONFLICT WITH THE LAW (if yes, explain)	
SKILLS/INTERESTS	
REFEREES (Full names, positions, contact numbers)	1) ... 2) ... 3) ...
ANY IMPORTANT INFORMATION	
SIGNATURE AND DATE	

PRIMARY INVESTIGATION FORM

DATE AND PLACE OF THE ENQUIRY	
SURVIVOR	
NAME OF THE SURVIVOR	
AGE OF THE SURVIVOR	
ADDRESS OF THE SURVIVOR (which project beneficiary?)	
NAME, ADDRESS AND TEL NUMBER OF THE PARENTS OR GUARDIANS (if possible)	
ACCUSED	
NAME OF THE ACCUSED	
AGE OF THE ACCUSED	
ADDRESS OF THE ACCUSED	
TEL NUMBER OF THE ACCUSED	
RELATIONSHIP TO THE SURVIVOR	
POSITION IN THE INSTITUTION	
MATTER OF COMPLAINT	
NATURE OF ABUSE (detailed description without retraumatizing)	

PLACE AND TIME OF ABUSE	
FREQUENCY OF ABUSE	
WITNESSES OF ABUSE (Names, positions and tel. numbers)	
IS THE ACCUSED STILL IN CONTACT WITH THE SURVIVOR?	
OTHER DETAILS OF ABUSE AND IMPORTANT INFORMATION	
RECOMMENDATIONS	
ACTIONS TAKEN	
REPORT TAKEN BY (FULL NAME, POSITION AND TEL NUMBER)	