



LF/MIVA Child Safeguarding Policy

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The Liliane Foundation/MIVA Child Safeguarding¹ Policy

The Liliane Foundation is a development organisation that improves the quality of life and future prospects of children with disabilities. Together with local partner organisations, we make their living, playing and learning environment more accessible and contribute to an inclusive society in which they can participate regardless of their disability.

MIVA is an organisation that supports people in Africa, Asia and Latin America with essential means of transport and communication tools. These pioneers help people in remote areas for whom medical care, education and other basic services are too far away.

The interests and protection of children with disabilities are of paramount importance to the Liliane Foundation/MIVA and its partners. Children with disabilities are particularly vulnerable to abuse, maltreatment or violence due to their physical or intellectual disability.

Children with disabilities are three to four times more likely to be victims of violence compared with children without disabilities. What's more, children with disabilities are more likely to live in an area where they have inadequate protection or no access to child protection services. Children with an intellectual disability are four times more likely to be victims of sexual abuse than children without a disability. It is estimated that 40 to 70% of girls with a disability are sexually abused before they reach the age of 18.

Source: WHO (2021). *Disability and health Key Facts* <https://www.who.int/news-room/fact-sheets/detail/disability-and-health>

Disability Africa, Save the Children (2021). *Disability-inclusive Child Safeguarding Guidelines*, p.37

Therefore, in their work with children and their parents and carers, the Liliane Foundation/MIVA and its partners have a special responsibility to ensure a safe environment where children are not at risk of abuse, maltreatment or violence, where their rights are respected and quick and adequate action is taken in response to reports of abuse, maltreatment and violence.

The Liliane Foundation/MIVA as well as its strategic partner organisations have developed a Child Safeguarding Policy. The Policy is based on the UN Convention on the Rights of the Child (1989), the UN Convention on the Rights of Persons with Disabilities (2009) and local legislation.

The Child Safeguarding Policy is part of the Liliane Foundation/MIVA Integrity Policy and is evaluated every three years and revised if necessary.

The Child Safeguarding Policy has been supplemented with practical guidelines on how the Policy is implemented in the Liliane Foundation/MIVA's various activities.

¹ A good translation for Child Safeguarding does not exist in Dutch. Therefore, the English term Child Safeguarding is used in this policy.

The objective of the Liliane Foundation/MIVA Child Safeguarding Policy

The Liliane Foundation/MIVA Child Safeguarding Policy ensures that:

1. The rights and well-being of children and specifically those with disabilities are key in all aspects of the Liliane Foundation/MIVA's work;
2. All Liliane Foundation/MIVA staff, volunteers, consultants, self-employed workers and partners understand how they should and can protect children in their work;
3. All Liliane Foundation/MIVA employees, volunteers, consultants, self-employed workers and partners know how to react if, during their work for the Liliane Foundation/MIVA and in projects supported by the Liliane Foundation/MIVA, there are concerns, suspicions and/or (actual) signals regarding specific children;
4. The process and the consequences of violating this Policy are clear.

To whom does the Child Safeguarding Policy apply?

1. All Liliane Foundation/MIVA staff, volunteers, interns, ambassadors and the Supervisory Board.
2. All consultants and self-employed workers who work on behalf of the Liliane Foundation/MIVA.
3. All (strategic) partner organisations that the Liliane Foundation/MIVA works with endorse the Child Safeguarding Policy. In addition, the Liliane Foundation/MIVA obliges strategic partner organisations to have a Child Safeguarding Policy based on the UN Convention on the Rights of the Child and the UN Convention on the Rights of Persons with Disabilities. The Policy must apply to everyone involved in the programmes, to staff, consultants and volunteers and must include unambiguous procedures for preventing and responding to safeguarding incidents.

Basic principles

1. The Liliane Foundation/MIVA protects all persons involved in its work. The Liliane Foundation/MIVA will not accept any form of bullying, aggressive behaviour, sexual exploitation or mistreatment.
2. The main target group of the Liliane Foundation/MIVA is children with disabilities in Asia, Africa and Latin America. The rights, interests and well-being of children are paramount in everything we do.
3. All children with or without disabilities have the right to be protected from exploitation, abuse and violence regardless of their gender, culture, ethnicity, age, religion, sexual orientation, abilities or otherwise.
4. All adults have a responsibility to respond immediately to suspicions and/or signs of child abuse and transgressive behaviour towards children and young people.

5. Anyone who, in good faith, reports inappropriate behaviour towards children by an employee, volunteer, consultant or partner of the Liliane Foundation/MIVA will be protected according to the principles of the Liliane Foundation/MIVA Whistleblower Policy.
6. Reports and concerns about children during the work of the Liliane Foundation/MIVA and its (strategic) partner organisations are reported to the Child Safeguarding focal point of the organisation in question and followed up. Please refer to the reporting procedure in Appendix 1.
7. Decisions and actions in response to Child Safeguarding reports are taken by the Child Safeguarding focal point, the integrity committee and/or the management of the Liliane Foundation/MIVA with urgency and without unnecessary delays.
8. When planning and carrying out activities that directly or indirectly involve children, a risk analysis is performed beforehand, on the basis of which preventive measures are taken. Specific account is taken of children's disabilities so that they can safely participate in the activities. In the case of recurring activities, a risk analysis need not be carried out each time.
9. The Liliane Foundation/MIVA will treat information with care and confidentiality. Information is only shared without consent if the interest in protecting a child outweighs an individual's right to privacy.
10. Children have the right to be heard in Child Safeguarding matters that affect them.
11. All Liliane Foundation/MIVA employees and volunteers sign the Code of Conduct, and must also submit a Certificate of Good Conduct before working for the Liliane Foundation/MIVA. See Appendix 2 on the Personnel Policy.
12. All Liliane Foundation/MIVA employees and volunteers periodically attend a Child Safeguarding meeting tailored to their role and responsibilities within the organisation.
13. Established violations of the Child Safeguarding Policy are followed by formal disciplinary action taken by the Director. Violations involving criminal consequences will be reported.

Responsibilities

- The MT approves the Liliane Foundation/MIVA Child Safeguarding Policy, is responsible for its enforcement and appoints a Child Safeguarding focal point.
- The Child Safeguarding focal point is responsible for monitoring, evaluating and reporting on the implementation and review of the Policy, for providing advice and organising meetings on Child Safeguarding for all Liliane Foundation/MIVA employees and volunteers, and for receiving and handling reports.
- The Child Safeguarding focal point is responsible for supporting and monitoring the Child Safeguarding policies of the Liliane Foundation/MIVA strategic partner organisations.
- In the event of a report regarding Child Safeguarding, the Child Safeguarding focal point sits on the Integrity Committee.

- The Child Safeguarding focal point reports every six months on the implementation of the Child Safeguarding Policy to the International Programmes and Projects (department) manager.

Definitions

Child

A child is any person under the age of eighteen (Article 1 UN Convention on the Rights of the Child).

Child Safeguarding

Child Safeguarding is the set of policies, procedures and measures aimed at creating a safe environment for children participating in an organisation's programmes, activities and projects, and also at responding appropriately if children are harmed.

Child Protection

Child Protection is the system in society (within the family, community, at the regional and national level) aimed at preventing and tackling violence, abuse, maltreatment, neglect and the exploitation of children.

Children with disabilities

Children with disabilities are all children with long-term physical, psychological, intellectual or sensory impairments, which in relation to various barriers may hinder their full and effective participation in society on an equal basis with others (Article 1 UN Convention on the Rights of Persons with Disabilities).

Child abuse

Child abuse is any form of threatening or violent interaction of a physical, psychological or sexual nature that is actively or passively imposed on a child by its parents or other persons in relation to whom the child is in a relationship of dependence and cannot act freely, and which causes or is likely to cause serious harm to the child in the form of physical injury or psychological damage.

Sexual abuse

Sexual abuse consists of all sexual contact (touching) or acts that an adult forces on a child. This ranges from being spied on or having to watch sexual acts by the adult to being groped or raped.

Sexual exploitation

Sexual exploitation occurs when a person is recruited or transported under false pretences and forced to perform sexual services. Commercial sexual exploitation of children involves children being sexually abused by a person or persons for payment or other form of compensation (such as food, clothing, gifts) or a promise thereof.

Code of Conduct

The Liliane Foundation/MIVA Code of Conduct contains rules of conduct that apply when dealing with children. The Code of Conduct, which covers several topics, is signed by employees, volunteers, interns, ambassadors and the Supervisory Board, consultants and self-employed workers recruited by the Liliane Foundation/MIVA to carry out its work.

Below are the specific rules of conduct for dealing with children:

Staff who come into contact with children must always:

- Respect the rights of the child and put the interests of the child first.
- Respect the boundaries of children and young people and avoiding transgressive behaviour. This also applies to contact with children via e-mail and on social media.
- Respond quickly and directly to suspicions and/or signs of child abuse and transgressive behaviour towards children and young people during the activity. Follow the Liliane Foundation/MIVA reporting procedure and report to the Child Safeguarding focal point.
- Treat all children, young people and adults with respect and dignity regardless of age, gender, culture, ethnicity, sexual orientation or physical and intellectual ability.
- Devote extra attention to children and young people with physical and intellectual disabilities and ensure they can participate in activities and projects:
 - Encourage children with disabilities to develop a positive image of their own bodies
 - Refer to children by their names and not by their disabilities
 - Only have physical contact with children and young people if it is appropriate and necessary for their personal care and/or treatment and if children and young people have given their consent
 - Be aware of discrimination and the social stigma of children with disabilities and act against it.
- Be aware of and respect cultural and religious differences when children, young people and families are involved in an activity.
- Adhere to the privacy rules for the management and use of personal data of children and young people (Liliane Foundation/MIVA Privacy and Security Policy).

Employees who come into contact with children must never:

- Disseminate the personal data of children and young people without consent.
- Spend time alone with children and young people in a closed space without good reason such as necessary personal care and/or supervision (Two-Adult Rule).
- Initiate inappropriate, intimidating and/or unwelcome physical contact with children and young people.
- (Sexually) abuse children and young people or physically and/or psychologically abuse them in any other way.
- Insult, ignore or discriminate against children.
- Approve or ignore behaviour of children and adults that causes children harm (bullying, hitting, kicking, withholding food, medication and other needs).
- Publish and share children's photos/images and stories without explicit permission.
- Publish and share photos/images and stories of children that put them in a vulnerable position and can cause them harm or that place them in a vulnerable, humiliating position (for example, by exposing their disability in a disrespectful and abusive manner or portraying children naked).
- Show children favouritism by giving them money or gifts.

Practical guidelines

- Appendix 1 Child Safeguarding Reporting Procedures
- Appendix 2 Personnel Policy
- Appendix 3 Child Safeguarding and (strategic) partner organisations
- Appendix 4 Risk assessment
- Appendix 5 Communication with and about children and young people
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Appendix 1 Child Safeguarding Reporting Procedures

Everyone has a duty to respond to suspicions and/or signs of child abuse and transgressive behaviour towards children and young people.

If, during the Liliane Foundation/MIVA's work, or during activities and events initiated and organised by the Liliane Foundation/MIVA, there are indications or suspicions arise that something is wrong with a child and/or that children's rights are being violated, all persons representing the Liliane Foundation/MIVA in their work are obliged to act and to report it. Reports are always handled confidentially.

How do you recognise signs and report concerns?

When working there are different ways in which you can pick up signals that something is wrong with a child. This includes:

- **Observation:** an adult observes behaviour in a child, young person or adult that gives cause for concern.
- **Disclosure:** a child/young person or an adult discloses that he or she has been mistreated or abused, in the past or present, or has concerns about another child. Disclosure is not very common, so you should be aware of other signs.
- **Risk analysis:** possible risks that may arise in our work are identified during the risk analysis performed prior to an event, activity or project.
- **Application procedure:** during the application process, doubts arise about an applicant's behaviour towards children and young people.

See also Appendix 8 (Child abuse list of alerts)

Report it! Even if it is not entirely clear whether something is really wrong.

The procedure is as follows:

Reporting procedure for employees and consultants employed by the Liliane Foundation/MIVA in the event of child abuse and inappropriate behaviour towards children abroad

During your work for the Liliane Foundation/MIVA *on a visit to the projects of (strategic) partner organisations* you come into contact with a child you are concerned about and/or

You come into contact with a child who has been mistreated by an employee of the (strategic) partner organisation.

Does the child need immediate professional medical treatment or the police?

YES

1. In case of an acute need, in consultation with the accompanying colleague of the (strategic) partner organisation, contact the police and/or medical emergency stations and indicate what is required **and**
2. Submit an immediate report to the Child Safeguarding focal point of the partner organisation and the (strategic) partner organisation verbally and in writing **and**
3. Report it in writing within 24 hours (Report Form) to the Child Safeguarding focal point of the Liliane Foundation/MIVA and the OD adviser concerned.
4. The Liliane Foundation/MIVA's Child Safeguarding focal point will contact the Child Safeguarding focal point of the strategic partner organisation to obtain a report on the actions taken.
5. The Liliane Foundation/MIVA's Child Safeguarding focal point reports the case as soon as possible to the donor of the relevant programme, if this programme is funded by a donor with whom this has been contractually agreed
6. The Child Safeguarding focal point reports it to the Liliane Foundation/MIVA's MT.

NO

1. Submit an immediate report to the Child Safeguarding focal point of the (strategic) partner organisation verbally and in writing **and**
2. Report it in writing within 24 hours (Report Form) to the Child Safeguarding focal point of the Liliane Foundation/MIVA and the OD adviser concerned
3. The Liliane Foundation/MIVA's Child Safeguarding focal point will contact the Child Safeguarding focal point of the strategic partner organisation to obtain a report on the actions taken
4. The Child Safeguarding focal point reports the case to the donor of the relevant programme, if this programme is funded by a donor with whom this has been contractually agreed
5. The Child Safeguarding focal point reports it to the Liliane Foundation/MIVA's MT.

The Child Safeguarding focal point will, in the event of reports concerning Liliane Foundation/MIVA employees, immediately contact the employee's direct supervisor, HR and the Integrity Committee.

Reporting procedure for employees and consultants employed by the Liliane Foundation/MIVA in the event of child abuse and inappropriate behaviour towards children in the Netherlands

While working for the Liliane Foundation/MIVA *in the Netherlands*, you come into contact with a child you are concerned about.

Does the child need immediate professional medical treatment or the police?

YES

1. In case of an acute need, dial 112 and indicate what is needed **and**
2. Report it verbally or by e-mail to the Child Safeguarding focal point (childsafeguarding@lilianefonds.nl) **and**
3. Make an appointment with the Child Safeguarding focal point and fill in a report form together *as soon as possible*

NO

1. Report it verbally or by e-mail to the Child Safeguarding focal point (childsafeguarding@lilianefonds.nl) within 24 hours, **and**
2. Make an appointment with the Child Safeguarding focal point and fill in a report form together *as soon as possible*

In the course of your work for the Liliane Foundation/MIVA, you come into contact with a child in the Netherlands who has been treated improperly by an employee or someone representing the Liliane Foundation/MIVA.

Does the child need immediate professional medical treatment or the police?

YES

1. In case of an acute need, dial 112 and indicate what is needed **and**
2. Report it verbally or by e-mail to the Child Safeguarding focal point (childsafeguarding@lilianefonds.nl) **and**
3. Make an appointment with the Child Safeguarding focal point and fill in a report form together *as soon as possible*
4. The Child Safeguarding focal point reports it to the direct supervisor of the employee concerned, HR and to the Integrity Committee

NO

1. Report it verbally or by e-mail to the Child Safeguarding focal point (childsafeguarding@lilianefonds.nl) within 24 hours, **and**
2. Make an appointment with the Child Safeguarding focal point and fill in a report form together *as soon as possible*
3. The Child Safeguarding focal point reports it to the direct supervisor of the employee concerned, HR and to the Integrity Committee

Reporting procedure for strategic partner organisations (SPOs) and partner organisations (POs) to report to the Liliane Foundation/MIVA in the event of Child Safeguarding incidents at the SPO or PO

1. Follow your own organisation's Child Safeguarding reporting procedure.
2. The SPO's Child Safeguarding focal point reports to the Child Safeguarding focal point and the relevant Liliane Foundation/MIVA OD adviser within 48 hours after receiving the report, using an Incident Report, indicating how the report has been followed up.

Procedure for external parties to report child abuse or inappropriate behaviour towards children by employees of the Liliane Foundation/MIVA or its (strategic) partner organisations

1. Please report it to the organisation on site. Each organisation has a Child Safeguarding Policy that includes a reporting procedure.
2. Please also report it to the Liliane Foundation/MIVA via the reporting procedure specified on www.lilianefonds.nl
3. The Child Safeguarding focal points follow up on the report and inform the person who reported the incident about the follow-up, if desired.

Internal procedure for handling reports on Child Safeguarding incidents at the Liliane Foundation/MIVA

Flow chart report involving an LF/MIVA employee as the alleged perpetrator

Basic principles

1. The safety, well-being and the rights of children are paramount when handling reports.
2. Direct measures are taken to safeguard the children concerned and to support them during and after the entire procedure.
3. If the law has been broken, a report is immediately made to the relevant authorities.
4. Only people with experience in communicating with children with disabilities are involved in conducting the investigation.
5. The Keep Children Safe manual on managing child safeguarding incidents is used.

Steps

1. A report can be made verbally or in writing to the LF child safeguarding focal point. Reports may originate from LF staff, an SPO and PO, external hired staff or other external parties.
2. If it is not a serious report, the LF child safeguarding focal point can handle it. Assessment of the seriousness of the report is made by both the LF child safeguarding focal point and the IPP department manager. Serious reports concern children in immediate danger and/or an act that must be prosecuted.
3. If the LF child safeguarding focal point and the department manager consider the report to be serious, the report is forwarded to the Integrity Committee.
4. The LF child safeguarding focal point joins the Integrity Committee.
5. If the report concerns a violation of the law, the Director is informed immediately and reports it to the police.
6. The Integrity Committee shall determine as soon as possible, but within two weeks at the latest, whether an (internal) investigation must be conducted.
7. If the decision is taken to launch an investigation, the Director is informed, as well as the person who reported the incident and the alleged perpetrator.
 - a. An investigation committee is set up. The LF child safeguarding focal point sits on this committee. If it concerns a report involving an LF employee on a field trip, the child safeguarding focal point of the relevant SPO is involved.
 - b. The investigation committee draws up a list of investigation questions.
 - c. If it is decided to have the investigation carried out by an external investigator, a ToR is drawn up by the investigation committee. The investigator must have experience in investigating child safeguarding incidents.
 - d. A final report is prepared within two months and shared with the Director.
 - e. The Director takes action within two weeks of receiving the final report.

Appendix 2 Personnel Policy

These instructions are fully in line with the Liliane Foundation/MIVA's current Integrity Policy. They provide more specific guidance on what to look out for in the context of Child Safeguarding.

Vacancy or ToR for consultants

- The Liliane Foundation/MIVA states in a job vacancy, Terms of Reference or assignment that the organisation implements an active Child Safeguarding Policy.
- The Liliane Foundation states in a job vacancy, Terms of Reference or assignment that candidates for the position are expected to endorse the Child Safeguarding Policy. This means, among other things, that Liliane Foundation/MIVA employees must sign the Code of Conduct and must provide a Certificate of Good Conduct.

Job interview

During an interview, the protection and safety of children while working for the Liliane Foundation/MIVA can be discussed. This is always the case if the position involves direct contact with children and young people, for example on a field trip. The Child Safeguarding Policy is explained. During the interview with candidates, the suitability of the candidate is also assessed in light of Child Safeguarding. Possible questions can be discussed in advance with the Child Safeguarding focal point.

Please take note of the following matters:

- Inexplicable periods of unemployment.
- Very frequent changes related to employment and places of residence.
- Body language and contradictions and/or lies in the answers given. Do place it in context (it could just be nerves).
- Vagueness in the CV when it comes to working with children.
- Strange or inappropriate questions or statements issued by the candidate about children (he/she only wants to work with a certain age group, or only with boys or only with girls).

Reference and integrity check

Within the framework of the Integrity Policy, every employee who joins the company (this includes temporary employees such as freelancers and volunteers) undergoes a reference/integrity check by the manager, consisting of two references, before the interview on the terms of employment is held: from his/her previous employers, i.e. two previous different employers. The candidate is asked to agree to this.

Certificate of Good Conduct (VOG)

Within the framework of both the Integrity Policy and the Child Safeguarding Policy, everyone who enters into a fixed-term or permanent employment contract with the Liliane Foundation/MIVA, remunerated by the Liliane Foundation/MIVA, must submit a Certificate of Good Conduct every four years. This also applies to freelancers, ambassadors and interns. This certificate does not provide certainty about the employee's future conduct, but it does help if the reputation is at stake.

In the case of foreign consultants hired by the LF/MIVA, in addition to signing the Code of Conduct, a self-declaration is signed by the consultant indicating that he/she has not committed any criminal

offence or displayed any inappropriate behaviour. However, this is of less value than a Certificate of Good Conduct.

Child Safeguarding briefing

Every employee receives a briefing by the Child Safeguarding focal point on the Child Safeguarding Policy as soon as possible after joining us. This is part of the onboarding process. It is followed by specific training courses depending on the job concerned. Child Safeguarding is also part of the periodic integrity sessions used to exchange experiences, update knowledge and maintain awareness.

Violation of the Child Safeguarding Policy

Violations of the Child Safeguarding Policy by an employee of the Liliane Foundation/MIVA shall be reported to the Child Safeguarding focal point, HR and the direct supervisor of the person concerned. The Reporting Procedure and the Complaints Procedure for Inappropriate Behaviour are followed for reporting, the investigation and follow-up. If a criminal offence is involved, a report will be filed.

Appendix 3 Child Safeguarding and (strategic) partner organisations

The Liliane Foundation/MIVA and strategic partner organisation partnership agreement

The Liliane Foundation/MIVA enters into a partnership agreement with a strategic partner organisation (SPO). This agreement states that both the Liliane Foundation/MIVA and the strategic partner organisation must have a Child Safeguarding Policy in place and that incidents relating to Child Safeguarding must be reported to the Liliane Foundation/MIVA using the formal reporting procedures.

Partnership agreement between a strategic partner organisation and a partner organisation

Child Safeguarding is included in the agreement between the strategic partner organisation and the partner organisation. The partner organisations (POs) must have a reporting procedure in case there is wrongdoing and report the latter to the strategic partner organisation.

Monitoring

The Liliane Foundation/MIVA Child Safeguarding focal point periodically monitors the implementation of the Child Safeguarding policies of the strategic partner organisations, provides advice and initiates training courses.

Child Safeguarding is included in organisational and programme assessments of the strategic partner organisations and there is an evaluation on how reports on Child Safeguarding incidents are handled.

Liliane Foundation/MIVA OD advisers specifically discuss Child Safeguarding and Child Protection at least once a year with the SPOs they supervise. The results of the discussion are established in a report and agreed actions are monitored.

The Liliane Foundation/MIVA organises a Child Safeguarding webinar for SPOs and POs at least once a year.

International Child Safeguarding Standard

The Child Safeguarding policies of all organisations must comply with the international Child Safeguarding standards. Every organisation has a Child Safeguarding or Child protection focal point. The Policy must be disability-inclusive and thus take into account the specific situation of children with disabilities. This means that:

- Employees are familiar with and endorse their organisation's Child Safeguarding Policy and understand what it means for their work with children with disabilities.
- Children, parents and carers participating in any of the organisation's programmes are familiar with and understand the Child Safeguarding Policy.
- When developing and implementing programmes, staff must carry out a risk analysis with a special focus on children with disabilities and take measures to ensure the safe participation of children with disabilities.

- Procedures for reporting abuse relating to Child Safeguarding are accessible to children with disabilities, their parents or carers.
- Action is always taken in response to reports.
- The procedure protects and focuses on the child in question.

Reporting procedure

The partnership agreement makes it compulsory for the strategic partner organisation to report any Child Safeguarding incidents involving employees, consultants, volunteers or interns to the Liliane Foundation/MIVA. Reports are submitted to the Liliane Foundation/MIVA Child Safeguarding focal point by means of an Incident Report.

Appendix 4 Risk assessment

When developing and evaluating new programmes, projects and activities for children, an analysis is carried out of possible risks or obstacles for children with regard to their participation. The risk inventory contains measures that must be taken to reduce the risks and remove possible obstacles to participation, and indicates who in the organisation is responsible for taking and monitoring the measures.

The (strategic) partner organisations are encouraged to add a risk assessment, specifically related to the programme's target group, to the annual plan.

If possible, children are involved in developing new programmes, projects or activities of (strategic) partner organisations. Another possibility is to involve Disabled People's Organisations so they can provide input based on their experience.

Topics covered in a risk analysis and mitigating measures include:

- Which children are involved in the project and what are their specific needs?
- How are children involved (e.g. online/offline)?
- Do children have to travel far to the activities/project? How can travel be arranged safely? Will children be accompanied during the trip?
- Is the building/room where the activity is organised accessible to all children?
- Can children bring their personal caretakers?
- Could the children suffer physical or emotional problems?
- Are the communication tools accessible and adapted for all children?
- Are there any financial barriers for children to participate?
- Is the food and drink adapted to the specific needs of children (allergies)?
- Are toilets etc. accessible to all children?
- Do you know who to contact in case of a medical emergency?
- Do you know who the Child Safeguarding focal point is?

Format

Which children and young people will participate?	What possible risks are there for children and young people?	What measures are taken to minimise risks and maximise participation?	Who must ensure the measures are taken?	When were the measures taken?

Appendix 5 Communication with and about children and young people

Below we provide instructions for interviewing children and young people, for taking and publishing photos and visual material, and the media guidelines. These guidelines also apply to field trips that are made and to journalists, photographers, consultants and companies that produce visual and communication material on behalf of the Liliane Foundation/MIVA.

Interviewing children and young people

1. Make sure that the child and the parent(s)/carer(s) know that they are talking to a journalist or communications officer. Always explain the purpose of the interview and how it will be used.
2. Ensure the consent of the child and the parent(s)/carer(s) is obtained for the interviews, tape and/or video recordings and photographs and the way the material is used. Make sure that consent is given in writing unless illiteracy or a visual impairment prevents this. In this case, the content of the consent form must be explained verbally, and the person providing the explanation must declare this on the form and sign it. Consent is only valid if it is given in a way that is not coercive or perceived to be coercive and if the person concerned understands that their story can be disseminated and published locally and internationally. This means that the language used to obtain consent is child-friendly and that the child can discuss and decide on the matter with an adult whom the child understands and trusts.
3. Pay attention to where and how the child is interviewed. It is good if an adult is present whom the child trusts and who can help if necessary. Limit the number of people present at an interview. Make sure that the child feels comfortable and is not pressured by those present when telling his or her story. When shooting footage, video recordings and radio interviews, the background or ambient sounds can make a child recognisable and thus potentially put him or her at risk. Make sure that houses, place names, recognisable buildings and sounds are not in the picture if this is necessary to keep the child safe.
4. Avoid questions, attitudes or comments that are explicitly or implicitly judgmental, insensitive to cultural values, put children in a dangerous position or are offensive and may cause pain or trauma.
5. Prevent discrimination when selecting children for an interview.
6. Do not turn it into a performance: never ask children to tell a story that is not their own.
7. At the end of the interview, ask how the child and the parents/carers found the interview. Let the child and the parents/carers know exactly what will be in the story and make sure they feel comfortable with it.
8. Show the final result to the child and his/her parents/carers. Make sure the (strategic) partner organisation receives the publications (newspaper article, brochure, video, etc.) and gives them to the child.

Taking and publishing photos and visual material

The Liliane Foundation/MIVA has a Policy on Visual Material. This Policy contains instructions on how images of children can be produced and how this material is stored and managed. The following instructions are supplementary to the Policy on Visual Material and do not replace it.

When do you NOT take photos or footage?

You do not produce recognisable images of a child or adult if it would put the person concerned in danger. Even if the identity is concealed by omitting or changing personal details (alias).

Never take photos or footage of the faces of children who are dying or have died, (former) child soldiers or of children who have been sexually abused or mistreated and who, as a result of the abuse, are not safe and/or are discriminated against. Do not take photos or footage of children who are in an extremely vulnerable situation at the time. Examples include children on the run or children in a closed judicial institution. Do not take photos or footage of children who are naked. Do not use photos of children who died afterwards.

Consent

Always ensure the consent of a child and his or her parent(s)/carer(s) is obtained for taking and publishing photographs and visual material. Use consent forms for this purpose. Ensure that both the child and parent(s)/carer(s) understand why the material is being produced and published and what the possible implications for the child, family and community may be if it is published. If the answer is 'no', respect it. If consent is provided it may be withdrawn at any time at a later date. If there is no other option, verbal consent recorded on video/film is also valid.

How can photos/visual material be used?

Use only authentic photos of children. The reality should not be violated by stylising the situation. Photographs and visual material of children must not be placed in a context other than the actual one.

Ask the child how he/she would like to be photographed or portrayed in the photo. Making a child feel empowered may also mean that he/she would rather not be photographed in a wheelchair, but standing or sitting on a chair, for example. Show the result to the child and ask if he/she is happy with it.

Appendix 6 Field trips

Preparation

Prior to all field trips, participants must be aware of the following Child Safeguarding instructions that apply to field trips and the guidelines for communicating with and about children and young people. Both sets of instructions are included in a travel book or the travel guide that is compiled in preparation for the trip and are explained during the preparatory meeting in the Netherlands.

Participants, both Liliane Foundation/MIVA employees (if they have not already done so) and other participants, sign the Code of Conduct before the trip starts. This applies to every trip made under the auspices of the Liliane Foundation/MIVA. The signed Codes of Conduct of non-LF/MIVA employees are sent to HR.

A Liliane Foundation/MIVA employee who accompanies a media or communication trip also serves as the contact person for Child Safeguarding during the trip. In advance, contact is made with the Child Safeguarding focal point of the organisation to be visited, the relevant Child Safeguarding Policy of the SPO/PO is requested (if not yet in the possession of the Liliane Foundation/MIVA) and (adapted) consent forms in the national language are provided for the production and use of communication material involving children/young people. These forms are available as standard in English, French and Spanish.

During the trip

PHOTOGRAPHS, SOCIAL MEDIA AND INTERVIEWS

The interests of the child are paramount in the Liliane Foundation/MIVA's work.

Use only authentic photos of children. The reality should not be violated; the situation to be photographed is not stylised. Photographs and visual material of children must not be placed in a context other than the actual one.

We respect the privacy of children/young people.

Public setting

If photographs and visual material are produced of children and adults in a public setting (e.g. on the street) in a personal capacity, it is proper and correct to first ask permission of the people being portrayed. In the case of children, the parents/carers may be asked. Should you wish to use the pictures or footage taken in a public place, please coordinate this with a local PO staff member first. He or she can judge whether the photo can be used just like that or whether a consent form should have been requested after all.

Private setting

Taking photographs or other visual material of people in their private setting is only allowed after obtaining (written) consent from the person portrayed. Examples of a private setting include schools, hospitals, health centres, private houses, offices and companies.

Ask the local SPO/PO staff if (written) consent can be obtained before taking photographs or footage. Some children are especially vulnerable and may face problems if their identity is revealed through visual material or the publication of their story. Ensure that a responsible adult and the child, after explaining the use and possible consequences of publication, grant (written) consent.

When do you NOT take photos or footage?

You do not produce recognisable images of a child or adult if it would put the person concerned in danger. Even if the identity is concealed by omitting or changing personal details (alias).

Never take photos or footage of the faces of children who are dying or have died, (former) child soldiers or of children who have been sexually abused or mistreated and who, as a result of the

abuse, are not safe and/or are discriminated against. Do not take photos or footage of children who are in an extremely vulnerable situation at the time. Examples include children on the run or children in a closed judicial institution. Do not take photos or footage of children who are naked. Do not use photos of children who died afterwards.

Asking children questions

Think carefully beforehand about the questions you want to ask a child so that they are not too direct or intimidating for the child concerned. Many children will be happy to talk to you, but bear in mind that children tend to answer politely to questions they are actually uncomfortable with and about a subject they would rather not discuss.

Make sure that children can tell their own story as much as possible instead of others talking on their behalf.

Social media

You are representing the Liliane Foundation/MIVA at all times during the trip. Do not share or publish photos that are unsolicited or for which (written) consent has not been obtained, on social media.

Be aware of your position as an employee or representative of the Liliane Foundation/MIVA: children or communities may want to have their photo taken with you precisely because of this. Always bear in mind that any contact must be on an equal footing. Ask yourself if you would have appreciated the opposite if the same kind of picture had been taken of you in those circumstances.

Contact with children

Always be vigilant when dealing directly with children (see the Code of Conduct). This prevents children from being harmed in any way and prevents the behaviour of employees and other participants from being misinterpreted or perceived as abusive.

Treat children with respect, do not discriminate and respect their privacy. Do not initiate physical contact with children. Do not share social media and other contact details with children or others you meet during your trip. Do not contact children and others after the trip.

CHILD SAFEGUARDING ISSUES

If you identify Child Safeguarding issues or think you might have during your field trip, report them immediately to the Child Safeguarding focal point of the partner organisation you are visiting. If necessary and appropriate, it will take immediate action and always contact the Child Safeguarding focal point of the strategic partner organisation. He/she also reports this to the Liliane Foundation/MIVA Child Safeguarding focal point.

Appendix 7 Guest lessons and events

Employees and volunteers of the Liliane Foundation/MIVA give guest lessons to school classes and come into direct contact with children as a result.

There are a number of aspects with regard to which employees and volunteers need to be extra vigilant when giving guest lessons and organising events.

Guest lessons

Preparation

Before giving a guest lesson, the employee/volunteer always checks with the teacher whether there are pupils who are sensitive to the topic to be discussed, so that this can be taken into account. The employee/volunteer also discusses with the teacher that he/she remains responsible for order in the classroom and for any support and aftercare.

If, at the end of the lesson, the employee/volunteer sees that a child or young person is shocked or scared, the teacher is alerted and asked to deal with the situation.

Not alone in the classroom

Before the guest lesson starts, the employee/volunteer discusses with the teacher that the teacher is expected to be present in the context of the two-adult rule. Moreover, order in the classroom is the teacher's responsibility and he or she must intervene if necessary.

Reporting situations of concern

During the guest lessons, employees/volunteers come into direct contact with children and young people. The employee/volunteer can sometimes bring up sensitive subjects during the lesson. In this case, the employees/volunteers may have to deal with situations in which children and young people report things that have happened to them. If the employee/volunteer is concerned about a child or young person, he/she reports this to the teacher responsible at the school. If this situation arises, the employee/volunteer reports it to the Liliane Foundation/MIVA Education Officer.

If an employee/volunteer would like advice on a Child Safeguarding situation or would like to share an experience, he or she can contact the Child Safeguarding focal point of the Liliane Foundation/MIVA (childsafeguarding@lilianefonds.nl).

If serious situations have occurred involving children or young people at a Liliane Foundation/MIVA school activity, the employee/volunteer must report it to the Child Safeguarding focal point (childsafeguarding@lilianefonds.nl). In consultation, it is determined whether follow-up actions are necessary.

Contact after guest lessons

Employees/volunteers do not maintain direct contact with individual pupils after the guest lessons. Employees/volunteers never give personal contact details to children and young people. Conversely, the employee/volunteer does not accept contact details from the children and young people. If there are requests for more information, the employee/volunteer refers the person concerned to the website or the Liliane Foundation/MIVA information number.

Communication: taking and sharing photos and videos (online)

Children and young people must never be photographed or filmed in a vulnerable situation.

If employees/volunteers take photos or footage during a guest lesson, this must be clear to everyone, and written consent must be obtained from parents. If photographs are used for material, such as a poster, consent must be obtained in writing.

Employees/volunteers must follow the guidelines for sharing content on social media. Children and young people must never be tagged in messages. What's more, children and young people who have participated in a guest lesson/event for Liliane Foundation/MIVA are not contacted via PM. The guidelines for communication with and about children and young people apply (see Appendix 5).

Events

Employees/volunteers organise or help with an event dedicated to the work of the Liliane Foundation/MIVA. During these activities, they may come into direct contact with children and young people.

When organising events, the participation of vulnerable children and children with disabilities is taken into account.

When planning and running events directly or indirectly involving children and young people, a risk assessment (see Appendix 4) is carried out beforehand, on the basis of which preventive measures are taken.

Appendix 8 Child abuse list of alerts

Below are some indicators (not exhaustive) that may point to possible abuse. Signs can differ depending on the cultural and economic context.

Bear in mind that recognising these signs may indicate abuse, but that abuse cannot be automatically assumed. It can also indicate, for example, major changes in a child's life or a disability. It is important to discuss your concerns about a child with colleagues or external experts to gather more information. Signs should not be ignored, but Liliane Foundation/MIVA employees are not investigators or youth protection officers. Concerns must always be reported to the Child Safeguarding focal point.

Possible signs of physical abuse:

- Bruises, burns, broken bones, cuts, scratches and bites
- Frequent abdominal pain, headaches or fainting spells
- Improbable excuses to explain injuries
- Refusing to discuss injuries
- Stiffens on physical contact
- Arms and legs are always covered, even in hot weather
- Not wanting to participate in activities that require changing clothes (e.g. sports)
- Fear of going home
- Fear of contact with parents
- Apathetic or distrustful of adults
- Passive
- Self mutilation
- Aggressive behaviour towards others
- Runs away frequently

Possible signs of neglect:

- Often hungry
- Taking food remains off plates or stealing food
- Poor personal hygiene (bad odour, dirty clothes)
- Constantly tired
- Inappropriate clothing for the season (summer clothes in winter)
- Often late or absent from school
- Untreated medical problems
- Low self-esteem
- Poor social skills
- Obsessive stealing
- Alcohol or drug abuse

Possible signs of emotional abuse:

- Does not behave according to his/her age; has a physical, cognitive or emotional developmental delay
- Fearful, skittish, wary
- Language and speech disorders
- Fear of new situations
- Low self-esteem

- Inappropriate emotional responses to situations
- Extremely passive or aggressive
- Alcohol or drug abuse
- Running away
- Obsessive stealing

Possible signs of sexual abuse:

- Exhibits age-inappropriate sexual behaviour
- Extreme sexually-tinted behaviour and language use
- Prostitution
- Bed-wetting
- Genital injuries and pain
- Sleeping problems
- Fear of being with adults
- Extreme risky behaviour

Possible signs in adult behaviour:

- A child becomes unusually restless or skittish in the presence of a certain person
- An employee or a parent/carer asks a child to lie about something (especially when it comes to an encounter with the child)
- An employee or a parent/carer does not let a child speak but continues to answer questions himself/herself
- An employee or parent/carer asks you to lie about a situation with a child, especially if the child looks stressed.
- A person repeatedly violates the Code of Conduct and the Child Safeguarding Policy of the Liliane Foundation/MIVA.
- Private meetings (outside work) between a child and an employee.

Appendix 9 Reporting form

Concerns about children and young people while carrying out the work of the Liliane Foundation/MIVA and related to Child Safeguarding must be reported immediately, either verbally or in writing. In case of emergency always call 112 (in the Netherlands).

Report it to the Liliane Foundation/MIVA by phone and/or e-mail and then fill in the form below, possibly with the Child Safeguarding focal point.

The purpose of documenting reports is to collect as much information as possible to substantiate a report. This form is completed *solely* by you and the Child Safeguarding focal point and is *only* sent to the Child Safeguarding focal point. The form will be kept securely and treated confidentially.

Send the form to: childsafeguarding@lilianefonds.nl

Only fill in those parts of the form that you can:

1. Who is filling in this form?

Name:

Job title:

E-mail:

Telephone:

Date:

2. What do you want to report?

- | | |
|--------------------------------------------------------------------|--------|
| <input type="radio"/> Are you a witness to child abuse? | Yes/No |
| <input type="radio"/> Do you suspect someone of child abuse? | Yes/No |
| <input type="radio"/> Has a child come to you with signs of abuse? | Yes/No |

3. When did it happen?

Date:

Time:

I am not sure

4. Where did it happen? (as detailed as possible)

- In the Netherlands. Specify location
- Visiting an SPO/PO. Specify country and location:
- Online. Specify (link if relevant)
- Other. Specify:

5. Who did it happen to?

- An individual child.
- More than one child.
- No specific child as far as I know but I am concerned.
- Another vulnerable person.

My concerns are more general. It is about:

- Incorrect use of images/data/material
- Other *Specify:*
- Conduct of an LF/SPO/PO employee or representative

5.a If this has happened to a specific child or children, who?

Name:

Age/Date of birth:

Contact details:

Does the child have a disability or special needs? *If known what:*

How is the child involved with the LF/SPO/PO?

How do you know the child?

Name of parent(s)/carer(s)

6. What happened? Summarise what happened. Also provide the context of the time of the incident.

7. What measures have been taken so far?

- How did you react? Indicate which questions you asked the child/adult
- What does the child want to happen now?
- Have you contacted anyone or any authority (parents/guardian/police/SPO/PO)?
If yes, please provide contact details.

8. Are there specific concerns about increased risks to the child:

- If family members are contacted? (If known. Please provide details)
- If someone else is contacted? (If known. Please provide details)

Signature:

Place and date:

The following questions are answered by the Child Safeguarding focal point.

Measures taken following this report:

Result:

Case closed by:

Appendix 10 Communication Consent Form (available from the Communications team)

The Liliane Foundation/MIVA uses consent forms in the Netherlands and during field trips.

Consent form for the use of photos or videos (visual material)

The Liliane Foundation [and name of partner organisation] would like to ask you, under the General Data Protection Regulation (GDPR) if we may take a photo/video of you and/or your children and what we may use it for.

What do you consent to?

1. I, the undersigned, give the Liliane Foundation [and name of partner organisation] permission to use my name and photo and video footage for project accountability. The undersigned has discussed this with the relevant child/children and has received permission from them.

This consent covers:

- Photos and video footage for the Annual Report and the Annual Review
- Photo sheets, project accountability and project proposals, and events for donors.

Permission: yes / no*

2. The undersigned gives the Liliane Foundation [and name of partner organisation] permission to use his/her name and visual material for communication and recruitment purposes. The undersigned has discussed this with the relevant child/children and has received permission from them.

This consent covers:

- Photos and video footage for campaigns, the newsletter, intranet and educational purposes
- Photos and video footage for social media (Twitter, Facebook, Instagram, LinkedIn and YouTube)
- Photos and video footage for TV programmes or publication on external websites and in magazines.

Permission: yes / no*

We would like to thank you in advance if you complete and return this form to the Liliane Foundation. The latter will archive the consent form. Of course, we handle photos and videos with care. The visual material will be kept for 5 years. You can withdraw your consent or your children's consent at any time. If you wish to do so, please send an e-mail to voorlichting@lilianefonds.nl or a notification to our postal address.

Date:

Name:

Signature:

* Cross out what does not apply