



# Safeguarding Children and Young People

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## The Liliane Fonds/MIVA Safeguarding policy

Liliane Fonds is a development organisation that improves the quality of life and future prospects of children and young people with disabilities. Together with local partner organisations, we make their living, playing and learning environments more accessible and contribute to an inclusive society where people can participate despite their disabilities.

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

The importance and protection of children and young people with disabilities is paramount to Liliane Fonds/MIVA and its partners. Children and young people with disabilities are especially vulnerable to abuse, maltreatment or violence due to their physical or mental impairment.

Children with disabilities are three to four times more likely to be victims of violence compared to children without disabilities. Children with disabilities are also more likely to be in environments where they are inadequately protected or lack access to child protection services. Children with intellectual disabilities are more than four times more likely to be victims of sexual violence, than children without disabilities. It is estimated that 40-70% of girls with disabilities have been sexually abused by 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

When working with children, young people and their parents/carers and supervisors, Liliane Fonds/MIVA and its partners therefore have a special responsibility to ensure a safe environment where children and young people are not at risk of abuse, maltreatment and violence and their rights are respected, and where prompt and appropriate action is taken in response to reports of abuse, maltreatment and violence.

Both Liliane Fonds/MIVA and 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. Liliane Fonds/MIVA works with both children (under 18) and young people in its programmes. A young person is basically any person aged between 15 and 24. The Safeguarding policy applies to all children as well as all young people participating in programmes supported and implemented by LF/MIVA. In some programmes, participating young people are over 24 years old. These young people are also covered by the safeguarding policy.

The Safeguarding policy is part of the Liliane Fonds/MIVA integrity policy and is reviewed every three years and revised as necessary.

The Safeguarding policy has been supplemented with practical guidelines on how the policy affects the various Liliane Fonds/MIVA activities.

## Purpose of the Liliane Fonds/MIVA Safeguarding policy

The Liliane Fonds/MIVA Safeguarding policy ensures that:

1. the rights and welfare of children and young people and specifically those of children and young people with disabilities are central to all aspects of Liliane Fonds/MIVA's work;
2. All Liliane Fonds/MIVA staff, volunteers, consultants, freelancers, ambassadors and partners understand how they should and can protect children and young people in their work for Liliane Fonds/MIVA;
3. all Liliane Fonds staff, volunteers, consultants, freelancers, ambassadors and partners know what to do if, while working for Liliane Fonds/MIVA and in projects supported by Liliane Fonds/MIVA, there are any concerns, suspicions and/or (concrete) signals about specific children or young people;
4. the process and consequences that arise if this policy is violated are clear.

## Who does the Safeguarding policy apply to?

1. All staff, volunteers, interns, ambassadors and the Supervisory Board of Liliane Fonds/MIVA
2. All consultants and self-employed people doing work on behalf of Liliane Fonds/MIVA
3. All partner organisations that Liliane Fonds/MIVA works with subscribe to the Safeguarding policy. Liliane Fonds/MIVA further requires 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 should apply to everyone involved in the programmes, including staff, consultants, and volunteers, and it should include a clear procedure for preventing and responding to safeguarding incidents.

## Principles

1. Liliane Fonds/MIVA ensures the protection of all persons involved in its activities. Liliane Fonds/MIVA does not accept any form of discrimination, aggressive behaviour, sexual exploitation or abuse.
2. Liliane Fonds/MIVA's main target group is children with disabilities in Asia, Africa and Latin America. Children's rights, interests and welfare are paramount in all activities.
3. Liliane Fonds/MIVA is increasing its focus on young people, in addition to children. Liliane Fonds/MIVA defines a young person as any person between the ages of 15 and 24. The organisation thus follows the United Nations' definition but recognises that the definition of a young person may vary according to country and cultural context.
4. All children and young people with or without disabilities have the right to protection from exploitation, abuse and violence regardless of their gender, culture, ethnicity, age, religion, sexual orientation, abilities or otherwise.

5. All adults have a responsibility to respond immediately to suspicions and/or signs of maltreatment and transgressive behaviour towards children and young people.
6. Anyone who reports in good faith inappropriate behaviour by a Liliane Fonds/MIVA staff member, volunteer, consultant, self-employed person, ambassador or partner towards children and young people will be protected according to the principles of Liliane Fonds/MIVA's Whistleblowers' Scheme.
7. Reports and concerns about children and young people during the work of Liliane Fonds/MIVA and its strategic and other partner organisations are reported to the Child Safeguarding focal point of the relevant organisation and are followed up. Please refer to the reporting procedure in Annex 1.
8. Decisions and actions in response to Safeguarding reports are made urgently and without unnecessary delays by the Safeguarding focal point, the undesirable behaviour complaints committee, and/or the Liliane Fonds/MIVA management.
9. When planning and performing activities that directly or indirectly involve children and young people, a risk assessment is carried out beforehand, based on which preventive measures are taken. This specifically considers the limitations of children and young people so they can safely participate in the activities. Recurring activities do not require a risk assessment on each occasion.
10. Liliane Fonds/MIVA handles information with care and confidentiality. Information will only be shared without consent if the interest in protecting a child or young person outweighs an individual's right to privacy.
11. Children and young people have the right to be heard regarding Safeguarding matters that affect them.
12. All Liliane Fonds/MIVA staff and volunteers sign the Code of Conduct. They must also provide a Certificate of Conduct before they are allowed to work for Liliane Fonds/MIVA. See annex 2 on human resources policy.
13. All Liliane Fonds/MIVA staff and volunteers periodically attend a Safeguarding and Integrity meeting tailored to their organisational role and responsibilities.
14. Identified violations of the Safeguarding policy are followed by formal disciplinary action taken by the executive director. Violations involving criminal consequences will be reported.

## Responsibilities

- The MT approves the Liliane Fonds/MIVA Safeguarding policy, is responsible for its adherence and appoints a Safeguarding focal point.
- The Safeguarding focal point is responsible for monitoring, evaluating, and reporting on the implementation and review of the policy, advising and organising meetings on Safeguarding for all Liliane Fonds/MIVA staff members and volunteers, and receiving and handling reports.

- The Safeguarding focal point supports and monitors the Child Safeguarding policy of Liliane Fonds/MIVA's network of partner organisations.
- The Safeguarding focal point has a seat on the undesirable conduct complaints committee when there are Safeguarding reports.
- Every six months, the Safeguarding focal point reports on the implementation of the Safeguarding policy to the Liliane Fonds Programme Director.

## Definitions

### Child

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

### Young person

A young person is any person aged between 15 and 24. Liliane Fonds/MIVA adheres to the United Nations definition but recognises that the definition of a young person can vary according to country and cultural context.

### Safeguarding

Safeguarding is the set of policies, procedures, and measures designed to create a safe environment for children and young people participating in an organisation's programmes, activities and projects and to respond appropriately if children and young people have nonetheless been harmed.

### Child Protection

Child Protection is the system in society (within the family, community and at regional and national levels) that aims to prevent and address violence, abuse, maltreatment, neglect and exploitation of children.

### Children or young people with disabilities

Children or young people with disabilities are all children and young people with long-term physical, mental, intellectual or sensory impairments that, in interaction with various barriers, may prevent them from participating fully, effectively and on an equal basis with others in society (Article 1 UN Convention on the Rights of Persons with Disabilities).

### Maltreatment

Maltreatment is any form of threatening or violent interaction of a physical, psychological or sexual nature, which parents or other persons towards whom the child or young person is in a relationship of dependency or of a lack of freedom actively or passively impose, causing or threatening to cause serious harm to the child or young person in the form of physical or psychological injury.

### Sexual abuse

Sexual abuse consists of any sexual touching or act that an adult forces on a child or young person. This ranges from being spied on or having to watch sexual acts of 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. The commercial sexual exploitation of children and young people means that children or young people are sexually abused by a person or persons for payment or some other form of consideration (such as food, clothing, gifts) or a promise thereof.

## Code of Conduct

The Liliane Fonds/MIVA code of conduct contains rules of conduct that apply when dealing with children. The code of conduct covers several topics and is signed by staff, volunteers, interns, ambassadors, the Supervisory Board, consultants, and self-employed people engaged by Liliane Fonds/MIVA to carry out its work.

The specific rules of conduct in dealing with children and young people are given below:

### *Staff who come into contact with children and young people should always:*

- Respect the rights of the child and young person and put the best interests of the child and young person first
- Respect children and young people's boundaries and avoid transgressive behaviour. This also applies to contact with children and young people via email and social media
- Immediately and rapidly respond to suspicions and/or signs of maltreatment and transgressive behaviour towards children and young people during the activity. Follow the Liliane Fonds/MIVA reporting procedure and report to the Safeguarding focal point
- Treat all children, young people and adults with respect and dignity regardless of their age, gender, culture, ethnicity, sexual orientation or physical and mental ability
- Pay extra attention to children and young people with physical, intellectual disabilities and ensure they can participate in activities and projects:
  - Encourage children and young people with disabilities to have a positive image of their own bodies
  - Address children and young people by their proper names and not by their disabilities
  - Make physical contact with children and young people only if it is appropriate and necessary for their personal care and/or treatment and children and young people have given their consent to it
  - Be aware of discrimination and social stigma of children and young people 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
- Comply with privacy rules for managing and using personal data of children and young people (Liliane Fonds/MIVA privacy and security policy)

### *Staff who come into contact with children and young people should never:*

- Distribute personal data of children and young people without consent
- Spend time alone with children and young people in an enclosed space without good reason such as for necessary personal care and/or supervision (Two-Adult Rule)
- Initiate inappropriate, intimidating and/or unwanted physical contact with children and young people
- (Sexually or financially) abuse children and young people or otherwise physically and/or mentally abuse them
- Insult, ignore or discriminate against children and young people
- Approve or ignore child and adult behaviour that causes harm to children and young people (bullying, hitting, kicking, withholding food, medication and other needs)
- Publish and share photos/images and stories of children and young people without explicit permission



- Publish and share photos/images and stories of children and young people that puts them in a vulnerable position and may cause harm or places them in a vulnerable, humiliating position (e.g. by exposing their disability in a disrespectful and abusive manner or portraying children naked)
- Favour children and young people by giving money or gifts

## Practical guidelines

Annex 1	Safeguarding reporting procedures
Annex 2	Staff policy
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## Forms

Report form  
Communication consent form  
Consent form for (international) travel with minors  
Research consent form

## Annex 1 Safeguarding reporting procedures

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

If, during activities of Liliane Fonds/MIVA, activities and events initiated and organised by Liliane Fonds/MIVA, signs are picked up or there are suspicions that a child or young person is not doing well and/or the rights of children or young people are being violated, anyone representing Liliane Fonds/MIVA during those activities has a duty to act and report it. Reports are always treated confidentially.

### How to recognise signs and report concerns?

During your work, you may pick up signs in various ways that something is wrong with a child or young person, such as through:

- **Observation:** An adult observes behaviour in a child, young person or adult that causes 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 that he or she is worried about another child or young person. A disclosure will not often be forthcoming, which is why you need to be aware of other signs.
- **Risk assessment:** Potential risks that may arise in our work are identified during the risk assessment before an event, activity or project starts.
- **Application procedure:** During the application procedure, doubts arise about an applicant's behaviour towards children and young people.

See also annex 8 (list of signs of child abuse).

### Report! Even if it is not clear that something is wrong.

The procedure is as follows:

**Reporting procedure for staff and consultants employed by Liliane Fonds/MIVA in the event of child abuse and unwanted behaviour towards children and young people abroad**

During your work for Liliane Fonds/MIVA while *visiting projects of partner organisations*, you come into contact with a child or young person you are concerned about and/or

You come into contact with a child or young person who has been treated incorrectly by a staff member of the partner organisation.

Does the child or young person need immediate professional medical attention or the police?

**YES**

1. In an acute emergency, contact the police and/or medical emergency centres in consultation with the accompanying colleague from the partner organisation and indicate what help is required **AND**
2. Report the matter directly verbally as well as in writing to the Child Safeguarding focal point of the partner organisation and the Grant Manager **AND**
3. Report the matter in writing (report form) to the Liliane Fonds/MIVA Safeguarding focal point and the relevant OD consultant within 24 hours
4. The Liliane Fonds/MIVA Safeguarding focal point contacts the network's Child Safeguarding focal point and the Grant Manager for a report on actions taken
5. The Liliane Fonds/MIVA 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 Safeguarding focal point reports the case to the Liliane Fonds/MIVA MT

**NO**

1. Report the matter directly verbally as well as in writing to the partner organisation's Child Safeguarding focal point **AND**
2. Report the matter in writing (report form) within 24 hours to the Liliane Fonds/MIVA Safeguarding focal point and the relevant LF Programme Manager
3. The Liliane Fonds/MIVA Safeguarding focal point contacts the network's Child Safeguarding focal point and the Grant Manager for a report on actions taken
4. The Safeguarding focal point reports the case to the donor of the relevant programme if the programme is funded by a donor with whom this has been contractually agreed
5. The Safeguarding focal point reports the case to the Liliane Fonds/MIVA MT

The Safeguarding focal point will immediately contact the staff member's direct supervisor, HR and the undesirable conduct complaints committee in case of reports concerning Liliane Fonds/MIVA staff members.

**Reporting procedure for staff members and consultants employed by Liliane Fonds/MIVA in the event of child abuse and undesirable behaviour towards children and young people in the Netherlands**

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

Does the child or young person need immediate professional medical attention or the police?

**YES**

1. In case of acute emergency, contact 112 and indicate what help is required **AND**
2. Report the matter verbally or via email to the Safeguarding focal point (childsafeguarding@lilianefonds.nl) **AND**
3. Make an appointment with the Safeguarding focal point and complete a report form together *as soon as possible*

**NO**

1. Report the matter within 24 hours verbally or via email to the Safeguarding focal point (childsafeguarding@lilianefonds.nl) **AND**
2. Make an appointment with the Safeguarding focal point and complete a report form together *as soon as possible*

During your work for Liliane Fonds/MIVA in the Netherlands, you come into contact with a child or young person who has been mistreated by a staff member or someone representing Liliane Fonds/MIVA.

Does the child or young person need immediate professional medical attention or the police?

**YES**

1. In case of acute emergency, contact 112 and indicate what help is required **AND**
2. Report the matter verbally or via email to the Safeguarding focal point (childsafeguarding@lilianefonds.nl) **AND**
3. Make an appointment with the Safeguarding focal point and complete a report form together *as soon as possible*
4. The Safeguarding focal point reports the matter to the immediate supervisor of the relevant staff member, HR and to the undesirable conduct complaints committee

**NO**

1. Report the matter within 24 hours verbally or via email to the Safeguarding focal point (childsafeguarding@lilianefonds.nl) **AND**
2. Make an appointment with the Safeguarding focal point and complete a report form together *as soon as possible*
3. The Safeguarding focal point reports the matter to the immediate supervisor of the relevant staff member, HR and to the undesirable conduct complaints committee

**Reporting procedure for the Grant Manager and partner organisations to Liliane Fonds/MIVA in case of safeguarding incidents at the partner organisation**

1. Follow your own organisation's Child Safeguarding reporting procedure
2. The Child Safeguarding focal point of the network and the Grant Manager reports the matter to the Safeguarding focal point and the relevant Liliane Fonds/MIVA LF Programme Manager within 48 hours of receiving the report via an Incident Report stating the follow-up to the report.

**Reporting procedure for external parties in the event of detecting child abuse and undesirable behaviour towards children and young people by Liliane Fonds/MIVA staff members or its (strategic) partner organisations**

1. Report this to the on-site organisation. Every organisation has a Child Safeguarding policy and a Child Safeguarding reporting procedure
2. Also report this to Liliane Fonds/MIVA via the reporting procedure at [www.lilianefonds.nl](http://www.lilianefonds.nl)
3. The Child Safeguarding focal points follow up on the report and inform the person reporting on the follow-up if required
4. The Liliane Fonds Safeguarding focal point informs the Head of Communications and the executive director in case of potential reputational damage

**Internal procedure for handling reports on Safeguarding incidents at Liliane Fonds/MIVA**

**Flow chart for reports involving Liliane Fonds/MIVA staff as the alleged perpetrator**

**Principles**

1. The safety, welfare and rights of children and young people are at the heart of dealing with reports
2. Immediate measures are taken to keep the children and young people involved safe and to support them throughout and after the procedure
3. In case of violations of the law, the matter will be reported to the relevant authorities immediately
4. Only people with experience in communicating with children and young people with disabilities are employed to conduct investigations
5. The Keep Children Safe manual on managing child safeguarding incidents is used

**Steps**

1. A report can come in writing or verbally to the Liliane Fonds Safeguarding focal point. Reports can come from Liliane Fonds staff, partner organisations, hired or other external parties.
2. The Safeguarding focal point will handle a report itself if it is not a serious report. The seriousness of the report will be assessed by the Safeguarding focal point as well as the Liliane Fonds Programme Director. Serious reports involve children and young people in immediate danger and/or an act requiring criminal prosecution.
3. If the Safeguarding focal point and the Programme Director consider the report to be serious, the report will be forwarded to the undesirable conduct complaints committee. The Safeguarding focal point and the Programme Director also assess whether it is desirable to inform the Communication & Fundraising Manager and the executive director at this stage.
4. The Safeguarding focal point will be added to the undesirable conduct complaints committee.
5. If the report concerns an offence where the law is broken, the executive director is immediately informed and reports the matter to the police.
6. The undesirable conduct complaints committee sends an acknowledgement of receipt as soon as possible but no later than 7 days and determines as soon as possible but no later than 2 weeks whether a complaint warrants an investigation.
7. If an investigation is decided upon, the executive director, the reporting party, and the alleged perpetrator will be informed.
  - a. An investigation committee will be set up. At least the Safeguarding focal point has a seat on this committee. If the report involves a Liliane Fonds staff member on official travel, the Child Safeguarding focal point of the relevant partner organisation will be involved.

- b. The investigation committee will prepare a list of investigative questions.
- c. If the investigation is to be conducted by an external investigator, terms of reference will be prepared by the investigation committee. The investigator should have experience in investigating Child Safeguarding incidents.
- d. A final report is prepared within two months and shared with the executive director.
- e. The executive director will take action within 2 weeks of receiving the final report.

## Annex 2 Staff policy

These instructions fully align with Liliane Fonds/MIVA's existing integrity policy. They provide more specific guidance on things to pay attention to when it comes to safeguarding.

### Vacancy or terms of reference for consultants

- Liliane Fonds/MIVA states that the organisation has an active Safeguarding policy for vacancies or terms of reference.
- In the vacancy or Terms of Reference, Liliane Fonds states that applicants for the position are expected to endorse the Safeguarding policy. This means, among other things, that Liliane Fonds/MIVA staff members sign the code of conduct and must provide a Certificate of Conduct.

### Job interview

The topic of protecting and keeping children and young people safe while working for Liliane Fonds/MIVA may be discussed during the interview. This is always done if the position is one in which the employee has direct contact with children and young people, e.g. on official travel. The Safeguarding policy is explained. During the interview with an applicant, the applicant's suitability is tested also in the light of Safeguarding. Possible questions can be discussed with the Safeguarding focal point in advance.

#### *Note the following:*

- Unexplained periods of unemployment.
- Very frequent job changes and changing places of residence.
- Body language and contradictions and/or falsehoods in the answers given. Put this in context (it could simply be due to nerves).
- Vague CV with regard to working with children and young people.
- Unusual or inappropriate questions or statements by the applicant about children and young people (they only want to work with a certain age group or only with boys or girls).

### Reference and integrity check

As part of the integrity policy, for every employee joining the organisation (this includes temporary employees such as self-employed workers and volunteers), before the employment conditions interview is held, the manager conducts a reference/integrity check consisting of two references: with his/her/their previous employers, or two previous different clients. The applicant will be asked to agree to this.

### Certificate of Conduct (VOG)

As part of both the Integrity Policy and the Safeguarding Policy, everyone who enters into an employment contract for a fixed or indefinite period of time with Liliane Fonds/MIVA, paid for by Liliane Fonds/MIVA, must submit a Certificate of Conduct every four years. This also applies to volunteers, consultants, self-employed people, members of the Supervisory Board, ambassadors and interns. This statement does not provide certainty about the employee's future behaviour, but it does help with regard to reputation.



In the case of foreign consultants hired by LF/MIVA, as well as signing the Code of Conduct, a self-declaration is also signed by the consultant, indicating that he or she is not guilty of any criminal offences or undesirable behaviour. This is, however, of less value than a Certificate of Conduct.

### Safeguarding briefing

Every employee is given a briefing by the Safeguarding focal point on the Safeguarding policy as soon as possible after taking up employment. This is part of the induction period. This is followed by specific training courses according to the position. Safeguarding is also part of the periodic integrity sessions to exchange experiences, update knowledge, and maintain awareness.

### Violation of Safeguarding policy

Any violation of the Safeguarding policy by a Liliane Fonds/MIVA employee will be reported to the Safeguarding focal point and the immediate supervisor. For reporting, investigation and follow-up, the reporting procedure and the Undesirable Behaviour Complaints Procedure are followed. Any criminal offence will be reported to the police.

## Annex 3 Safeguarding and partner organisations

### Partnership agreement between Liliane Fonds/MIVA and partner organisation

Liliane Fonds/MIVA works in countries with a network of partner organisations. This network develops and implements country programmes. These programmes are managed by local Grant Managers<sup>1</sup>. Liliane Fonds/MIVA concludes a partnership agreement with the Grant Manager and the strategic partner organisation, or the Grant Manager concludes agreements with the local partner organisations.

The partnership agreement between Liliane Fonds/MIVA and the Grant Manager states that both organisations must have a Child Safeguarding (sometimes called “Child protection”) policy and that abuses related to Safeguarding must be reported to Liliane Fonds/MIVA through the formal reporting procedures.

### Partnership agreement between the Grant Manager and the partner organisation

The agreement between the Grant Manager and the partner organisation includes Child Safeguarding. All partner organisations must have a reporting procedure in case of abuses and report them to the Grant Manager.

### Monitoring

The Liliane Fonds/MIVA Safeguarding focal point periodically monitors the implementation of the Child Safeguarding policy within the network of partner organisations, provides advice and initiates training courses.

Organisational and programme assessments of the Grant Manager and partner organisations include Child Safeguarding and evaluate how reports on Safeguarding incidents are handled.

Programme managers of Liliane Fonds/MIVA specifically discuss Child Safeguarding and Child Protection at least once a year with a representative of the network of partner organisations they supervise. The results of this discussion are laid down in a report and agreed actions are monitored.

If necessary, Liliane Fonds/MIVA will support the implementation of its partner organisations' Child Safeguarding policies financially and substantively. Liliane Fonds/MIVA organises a Child Safeguarding webinar at least once a year for a Child Safeguarding representative from the network of partner organisations.

### International standard (Child) Safeguarding

The (Child) Safeguarding policies of all organisations must meet the international standards of (Child) Safeguarding. Every organisation has a (Child) Safeguarding or Child protection focal point. Policies

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<sup>1</sup> Liliane Fonds/MIVA and its partner organisations are in a process of change whereby Liliane Fonds is gradually moving from a network coordinated by a strategic partner organisation in a country to a network of partner organisations where a Grant Manager enters into the contractual commitment with Liliane Fonds. Where ‘Grant Manager’ appears in this policy, that should be read as ‘strategic partner organisation’ if there is not yet a network with a Grant Manager.

should be *disability-inclusive* and thus take into account the specific situation of children with disabilities. This means that:

- staff know, endorse and understand their organisation's (Child) Safeguarding policy and what this means for their work with children and young people with disabilities
- children, young people, parents and carers participating in a programme of the organisation know and understand the (Child) Safeguarding policy
- when developing and implementing programmes, staff carry out a risk assessment that includes a special focus on children and young people with disabilities and take measures to ensure safe participation of children and young people with disabilities
- procedures for reporting abuse concerning (Child) Safeguarding are accessible to children and young people with disabilities, their parents or carers
- reports are always acted upon
- in the proceedings, the child or young person concerned is protected and is the focus of attention

#### Reporting procedure

Under the partnership agreement, the Grant Manager is obliged to pass on reports to Liliane Fonds/MIVA if there is a (Child) Safeguarding incident involving staff, consultants, volunteers, or interns. Reports are transmitted to the Liliane Fonds/MIVA Safeguarding focal point via an Incident Report.

## Annex 4 Risk assessment

When developing and assessing new programmes, projects and activities for children and young people, an analysis is carried out on potential risks or barriers for children and young people to their participation. The risk assessment includes measures to mitigate the risks and remove possible barriers to participation, as well as indicating who in the organisation is responsible for taking and monitoring the measures.

The strategic and other partner organisations add a risk assessment specific to the programme's target group to the annual plan.

Children and young people are involved in developing new programmes, projects or activities of strategic and other partner organisations whenever possible. Another possibility is to involve Disabled People's Organisations so that they can give input from their experience.

### Topics included in a risk assessment and control measures include:

- Which children and/or young people are involved in the project, and what are their specific needs?
- In what ways are children and/or young people involved (e.g. online/offline)?
- Do children and/or young people have to travel far to the activities/project? How can they travel safely? Will they be accompanied during the trip?
- Is the building/space of the activity accessible to all children and young people?
- Can children and young people bring their personal supervisors?
- Can physical or emotional problems arise in children and young people?
- Are communication tools accessible and adapted for all children and young people?
- Are there financial barriers for children and young people to participate?
- Is the food and drink adapted to the specific needs of children and young people (allergies)?
- Are toilets, etc., accessible to all children and young people?
- Who is to be contacted in case of a medical emergency?
- Who is the Safeguarding focal point?

### Format

Which children and young people are participating?	What are the potential risks for children and young people?	What measures are taken to minimise risk and maximise participation?	Who should ensure that the measures are taken?	When were the measures taken?

## **Annex 5 Communication with and about children and young people**

Instructions on interviewing children and young people, taking and publishing photographs and footage, and media guidelines are given below. These guidelines also apply during official travel and to journalists, photographers, consultants, and companies producing visual and communication material on behalf of Liliane Fonds/MIVA.

### **Interviewing children and young people**

1. Make sure the child, young person and parent(s)/carer(s) know they are talking to a journalist or communications officer. Always explain the purpose of the interview and how it will be used.
2. Obtain consent from the child, young person, and parent(s)/carer(s) for the interviews, tape, and/or visual recordings and photographs, as well as how the material is used. Ensure that consent is given in writing unless illiteracy or visual impairment makes this impossible. In this case, the contents of the consent form should be explained orally and the person who provided the explanation should 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 as coercive AND if it is understood that their story may be disseminated and published locally and internationally. This means that the language used to obtain consent is child-friendly and that the child or young person can discuss and decide about it with an adult the child or young person understands and trusts.
3. Pay attention to where and how the child or young person is interviewed. It is good to have an adult present who trusts the child or young person and who can help if necessary. Limit the number of people attending an interview. Make sure the child or young person feels comfortable and does not experience pressure from those present when telling his or her story. When making footage, video recordings, and radio interviews, the background or ambient sounds could make a child or young person recognisable and thus potentially at risk. Make sure houses, place names, recognisable buildings and sounds are not in the picture if this is necessary to keep the child or young person safe.
4. Avoid questions, attitudes or comments that explicitly or implicitly already make judgements, are insensitive to cultural values, put children or young people in a dangerous position or are offensive and may cause pain or trauma.
5. Prevent discrimination when selecting children or young people for an interview.
6. Do not turn it into a play: never ask children and young people to tell a story that is not their own.
7. At the end of the interview, ask the child and parents/carers for their opinion about the interview. Let the child and parents/carers know exactly what will be in the story and whether they are comfortable with it.
8. Show the final result to the child, young person and their parents/carers. Make sure the strategic or other partner organisation receives the publications (newspaper article, brochure, video, etc.) and gives them to the child.

### **Creating and publishing photos and footage**

Liliane Fonds/MIVA has a policy on visual images. The policy contains instructions on how photos and footage of children and young people can be created and how they are stored and managed. The instructions below are supplementary to the policy on visual images and do not replace it.

*When do you NOT take pictures and footage?*

You do not take recognisable footage of a child or adult if it puts the person concerned in danger. Even if the identity is hidden by omitting or changing personal details (alias).

Under no circumstances should you take pictures and footage of the faces of children and other persons who are dying or have died, (former) child soldiers or of children or young people who have been sexually assaulted or abused and are not safe and/or are discriminated against as a result of the abuse. Do not take photographs or footage of children or young people in a highly vulnerable situation. Examples are children on the run or those in closed correctional institutions. Do not take pictures and footage of children and young people who are naked. Do not use photos of children and young people who have subsequently died.

### *Consent*

Always obtain consent from a child/young person and, in the case of minors, his or her parent(s)/carer(s) before taking and publishing photos and footage. Use consent forms for this purpose. Ensure that both the child/young person and parent(s)/carer(s) understand why the photos and/or footage are being created and published and what the possible implications for the child or young person, family and community might be if published. Respect a 'no'. Consent given may always be subsequently withdrawn. Oral consent recorded on video/film is also valid if no other option is available.

### *How can photos/footage be used?*

Use only authentic photos of children and young people. Reality must not be impaired by stylising the situation. Photos and footage of children and young people will not be placed in any context other than the actual context.

Ask the child or young person how they would prefer to be photographed or in the picture. Empowering a child or young person sometimes also means that he or she prefers not to be photographed in a wheelchair but, for example, standing up or sitting on a chair. Show the result to the child or young person and ask if they are happy with it.

## Annex 6 Official travel

### Preparation

For all official travel, participants should be aware of the (Child) Safeguarding instructions below that apply to official travel and the guidelines for communication with and about children and young people. Both guidelines will be included in a travel book or guidebook made in preparation for the travel and explained during the preparatory meeting in the Netherlands.

Participants in the travel, both Liliane Fonds/MIVA staff (if they have not already done so) and other participants, sign the Code of Conduct before the travel starts. This applies to any travel under the auspices of Liliane Fonds/MIVA. The signed codes of conduct of non-LF/MIVA staff are sent to HR.

The Liliane Fonds/MIVA staff member accompanying a media or communications trip is also the Safeguarding contact person during the trip. Beforehand, contact is made with the (Child) Safeguarding focal point of the organisation to be visited, the relevant (Child) Safeguarding policy of the partner organisation is requested (if not already in Liliane Fonds/MIVA's possession) and (adapted) consent forms in the national language are provided for the creation and use of child/youth communication materials. As a standard, these forms are available in English, French and Spanish.

### During the trip

#### **PHOTOS, SOCIAL MEDIA AND INTERVIEWS**

The child's or young person's best interests are always at the forefront of Liliane Fonds/MIVA's work. Use only authentic photos of children and young people. Reality is not distorted; the situation to be photographed is not stylised. Photos and footage of children and young people are not placed in any context other than the actual context.

We respect the privacy of children and young people.

#### *Public setting*

If photographs and images are taken of children and adults in a public setting (e.g. on the street) in a personal capacity, it is proper and correct to ask permission from the people being portrayed. In the case of children, parents/carers may be asked. Should you want to use the photos or footage taken in a public space, always check with a local staff member of the partner organisation first. He or she can judge whether the photo can be used without consent or whether a consent form should have been asked for.

#### *Private setting*

Taking photographs or footage of people in their private setting is allowed only once (written) permission has been obtained from the person portrayed. Examples of private settings include schools, hospitals, health centres, private homes, offices, businesses.

Ask the local employee of the partner organisation if (written) permission can be obtained before taking photos or recordings. Some children or young people are especially vulnerable and may face problems if their identity is revealed through photos and/or footage or the publication of their story. After explaining the use and possible consequences of publication, ensure that a responsible adult and the child or young person give (written) consent.

#### *When do you NOT take pictures and footage?*

You do not take recognisable footage of a child or adult if it puts the person concerned in danger.

Even if the identity is hidden by omitting or changing personal details (alias).

Under no circumstances should you take pictures and footage of the faces of children or young people who are dying or have died, (former) child soldiers or of children or young people who have

been sexually assaulted or abused and are not safe and/or are discriminated against as a result of the abuse. Do not take photographs or footage of children or young people in a highly vulnerable situation. Examples are children/young persons on the run or children or young persons who are in a closed correctional institution. Do not take pictures and footage of naked people. Do not use photos of children or young people who have subsequently died.

#### *Asking questions to children*

Think carefully about the questions you want to ask a child so that they are not too direct or intimidating for the child involved. Many children are happy to talk to you, but remember that children tend to politely answer questions they are uncomfortable with and that deal with a subject they would rather not talk about.

As much as possible, ensure that children can tell their own stories themselves rather than having others speak on their behalf.

#### *Social media*

You represent Liliane Fonds/MIVA at all points of the trip. Do not share or publish photos on social media unsolicited and without (written) permission.

Be aware of your position as a Liliane Fonds/MIVA staff member or representative: children/young people or communities may want to be photographed with you precisely because of this aspect.

Always bear in mind that your contact should be equal. Ask yourself if you would have appreciated it if the same kind of picture was taken of you in those circumstances.

#### *Contact with children and young people*

Always be careful when dealing directly with children and young people (see the Code of Conduct).

This prevents them from being harmed in any way and prevents the behaviour of staff and other participants from being misinterpreted or perceived as offensive.

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

#### **SAFEGUARDING ISSUES**

If you notice or think you notice Safeguarding issues during the official travel, report this immediately to the (Child) Safeguarding focal point of the partner organisation you are visiting. That person will immediately contact the Liliane Fonds/MIVA Safeguarding focal point if necessary and appropriate.



## Annex 7 Guest lectures and events

Liliane Fonds/MIVA staff and volunteers give guest lectures to school classes, bringing them into direct contact with children.

There are a number of aspects that staff and volunteers need to be extra vigilant about when giving guest lectures and organising events.

### Guest lectures

#### Preparation

Before giving a guest lecture, the staff member/volunteer always checks with the teacher whether - given the topic to be covered - there are any students for whom this is sensitive, so that this can be considered. The staff member/volunteer also discusses with the teacher that he/she/they remain responsible for order in the classroom and for any reception and aftercare.

At the end of the lecture, if the staff member/volunteer sees that a child or young person is startled or scared, the teacher is alerted to this and asked to pay attention to it.

#### Not being alone in the classroom

A staff member/volunteer discusses with the teacher before the guest lecture starts that the teacher is expected to stay with them under the two-adult rule. Moreover, classroom order is the teacher's responsibility and he or she should intervene when necessary.

#### Reporting worrying situations

During guest lectures, staff members/volunteers come into direct contact with children and young people. The staff member/volunteer may sometimes raise sensitive issues in the classroom. In such cases, staff members/volunteers may encounter situations where children and young people report things that have happened to them. If the staff member/volunteer has concerns about a child or young person, he/she/they will report it to the school's responsible teacher. Should such a situation have occurred, the staff member/volunteer will mention this to the Liliane Fonds/MIVA volunteer coordinator.

Should a staff member/volunteer want advice on a Child Safeguarding situation or share an experience, he/she/they can contact the Liliane Fonds/MIVA Safeguarding focal point ([childsafeguarding@lilianefonds.nl](mailto:childsafeguarding@lilianefonds.nl)).

If serious situations have occurred with children or young people during a Liliane Fonds/MIVA school activity, the staff member/volunteer should report it to the Safeguarding focal point ([childsafeguarding@lilianefonds.nl](mailto:childsafeguarding@lilianefonds.nl)). Consultations will determine whether follow-up actions are needed.

#### Contact after guest lectures

Staff/volunteers do not contact individual pupils directly after the guest lectures. Staff/volunteers never give personal contact details to children and young people. Conversely, the staff member/volunteer does not take contact details from the children and young people. In case of requests for more information, the staff member/volunteer refers to the Liliane Fonds/MIVA website or information number.

### Communication: shooting and sharing (online) photos and videos

Children and young people should never be photographed or filmed in a vulnerable situation. If staff/volunteers shoot photos or videos during a guest lecture, this should be clear to all, and written parental permission should be arranged. This permission must be in writing if photos are used for materials such as posters.

Staff/volunteers should follow the guidelines for sharing content on social media. Children and young people should never be tagged in posts without consent. Also, children and young people who have participated in a guest lecture/event for Liliane Fonds/MIVA must not be contacted via PM. The guidelines for communication with and about children and young people (see Annex 5) apply.

### Events

Staff/volunteers organise or help with an event dedicated to the work of Liliane Fonds/MIVA. During these activities, they can interact directly with children and young people.

The participation of vulnerable children and children with disabilities is considered when organising events.

When planning and conducting events involving children and young people directly or indirectly, a risk assessment (see Annex 4) is carried out in advance, and preventive measures are taken on that basis.

## Annex 8 Child abuse alert list

A non-exhaustive list of indicators of possible abuse is given below. Signs may 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. They could also indicate, for example, significant changes in a child's life. 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 Fonds/MIVA staff are not investigators or child protection workers. Concerns should always be reported to the Child Safeguarding focal point.

### Possible signs of physical abuse:

- Bruising, burns, broken bones, cuts, scratches and bites not caused by the disability
- Frequent abdominal pain, headaches or fainting spells
- Gives unlikely explanations of injuries
- Refuses to discuss injuries
- Stiffens during physical contact
- Arms and legs are always covered, even in hot weather
- Afraid to go to the toilet if the child needs help with that
- Not wanting to participate in activities that require changing clothes (e.g. sports)
- Afraid to go home
- Anxiety when parents or carers are contacted
- Apathetic or distrustful towards adults
- Passive
- Self-mutilation
- Aggressive behaviour towards others
- Often runs away

### Possible signs of neglect:

- Often hungry
- Taking food scraps off plates or stealing food
- Poor personal hygiene (smelly, dirty clothes)
- Always tired
- Inappropriate clothes for the season (summer clothes in winter)
- Unwilling or unable to use appliances (like hearing aids, crutches, wheelchair, etc.)
- 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 deficit
- Anxious, skittish, vigilant
- Language and speech disorders
- Fear of new situations

- Low self-esteem and/or frequent excuses for physical or intellectual disability
- Inappropriate emotional reactions to situations
- Extremely passive or aggressive
- Alcohol or drug abuse
- Running away
- Obsessive stealing

**Possible signs of sexual abuse:**

- Exhibits sexual behaviour that is not age-appropriate
- Extreme sexual behaviour and language
- Prostitution
- Bedwetting
- Injuries and pain to genital organs
- Sleep 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 particular person
- A staff member or a parent/carer asks a child to lie about something (especially if it involves meeting the child)
- A staff member or a parent/carer does not let a child speak but answers questions themselves
- Forced feeding while the child is upset
- Excessive, roughly grabbing of a child, especially if the child is in pain or upset
- Refusing therapeutic sessions or not wanting to give appliances or medication to the child
- A staff member or parent/carer asks you to lie about a situation with a child, especially if the child looks tense
- A person repeatedly fails to comply with the code of conduct and the Liliane Fonds/MIVA Safeguarding policy
- Private encounters (outside work) between a child and a staff member.

## Annex 9 Participation of children and young people

Children and young people can be involved in various activities of Liliane Fonds and its partners. Examples include the Youth Advisory Board of the Make Way programme and the Global Youth Board that Liliane Fonds and its partners jointly support, or supporting and involving children and young people in conducting research (possibly their own research).

Participation is a right, but it also ensures that Liliane Fonds and its partners are better able to effectively improve the situation of children and young people with disabilities in their work.

### Definition

Participation of children and young people is more than just expressing an opinion. It is about being informed and consulted, forming and being able to express one's opinion, having a role in different stages of a project or research and influencing decisions.

### Participation of children and young people is important

It is a human right of children and young people to be allowed to participate in decision-making that affects them. To participate, they also have the right to gather information, form and express an opinion, individually or in groups. See Article 12 of the UN Convention on the Rights of the Child and Articles 21 and 29 of the UN Convention on Disability.

Children's and young people's own life experiences, creativity, and skills are invaluable for developing and implementing relevant and effective projects. In this way, projects can sustainably improve children's and young people's lives.

By actively participating, children and young people can make their voices heard against violence, abuse, discrimination and other forms of injustice. At the same time, this also carries risks, e.g. by reliving trauma, and should be done carefully and safely.

Participation allows children and young people to learn skills that will serve them well later on, such as communicating effectively, building relationships with others and dealing with dissenters. Participation thus has a self-empowering effect on children and young people. They feel empowered, learn to identify, explore, discuss and solve problems. This creates self-reliance, self-confidence and decisiveness (agency).

Child and youth participation ensures that more and/or hard-to-reach children and young people can get involved in a project because they can more easily reach their peers.

Finally, in some cases, participation by children and young people ensures that they can access their government and hold their government more accountable for making and implementing policies that improve children's and young people's lives.

### Principles

- Participation of children and young people requires time and budget to be released by an organisation. For example, children and young people with disabilities sometimes need extra support in order for them to participate. Consider hiring a sign language interpreter, making information accessible using Braille or drawings, providing accessible meeting rooms, providing safe transport to and from meeting rooms, building expert guidance, etc.

- Participation is a process and not a one-off event. It is a long-term investment in children and young people and in an organisation's programmes and the quality of these programmes. To make projects participatory, children and young people should be actively involved from the beginning to the end.
- Participation has different levels. Over the years, several participation models have been developed that distinguish between levels of participation. This ranges from informing, consulting, and adult-initiated projects involving children and young people in child and youth-initiated projects in which decisions are made together with adults. Different forms of participation are appropriate in different contexts and different groups. Any form of participation is good as long as they comply with the nine ground rules below.

### Ground rules

There are nine ground rules that the participation of children and young people must meet to ensure that it is safe, sustainable and result-oriented. These ground rules follow from the United Nations Committee on the Rights of the Child's 2009 General Comment no.12 (The right of the child to be heard) and have been adapted by organisations such as Save the Children<sup>2</sup> and UNICEF<sup>3</sup>.

Participation of children and young people is always:

#### 1. Transparent and informative

Children and young people are given easily accessible information about their right to participate. The information is about:

- how they can participate.
- why they are being asked to participate.
- the extent to which they can participate.
- the impact they can make by participating.

This means that:

- the participation of children and young people serves a clear purpose
- children and young people understand how much influence they have in decision-making
- the roles and responsibilities of all involved are clear and understood by children and young people
- children and young people agree to the objectives and intended outcomes of their participation

#### 2. Voluntary

Children and young people should be able to choose whether they want to participate. Children and young people should not be forced to participate or voice their opinions. In many countries, parents or carers must give permission for minors to participate in an activity.

This means that:

- children and young people are given space and time to choose and consent to their participation in an activity

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<sup>2</sup> Save the Children (2021). *The Nine Basic Requirements for Meaningful and Ethical Children's Participation*.

<sup>3</sup> UNICEF (2020). *Engaged and Heard; Guidelines on Adolescent Participation and Civic Engagement*.

- they know they can stop at any time
- school and/or work always comes first as well as other commitments that are important
- parents and/or carers need to be informed and their awareness should be raised

### 3. Respect

Children and young people should be treated with respect and allowed to freely express their opinions and launch ideas. Liliane Fonds staff and supervisors must also respect and understand the family circumstances, school/work and cultural context of the child or young person concerned.

This means that:

- children and young people can express their views freely and are treated with respect
- they are elected representatives in a democratic and transparent process
- the way participation takes place gives children and young people self-confidence and confidence that their opinions and participation matter
- support by Liliane Fonds staff should also aim to ensure that other participants respect children and young people

### 4. Relevance

Participation should start from the children and young people's level of knowledge and focus on topics and themes relevant to their lives and contexts.

This means that:

- the activities involving children and young people are relevant to and consistent with their experiences, knowledge and skills
- the mode of participation aligns to their world
- children and young people are involved in the criteria for selecting those who will participate in an activity
- children and young people are involved in a way that matches their skills and interests

### 5. Accessible

Children and young people should be prepared to participate in an accessible way so that they can contribute sincerely. This should be appropriate to their age and ability.

This means that:

- sufficient time and resources have been allocated to ensure proper participation and that children and young people have been helped in their preparations
- how the children and young people participate is developed in consultation with them
- adults have the capacity and qualities to engage children and young people in meaningful ways
- the location of activities in which children and young people participate is safe and accessible to all
- children and young people are given information that is understandable to them

### 6. Inclusive

All children and young people should be able to participate. It is important to be aware of the different cultures, backgrounds, characters and limitations of different children and young people.

This means that:

- children and young people are not discriminated against because of age, ethnicity, colour, appearance, gender, language, IQ, religion, political or other opinion, national or social origin, disability, social status, etc.
- participation aims to ensure that all children and young people from all kinds of cultures and backgrounds can participate. This includes efforts to involve introverted children and young people.
- participation is flexible enough to meet the needs, expectations and situations of different groups of children and young people
- there is a focus on different age groups, gender and abilities
- participation manages to break existing discriminatory patterns

## 7. Knowledge and skills

Liliane Fonds staff working with children and young people must have the knowledge and skills to properly guide meaningful participation.

This means that:

- the staff involved are aware of the importance of participation of children and young people and understand what is needed to achieve this
- the staff involved receive support for participatory activities and are helped to evaluate the activities afterwards
- staff can express and discuss their doubts, concerns or sometimes even veto participation of children and young people

## 8. Safe

Liliane Fonds staff working with children and young people have a (moral) duty of care. Staff take precautions to prevent children and young people from falling into an unsafe situation during and after an activity and becoming victims of abuse, violence, exploitation or discrimination.

This means that:

- the protection of children and young people's rights always comes first in the way in which participation is planned and organised
- children and young people can freely express their views and hold discussions in a safe place without facing disapproval, discrimination, other forms of emotional or physical violence
- staff have thought in advance about a safeguarding strategy in the context of this particular activity and have communicated the strategy to all supervisors. Everyone is familiar with and has signed the Liliane Fonds/MIVA Code of Conduct and knows the reporting procedure. Everyone knows their role and what they are responsible for
- precautions taken to keep children and young people safe
- the children and young people involved know what to do in the unlikely event that their rights are violated (reporting)
- a safeguarding contact can be contacted during and after the activity
- all participating children and young people have consented to the dissemination and use of personal information collected during the activity



- no photos or footage are taken and distributed of children and young people who have not given their consent (or their parents, if applicable).

## 9. Accountability

After the participatory activity, children and young people should be given feedback on how their opinions and ideas were included, their influence on any decision-making, and how they experienced the activity/project.

This means that:

- children and young people are involved at the earliest possible stage
- staff let all children and young people involved know as soon as possible what their participation has meant and whether there will be a follow-up
- children and young people can participate in the evaluation of an activity they were involved in
- it is indicated how lessons learned from the evaluation will be applied next time
- children and young people are asked what they thought of the activity/project, how they experienced their participation in it and what they themselves would like to do with the results of the activity (e.g. research)
- children and young people are supported to participate in follow-up activities
- children and young people are supported to inform those they represent, local youth groups and other organisations about their experiences of participation

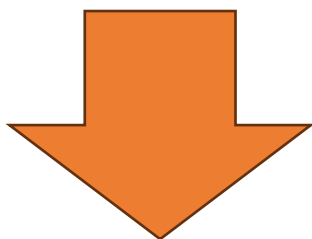
## Annex 10 Travelling with young people and young adults with or without disabilities

Members of youth councils supported by Liliane Fonds (e.g. Make Way Youth Advisory Board or LF Global Youth with Disability Panel) travel to various conferences or meetings. The following guidelines and checklist are used:

- The travel supervisors shall consult *the Checklist Travel for non LF-MIVA staff* (RZ-501) and the *Manual and guidelines when travelling with third parties* (Handleiding en richtlijnen bij reizen met derden) (RZ-504).
- All participants completed and signed the Liliane Fond travel forms, namely the Travel Request and Approval Form (RZ -102), the Declaration of Duty of Care - third party travellers (RZ-502) or the Declaration of non-applicability duty of care (RZ-503).
- Liliane Fonds and the trip leader involved receive all relevant information from the participants, such as details of necessary medical care and known food and other allergies.
- The trip leader has a complete overview of the necessary daily care, appliances and support participants need during the trip there and back and the stay.
- In preparation for the trip, the trip leader, possibly together with the safeguarding focal point, carries out a risk assessment focusing on the trip, the accommodation and the participants. The above information is included in the assessment. Appropriate preventive measures are taken based on the risk assessment.
- The trip leader is the responsible safeguarding focal point during and after the trip and stay. This means that the trip leader, together with any other supervisors, is responsible for a safe trip and stay, acts as a reporting point if there are concerns about a participant and, if necessary, can take action. The trip leader is familiar with the Liliane Fonds/MIVA safeguarding guidelines, reporting procedures and liaises with the Liliane Fonds/MIVA safeguarding focal point.
- In cases where minors participate in the trip, parents/guardians must sign a travel consent form (consent for an international trip, contact details of the children, parents/guardians, travel dates and flight schedule and accommodation address). It should be clear before the trip until which point in time the trip leader is responsible for the safety of the participants.
- If applicable, trip participants have obtained prior written permission from school or work and handed it over to Liliane Fonds/MIVA.
- Copies of each participant's passports and visas are collected and stored in a secure and protected online folder.
- Travel details (flight numbers, hotel and conference address, insurance details, emergency contact details) are shared with parents/guardians/carers and with the trip leader and stored in a secure and protected folder.
- The trip leader is employed by Liliane Fonds/MIVA and has submitted a certificate of conduct (VOG) and signed the Liliane Fonds/MIVA Code of Conduct. If the trip leader is not employed by Liliane Fonds/MIVA, he/she/they must be 21 years of age or older, be able to provide a VOG or, in case the trip leader cannot apply for a VOG in the Netherlands, a different certificate of behaviour, and sign the Liliane Fonds/MIVA code of conduct. The trip leader is familiar with the Liliane Fonds/MIVA travel policy and knows who to contact in case of an emergency. In addition, if applicable, the trip leader has also undergone safety training.

- Rules of conduct applicable to the trip are developed with the participants and signed by all participants. These include rules on how to behave during the trip and stay. The Liliane Fonds/MIVA code of conduct is also signed by all participants. No alcohol is served to minors. Agreements on consuming alcohol are made with young adults. Drugs are prohibited for all participants.
- Trip participants know the programme and are well prepared by the trip leader and any partner organisations for both the trip and their role during the programme. The Liliane Fonds/MIVA programme manager of the country being travelled to and the safeguarding focal point give a (safety) briefing.
- Participants are given all the trip details in a way they can understand.
- Every participant has travel and medical insurance and the trip leader has these details ready. If the trip is - partly - paid for by Liliane Fonds/MIVA, the young people travelling with them are covered by Liliane Fonds/MIVA's travel insurance. This should be reported and checked with the Liliane Fonds/MIVA trip coordinator.
- Minors always travel with an adult companion who is 21 years or older.
- The travel and accommodation programme considers participants' needs for rest and recreation.
- In the case of an overnight stay, adults/the trip leader and minors will not share rooms. Rooms are allocated based on preferences and will be discussed with participants in advance. Everyone stays in the same hotel.
- All participants should know who they can talk to during the trip if they feel uncomfortable or are worried about something. This could be the trip leader or another accompanying adult.
- Accompanying adults (e.g. assistants) must have signed the Liliane Fonds/MIVA code of conduct and the specific rules of conduct for the trip.
- A (context-specific) missing persons protocol should be in place that will be triggered if one or more participants go missing. Please refer to the *Tips & Guidelines for safe and secure travel to programme countries* (RZ-301).

## Checklist



<b>LF Checklist for travelling with young people and young adults with or without disabilities</b>	<input checked="" type="checkbox"/>
PREPARATION	
<ul style="list-style-type: none"> <li>• Have all the young people and supervisors completed and signed the LF travel forms, namely the Travel Application (RZ -102), the Declaration of Duty of Care</li> </ul>	

Third Party Travellers (RZ-502) or the Declaration of non-applicability duty of care (RZ-503)?	
• Has a safeguarding focal point been designated, and is their role clear?	
• Was a risk assessment conducted prior to the trip?	
• Has all relevant and important information been received from participants and securely stored? Medical information, daily care and support needed, copies of passports, visas and insurance papers, contact details and emergency numbers of family/carers, travel and accommodation information.	
• Have all participants taken out the necessary insurance policies? Are all documents in place, and is Liliane Fonds' responsibility in the case of an emergency or missing person known?	
• Is travel and accommodation (disability inclusive) arranged for all participants?	
• Have all participants and those staying at home received practical information about the trip, accommodation, and contact details?	
• Are all participants well prepared so that their participation is effective?	
• Have all participants and, if necessary, parents/guardians signed the consent forms for the trip and the creation and publication of communication materials?	
• Is it clear to all trip leaders and personal assistants what their role and responsibilities are during the trip and stay?	
• Was this discussed prior to the trip?	
• Has a specific rules of conduct been developed for this trip?	
• Has every participant signed the specific rules of conduct and/or the Liliane Fonds/MIVA code of conduct?	
• Is there a clear procedure in case a participant or participants go missing during the trip and stay? See the <i>Tips &amp; Guidelines for safe and secure travel to programme countries</i> (RZ-301).	
• Is there a report form for documenting a safeguarding incident?	
• Is there enough time in the programme to relax?	
<b>DURING THE TRIP AND STAY</b>	
• Does everyone have the contact details of the responsible safeguarding focal point?	
• Are the hotel and areas where activities take place accessible to all participants?	
• Do all participating children and young people know what happens to their input after the trip (in the case of participation in a conference or meeting)?	
• Is it clear for everyone until which point in time Liliane Fonds is responsible for the participants?	

## Annex 11 Research with and by children and young people

Liliane Fonds/MIVA initiates, funds and conducts its own research into the living conditions of children and young people with disabilities and research into effective interventions to improve their position. Children and young people can participate in research through group discussions, personal interviews, but also as (co-)researchers. They can also initiate research themselves, contribute ideas to the research question and the research methods to be used, and be involved in data collection, analysis of data and/or presentation of research results. Involving children and young people in research provides research results that can lead to better programmes and projects.

For involving children and young people in research, Liliane Fonds/MIVA applies the following basic principles:

- **The interests of the child/young person are central**

It is in the interests of children and young people that their opinions and perspectives on events and circumstances can be sought and used in research. This makes the research results more relevant and interesting for the children and young people.

Initiating and conducting their own research teaches children and young people research skills. It allows them to determine the choice of research topic, research method, and application of results themselves.

It is in the interest of children and young people that research results are widely disseminated if this leads to better programmes and an improvement in the living conditions of children and young people with disabilities. Including their perspective benefits the research findings and ensures that their rights to participation and inclusion are safeguarded.

Sharing personal experiences can be in the interest of children and young people but can also damage them if they relive a trauma, for example. Therefore, safeguarding guidelines also apply to research.

Arrangements will be made in advance whether financial compensation will be given for participation.

- **Consent**

Parents of children under eighteen years of age give prior consent for their child's participation in research. Children and young people sign a form showing that they understand which research they are participating in, in what way they are participating, what will happen to their data and input, and how they will be kept informed of the research results.

Some countries require ethical approval from a (national) research council.

- **Participation**

When children and young people participate in research, Liliane Fonds adheres to the guidelines for fair and meaningful participation (Annex 9).

- **Safety first**

When developing the research, a risk assessment is conducted to identify possible harmful effects of the research on the participating children and young people and take preventive measures.

The right to privacy is guaranteed. Data is stored and used anonymously and securely.

Children and young people participate in the research in a setting that is comfortable and safe for them. They are never alone with the researcher. Rest breaks are included during (long) interviews. The guidelines for interviewing children and young people (Annex 5) are followed.

Should concerns arise about a child/young person during the research, the promise to keep information confidential may have to be broken. This is discussed beforehand with the child/young person.

Children and young people may always indicate if they do not want to cooperate in the research (anymore).

- **Inclusion**

Research is inclusive and does not discriminate against children and young people based on age, gender, ethnicity, physical and/or mental disability, sexuality, culture, language, family structure and mental health and well-being. Children and young people should be able to participate. Any barriers to participation will be removed in the best possible way. Efforts are made to include hard-to-reach children and young people in the research as well.

Children and young people are selected for the research based on fair and transparent selection criteria.

- **Transparency**

Before, during and after the research, the children and young people participating will be well informed about the purpose of the research, how their input will be used in the research, what the results are and how they will be used. The research report also mentions the role of children and young people who participated. They can also be involved in presenting the results but in a way that is in their interest.

The children and young people who participated in the research should be able to indicate during and after the research how they perceived their role in the research.

## Report form (available online)

Concerns about children and young people during Liliane Fonds/MIVA's work and in Child Safeguarding should be reported immediately to the Safeguarding Focal Point, verbally or in writing. In an emergency, always call 112 (in the Netherlands).

Report the matter to Liliane Fonds/MIVA by phone and/or e-mail and then, possibly together with the Safeguarding focal point, complete the form below. The form is available online at [www.lilianefonds.nl/meldformulier](http://www.lilianefonds.nl/meldformulier)

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

### 1. Type of incident

Choose from the following options

- a. Incident about/with a child/young person
- b. Incident about/with adult(s) (including sexual harassment, discrimination and bullying)
- c. Suspicions of fraud/corruption
- d. Other, please specify

### 2. Where and when did the incident happen?

Choose from the following options

- a. Exact location/date is known
  - i. Specify:
- b. I have an estimate of the location/date
  - i. Specify:
- c. The location/date is unknown

### 3. Did this incident happen during Liliane Fonds/MIVA activities or in a project/programme supported by Liliane Fonds/MIVA?

Choose from the following options

- a) Yes, Liliane Fonds
- b) Yes, MIVA
- c) No
- d) Unknown

### 4. If this incident took place at a Liliane Fonds/MIVA (strategic) partner organisation, in which country and at which organisation?

### 5. What is the role of the person(s) who caused the incident?

Choose from the following options

- a. Employee of Liliane Fonds
- b. Employee of MIVA
- c. Employee of a Liliane Fonds/MIVA partner organisation
- d. Donor
- e. Unknown
  - i. Specify:

### 6. Who was/were involved in the incident?

Enter the name(s) or description of the person(s) here. Even if it involves a child/young person. Also describe whether the child/young person has a disability or special needs.

**7. What happened?**

Describe in your own words what happened. Provide a summary of only the facts, not opinions.

**8. Were immediate measures taken?**

Briefly describe what actions have been taken.

**9. Do you have evidence or documents you want to share with us?**

Choose from the following options

- a. Yes
  - i. Enclose the documents with this report form
- b. No

**10. Are you filling in this form on behalf of someone else?**

Choose from the following options

- a. Yes
- b. No

**11. What is your relationship with Liliane Fonds/MIVA?**

Choose from the following options

- a. I am an employee
- b. I am a former employee
- c. I am a volunteer
- d. I am a former volunteer
- e. I am an employee of a Liliane Fonds/MIVA partner organisation
- f. I am not affiliated with Liliane Fonds/MIVA or a partner organisation of Liliane Fonds/MIVA
- g. Other, please specify

**12. We need your contact details to follow up a report properly and for any queries. We will therefore keep you informed about the follow-up of this report. Can we contact you?**

*This can also be a temporary e-mail address.*

Choose from the following options

- a. Yes
- b. No

**13. Would you like to remain anonymous?**

Choose from the following options

- a. Yes
- b. No

**14. Name**



First name

Surname

**15. E-mail address**

**16. Phone number**

## Communication consent form (available from the Communications team)

Liliane Fonds/MIVA uses consent forms used in the Netherlands and consent forms used during field visits. Below is the consent form for use in the Netherlands.

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

Pursuant to the General Data Protection Regulation (GDPR), the Liliane Fonds Foundation asks you if we can take a photo/video and what we may use it for.

#### What are you consenting to?

1. I, the undersigned, give Liliane Fonds permission to use my name, photos and footage for project accountability.

This consent relates to :

- Photos and footage for the annual report and annual review
- Photo sheets, project proposals and accountability, and events for donors.

Consent:            yes / no\*

2. I, the undersigned, give Liliane Fonds permission to use my name and visual material for communication and recruitment purposes.

This consent covers:

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

Consent:            yes / no\*

Thank you in advance for returning this completed form to Liliane Fonds. Liliane Fonds will archive this consent form. Of course, we treat photos and footage with care. They will be kept for 5 years. You can withdraw your consent at any time. For this purpose, please send an email to [voorlichting@lilianefonds.nl](mailto:voorlichting@lilianefonds.nl) or a message to our postal address.

Date:

Name:

Signature:

**For photos of minors (up to 16 years old), the legal representative must co-sign the form**

Signature:

\* delete as applicable

**Consent form for (international) travel with minors**

**I, the undersigned, give permission to Liliane Fonds to bring:**

*Name:*

*Date of birth:*

*Passport/ID number:*

**To:**

*Event name:*

*Place:*

*Dates: from* \_\_\_\_\_ *to* \_\_\_\_\_

**Agreed and signed**

*Signature of parent(s)/carer(s):*

*Place:*

*Date:*

**Accommodation (hotel) details during the event:**

**Travel details (flight number, train, car, departure and arrival times):**

**Contact details of trip leader**

**Research consent form**

**Research title:**

**Name of child or young person:**

<b>Checklist for participation in research or research project</b>		
	Yes	No
I have been given or have read the information about the research, or it has been read to me		
I understand what the research is about		
I was able to ask all my questions and was given satisfactory answers		
I am voluntarily participating in this research and can stop whenever I want to. I am not obliged to tell you why I am stopping		
I understand that any information I give during this research may be used in a research report, article or presentation by the research team		
I understand that my name will remain confidential and will never be used in any report, article or presentation		
If any photographs/footage are taken, I give permission for them to be taken and used as part of the research		
I want to participate in this research		

**Consent to participate in research and use of data**

*Consent of a child/young person*

Name

Date

Signature

.....

*Consent of the parent(s)/carer(s) of the child/young person (under the age of eighteen)*

Relationship to the child/young person:

.....

Name

Date

Signature

.....

*Researcher*

Name

Date

Signature

.....