

# Protecting children against violence

The Child Protection Policy of Kindernothilfe



For the children of the world  
and in memory of our colleague

**Barbara Dünnweller,**

who passed away much too soon.  
She stood up for the rights and the protection  
of children all her life and laid the basis for  
the child protection programme of Kindernothilfe.

# Content



<b>1 Introduction</b>	4
<b>1.1 General overview</b>	6
<b>1.2 Definition and types of violence against children</b>	8
<b>2 Preventive measures</b>	9
<b>2.1 Code of Conduct for Kindernothilfe staff</b>	9
<b>2.2 Code of Conduct for other groups</b>	11
<b>2.3 Human resources policy standards</b>	11
2.3.1 Recruiting and selecting staff	11
2.3.2 Personnel development	12
<b>2.4 Communication standards</b>	12
2.4.1 General communication standards for the protection of children	13
2.4.2 Further measures for the protection of children in communication	13
2.4.3 Declaration of commitment by external journalists	14
<b>2.5 Digital communication</b>	14
2.5.1 Guidelines for the use of social media for Kindernothilfe staff	15
2.5.2 Guidelines for child sponsors in their digital communication with children	15
<b>3 Key figures in the Child Protection System</b>	16
<b>4 Case Management System</b>	19
<b>4.1 Reporting and prosecuting a case of suspected violence</b>	19
<b>4.2 Investigating cases of suspected violence</b>	20
<b>4.3 Various case constellations</b>	22
4.3.1 Cases involving Kindernothilfe staff or individuals, who, through Kindernothilfe, have access to children	22
4.3.2 Cases involving staff of a partner organisation or individuals, who, through the partner organisation, have access to children	22
<b>4.4 Kindernothilfe's duty to report</b>	23
<b>4.5 Partner organisation's duty to report</b>	23
<b>5 Implementation with partner organisations overseas</b>	24
<b>5.1 Requirements for partner organisations</b>	24
5.1.1 Declaration of commitment	24
5.1.2 Standards for partner organisations' Child Protection Policies	24
<b>5.2 Support and advice for partner organisations</b>	25
<b>6 Documentation and development of the Child Protection Policy</b>	26
<b>Appendices:</b>	
<b>1 Code of Conduct for Kindernothilfe staff</b>	28
<b>2 Code of Conduct for advisors and staff in the co-ordination structures</b>	30
<b>3 Code of Conduct for project visitors</b>	32
<b>4 Code of Conduct for voluntary staff</b>	34
<b>5 Code of Conduct for journalists</b>	36
<b>6 Form for reporting suspected cases of violence to Kindernothilfe's Child Protection Officer</b>	40

# 1 Introduction

In the spirit of Christian charity, Kindernothilfe orients its work to international human rights agreements, particularly to the UN Convention on the Rights of the Child, and is committed throughout the world to ensuring that children's rights are realised. The fundamental principles of the Convention on the Rights of the Child are the inherent right to life and the development of the child (Art. 6), the best interests of the child (Art. 3), protection against all forms of discrimination (Art. 2) and the right to participation and expression (Art. 12).

Within the scope of its work at home and overseas, Kindernothilfe is committed to reinforcing the rights of children<sup>1</sup> and protecting them against violence. The objective is to create a safe environment for children, in which compliance with children's rights and human rights is guaranteed. This applies to all children, regard-

less of whether they are involved in Kindernothilfe funded programmes and projects overseas or in Kindernothilfe activities with children in Germany.

In every country and in every society, children are affected by violence, irrespective of their age, gender, origin, skin colour, religion, cultural and social background, disability or sexual orientation. According to estimates from the World Health Organisation (WHO), for example, around 20 percent of all girls and about eight percent of all boys throughout the world are victims of sexual violence<sup>2</sup>. Some children, because of specific characteristics and contexts, are especially vulnerable. Thus, for example, children with disabilities are twice as likely to be sexually abused as children without disabilities. The real figure is likely to be much higher.

Discrimination and prejudice can mean that children in particular need of protection do not receive the protection they require. Many instances of violence are either never brought to light or only at a much later date. Furthermore, children are more likely to be victims of violence, when they are brought up in institutions or in other forms of care. But regardless of the various risk factors, all children have the same right to protection.

International organisations involved in development co-operation and humanitarian aid, as well as their local partner organisations, face particular challenges. They often work in contexts – for example, in or following disaster situations – in which the protection of children is difficult and in danger of being pushed into the background. That is why, potential perpetrators are able to gain access to children through the organisations.

Accordingly, the organisations bear particular responsibility to ensure that all children (including particularly vulnerable groups), with whom they work directly, with whom they have contact or who are in some way touched by their work, are safe and protected. Should instances of violence arise, despite all preventive measures, it is up to these organisations to assume responsibility for the protection, which the affected children require. They must also initiate the necessary measures to ensure that perpetrators are appropriately sanctioned or legally punished.

That is why Kindernothilfe takes wide-ranging measures to effectively protect children in their projects against violence and raise awareness for the issue of child protection both through its work within networks in Germany and in dialogue with their partner organisations overseas.

Kindernothilfe regards children as important stakeholders in the fight against poverty; they must be active participants in the process and, together with adults, can make an important contribution to it. It helps children discover and develop their potential and claim their rights. In this respect, Kindernothilfe is committed to guaranteeing that children are protected against violence within the organisation itself, as well as in its co-ordination structures and partner organisations overseas.

That is why Kindernothilfe introduced a child protection policy enabling the standardisation of measures protecting children both within the organisation and in the projects it funds. The objective is to minimise the risk of violence. The establishment of clear codes of conduct and areas of responsibility through the appointment of a Child Protection Officer, an Ombudsperson as well as setting up a Case Management Team and efficient, transparent monitoring and complaint mechanisms are intended to ensure a high degree of protection for children<sup>3</sup>. Each staff member of Kindernothilfe is obliged to report potential risks for children, and to respond immediately and appropriately to every manifestation of violence in accordance with the Child Protection Policy.

Kindernothilfe is a member of the international Keeping Children Safe Coalition<sup>4</sup>. This Child Protection Policy is based on the internationally recognised standards for child protection established within this coalition network.



Photo: Lars Heidrich / © Kindernothilfe

1 Kindernothilfe follows the definition contained in the UN Convention on the Rights of the Child: children are human beings, who have not yet reached their eighteenth birthday, unless under the law applicable to the child, majority is attained earlier.

2 World Health Organization: Child maltreatment, Fact sheet, n.p. 2016.

3 Transparency in the child protection system refers to the general disclosure of information, whereby the confidential processing of sensitive information and the protection of the individuals concerned are guaranteed at all times.

4 Keeping Children Safe Coalition is a network of organisations working together to improve child protection. It was established by leading international development organisations in 2001 to combat abuse and exploitation within the scope of their work. Further information available at: [www.keepingchildrensafe.org.uk](http://www.keepingchildrensafe.org.uk)

## 1.1 General overview

### Declaration of commitment<sup>5</sup>

Kindernothilfe established the protection of children and the subsequent standards as a sign of quality of its domestic and international work. Kindernothilfe and its staff (remunerated employees, freelance workers, members of the association and of the administrative board) are committed, within the limits of their capabilities, to:

- uphold children's rights within the scope of the statutory mandate and protect them against sexual, emotional or physical violence, exploitation and neglect; this applies to all children, irrespective of gender, age, religious affiliation, ethnic or cultural background or whether they have any form of disability;
- always treat children with respect and in a dignified manner, fairly and with sensitivity;
- uphold the principle of non-discrimination when dealing with children;
- create a safe environment for children, in which compliance with children's rights and human rights are guaranteed;
- ensure the active participation of children in measures, in which they are directly/indirectly involved, and take account of their interests when planning and implementing project activities;
- raise appropriate awareness within Kindernothilfe and its partner organisations and sensitise them to the issue;
- develop, implement and comply with a Child Protection System with clearly defined areas of responsibility and approaches in the areas of prevention, crisis management and monitoring;
- ensure that the protection and dignity of the child is maintained at all times within the scope of fundraising, press, educational and public relations work;
- sensitise political and economic decision-makers as well as networks in this regard.

### Objective and scope of the Child Protection Policy

The objective of Kindernothilfe's Child Protection Policy<sup>6</sup> is to protect children in its overseas' funded projects and all its activities in Germany against violence, stigmatisation and the violation of their personal rights. As a means of minimising the risk of violence against children, Kindernothilfe raises awareness of this issue among its own staff as well as that of partner organisations. The Child Protection Policy and its clearly defined procedures and Code of Conduct also help protect staff against unfounded accusations and, thus, prevent damage to the reputation of Kindernothilfe as an organisation.

For all members of staff, the Child Protection Policy functions as a guide on how to prevent violence, how to report misgivings and suspicions confidentially and how to deal with violence and alleged perpetrators, while simultaneously maintaining the protection of the children concerned. The clear definition of areas of responsibility creates a climate of openness within the organisation, allowing the issue to be treated transparently, effectively and in the best interests of the child. As part of this, dealing confidentially with sensitive information and protecting the identity of the individuals concerned are maintained continuously. As a learning organisation, Kindernothilfe adopts an approach that accepts that mistakes are made and, where a suspicion turns out to be unfounded, assumes responsibility for the rehabilitation of the person concerned.

The Child Protection Policy applies to all members of staff, committee members, volunteers, consultants, media representatives, co-ordination structures and visitors both in Germany and overseas. Together with the child protection policies of our partner organisations, it establishes a consistent, finely co-ordinated system providing protection against violence of all kinds. This system is supplemented by complementary child protection activities in the direct programme and project work of our partner organisations.

### Legal framework

Children have a right to protection against violence. The overarching orientation framework of national legislation is the internationally valid Convention on the Rights of the Child and its optional protocols<sup>7</sup>, which, together,



Photo: Jakob Studhar / © Kindernothilfe

constitute the most comprehensive system of proclaimed children rights. The convention defines a child as being "every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier". Together with its optional protocols, the Convention on the Rights of the Child establishes a legal framework enabling states to develop their own national legislation to protect children. By ratifying the Convention on the Rights of the Child, states commit themselves to acknowledging and implementing the laws standardised in the convention.

The Convention on the Rights of the Child comprises several fundamental principles that are vitally important in the field of child protection. It includes the principle of the best interest of the child, the principle of non-discrimination, the right to life and development as well as respect for the views of the child. Three articles refer

directly to violence against children (Articles 19, 34, 39). Article 19, above all, calls for "legislative, administrative, social and educational measures to protect children against violence and neglect".

In accordance with the Convention on the Rights of the Child, most countries have criminal and social legislation to protect children and ensure that perpetrators are subject to criminal prosecution. Together with the criminal law and a range of social laws, the Federal Child Protection Act (BKisSchG) constitute the central legal framework in Germany, where, as in some other countries, prosecution under nationally valid law is also permissible, even when the offence is not perpetrated in the country of origin of the person, who committed the offence.

<sup>5</sup> VENRO Code of Conduct for Children's Rights: protecting children against abuse and exploitation in development co-operation and humanitarian aid, Bonn 2009.

<sup>6</sup> This Child Protection Policy applies to Kindernothilfe e. V. and to the Kindernothilfe Foundation in Germany.

<sup>7</sup> "Optional Protocol to the Convention on the Rights of the Child on the Involvement of Children in Armed Conflict", "Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution and Child Pornography" and "Optional Protocol to the Individual Complaints Procedure".

## 1.2 Definition and types of violence against children

Violence against children encompasses “all forms of physical and/or emotional ill-treatment, sexual abuse, lack of care, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity [especially] in the context of a relationship of responsibility, trust or power”<sup>8</sup>.

**The Child Protection Policy works on the basis of five main categories of violence against children, also now being increasingly perpetrated through the internet:**

### Physical violence

is the actual or potential harming of a child or the failure to protect a child against physical harm. This also includes traditions that can endanger health (e.g. Female Genital Mutilation).

### Sexual violence

is the actual or threatened sexually motivated touching of a child, i.e. all forms of sexual activity including indecent touching, sexual intercourse etc. as well as activities that do not involve physical contact, e.g. showing pornographic material.

The defining characteristics of sexual violence are:

- › the perpetrator acts strategically
- › the perpetrator takes advantage of relationships based on power and dependency
- › the perpetrator commits the victim to silence through manipulation and/or threats
- › the child experiences ambivalence/feelings of guilt

Under German Criminal Law<sup>9</sup>, sexual violence is a “criminal act against sexual self-determination” (§§174ff StGB).

- › Sexual acts against or with children (under 14 years old) are always punishable by law – even when the child concerned appears to have given his/her consent.
- › Sexual acts performed by individuals over the age of 14 with young people (14–18 years old ) are punishable

by law, when the perpetrator takes advantage of a predicament or relationship based on dependency.

- › Sexual acts performed by individuals over the age of 18 with young people (14–18 years old ) are punishable by law, when these are performed in exchange for financial or material gain.

Perpetrators over 21 years old are also liable to prosecution, when a young person under the age of 16 is incapable of sexual self-determination vis-à-vis the perpetrator. What is required, here, is not a generalised incapability of sexual self-determination, but a specific – in direct relation to the perpetrator – incapability of sexual self-determination.

### Psychological violence

comprises persistent or serious verbal abuse, humiliation, discrimination, stigmatisation, denigration or repudiation, which has negative impacts on the psychological behavioural development of a child, as well as withholding access to an environment that is age-appropriate and conducive to the child’s psychosocial development.

### Exploitation

comprises the sexual or other forms of exploitation of a child through activities performed by a child for the benefit of a third party. These activities include exploitative child labour, child trafficking, the pornographic exploitation of children and child prostitution as well as any other activity, which results in the economic exploitation of the child, retards the child’s physical and/or mental health and interferes with the moral and/or psychosocial development of the child.

### Neglect

begins, as soon as a child is deprived of what he/she requires for his/her psychosocial development – for example in the areas of health, nutrition, clothing, housing, education.

**Kindernothilfe’s Child Protection Policy seeks to tackle these different forms of violence through a range of measures.**

<sup>8</sup> World Health Organization: Report of the Consultation on Child Abuse Prevention, Geneva 1999, p.15.

<sup>9</sup> Under German Criminal Law, children are persons up to the age of 14, young people between the ages of 14 and 18 and adolescents up to the age of 21, for whom the juvenile criminal law still applies.

# 2 Preventive measures

**Kindernothilfe’s preventive measures include codes of conduct for a range of groups, standards within the framework of human resources policy as well as standards for different forms of communication. All preventive measures are intended to minimise the risk of harm to children and to show the groups concerned how to deal safely with children within the context of their work. In the event of a violation of the guidelines for preventive measures, Kindernothilfe must be informed and the Case Management System (see chapter 4) comes into effect.**

## 2.1 Code of conduct for Kindernothilfe staff<sup>10</sup>

The objective of the Code of Conduct concerning interaction with children is to assume responsibility for the safety of children. It simultaneously seeks to protect staff and other individuals, who have access to children through Kindernothilfe, against false allegations.

**Kindernothilfe staff signing this Code of Conduct commit themselves to ...**

- › comply with Kindernothilfe’s Code of Conduct for the protection of children;
- › bear responsibility to monitor, raise awareness for and circulate the Code of Conduct within his/her respective working area;
- › respond immediately to all incidents and directly notify Kindernothilfe’s Child Protection Team and/or Child Protection Officer or Ombudsperson;
- › contribute to the creation of a safe, conducive and empowering environment for children;
- › take seriously the opinions and concerns of children and foster their personal growth;
- › treat all children equally, with dignity and respect;
- › monitor the codes of conduct of the respective partner organisations<sup>11</sup>;
- › follow the “two adult rule”, i.e. to ensure that in the context of personal contacts, interviews etc. with a child, another adult is present or at least within sight or earshot;
- › respect the human dignity and need for protection of all people, but especially of children, when taking photographs, filming or writing reports for public relations purposes (e.g. by ensuring that unclothed or suffering children are not photographed)<sup>12</sup>. If the photographic material is to be used by Kindernothilfe, written consent must, accordingly, be obtained;
- › ensure that, when presenting Kindernothilfe’s project work, all media content is based on the values of respect and equality, preserves the dignity of the person depicted and portrays the living situations of the children and the people around them in a differentiated and truthful manner. Children are depicted as distinct personalities and stakeholders with many different facets and their own range of potential. Reducing the individual concerned to the role of victim or other stereotypes is to be avoided;
- › deal with children’s personal data with utmost care and to require the same standards from third parties that receive information about children through Kindernothilfe or partner organisations (in accordance with the data protection guidelines signed by all parties);
- › not spend the night in hotels or visit other establishments during working visits, that are known to be used for the (sexual) exploitation of children;
- › refrain from any form of sexual harassment of, or violence against, children.

<sup>10</sup> “Staff”, here, refers to all individuals working for Kindernothilfe on a remunerated or freelance basis, members of the association and of the administrative board of Kindernothilfe.

<sup>11</sup> It should be noted that, before a project visit, partner organisations normally expect the partner’s Code of Conduct to be signed.

<sup>12</sup> Further information is available in Kindernothilfe’s document, “Guidance on the production and use of photographic material”

#### Each signatory commits himself/herself never to:

- > humiliate, discriminate against, threaten or deliberately intimidate children;
- > abuse his/her position of power or office;
- > hit or physically assault children in any way whatsoever;
- > exploit a child or subject him/her to sexual, physical or psychological violence<sup>13</sup>; and, in particular, never to engage in any kind of sexual activity with a child or expose him/her to pornographic material;
- > embrace, stroke, kiss or touch a child in an inappropriate or culturally insensitive manner;
- > use inappropriate, indecent or abusive language;
- > utter sexual innuendo or perform suggestive acts in the presence of a child;
- > help a child with tasks of an intimate nature (for example accompanying him/her to the toilet, bathe him/her or change his/her clothing);
- > spend an excessive amount of time with a single child, separately from others;
- > develop a relationship with a child that could be interpreted as exploitative or violent;
- > ask children to perform a service that is abusive or exploitative;
- > support illegal, dangerous or violent behaviour towards children.



## 2.2 Code of conduct for other groups

The staff of the co-ordination structures are committed to Kindernothilfe's Child Protection Policy, in the form of framework agreements. The same codes of conduct apply to them as to the staff of Kindernothilfe. Kindernothilfe sensitises and informs all individuals visiting projects overseas or involved in activities in Germany (e.g. events, working group activities, campaigns), about its Child Protection System and the corresponding codes of conduct concerning interaction with children. This includes donors, Foundation members, committee members, non-salaried staff, volunteers, interns, consultants, journalists, translators and other individuals, who, through Kindernothilfe, visit projects overseas and come into contact with children.

Kindernothilfe also ensures that anyone visiting children in a project overseas or participating in events here in Germany, signs the relevant Code of Conduct prior to their journey or the activity (see appendices 3 and 4). Without the signature of the visiting person, Kindernothilfe will refuse to organise the trip and confirm that a project visit is not possible or, respectively, prohibit participation in the activity in Germany. Together with Kindernothilfe, partner organisations overseas and organisers of events in Germany (e.g. working groups or friends) respect compliance with the guidelines. To achieve this, partner organisations are informed of the content of the Codes of Conduct and given corresponding training.

Individuals entering into a sponsorship involving personal correspondence, are shown how to communicate directly with their sponsored child in an appropriate manner and receive corresponding guidance.

## 2.3 Human resources policy standards

Kindernothilfe is aware that regardless of how judicious an appointment and selection procedure may be, it cannot provide 100 percent protection against potential perpetrators. In order to minimise risk, Kindernothilfe's human resources policy seeks to create as safe an

environment as possible for children, with whom it has contact within the scope of its work. This is achieved through a range of fundamental, preventive measures and the continuous sensitisation of staff.

### 2.3.1 Recruiting and selecting staff

All staff contribute to a culture of safety for children, with whom they have contact within the scope of their work.

New members of staff are recruited in accordance with a consistent appointment procedure that takes scrupulous account of child protection issues. The recruiting and selection procedure is job-specific and depends on the extent, to which anyone filling the vacant post would have direct or indirect contact with children, and where the corresponding risks of inappropriate behaviour may lie.

#### Job advertisements

All of Kindernothilfe's job advertisements include reference to Kindernothilfe's clearly formulated self-commitment to protect children.

#### Application process

All applications received are checked on the basis of clearly defined criteria. At the interview, applicants are assessed in accordance with the following interview guidelines.

#### Interview guidelines

The interview, irrespective of the post to be filled, includes the following compulsory elements:

- > explanation and examination of application documents with regard to frequent changes of employment sectors or employers, with no recognisable grounds;
- > questions relating to the applicant's personal interest in this particular field of work and the advertised working context;
- > questions relating to the attitude of interviewees towards Kindernothilfe's child protection measures;
- > questions as to whether the interviewees have any further ideas concerning child protection or requests for his/her comments on critical case studies.

13 See definition of violence on page 8.

Extended criminal record certificate

Each member of staff is required to submit an extended criminal record certificate. Staff and applicants are informed of this requirement. Any appointment is conditional on the submission of an extended criminal record certificate that is free of any relevant previous convictions.

Each member of staff is required to submit an updated extended criminal record certificate every five years to the human resources department. Should the updated extended criminal record certificate of a member of staff contain relevant previous convictions, investigations are made to determine whether disciplinary or other labour law consequences are required.

Appointment

All newly appointed members of staff and contracted consultants receive the most up to date version of the Child Protection Policy, and are required to to comply with the principles it contains. The “Code of Conduct for Kindernothilfe Staff” (appendix 1) and the „Code of Conduct for Kindernothilfe Consultants” (appendix 2) must also be signed together with the contract of employment.

Recruiting and selecting volunteers for work overseas, interns and temporary staff

If the position and its working remit involve contact with children, recruitment requires that the same standards are applied as for the appointment of full-time staff.

Personnel recruitment and selection for humanitarian aid projects

In an emergency situation, a rapid response is normally required. This also applies to the selection and appointment of suitable staff. Any compromise in the interpretation of the otherwise customary guidelines is not possible. Accordingly, to avoid exacerbating what can already be a high risk of violence in an emergency situation, the same personnel standards are valid when recruiting (short-term) consultants to implement emergency relief measures as in all other cases. Even in the case of short term appointments, meticulous care is taken with regard to the selection of all individuals, who will have direct access to children.

All staff and short-term consultants are sensitised to the specific child protection challenges involved in humani-

tarian aid projects and trained in accordance with their tasks and functions.

2.3.2 Personnel development

Within the scope of the introductory seminar on the child rights approach, newly appointed staff receive ample training on the issue of child protection. The seminar is held every year. The Child Protection Officer is always available to respond to queries and, where required, to offer additional training.

2.4 Communication standards

Kindernothilfe regards public reporting of overseas’ projects and activities in Germany as an important component in the realisation of children’s rights – although it also carries the potential risk of violating children’s rights. In an effort to protect the children concerned against dangers including violence, assault or stigmatisation, Kindernothilfe works to ensure that all kinds of production and distribution of media content<sup>14</sup> safeguards the dignity and protection of children and protects their identity. That is why Kindernothilfe requires every individual, who submits reports<sup>15</sup>, to comply with the general communication standards for the protection of children and to employ supplementary protective measures when working with children at particular risk.

This also applies unconditionally in acute emergency situations and disasters, which, as a rule, are accompanied by extensive public broadcasting. Because of the increased risk, specific measures must be employed to protect these children, to prevent them from being exposed to any additional danger and ensure that their dignity is upheld in all forms of media representation.

Moreover, Kindernothilfe also points out that its partner organisations have their own child protection standards and codes of conduct, which visitors and reporters also have to observe. It is the responsibility of Kindernothilfe’s partner organisations to ensure that visitors know about these standards and codes and answer all questions on any specific case.

14 Media content includes all forms of representation of children and their social environment in text, audio material and (moving) images.  
15 Journalists are all individuals, who report on the work of Kindernothilfe at home and overseas. This includes Kindernothilfe staff as well as external journalists or donors and volunteers, who report on the work of Kindernothilfe through public blogs or social networks.

2.4.1 General communication standards for the protection of children

- All media content is based on the values of respect and equality and preserves the dignity of the individual depicted.
- Children are depicted as multi-faceted individuals with much potential. Reducing a child to the role of victim or any other stereotype or resorting to common clichés. is also to be avoided. Kindernothilfe will never show suffering or dying children.
- When preparing all media content, the verbal consent of the children concerned and the written consent of their legal guardians<sup>16</sup> must be obtained. The written declaration of consent already includes a comprehensive and easy to understand explanation about the purpose and use of the individual media content.
- The privacy of all individuals in the project and within the project context is respected at all times.
- Children are always given pseudonyms, unless publishing a child’s name is in his/her best interest, and explicit consent consent to do so has been given by the child and his/her legal guardians or caregivers. Children are informed about why a pseudonym is used. Where possible, they can choose their own pseudonym or do so together with the journalist.
- When taking and selecting photographic material, particular care must be taken to ensure that children are properly clothed.
- Any description of a child’s living situation must be given against the background of his/her social, cultural and economic context, to ensure an accurate depiction of the complexity of the development situation.
- It must not be possible to identify a child’s particular whereabouts from the background or his/her surroundings in a photograph or in any audio or video recordings, when this could endanger the child in any way. This must be assessed by project managers. Constant care must be given to ensuring that the digital GPS co-ordinates of a photo are not saved in the image file, to avoid identification of the photo’s location.

16 Where there is any doubt about the identity of the legal guardian, local project staff may be asked for verification.

2.4.2 Further measures for the protection of children in communication

With regards to public media coverage of particularly vulnerable children, supplementary protective measures must be used, since many of these children could be at great risk of being subjected to abuse, stigmatisation or further violence. Children at particular risk include:

- children, who are victims of sexual or other forms of violence
- children affected by HIV/Aids
- children, who have been accused of, or have committed, a criminal offence
- children, who are, or have been, involved in armed conflict
- child asylum seekers, refugees or internally displaced children
- traumatised children (following natural disasters, armed conflict etc.)

In such cases, the journalist concerned must work with the local project manager to assess the respective risk associated with the media content and its publication, and adapt the presentation in accordance with the following scale of risk:

**Risk level 1: Low Risk**

Faces and information about the location may be published, children can be referred to with their first name or an alias. This would be the case, for example, with respect to educational work with children in Germany.

**Risk level 2: Medium Risk**

Faces and vague information about the location may be published. Children are given aliases. This is normally the case with respect to working with children in project countries.

**Risk level 3: High Risk**

Faces must not be identifiable. Information about locations must be changed. This would be the case with respect to working with children at particular risk.



The categorisation of children in this scale of risk depends on several factors that have to be identified on a case-by-case basis. Where there is any doubt, the decisive factor must always be the best interest of the child. In particular contexts, for example, people with HIV are subjected to discrimination and social exclusion. Any reporting in this context could lead to a child being stigmatised and, thereby, cause long-term harm.

The nature of publication is also a key factor in determining the risk level. Today, virtually every article from the whole range of media is now available online. Because of the global reach of the internet, a local newspaper article in Germany can, under certain circumstances, pose a real danger to a child in an overseas project.

In principle, in the preparation and before each publication of visual, audio and written material, the responsible individuals concerned must examine if the best interest of the child is being upheld. Where there is any doubt, the advice of the Child Protection Officer must be sought.

### 2.4.3 Declaration of commitment by external journalists

Before visiting projects or activities in Germany, all external journalists commit themselves to compliance with the child protection standards by signing the "Code of Conduct for Media Representatives" (see appendix 5).

In addition to the above communication standards, the guidelines include codes of conduct on how to interact with children in an appropriate manner and recommendations for the appropriate development, storage and distribution of media content.

Staff of Kindernothilfe and its partner organisations are obliged to report violations of these guidelines, i.e. all complaints and concerns regarding inappropriate media content, to Kindernothilfe's Child Protection Officer or the Ombudsperson.

## 2.5 Digital communication

Digital communication is becoming increasingly significant. But although it can be quick and uncomplicated, it can also carry many risks. As a result of global digitalisation, information, which, for example, is published online in Germany, has the potential to reach a much larger target group than conventional media, also in children's home countries. This can mean that sensitive information about children (e.g. their health or family situation) is made more widely known, which may, in turn, lead to their stigmatisation. Furthermore, the increasing use of photographic and video material in social media makes it much easier to locate and, thus, identify children. This would be the case, for example, when distinctive features (e.g. well-known public locations, street signs) make it easy to identify children in a video clip – despite them being given pseudonyms.

In an effort to uphold the protection of children, Kindernothilfe has introduced specific guidelines for digital communication alongside its general communication standards and the "Guidelines for the creation and use of photographic material". These are aimed at Kindernothilfe's full-time, remunerated and volunteer staff and their use of social media, donors and their digital communication with (sponsored) children, and at other groups and their digital reporting on (sponsored) children.

### 2.5.1 Guidelines for the use of social media for Kindernothilfe staff

To enable Kindernothilfe's full-time, remunerated and volunteer staff, on the one hand, to operate within social media in a manner that is generally safe and proper and, on the other, to support the work and interests of Kindernothilfe and avoid coming into conflict with them, Kindernothilfe has developed the following guidelines for the use of social media:

- Staff are at liberty to decide whether to declare Kindernothilfe as their employer in their private accounts. If they do so, care must be taken to avoid any intermingling of private, public and professional spheres of activity, since comments and published media content such as photographs could have an impact on the public perception of Kindernothilfe and its work. For this reason, personal opinions should be clearly identified as such, to avoid giving the impression that they are the official statements of Kindernothilfe. In addition, privacy settings should be configured accordingly.
- Since there is usually only one declaration of consent pertaining to the use of photographic material between Kindernothilfe and the child concerned and/or his/her legal guardian, distribution of the material is restricted exclusively to Kindernothilfe's media channels. The creation and distribution of material for private purposes (e.g. on the internet / Facebook) is only permissible, when the respective declaration of consent also extends to private use.
- Any form of child rights violation in social media is to be reported immediately to the platform operator and, if necessary, to the relevant authorities (e.g. child protection services, police).
- Offensive, illegal and slanderous content may not be published/broadcast. It should also be borne in mind that the potential crossing of boundaries within social networks could also have consequences under employment or labour law. Thus, for example, pornographic, sexualised or violent material, which violates children's rights, must not be liked, posted or uploaded.

### 2.5.2 Guidelines for child sponsors in their digital communication with children

At first sight, digital communication between sponsors and the children they sponsor appears extremely practical: instead of the long wait for a letter, communication between the child and his/her sponsor, e.g. via Facebook or WhatsApp, is more direct, quicker and more frequent. In addition, photographs or voicemails can be exchanged. However, contact through digital media also carries risks for the children and the people in contact with these children.

One disadvantage of direct communication via digital media is that there is no contact person at project level or from Kindernothilfe to explain written and photographic material, place these in their cultural context and, thereby, avoid any potential (cultural) misunderstanding.

Through the quick, direct and frequent exchange of news and information, a relationship of trust between sponsored child and his/her sponsor can develop more quickly than would be possible through the conventional exchange of letters. This can lead to the spontaneous demand for, or offer of, inappropriate and disproportionate support.

Furthermore, the danger of personal data (e.g. addresses, telephone numbers, email addresses) ending up in the wrong hands and being used for improper purposes, is much higher in the case of digital communication than would be the case through the classic exchange of letters.

In order to minimise the above risks and safeguard the protection of the children and their sponsors, Kindernothilfe strongly recommends that sponsors avoid seeking direct contact through digital media with their sponsored children. When a sponsor is contacted by his/her sponsored child, he/she should immediately report this to a Kindernothilfe member of staff or, during visits, to a local project staff member, so that the partner organisation concerned can inform the child about the potential risks of digital communication.

# 3 Key figures in the Child Protection System

**A functioning Child Protection System requires the effective interaction of diverse individuals and bodies that can assume a range of different roles and functions.**

## The Child Protection Team

The Child Protection Team consists of the Child Protection Officer, the Child Rights Approach Manager<sup>17</sup> and two member of staff for each country department<sup>18</sup> with appropriate expertise. On a case-by-case basis, this team may be extended to include staff from other working areas.

The members of the Child Protection Team are responsible for Kindernothilfe's Child Protection Case Management System (see chapter 4) and, within this framework, for helping to clarify any reported case.

The Child Protection Team continues to be a key source of information for all departments on issues relating to Kindernothilfe's Child Protection System, to ensure the active implementation and continuing development of Kindernothilfe's internal Child Protection System in all working areas. In addition, the Child Protection Team supports the anchoring of overseas child protection activities within the country departments. These primarily include measures within the country departments to successfully establish and implement institutional Child Protection Systems at the level of partner organisations and projects.

## The Child Protection Officer

Kindernothilfe's Child Protection Officer, appointed by the Executive Board, heads the Child Protection Team. He/she works closely with the co-ordinator of the Child Rights Approach and maintains regular contact with the Child Protection Ombudsperson, who is independent of Kindernothilfe.

In all matters relating to child protection, the contact person is the Child Protection Officer. This applies to all cases, regardless of whether they have been reported externally or internally.

His/her working responsibilities – in co-operation with the Child Protection Team – include the implementation

and continuing development of Kindernothilfe's internal Child Protection System throughout the organisation, the case management of reported cases of suspected violence as well as the monitoring and continuous quality development of child protection activities both in Germany and overseas. These include the further training of staff and the scrutiny of compliance with child protection standards. The Child Protection Officer can be consulted at any time by all working units within Kindernothilfe. In particular, each staff member and the Executive Board may, where required, seek the advice of the Child Protection Officer before any publications are published.

## The Child Protection Ombudsperson

Cases of violence against children can also be reported outside of the structures of Kindernothilfe. For this purpose, Kindernothilfe's Executive Board has appointed an independent Child Protection Ombudsperson. The individual concerned has a legal background in criminal law as well as extensive knowledge of measures concerning the care of children, who are victims of violence, and intercultural competence.

Calling in the Ombudsperson is primarily done with respect to cases of suspected violence involving individuals within Kindernothilfe's management/executive level, partner organisations and/or the Child Protection Team or where cases of suspected violence are either insufficiently investigated, or not at all. The function of the neutral Ombudsperson is, thereby, intended to prevent existing hierarchies and relationships of dependency from hindering or blocking attempts to resolve cases of suspicion.

In addition, the Ombudsperson, with his/her child protection expertise, may, where required, provide support, in an advisory capacity, to individuals carrying out their work within the internal Child Protection System.

Cases of suspected violence against children within the scope of a Kindernothilfe activity can be reported to either the Child Protection Officer or the Child Protection Ombudsperson. The corresponding contact details can be found at [www.kindernothilfe.org](http://www.kindernothilfe.org)

## The Case Management Team

The Child Protection Case Management Team is case-related and comes together in response to reported cases of suspected violence. It comprises the Child Protection Officer, one member of the Child Protection Team (usually from the country department concerned) and one member of staff from the working unit concerned. This means that a minimum of three individuals are, thereby, involved in investigating any case. The Case Management Team has the responsibility of assembling all the relevant facts, to the best of their capabilities, in order to initiate all further measures.

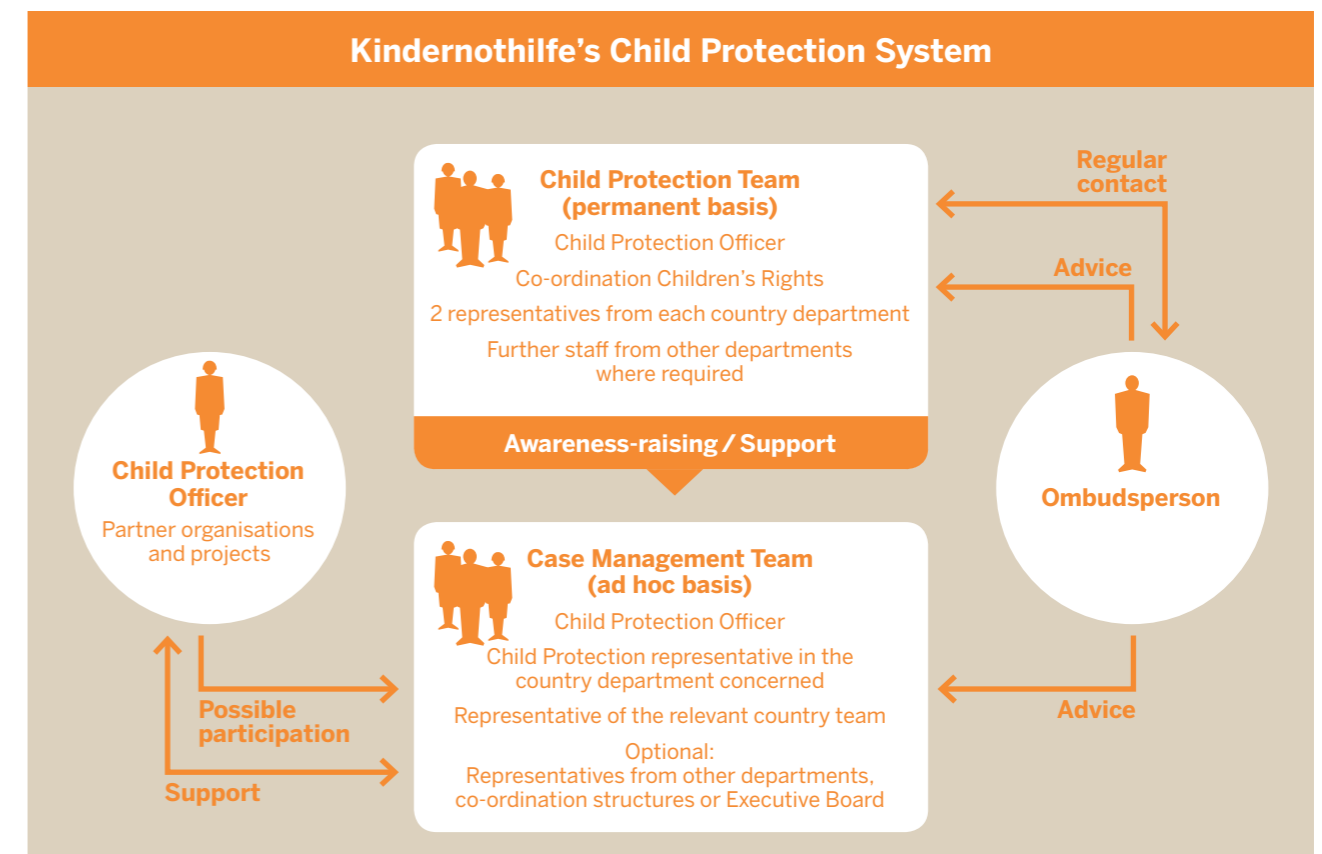
On a case-by-case basis, further individuals may be appointed to the Case Management Team, for example, staff from various departments and the Executive Board of Kindernothilfe, but also the Ombudsperson. Executive Board members may become a member of the Case Management Team at any time.

With respect to cases of suspected violence involving Kindernothilfe staff, the Ombudsperson, the concerned member of staff's direct superior, the human resources

department and a member of the staff representative body must be represented in the Case Management Team. In the event of particularly difficult or media-relevant suspicions, Kindernothilfe's press office must be informed. Furthermore, representatives from the co-ordination structures (Kindernothilfe offices, country co-ordination etc.), the Child Protection Officer or the Ombudsperson of the partner organisation could also become a member of the Case Management Team. They may be entrusted with delivering specific resolution and protective measures.

To ensure an optimal level of operational competence and the required confidentiality, the number of members of the Case Management Team should be kept to a minimum. Where there is a risk of a member of the Child Protection Team being biased, for example, due to a close personal relationship with the person under suspicion, he/she will be substituted by a representative from the relevant working unit.

Decisions within the Case Management Team are made on a simple majority basis, whereby every effort is made to achieve consensus decisions. All members of the



<sup>17</sup> The Child Rights Approach Manager is responsible for the overall co-ordination of the implementation of the Child Rights Approach in all working areas of Kindernothilfe. The Child Protection Team is subordinate to the Child Rights Approach Working Group.

<sup>18</sup> Department for Africa, Department for Asia, Department for Latin America and the Caribbean.



Case Management Team have equal voting rights. If no majority can be found, the vote of the Child Protection Officer counts double.

#### Co-ordination structures

There are various ways of representing Kindernothilfe in non-European overseas countries, taking on the responsibility, for example, for project monitoring or functioning as a link between the partner organisation and head office. The form of representation ranges from in-country offices with local staff to freelance individuals working for a locally registered consultancy firm.

Staff working for Kindernothilfe's co-ordination structures can also play a special role within the Case Management System. They can improve the exchange of information,

prompt the involvement of local institutions or experts or co-ordinate/oversee preliminary investigations.

#### Partner organisations

Kindernothilfe ensures that each of its partner organisations is committed to child protection. They now all have their own child protection system, which defines the roles and functions of those involved (see also chapter 5).

## 4 Case Management System

Through its Child Protection Policy and Case Management System, Kindernothilfe has a procedure for dealing with cases of suspected violence against children. The objective is to facilitate a proper and swift investigation of the situation and to identify and prevent actual instances of violence against children at an early stage.

The best interest and protection of the child is at the heart of all decisions within the Case Management System. Access to specific support is facilitated as a means of averting any further harm to the children concerned. Decision-makers within the Child Protection System are provided with a frame of reference, while the flow of information to relevant individuals and bodies is safeguarded.

The system is known to all members of the association and administrative board and all staff of Kindernothilfe, since they are informed in writing when each revised, valid version of the Child Protection Policy comes into effect. Moreover, all partner organisations and each individual project supported by Kindernothilfe are kept informed of the existence of the system, its key figures and their areas of responsibility, to enable them to report any cases of suspected abuse.

All individuals involved in reporting, dealing with and investigating cases reported to Kindernothilfe give a commitment to deal with each case with strict confidentiality and to protect the identities of the children, whistleblowers and accused individuals concerned in an appropriate manner.

With regard to cases of suspected violence overseas, it is vital that, throughout the entire process, the Case Management Team discusses each step of the process with representatives involved in the case from Kindernothilfe's co-ordination structure or its partner organisation. The flow of information to the child or people in his/her immediate environment must be ensured.

### 4.1 Reporting and prosecuting a case of suspected violence

Cases of suspected violence can be reported to Kindernothilfe in various ways. In principle, anyone can report his/her suspicion. A report can be made using the relevant form (see appendix 6).

As a rule, any report to Kindernothilfe from overseas is channelled through local partner organisations – possibly with the involvement of the local co-ordination structure and the partner organisation's nominated Ombudsperson. But it is also possible for a report to come to the attention of Kindernothilfe staff or other project visitors (e.g. journalists, volunteers) directly from the project level or, during a project visit, from the children themselves.

With regard to cases of suspected violence involving Kindernothilfe staff or any other individual, who, through Kindernothilfe, has access to children, the Case Management System comes into effect.

Where the suspicion involves a member of staff of the partner organisation or an individual, who has access to children through the partner, the partner organisation's Child Protection Policy and Case Management System come into effect. Kindernothilfe or the co-ordination structure can provide support to the partner organisation and regularly monitor up-to-date developments in the case.

If there are any doubts about the partner organisation's ability to deal appropriately with a case in an objective manner, for example on the grounds of bias, unwillingness to co-operate or ineffective structures, Kindernothilfe reserves the right to investigate the case on its own initiative. The same applies to a case, where there is no access to state and/or non-state networks or where their mandate is incompatible with the best interest and well-being of the child.

In both cases, the Child Protection Officer – with the help of the Child Protection Team – initially identifies the partner organisation and the project concerned. The Child Protection Officer, in co-operation with the representative from the Child Protection Team in the country department

concerned, convenes the Case Management Team, which, then, is responsible for the gathering of all relevant facts, to the best of their capabilities, in order to initiate all further measures. Particularly in cases, where suspicions appear to be corroborated, its overriding objective is to ensure the protection of the child and, to the best of its ability, to initiate proceedings leading to possible sanctions.

## 4.2 Investigating cases of suspected violence

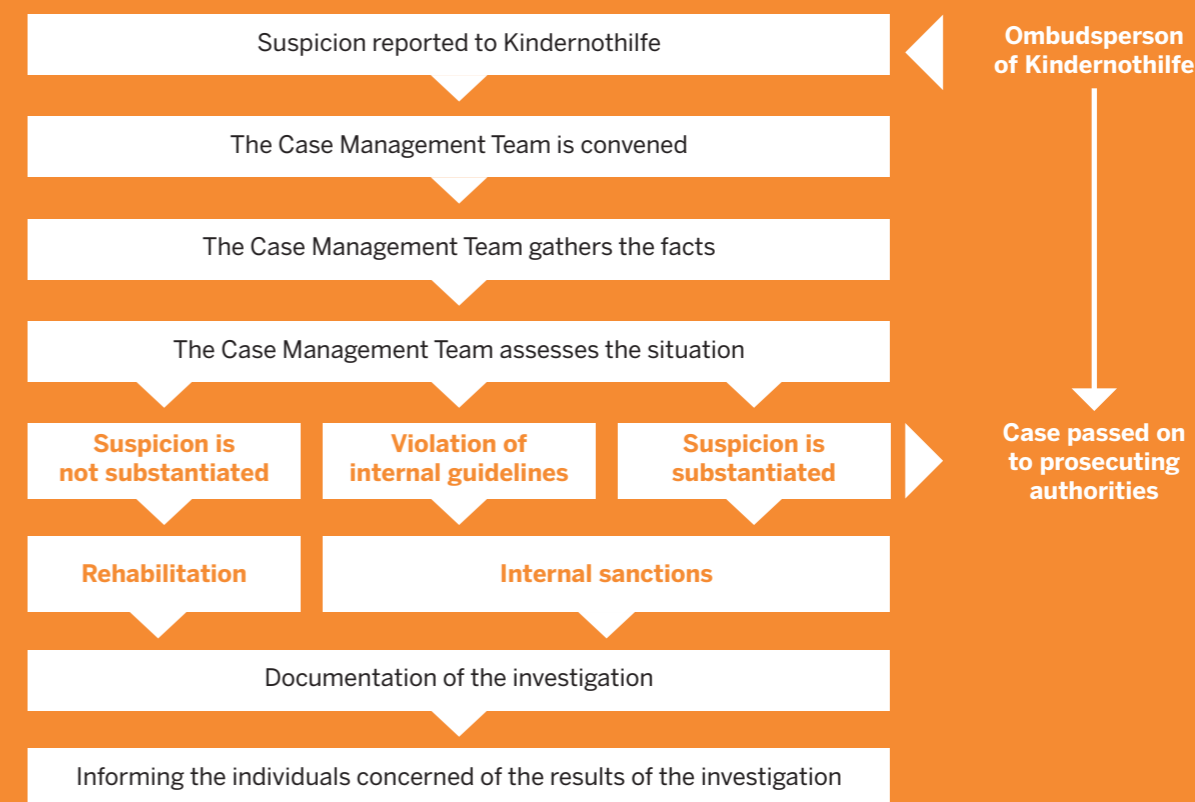
Within the scope of gathering all the relevant facts, requests may be made, for example, to a range of people working overseas at partner organisation or project level or within the co-ordination structure, to provide further background information. In addition, the Case Management Team is at liberty, at all times, to call for additional external support. This could include diverse experts, who, for example could conduct interviews as part of an investigation or support the team in an advisory capacity.

The individual steps in an investigation are:

- 1 Convening the Case Management Team by the Child Protection Officer (in some cases with the inclusion of the Ombudsperson)
- 2 Investigating the available information provided in the "Form for reporting cases of suspected violence" (see appendix 6)
- 3 Deciding if any other individuals should be involved in the investigation

- 4 Clarifying roles and areas of responsibility
- 5 Determining the scope of the investigation (duration and content)
- 6 Where insufficient information is available for a proper assessment of the case, or where the partner organisation is unable or unwilling to do so: appointing a person in an advisory capacity (incl. non-disclosure agreement) and agreeing on the methodology to be used in a case-related investigation on the ground. In order to call in appropriate individual expertise as quickly as possible, when required, Kindernothilfe has identified suitable experts in each partner country
- 7 Identifying individuals to be interviewed (whistle-blower, people associated with the project, the child concerned, person accused etc.) and conducting relevant interviews – where required
- 8 Assessment of the situation by the Case Management Team, with the possible outcomes: suspicion not substantiated, violation of internal guidelines or suspicion substantiated
- 9 Documenting the investigation (including: summary, description of context, progress of investigation – members, roles, areas of responsibility, communication, outcomes, insights, recommendations and action plan)
- 10 Informing the individuals involved about the outcome of the investigation and measures

## Protection, psychological and medical care and rehabilitation of the child



## The following guiding principles are to be observed during investigations:

- > All reports received are taken seriously and dealt with quickly.
- > The Case Management Team maintains the maximum possible discretion. All violations of confidentiality by members of the Case Management Team can have consequences under labour law.
- > All individuals involved are to be kept informed about the various stages of the investigation.
- > All possible options for action are always to be oriented to the best interest of the child. The protection of the victim must be guaranteed.
- > The principles of victim protection are respected. This includes: taking account of the exceptional circumstances, in which victims of violence find themselves; providing appropriate support; and raising victims' awareness of their rights and of the progress of a possible, subsequent investigation. If the victim is to be interviewed, he/she may be accompanied by someone they trust and also has a right to the support of an interpreter. The needs of the child are to be respected.
- > The presumption of innocence applies to all accused individuals, until the contrary is proved. He/she is entitled to legal representation, to be accompanied by a confidant and, if required, an interpreter.
- > Interviews with children are to be conducted with sensitivity by trained, experienced specialists (e.g. psychologists, social workers or police officers), in order to protect the best interest of the child and to acquire good quality, reliable statements from children that are legally relevant and enforceable.
- > As a rule, interviews with children are conducted in the partner country and initiated professionally and with sensitivity by the local partner organisation's Child Protection Officer.



## 4.3 Various case constellations

### 4.3.1

#### Cases involving Kindernothilfe staff or individuals, who, through Kindernothilfe, have access to children

In the event of a case against Kindernothilfe staff or individuals, who, through Kindernothilfe, have access to children, the Case Management Team must involve the accused person's direct superior, the staff representative, the human resources department and the Ombudsperson in the investigation of the case. It may also invite the participation of a professional organisation in an advisory capacity.

Where a case of suspected violence occurs in Germany, any further action is carried out in accordance with the particular German legal context (labour law and/or criminal law).

Where a case of suspected violence occurs overseas, the Child Protection Officer of the partner organisation concerned and Kindernothilfe's co-ordination structure must also be informed and consulted with regard to any future measures.

On the basis of the accumulated outcomes from the individual pieces of evidence, the following case evaluations are possible:

#### Suspicion is unsubstantiated

It may be necessary to initiate rehabilitation measures for the person unjustly accused.

#### Violation of internal guidelines

In the event of a violation of the Code of Conduct or other internal Kindernothilfe guidelines, which, however, does not definitively constitute a criminal offence, appropriate responses may include awareness-raising or sensitisation measures or sanctions, depending on the relationship between the alleged perpetrator and Kindernothilfe. In the case of Kindernothilfe staff, disciplinary measures may be initiated (e.g. disciplinary interview, training, verbal/written warning). In this process, a member of the staff representative body (MAV) is appropriately involved. With regard to individuals, who have access to children through Kindernothilfe, appropriate measures may include conducting a sensitisation discussion or prohibiting the person concerned from any future project visits.

#### Suspicion is substantiated

Where suspicion is, in the end, substantiated and there is a likelihood that this could indeed constitute a criminal offence, the case is normally handed over to the relevant state prosecuting authorities. In exceptional cases, and taking account of the national legal context, victim protection grounds may make it necessary to forego criminal charges.

The relevant prosecuting authorities may be the state authorities in an overseas country or in Germany. Requests for the involvement of overseas state authorities is reviewed on a case-by-case basis, where there is any doubt about compliance with the due process of law. If the person under suspicion is currently in an overseas country, he/she will be advised to seek contact with the relevant embassy as quickly as possible, to enable him/her to access appropriate legal assistance.

Alongside consequences under criminal law, Kindernothilfe may also initiate other (labour) law proceedings against staff members (e.g. suspension, verbal/written warning, dismissal). Implementing the defined Kindernothilfe-specific measures is the responsibility of the direct superior of the individual concerned as well as Kindernothilfe's human resources department, with the appropriate involvement of the staff representative body. Kindernothilfe-specific sanctions for individuals, who have access to children through Kindernothilfe, could, for example, include termination of the working co-operation or sponsorship.

### 4.3.2

#### Cases involving staff of a partner organisation or individuals, who, through the partner organisation, have access to children

In principle, the Case Management Team has responsibility for this particular case constellation. With respect to any such individual, where a case of suspicion is reported directly to Kindernothilfe, it is then responsible for the investigation of the case. As a first step, the Child Protection Officer convenes the Case Management Team, with the extent of their involvement in investigations varying in accordance with the specific circumstances.

Where the partner organisation has a properly functioning Case Management System, it may carry out the investigation of the case independently. Kindernothilfe is then kept regularly informed about the progress of the investigation.

Where a partner organisation requires support to investigate a case, Kindernothilfe may help out in an advisory capacity.

Where the objective investigation of a case by the partner organisation (see chapter 4.1) cannot be guaranteed, Kindernothilfe reserves the right to investigate the case on its own initiative. If suspicions are corroborated, Kindernothilfe has a range of measures at its disposal. Depending on the gravity of the violation and the partner organisation's willingness to co-operate, these may include awareness-raising or sensitisation measures or sanctions (e.g. payment embargo, termination of co-operation).

If it transpires, that the case under investigation may constitute a criminal offence, the case, with the best interest of the child in mind, is passed on immediately to the relevant state prosecuting authorities. With the support of the local co-ordination structure, Kindernothilfe's Child Protection Officer monitors the progress of the case.

## 4.4 Kindernothilfe's duty to report

All individuals involved are informed about the outcome of the investigation and any measures initiated. Each

individual case dealt with by Kindernothilfe's Case Management Team is documented on its completion using the relevant standardised forms. Data protection laws are adhered to at all times. The duty to report is the responsibility of the Child Protection Officer, with support from members of the Case Management Team and/or partner organisation.

## 4.5 Partner organisation's duty to report

Cases of suspected violence that appear to indicate the involvement of criminal behaviour must be reported by the partner organisation to Kindernothilfe directly at the commencement of investigations. Kindernothilfe must also be informed, when an accumulation of suspicions or actual violations of internal guidelines come to light, suggesting that in an environment that is often already violent, children are unlikely to receive any additional protection.

All other cases are reported, at the latest, within the scope of the project progress report submitted by the partner organisation to Kindernothilfe.

## Protective measures for affected children

Children caught up in cases of suspected violence require immediate protection from project staff or people they can trust from their immediate surroundings. Within the realm of possibility, this entails identifying, informing and supporting individuals or bodies, who, through a range of essential measures, can directly contribute to the protection of the child and assume responsibility for securing his/her access to specific support measures.

Trained experts, e.g. psychologists, may, where required, be brought in, medical care provided and other state or non-state institutions alerted, to ensure the best possible protection for the child. This applies above all to institutional child care facilities. It must be ensured that there is strictly no contact between the person under suspicion and the child concerned.

Where required, Kindernothilfe may provide the financial resources required for the protective measures for the child.

In every case of suspected violence, the best interest of the child has priority. The child's views on all planned protective measures must be heard and full consideration given to his/her opinions on all further decisions and protective measures.

# 5 Implementation with partner organisations overseas

Kindernothilfe implements all programmes and projects overseas in co-operation with local partner organisations, through joint financing or programmatic support. It must also, therefore, ensure that co-operating organisations also implement child protection mechanisms and use them to create their own Child Protection Policy. In this context, it is particularly important that the Case Management Systems of Kindernothilfe and its partner organisations are finely co-ordinated, to ensure that the information flow operates properly, all suspected cases of violence against children within the organisation and projects can be comprehensively resolved and prosecuted and the protection of the affected children guaranteed at all stages.

Sensitisation and preventive work with children and the people in their direct surroundings can only be achieved through close co-operation between Kindernothilfe and its partner organisations.

## 5.1 Requirements for partner organisations

Before initiating co-operation with a partner organisation, Kindernothilfe carries out a partner assessment, during the course of which the potential partner organisation must prove that it fulfills Kindernothilfe's requirements with regard to child protection. A requirement of co-operation with Kindernothilfe is that the organisation must develop its own child protection policy. Partner organisations' child protection policies must comply with the standards of the Keeping Children Safe Coalition, which was the basis for Kindernothilfe's own policy.

### 5.1.1 Declaration of commitment

Part of the General Agreement with each partner organisation is a declaration by the organisation to commit itself to child protection. A key component of the declaration consists of the partner organisation's commitment to use measures laid out in a comprehensive, written Child Protection Policy.

If the partner organisation does not yet have its own child protection policy that complies with the standards

below, it commits itself to develop and implement a child protection policy or the missing elements of such a policy within two years.

### 5.1.2 Standards for partner organisations' Child Protection Policies

Partner organisations' Child Protection Policies are based on a detailed (organisational) analysis of dangers and risks, where and to what extent violence against children could occur within the scope of project work. The analysis takes account of the unique features of the partner organisation and the diverse types of implemented projects as well as specific local circumstances. In order to effectively tackle the concrete dangers facing organisations working directly with children, it is essential that children, themselves, participate in the risk and danger analysis. Children, as experts in their own living environment, are in the position to evaluate the dangers and protective factors and make an important contribution to reducing risks.

#### The Child Protection Policy of partner organisations should at least contain the following elements:

##### Introduction

- Purpose and scope of the Child Protection Policy
- Definition of violence
- Legal framework

##### Preventive measures

- Code of Conduct for staff
- Standards for the human resources policy of the organisation (recruiting, appointment, further training)
- Communication standards (press, fundraising etc.)
- Code of Conduct for individuals with links to the organisation (fund providers, individual donors, committee members, volunteers etc.)

##### Case Management System

- Naming a Child Protection Officer and an objective

person/body such as an Ombudsperson at the level of the partner organisation and a Child Protection Officer at the level of each project

- Accessibility of these individuals for children, staff and project participants
- System for the reporting, filing charges and prosecution of cases of suspected violence, with clearly defined areas of responsibility and communication processes
- System of protection for affected children

##### Documentation and development

- Regular revision of the Child Protection Policy
- Advanced training of staff and individuals linked to the partner organisation in relation to the Child Protection Policy

##### Child protection within project work

The project work of the partner organisations is expected to help ensure that children within the project and in the project environment are protected against violence and that cases of violence against children within the scope of the cultural, social and legal context are investigated, with full consideration of the best interest of the child.

It is expected that applications for new projects include corresponding project components to be promoted within the scope of existing co-operation.

##### Participation and empowerment of children

It is vitally important for children to be involved in the development and implementation of child protection activities. Within the scope of their Child Protection Policy and project proposal, partner organisations must demonstrate how they intend to contribute to the empowerment of children. This work with children must be accompanied by appropriate sensitisation and awareness-raising measures for legal guardians, teachers, community members and other relevant individuals.

## 5.2 Support and advice for partner organisations

If in the course of the partner assessment, it is demonstrated that, for understandable reasons, a partner organisation is not yet capable of fully implementing some of the child protection requirements, co-operation may still be possible, if the partner commits itself contractually to make up for the deficiencies within two years. Where required, Kindernothilfe may support its partner organisations in this process.

This is partly achieved through a tried and tested training programme. The objective is for the staff of partner organisations to ...

- know the legal framework of child rights, be able to locate child protection within this framework and understand how this issue is manifested in their national and local contexts;
- be acquainted with the various forms of violence against children and the relevant preventive strategies;
- be in a position to develop a comprehensive Child Protection Policy for their organisation;
- implement their organisation's Child Protection Policy in practice;
- be capable of empowering children.

Kindernothilfe's co-ordination structures support partner organisations in capacity building in the area of child protection and, after the successful completion of the training programme, offer them advice on the practical implementation of child protection measures.

### Requirements for partner organisations and project proposals

- Documentation of the risk and danger analysis
- Child Protection Policy in compliance with the aforementioned standards
- Project documents: clear identification of relevant child protection activities, in which children can actively participate, of activities for the empowerment of children and of sensitisation activities for relevant individuals

# 6 Documentation and development of the Child Protection Policy

The Child Protection Team meets regularly to discuss recent cases, issues and new developments in the area of child protection, keep each other informed and plan training events for staff. An annual action plan forms the basis for the issues to be dealt with and the evaluation of work undertaken in the past year. The objective is a continuous learning process within the organisation as a means of improving Kindernothilfe's Child Protection System.

Documentation of the cases dealt with is the responsibility of the Child Protection Officer, who, in co-ordination with the Child Protection Team, submits an annual status report to Kindernothilfe's Executive Board. The report includes anonymised empirical values from the ongoing work as well as proposed changes with regard to dealing with future cases. The documentation and submission

of reports guarantees the transparency of the work of the Child Protection Team. The annual report is made available to all Kindernothilfe staff.

Kindernothilfe's Child Protection Policy is revised in a five-year cycle. The revision is based on the analysis of empirical data relating to the child protection practice within the organisation and partner organisations, and on the basis of external developments in nationally and internationally valid Child Protection Standards. Any need for training identified by these experiences are documented by the Child Protection Team and, within the scope of Kindernothilfe's training measures, are passed on to the partner organisations.

## Appendices

### Appendix 1

Code of Conduct for Kindernothilfe staff

### Appendix 2

Code of Conduct for advisors and staff in the co-ordination structures

### Appendix 3

Code of Conduct for project visitors

### Appendix 4

Code of Conduct for voluntary staff

### Appendix 5

Code of Conduct for journalists

### Appendix 6

Form for reporting suspected cases of violence to Kindernothilfe's Child Protection Officer



Protecting children against violence – Kindernothilfe guidelines on dealing with children within the scope of its work

Kindernothilfe is committed to protecting children against violence within the organisation, at events and within the scope of its working co-operation with the co-ordination structures and partner organisations overseas. That is why it implements preventive measures not only within the organisation itself, but also in the

projects it supports, to minimise the risk of violence. Based on the definition outlined in the introduction to Kindernothilfe's Child Protection Policy, violence in this context encompasses physical, sexual and psychological violence as well as exploitation and neglect.

The objective of the Code of Conduct concerning interaction with children is for Kindernothilfe staff to take individual and joint responsibility for the protection of children.

Name:

Position:

With my signature, I commit myself to ...

- > comply with the current version of Kindernothilfe's Child Protection Policy
- > ensure compliance with, raise awareness for and distribute the Code of Conduct within my working environment
- > respond without delay to all misgivings, allegations and incidents and immediately inform Kindernothilfe's Child Protection Officer and/or Ombudsperson<sup>20</sup>

writing reports for public relations purposes (e.g. by not photographing unclothed or suffering children) and use this material for private purposes (e.g. internet/Facebook) only where the relevant declaration of consent also extends to private use<sup>21</sup>

- > ensure that, when presenting Kindernothilfe's project work, all media content is based on the principles of respect and equality and preserves the dignity of the person depicted; I will present the living situations of children and their immediate environment in a differentiated and truthful manner; I will present children as distinct personalities with many different facets and potential, and avoid reducing the individual concerned to the role of victim or any other stereotype
- > deal with children's personal data with utmost care, in accordance with the applicable data protection guidelines and communication standards of Kindernothilfe and demand the same standards from third parties that receive information about children through Kindernothilfe or partner organisations
- > not spend the night in hotels or visit other establishments during working visits that are known to be used for the (sexual) exploitation of children

In this respect, I will ...

- > contribute to the creation of a safe, supportive and empowering environment for children, especially in my working context
- > treat children as distinct personalities and take their opinions, ideas and concerns seriously
- > treat all children equally, with dignity and respect
- > comply with the Child Protection Guidelines of the respective partner organisations
- > comply with the "two adult rule", i.e. whenever I have personal contact with a child in discussions, interviews etc., I will ensure that another adult is present at all times or is within sight or earshot
- > respect the human dignity of children and their need for protection when taking photographs, filming or

Furthermore, I will refrain from all forms of threatening behaviour, discrimination, humiliation, physical or verbal violence or intimidation. This means, for example, that I will never ...

- > misuse the power afforded by my position/office or my influence to the detriment of the life and well-being of a child
- > strike children or physically assault them in any way
- > exploit a child or subject him/her to sexual, physical or psychological violence; above all, never engage in any kind of sexual activity with a child or expose him/her to pornographic material
- > embrace, stroke, kiss or touch a child in an inappropriate or culturally insensitive manner
- > use inappropriate, indecent or abusive language

- > utter sexual innuendo or perform suggestive acts in the presence of a child
- > help a child with tasks of an intimate nature, without being requested to do so
- > develop a relationship with a child that is exploitative or violent
- > spend an excessive amount of time with a single child, separately from other children
- > ask children to perform a service that is abusive or exploitative
- > tolerate or support illegal, dangerous or violent behaviour towards children

Please return the signed Code of Conduct to Kindernothilfe's human resources department.

Place, Date:

Signature:

19 Staff includes all individuals working for Kindernothilfe on a remunerated or freelance basis, members of the association and of the administrative board of Kindernothilfe.  
20 For contact information, follow this link: <https://www.kindernothilfe.de/kindesschutz.html>.  
21 For further information see the Kindernothilfe document, "Guidance on the production and use of photographic material"

Protecting children against violence –  
Kindernothilfe guidelines on dealing  
with children within the scope of its  
work

Kindernothilfe is committed to protecting children against violence within the organisation and within the scope of its work. That is why it implements preventive measures to minimise the risk of violence.

Name:
Position:

With my signature, I commit myself to ...

- › comply with Kindernothilfe’s guidelines concerning the protection of children;
- › ensure compliance with, raise awareness for and distribute the Code of Conduct within my working environment
- › respond without delay to all misgivings, allegations and incidents and immediately inform Kindernothilfe’s Child Protection Team/Child Protection Officer or Ombudsperson.<sup>22</sup>

In this respect, I will ...

- › contribute to the creation of a safe, supportive and empowering environment for children, especially in my working context;
- › treat children as distinct personalities and take their opinions, ideas and concerns seriously;
- › treat all children equally, with dignity and respect;
- › comply with the Child Protection Guidelines of the respective partner organisations;
- › comply with the “two adult rule”; i.e. whenever I have personal contact with a child in discussions, interviews, etc., I will ensure that another adult is present at all times or is within sight or earshot;
- › respect the human dignity of children and their need for protection when taking photographs, filming or

The objective of the Code of Conduct concerning interaction with children is for the staff working for Kindernothilfe and its co-ordination structures to take individual and joint responsibility for the protection of children.

writing reports for public relations purposes (e.g. by not photographing unclothed or suffering children) and use this material for private purposes (e.g. internet/Facebook) only where the relevant declaration of consent also extends to private use<sup>23</sup>;

- › ensure that, when presenting Kindernothilfe’s project work, all media content is based on the principles of respect and equality and preserves the dignity of the person depicted; I will present the living situations of children and their immediate environment in a differentiated and truthful manner; I will present children as distinct personalities with many different facets and potential, and avoid reducing the individual concerned to the role of victim or any other stereotype
- › deal with children’s personal data with utmost care, in accordance with the applicable data protection guidelines and communication standards of Kindernothilfe and demand the same standards from third parties that receive information about children through Kindernothilfe or partner organisations;
- › not spend the night in hotels or visit other establishments during working visits that are known to be used for the (sexual) exploitation of children.

Furthermore, I will refrain from all forms of threatening behaviour, discrimination, humiliation, physical or verbal violence or intimidation. This means, for example, that I will never ...

- › misuse the power afforded by my position/office or my influence to the detriment of the life and well-being of a child;
- › strike children or physically assault them in any way;
- › exploit a child or subject him/her to sexual, physical or psychological violence; above all, never engage in any kind of sexual activity with a child or expose him/her to pornographic material;
- › embrace, stroke, kiss or touch a child in an inappropriate or culturally insensitive manner;
- › use inappropriate, indecent or abusive language;
- › utter sexual innuendo or perform suggestive acts in the presence of a child;

- › help a child with tasks of an intimate nature (for example accompanying him/her to the toilet, bathe him/her or change his/her clothing) without being requested to do so;
- › develop a relationship with a child that is exploitative or violent;
- › spend an excessive amount of time with a single child, separately from other children;
- › ask children to perform a service that is abusive or exploitative;
- › tolerate or support illegal, dangerous or violent behaviour towards children.

Please return the signed Code of Conduct to your point of contact  
in Kindernothilfe’s overseas department.

Place, Date:	Signature:
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22 For contact information, follow this link: <https://www.kindernothilfe.de/kindesschutz.html>.

23 For further information see the Kindernothilfe document, “Guidance on the production and use of photographic material”

Protecting children against violence – Kindernothilfe guidelines for project visitors

Background

In every country and in every society, children are affected by physical, psychological/emotional and sexual violence as well as exploitation and neglect. As a child rights organisation, Kindernothilfe bears particular responsibility in this area. On the one hand, within the scope of its work throughout the world, it has a responsibility to reinforce children’s rights and improve their development chances. On the other, Kindernothilfe and its partner organisations themselves are exposed to an increased risk of being used by potential perpetrators of violence to gain access to children. Accordingly, Kindernothilfe and its partner organisations initiate comprehensive measures to protect children against violence and raise public awareness for the issue of child protection.

As a child rights organisation, Kindernothilfe has particular responsibility towards the children in the projects and programmes it supports. Thus, its overriding priority is to guarantee the well-being, protection and safety of children in all projects at all times. That is why Kindernothilfe introduced an institutional child protection policy.

Child protection within the scope of a project visit

As part of Kindernothilfe’s objective to take individual and joint responsibility for the protection of children, people visiting a Kindernothilfe project also play a decisive role. Through their behaviour during such a visit, they can make a decisive contribution to ensuring that the right of children to be protected against violence is upheld. Above all, through being alert to, and aware of, the risks facing children, we can also jointly prevent potential perpetrators of violence from gaining access to children through our work.

During your planned project visit, you will frequently come into contact with children. That is why we ask you

to read the following guidelines carefully. Please sign the form below to confirm that you have understood the guidelines and that you will act in accordance with them.

Within the scope of my project visit, I will ...

- > contribute to the creation of a safe, supportive and empowering environment for children;
- > take the opinions, ideas and concerns of children seriously;
- > treat all children equally, with dignity and respect;
- > monitor the codes of conduct of the respective partner organisations;
- > comply with the “two adult rule”, i.e. whenever I have contact with a child, a project member of staff must be present at all times or be within sight or earshot; this satisfies the project partner’s duty of care legal obligation; outside of the project context, I will not undertake any activities with children from the project;
- > not photograph people – especially children – for private purposes without the prior approval of the project management and the consent of the children; on the one hand, this corresponds with the sometimes stricter local legislation, and on the other, helps to protect children; if I wish to use photographic material for non-private purposes, I will not do so before obtaining the written declaration of consent from the legal guardian; when taking photographs, I will respect the human dignity of children and their need for protection (e.g. by not photographing unclothed or suffering children); I will respect their human rights and will not publish any photographs of children in the internet;
- > deal with children’s personal data with utmost care, in accordance with the applicable data protection guidelines and communication standards of Kindernothilfe and demand the same standards from third parties that receive information about children through Kindernothilfe or partner organisations;
- > neither smoke nor drink alcoholic beverages within the project context or in the presence of children;

- > not pass on any personal contact data (e.g. email addresses) in order to protect children;
- > not spend the night in hotels or visit other establishments during my travels that are known to be used for the (sexual) exploitation of children.

and incidents and immediately bring them to the attention of Kindernothilfe. Where Kindernothilfe’s partner organisations have their own codes of conduct relating to project visits, I will, similarly, take cognizance of these, give my written consent and act accordingly.

With my signature, I confirm that I have read and understood the guidelines concerning interaction with children within the scope of a project visit, and confirm that I will act in accordance with them. Furthermore, I will respond without delay to all misgivings, allegations

Please return the signed Code of Conduct to your point of contact in Kindernothilfe’s donor services.

Name:	
Adress:	
Place, Date:	Signature:

Protecting children against violence – Kindernothilfe guidelines for voluntary work

Background

In every country and in every society, children are affected by physical, psychological/emotional and sexual violence as well as exploitation and neglect. As a child rights organisation, Kindernothilfe bears particular responsibility in this area. On the one hand, within the scope of its work throughout the world, it has a responsibility to reinforce children's rights and improve their development chances. On the other, Kindernothilfe and its partner organisations themselves are exposed to an increased risk of being used by potential perpetrators of violence to gain access to children. Accordingly, Kindernothilfe and its partner organisations initiate comprehensive measures to protect children against violence and raise public awareness for the issue of child protection.

Through an institutional policy, Kindernothilfe has committed itself to child protection. Within the scope of the Child Protection Policy, all voluntary staff are given appropriate guidance on how to prevent violence against children, report concerns and suspicions, handle cases of violence and deal with perpetrators.

Child Protection within the scope of voluntary work

As a volunteer, you are important emissaries for the work of Kindernothilfe. Through your events and campaigns, you will frequently come into contact with children, for example at parish festivals, children's worship, school visits or benefit concerts. Over and above these activities, many of you also take the opportunity to visit projects you help support to gain your own insight into our work on the ground.

You also play a decisive role in helping us achieve our goal of bearing individual and joint responsibility for the protection of children. Through your behaviour at events here in Germany and in trips overseas to project countries, you can make an important contribution to ensuring that the right of children to be protected

against violence is upheld. Above all, through being aware of, and alert to, the risks facing children, we can also jointly prevent potential perpetrators of violence from gaining access to children through our work.

We, therefore, request all voluntary staff to read the following guidelines carefully. Please sign the form below to confirm that you have understood the guidelines and that you will act in accordance with them.

Within the scope of my voluntary work, I will ...

- > contribute to the creation of a safe, conducive and empowering environment for children;
- > take the opinions, ideas and concerns of children seriously;
- > treat all children equally, with dignity and respect;
- > comply with the codes of conduct of the respective partner organisations;
- > comply with the "two adult rule", i.e. whenever I have personal contact with a child in discussions, at events and interviews, etc., I will ensure that another adult is present at all times or is within sight or earshot; this satisfies the project partner's duty of care legal obligation; outside of the project context, I will not undertake any activities with children from the project;
- > respect the human dignity of children and their need for protection when taking photographs, filming or writing reports for public relations purposes (e.g. by not photographing unclothed or suffering children) and use this material for private purposes (e.g. internet/Facebook) only where the respective declaration of consent also extends to private use<sup>24</sup>;
- > ensure that, when presenting Kindernothilfe's project work, all media content is based on the principles of respect and equality and preserves the dignity of the person depicted; I will present the living situations of children and their immediate environment in a differentiated and truthful manner; I will present children as distinct personalities with many different facets and potential, and avoid reducing the individual concerned to the role of victim or any other stereotype;

- > deal with children's personal data with utmost care, in accordance with the applicable data protection guidelines and communication standards of Kindernothilfe and demand the same standards from third parties that receive information about children through Kindernothilfe or partner organisations.

Please return the signed Code of Conduct to your point of contact in Kindernothilfe's department for public awareness.

Name:	
Working group / circle of friends:	
Adress:	
Place, Date:	Signature:

24 For further information see the Kindernothilfe document, "Guidance on the production and use of photographic material".

## Protecting children against violence – Kindernothilfe guidelines on reporting from projects

### Background

In every country and in every society, children are affected by physical, psychological/emotional and sexual violence as well as exploitation and neglect. As a child rights organisation, Kindernothilfe bears particular responsibility in this area. On the one hand, within the scope of its work throughout the world, it has a responsibility to reinforce children's rights and improve their development chances. On the other, Kindernothilfe and its partner organisations themselves are exposed to an increased risk of being used by potential perpetrators of violence to gain access to children. For several years now, Kindernothilfe has been intensifying its efforts to protect children against violence in its projects and raise public awareness for the issue of child protection.

As a child rights organisation, Kindernothilfe has particular responsibility towards the children in the projects and programmes it supports. Thus, its overriding priority is to guarantee the well-being, protection and safety of children in all projects at all times. That is why Kindernothilfe introduced an institutional child protection policy

As Kindernothilfe, we expressly welcome and support journalists reporting on our work in Germany and overseas, since the documentation of the living realities of the children in our projects make a major contribution to achieving our goal of realising child rights worldwide.

In order to guarantee the protection of children also within the context of reporting, we kindly ask you to sign our guidelines for project visitors and communication standards and orient your work towards these. We assume that you will perform your work in compliance with the German Press Code and the principles of the International Federation of Journalists; our communication standards are guidelines to help address the particular challenges of reporting on children, who find themselves in circumstances that can often be

precarious. We would also like to offer you a number of practical recommendations to help you produce successful reports.

### General guidelines for project visits:

- We kindly ask you not to interfere in project matters and avoid conflicts with, or complaints from, project staff. As a rule, you should also refuse any request for money.
- The Child Protection guidelines of the respective partner organisations are to be observed without fail and signed accordingly. Please observe all other possible project rules during the course of your visit. We would be pleased to discuss any critical observations or experiences you may want to share with us on your return to Germany.
- Your project visit should be accommodated to the normal day-to-day routine of the children in the projects to ensure that the visit does not disturb others in the project. We ask you to accept and respect the wishes of local project staff.
- Smoking or consuming alcoholic beverages in the project or in the presence of children is forbidden.
- When visiting families, you should be aware of the local social customs and practices. Feel free to seek the advice of project staff before such visits.
- Respect the culture and religious affiliation of the children and refrain from exerting any influence.
- When you have contact with children, we ask to you abide by the “two adult rule”, i.e. ensure that, in personal encounters with a child, e.g. in discussions, at events and interviews, etc., another adult is present at all times or is within sight or earshot; this satisfies the project partner's duty of care legal obligation; outside of the project context, you must not undertake any activities with children from the project.

### Communication standards:

- Ensure that all media content, for which you are responsible, is based on the principles of respect and equality and preserves the dignity of the person

depicted at all times.

- Present children as distinct personalities with many different facets and potential and avoid reducing them to the role of victim or any other stereotype.
- Before producing media content, please inform the children concerned as well as their legal guardians, in an understandable manner, of its purpose and use.
- If you intend taking photographs of, or filming, people – especially children – this is not possible without the prior approval of the project management and the written declaration of consent from the legal guardian and the child. Furthermore, if you wish to use photographic material obtained outside the project in a Kindernothilfe context, you must first obtain the written consent of the child concerned and his/her legal guardian.
- Respect the privacy of all people involved in the project and in the project context.
- Always use pseudonyms for children, unless publishing a child's name is expressly in his/her best interest and where explicit consent to do so has been given by the child and his/her legal guardian or caregiver. Where possible, allow children to participate in the selection of the pseudonym.
- When producing audio and visual material, please pay particular attention to the background and surroundings to ensure that this does not lead to a child being identified or put at risk.
- Do not photograph or film any unclothed children or children in situations of extreme suffering.
- Any portrayal of a child's living situation must take account of his/her social, cultural and economic surroundings and the complexity of the development situation

### Measures to protect children at particular risk in communication

With regards to public media coverage of children at particular risk, supplementary protective measures are be used, since many of these children could be at great risk of being subjected to stigmatisation or further violence. Children at particular risk include:

- children, who are victims of sexual or other forms of violence;
- children, who are victims of sexual or other forms of violence;
- children, who have been accused of, or have committed, a criminal offence;
- children, who were (forced to be) involved in armed conflict;
- child asylum seekers, refugees or internally displaced children;
- traumatised children (following natural disasters, armed conflict etc.).

In such cases, the journalist concerned must work with Kindernothilfe and the local project management to assess the respective risk associated with the media content and its publication, and adapt his/her presentation on the basis of the following scale of risk:

#### Risk level 1: Low Risk

Faces and information about the location may be published, children can be referred to with their first name or a pseudonym. This would be the case, for example, with respect to educational work with children in Germany.

#### Risk level 2: Medium Risk

Faces and vague information about the location may be published. Children are given pseudonyms. This is normally the case with respect to reporting on children in projects supported by Kindernothilfe.

#### Risk level 3: High Risk

Faces must not be identifiable. Information about locations must be changed. This would be the case with respect to working with children at particular risk.

The categorisation of children in this scale of risk depends on several factors that have to be identified on a case-by-case basis. Where there is any doubt, the decisive factor must always be the best interest of the child. In particular contexts, for example, people with HIV are subjected to discrimination and social exclusion. Any reporting in this context could lead to a child being stigmatised and, thereby, cause long-term harm.

The nature of publication is also a key factor in determining the risk level. Today, virtually every article from the whole range of media is now available online. Because of the global reach of the internet, a local newspaper article in Germany can, under certain circumstances, pose a real danger to a child in an overseas project.

In principle, before the publication of any material, an assessment must be made of the potential risk to the well-being of the child.

Practical recommendations for successful reporting

Preparing the project visit

Please bear in mind that a project visit is only possible and permissible when it is planned and implemented in close co-operation with Kindernothilfe. Before journalists travel out to projects, Kindernothilfe co-ordinates the schedule and location of project visits and, in consultation with editors, is happy to research potential interviewees.

Preparing on the ground

- Seek dialogue with project management with regard to the specific child protection challenges.
- Inform the children and/or their legal guardians about the scope and purpose of your visit. In precarious circumstances, in particular, it is important that the children and their families are aware of what is going to be done with texts, photographs, videos and sound recordings. Your duty to provide information includes an explanation about each individual's right to their own image.
- Give the children a short explanation of the tech-

niques you are going to use. This is often something new for children, who are not familiar with the operational methods and possible applications.

- Find or create spaces, in which the child can feel safe and comfortable.

Interviewing children

- Look for an appropriate, child-friendly start to your discussion.
- Ensure that the child feels comfortable at all times during the discussion and that he/she trusts you. It is worth remembering that an interpreter, who may have to be called in, can fulfil the role of trusted confidant.
- The number of reporters, photographers and camera team members should be kept to a minimum during any discussion, so that the child can speak without being afraid or feeling under pressure. The use of an interpreter could also play a vital role in this respect.
- Please take account of the age of the child concerned and adapt the language you use and your questions accordingly.
- Avoid direct questions, which may provoke psychological pain or a traumatic response – talk in advance to the project management about what the child is able to cope with.
- Please bear in mind that children often use non-verbal means to express themselves, for example drawing.

Photographing and filming children<sup>25</sup>

- Allocate sufficient production time for the children and create a pleasant, child-friendly atmosphere.
- Please take the child's responses seriously and communicate with him/her during production.
- Never publish images of a dying child. The photographer/cameraman also has particular responsibility with regard to photographing or filming children, who are seriously injured.
- Special care must be taken when using clip-on microphones. It may be necessary for a person trusted by the child to attach/remove the microphone.

- Call a halt to the shooting after an appropriate amount of time and remember to thank the child.
- Children, who are not the focus of your reporting, can also sometimes be curious about, and interested in, your work. You should also give consideration to them in your work, to avoid any feelings of envy or disappointment. Giving them some of your time, e.g. filming or photographing them and subsequently showing them the results, is a good way of dealing with children. Please bear in mind, however, that this material may not be published.

Using the material

Production

Please present the children as distinct multi-faceted personalities – who, with great energy, perseverance and creativity, deal with their situation – and not, in the first instance, as objects of our compassion. Even when children's day-to-day lives are marked by extreme poverty and/or violence, they are still distinct individuals with their own dreams and wishes. You must never reduce children to the role of victim or stigmatise them.

Publication

Please bear in mind that once information has been published, it is difficult to subsequently retract it. We, therefore, ask you to be particularly careful when selecting publication channels. Do not endanger Kindernothilfe's partner organisations or hinder project work by publicly disclosing confidential (background) information.

Availability

Use blocking notes etc. to ensure that archived information and photographs, which may not be published, are protected accordingly. If you are in any doubt and you have no direct influence on archiving material or where staff responsible for archiving are not available to respond to enquiries on a regular basis, you can black out entire pictures or parts of them.

With my signature, I confirm that I have read and understood the guidelines concerning interaction with children within the scope of reporting on projects in co-operation with Kindernothilfe, and confirm that I will act in accordance with them. Furthermore, I will respond immediately to all misgivings, allegations and incidents and directly bring them to the attention of Kindernothilfe.

Please return the signed Code of Conduct to your point of contact in Kindernothilfe's press department.

Name:	
Adress:	
Place, Date:	Signature:

25 For further information see the Kindernothilfe document, "Guidance on the production and use of photographic material".

Appendix 6 | Form for reporting suspected cases of violence to Kindernothilfe’s Child Protection Officer

Please note: This email is to be treated with confidentiality

E-mail:

The information contained in this form is confidential. This form is to be used to report concerns relating to the possible violation of the Child Protection Policy of Kindernothilfe and the Code of Conduct. It should be sent to Kindernothilfe’s Child Protection officer or the Child Protection Ombudsperson.

Please complete the form to the best of your ability. With regard to questions, where you have nothing to report, you may leave them blank. If you have any doubts as to whether you should report any suspicion you may have, the following checklist may help you:

Auf welchem Sachverhalt basiert die Besorgnis?

Have you witnessed violence against children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you, or does another person, suspect someone of using violence against children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has someone reported a concrete case of violence to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does your concern relate to any of the following categories:

Do you believe that a child may have been neglected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you believe that a child has been physically abused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you believe that a child has been emotionally abused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you believe that a child has been sexually abused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you believe that a child has been exploited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Your concern is vindicated, if you answered “yes” to any of the above questions. It is your duty to use this form to report your suspicion. Do not delay – a child may be at risk or in serious danger, if you fail to act promptly.**

Personal details:

Name:	
Relationship to Kindernothilfe or position within Kindernothilfe:	
Adress:	
Telephone/Mobile:	
Fax:	E-mail:
What is your relationship to the child/young person?	

Information about the child: (If other children are affected, please fill out a form for each child)

Name:	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Age _____ Nationality _____
Organisation:	Project name:
Type of support / Relationship to the project:	
Relationship to the alleged perpetrator:	
Address of the child (or of the person, with whom the child lives):	
Current whereabouts of the child:	
Have any measures been taken to ensure the current protection of the child? If 'yes", which?	
Which measures have been taken to ensure that the violence cannot continue?	
Which further measures are required to protect the child?	
Do you believe the child is in particular need of protection? If 'yes", why?	
Does the child have any physical or cognitive impairment?	
Has the child been abused repeatedly?	
Does the child show any signs of being traumatised? If 'yes", which?	
Specific cultural factors that have to be considered:	
Miscellaneous:	
Which relevant bodies have you informed?	
Please provide the date and time of the initial contact, the name of the person, with whom you spoke, and give a brief outline of the content of your discussion:	

**Appendix 6 | Form for reporting suspected cases of violence  
to Kindernothilfe's Child Protection Officer**

**Information on the alleged perpetrator:**

Name:	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Age _____ Nationality _____
Description of the alleged perpetrator:	
Relationship of the alleged perpetrator to the child:	
Relationship of the alleged perpetrator to Kindernothilfe:	
Relationship to the project supported by Kindernothilfe:	

**Details about your concern:**

<b>Type of concern / suspicion:</b> (Please describe the type of abuse or mistreatment, who reported it, what actually happened and the course of events.)	
Location:	
Date:	Time:
Witnesses:	
<b>Discussion log:</b> (Please give a detailed account of what the child said in his/her own words and what you said. Please avoid using targeted questions to lead the discussion in a particular direction, but, instead, give an accurate account of what the child actually said.)	
<b>Observations:</b> (e.g. injuries, child's appearance, signs of angst etc.)	
How did the alleged perpetrator respond to the accusations?	
What other steps have you taken? What other measures have you initiated?	
Place, Date:	Signature:

**Imprint**

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**kinder  
not  
hilfe**