

COMMUNITY WORLD SERVICE ASIA

Child Protection Policy and Procedures

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1. Introduction and Purpose

Community World Service Asia is a humanitarian and development organization, registered in Pakistan, head-quartered in Karachi and implementing initiatives throughout Asia. We aim to address factors that divide people by promoting inclusiveness, shared values, diversity, and interdependence. Marginalized communities are assisted irrespective of race, faith, color, age, sex, economic status, or political opinion. Respecting the right to choose how to live, we work with marginalized communities to overcome the impacts of inequalities and lead peaceful, dignified and resilient lives.

Community World Service Asia has been present in the region since 1954 and continues to partner with a growing number of Governments, Multi-lateral Organizations, International Professional Networks and a host of National, Local and International NGOs. Our organization is comprised of a committed governing board and a diverse team who work through a robust accountability framework while maintaining strong relationships with communities and partners.

Our focus areas include: Disaster Management & Risk Reduction; Education; Health; Livelihoods; Water, Sanitation & Hygiene; and, Humanitarian Quality and Accountability. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and resources at the national, regional and global levels. Community World Service Asia is signatory to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief and also adhere to other policies including a Code of Conduct for Child Protection.

Community World Service Asia believes that children's need to be respected and protected. The purpose of the policy is to set minimum standards on child protection and to make sure that Community World Service Asia works for the safest possible environment for children. *(Definitions of Child, Child protection, child abuse and types of abuses are mentioned in Annex 1).*

This policy is inline with the United Nations Convention on the Rights of the Child (UNCRC). Additionally, it is inline with National Commission on the Rights of Children Bill, the Charter of Child Rights Bill, the Prohibition of Corporal Punishment Bill, Rights to Free and Compulsory Education Bill in accordance with Constitution of Pakistan and National laws on children's rights of Afghanistan.

2. Community World Service Asia's definition of "Child"

Community World Service Asia fully subscribes to the UNCRC, Article 1, which states "A child means every human being below the age of (18) eighteen years."

3. Scope of the Policy:

This policy applies to all staff (local / international),volunteers/interns (local / international), visitors, consultants / resource persons, implementing partners, contractors , suppliers and any other individuals working for or representing

Community World Service Asia. They are obligated to comply with the terms of this policy as mentioned in their contractual agreement and shall ensure that their employees and sub-contractors do likewise throughout the duration of the contract.

4. Statement on commitment to Child Protection and Guiding Principles

Community World Service Asia is committed to the safety and well-being of all children. Our organization takes its duty of care seriously and will aim, at all times, to provide the safest possible environment for children. This will be achieved by identifying and managing risk that may lead to harm, and dealing immediately with concerns and reports if they arise.

All staff (local / international), volunteers/interns (local / international), visitors, consultants / resource persons, implementing partners, contractors, suppliers and any other individuals working for or representing Community World Service Asia shall ensure that they will follow the *Child Protection Code of Conduct (Annex 2)* as well as report on any child protection concern about a child or staff's conduct towards a child.

Best interests of the child are paramount and shall be the primary consideration in our decision making. Community World Service Asia will make efforts to enhance and strengthen coping mechanism and resilience of communities highlighting child protection issues.

Children in emergencies are especially vulnerable to abuse and exploitation. All implementing organizations working with Community World Service Asia must comply with the Community World Service Asia child protection code of conduct.

Community World Service Asia fully subscribes to the UNCRC and draws the attention of the consultants / resource persons, implementing partners, contractors and suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, spiritual, moral, or social development. The consultants / resource persons, implementing partners, contractors and suppliers represents and warrants that they will adhere to child protection and that child will not be used in the performance of their obligations under agreement with Community World Service Asia.

5. Role & Responsibility in Community World Service Asia

5.1. The role and duty of Community World Service Asia in Child Protection

Community World Service Asia staff, by the nature of their work, interact with vulnerable communities, vulnerable young adults and children and will therefore be aware of sensitive information concerning them. This information may be called upon as evidence in child protection investigations or to inform decision-making. Community World Service Asia staff may become aware of infringements of Rights, or, allegations of infringements, or, stories of infringements. Sometimes circumstances and intuition will leave the worker suspecting an infringement of rights.

- Concerns must be reported immediately to the staff line manager who in turn will report to the Child Protection Focal Person of Community World Service Asia.
- Whenever a staff member of Community World Service Asia hears of abuse or exploitation, detailed notes of circumstances and dialogue must be included in records and kept confidential. These records may be used as evidence to save a child from abuse and exploitation. See Section 10 and Annexes 3, 4 and 5.
 - Concerns that are evidenced by impairment of health, physical injury, sexual exploitation, criminal activity or threats must be reported immediately to statutory child protection agencies or equivalent authorities.
 - Any knowledge regarding partner/staff prior record of children based activities which are questionable should be raised with the line manager and CP Focal Person.

5.2. The role and duty of Line Managers in Child Protection

- To report and record any incident of concern about child protection to the CP Focal Person.
- Ensure staff are aware of, and provide induction to, as well as have access to Child and Human Rights documents.
- Ensure that staff is aware of procedures for reporting concerns and their responsibilities in reporting. (See section 10)
- Ensure that the community or children we work with directly are aware of the main aspects of the Child Protection Policy and procedures for reporting concerns and complaints.
- Ensure parental or guardian consent is sought for any activity with a child and encourage parental participation in all activities involving children.
- Ensure parental or guardian consent is sought before taking any images or footage of children. Ensure that the parent or guardian understands the purpose of this activity and how the images or footage will be used.
- Plan and organize the work and the workplace so as to eliminate risks to children.
- Be aware of situations which may present risks and ensure these are supervised appropriately.
- Ensure that staff are accountable for the welfare of children during Community World Service Asia activities.
- Ensure that a culture of openness exists amongst staff to enable any issues or concerns to be raised and discussed.
- Ensure that poor practice or potentially abusive behaviour by Community World Service Asia or partner staff does not go unchallenged.

5.3. The role of Organization Development department in implementing Child Protection Policy

- Ensure this Child Protection policy and procedure is included in the job contracts/agreement/MOU to all new employees and all Community World Service Asia's stakeholders. As part of the acceptance procedure, employees will be asked to sign a declaration of the policy stating that they are aware of its existence and will abide/adhere to it. The declaration will be kept on the staff members file and may be referred to in legal proceedings if a staff member is found to be in breach of the policy.

- Ensure that during the recruitment and selection of all types of human resources the staff recruitment practices are followed as mentioned below.
- Ensure that all staff is adequately trained on the policy and protocols.

6. Child Safe Recruitment Practices:

Community World Service Asia is committed to prohibit recruiting anyone under the age of 18 years. Community World Service Asia will always try to recruit the most suitable person for any role, ensuring that they respect and value young people and are committed to good practice in working with young people. Our practices aim to recruit the most suitable candidate to work for our programs.

6.1. Recruitment Procedures in Relation to Staff

In relation to the recruitment of staff, the individual line manager recruiting and selecting representatives Community World Service Asia must ensure that these procedures are followed. They must read this section carefully as certain procedures (e.g. reference checks, interview) will be relevant for these roles.

6.2. Development of relevant job descriptions

All positions for Community World Service Asia have a specific job description. For positions that are directly linked with children/young people, the line manager must ensure that they carefully consider the role and the required level of qualification and experience needed to uphold good practice in working with children/young people. The line manager must ensure that candidates are selected against these criteria.

6.3. Interview and selection

Screening measures must take into selection processes for all staff (local / international), volunteers/interns (local / international). These include various reference checks as per recruitment procedures. Specific interview questions should be asked to explore knowledge, experience and approaches of working with children and young people which is relevant to the role. Employment shall only be offered to those applicants who possess official identification documents e.g. Computerized National Identity Card (CNIC), passport, birth certificate etc and same shall be legally verified before offering employment.

During the selection process of positions working with children and young people, the line manager must ensure that serious consideration is given to the candidates who have applied for the positions involved in working with children/young people.

6.4. Safe Recruitment Practices/Measures:

Community World Service Asia specifically employs the following measures in order to ensure safe and appropriate recruitment and screening of new job applicants with reference to Child Protection and safeguard:

- Professional references if applicant has prior experience of working in child focused projects
 - Direct telephonic communication with HR/supervisor.
 - Most of the time, references are being taken from ex-employers with preference of reference from ex-supervisor.
- Personal references if applicant has experience of working with children
- Reference check by Partners and/or feedback from Management/staff
- Specific questions related to child protection are asked during interview process
- Educational documents verification
- CNIC / Tazkira Verification
- Online searching of candidate
- Reference letter for female staff

Police Clearance Certificate / Reference from District Shura Council/ Wakil/Malik (Afghan Govt. Representative), District Administrators, councilor, 17grade office. While the above procedures are what Community World Service Asia strives for, the organization does recognize that however, that there are still challenges faced in implementing these in conflict/no go areas of Pakistan & Afghanistan.

6.5. Recruitment Procedures in Relation to Consultants / Resource Persons, Implementing Partners, Contractors and Suppliers

Community World Service Asia's staff recruiting consultants / resource persons, implementing partners, contractors and supplier must ensure that all have been given a copy of the policy and must sign the Code of Conduct along with MOU/Contracts/Agreements, indicating they will abide by its requirements throughout the duration of the contract.

7. Use of Children's Images:

Community World Service Asia will at all times portray children in a respectful and appropriate manner. Guidelines on the use of children's images are included in Annex: 2 Child Protection Code of Conduct.

8. Implication of Non – Compliance

Child abuse is not acceptable to Community World Service Asia. Community World Service Asia reserves the right to refuse employment offer to staff (local / international), volunteers/interns (local / international) if they are deemed to pose a risk to children.

Similarly, if any consultants / resource persons, Visitors, implementing partners, contractors, suppliers and any other individuals working for or representing Community World Service Asia are found to be engaged, or suspected of being engaged in the Child abuse acts will be reported to the relevant authorities or their employer. Their names will be blacklisted by Community World Service Asia.

9. Child Protection Risk Management:

Under this policy, Community World Service Asia will ensure that a child protection risk assessment is part of the Quality and Accountability tool and compliance is ensured through monitoring of the project at field level.

Community World Service Asia ensures child development and protection through working with partners and stakeholders involved in any activity especially in Community World Service Asia's Child-Focused Projects. Community World Service Asia ensures that the children's voices are heard and are incorporated in the projects that are directly related children's interest.

10. Child Abuse Reporting Processes

Any known or suspected case of child abuse must be brought to the attention of Line Manager who then informs the Child Protection Focal Person and/or Senior Management. In the event that staff members have concerns related to the behavior of their Line Manager, they should raise these concerns directly with Child Protection Focal Person.

To ensure that all such situations are handled appropriately and effectively, a reporting mechanism has been created:

- Complaints related to child protection may be lodged through pre-existing Complaints Response Mechanism in those project areas where it has already been established (Annex 3.). Therefore complaints shall be lodged through this existing mechanism and recorded in the log sheet/spread sheet (Annex 4). Community World Service Asia Complaints and Response Management Flow diagram (Annex 3) must be followed for all child protection concerns and reports.
- Any known or suspected case of child abuse must be immediately reported and all complaints shall be lodged through existing mechanism and recorded in the log sheet/spread sheet (Annex 4).
- Donor requirements outlined in project Agreements must be followed for reporting.
- Regular monitoring will be done by monitoring and evaluation team against quality and accountability tool.
- Further course of action/investigation report can be made by completing the Child Protection Investigation Reporting Form (Annex 5: HRD/3/048). Maximum time for investigation shall be 2- 4 working days.
- All complaints will be recorded on the Complaints Monitoring Log Sheet (Annex 4) and stored ensuring confidentiality and data protection.

All documentation on cases will be stored securely and privately and only shared with those involved in working on the case, or the authorities if the need arises.

11. Implementation and Training

For the sake of effective and coordinated implementation of this policy, Community World Service Asia will ensure the following steps:

- Community World Service Asia Child Protection Policy is included in staff orientation package and all new comers will be oriented about this policy. Regular re-orientation / refresher sessions will be conducted for the staff to brief them on Child Protection Policy, organizational commitment on child protection and job expectations towards child protection.
- All Program staff is expected to consider Community World Service Asia Child Protection Policy while planning, implementing and monitoring of their child focused projects.
- To ensure coordinated implementation of the policy, Community World Service Asia has designated Quality & Accountability Officer who is the Child Protection Focal Person and is responsible to promote child protection throughout the organization, coordinate training for staff, monitor internal policy compliance and regular review of policy.
- Community World Service Asia Child Protection Policy is accessible for all staff on Community World Service Asia's official website and Human Resources Information System (HRIS) website.
- Using organization systems for child pornography is strictly prohibited and staff has to report to their immediate supervisor if any of the guidelines are violated by any other staff member. Community World Service Asia procedures on computer, internet, equipment and email usage are outlined the guidelines for effective use of hardware resources offered by the organization.

12. Communication Guidelines for interacting with children during a project

Community World Service Asia will ensure the following;

- Acquire permission of child / guardian or adult to use images for publicity / fundraising / awareness (informed consent) as much as possible (Annex 6: Consent Form)
- Let children give their own accounts as much as possible rather than others speaking on their behalf; highlight ability of children to take responsibility and action for themselves
- Accurate and balanced portrayal of children, with emphasis on dignity and as much reference as possible to their social, cultural and economic environment
- Balanced portrayal even in cases of victimhood (recommended use of before and after images / stories)
- Accurate representation of children: avoid manipulation or sensationalizing text and images; emphasis on dignity
- Avoid: degrading, victimizing or shaming language and images; making inaccurate generalizations; discrimination of any kind; taking pictures out of context (try to provide informative caption)
- Children must be appropriately clothed in images and not in sexually provocative poses
- No personal and physical information to identify location of a child that could put them at risk, to be put on website or in communications

- Always seek permission before taking photos of children except in exceptional circumstances

13. Accountability

Community World Service Asia's child protection responsibilities fall on each and every member of the organisation. All staff is responsible for ensuring that the activities that they are involved in during the course of their work are carried out in accordance with this policy.

Managers are committed to ensure that this policy is fully communicated and followed by their team members. It is their responsibility to ensure that the activities and services they provide have adequate procedures to protect and safeguard children.

14. Review of Policy

This policy will be reviewed by the Human Resource Development Department /senior management as and when required. Child Protection Focal Person will facilitate the process of review /update of policy in consultation with relevant managers. It is obligatory that this policy be revised at least every 2 years.

15. Guidance and Reference:

The policy should also be read in conjunction with the following documents:

- Annex 1: Definitions
- Annex 2: Code of conduct of Child Protection (available on OM 13, Volume1)
- Annex 3: Complaints and Response Management Flow Diagram
- Annex 4: External Complaint Log Sheet
- Annex 5: Child Protection Investigation Reporting Form (available on OM 13, Volume3)
- Annex 6: Consent Form
- Annex 7: Child Protection Incident Reporting Form (available on OM 13, Volume3)

Annex 1 to Child Protection Policy

Definitions:

Child: A child means every human being below the age of (18) eighteen years old.

Child Protection: Child Protection is defined as systems and mechanisms to prevent and respond to children from danger, hurt or impairment (physical, sexual, emotional, bullying and abuse of power/authority) from the people who work with Community World Service Asia.

Child Abuse: Child abuse is any action (or lack of) which endangers or impair a child's physical, or emotional health and development.

Physical Abuse

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

Emotional Abuse

Emotional abuse is a persistent attack on a child or young person's self esteem. It can take the form of name calling, threatening, ridiculing, intimidating or isolating the child or young person. Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual Abuse/Commercial Sexual Exploitation

Child Sexual Abuse is one of the most serious violations of children's rights in Pakistan and Afghanistan. A growing number of children are being forced into a life of sexual abuse. Sexual abuse is defined as actual or likely sexual exploitation of a child. Sexual abuse includes rape, incest and all forms of sexual activity involving children, including exposing children to, or taking, pornographic photographs or other media/materials.

Commercial sexual exploitation is the act of providing children with money, goods or services in exchange for sexual acts of any kind, including involvement in pornography.

Sexual Abuse or commercial sexual exploitation may include non-contact activities and abuse through internet, such as involving children in looking at, or in the production of, pornographic material, abusive images or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Bullying/ Coercion

Bullying is defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are *physical* (e.g. hitting, kicking, theft), *verbal* (e.g. racist or homophobic remarks, threats, name calling) and *emotional* (e.g. isolating an individual from the activities and social acceptance of their peer group).

Abuse of Power/Authority

Abuse of Power/Authority can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. An abuse of power/authority could be committed by, for example, a teacher/trainer/recourse person, humanitarian or development worker or faith leader.

Abuse of power/authority may also include to ignore and omit a child on the basis of race, faith, color, sex, economic status, or political opinion during delivery of services. This is particularly important in the context of humanitarian aid/services, when those in positions of power also control aid and resources.

Annex 2 to Child Protection Policy

Child Protection Code of Conduct

This Code of Conduct outlines appropriate standards of behavior towards children. The Code ensures that all staff (local/international),volunteers/interns (local/international), visitors, consultants / resource persons, implementing partners, contractors , suppliers and any other individuals working for or representing Community World Service Asia, understand clearly what is acceptable and unacceptable behavior towards children, in order to protect against false allegations by others. It also serves to protect children and reduce any opportunities for abuse or harm to occur. All staff (local/international), volunteers/interns (local/international), visitors, consultants / resource persons, implementing partners, contractors , suppliers and any other individuals working for or representing Community World Service Asia are expected to comply with the Code of Conduct.

I Will:

- Treat all children and young people with respect, regardless of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth or other status.
- Listen to and value children's ideas and opinion.
- Welcome all children and include them in activities.
- Listen to children and take action to protect their well-being.
- Be aware of situations which may present risks and manage them effectively.
- Be visible when working with children, as far as possible. Whenever possible, I will ensure that another adult is present when I am working in the proximity of children.
- Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Ensure that a sense of accountability exists between staff so that bad practices or potentially abusive behavior does not go unchallenged.
- Keep confidential all information that I am party to regarding child protection cases, disclosing such information only to those individuals as outlined in our organization's Child Protection Reporting Mechanism.
- Report any violation of these standards of behavior, in accordance with the organization's child protection policy and mechanism.

I Will Not:

- Hit or otherwise physically assault or abuse children. I will refrain from physical punishment or discipline of children (excluding my own children).
- Belittle, insult, shout at, or otherwise verbally or emotionally abuse a child
- Behave physically or say anything to a child in a manner which is inappropriate or sexually provocative.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If a child's disability means they

need my assistance, I will inform a colleague in advance and ensure that I am as transparent as possible in my behavior.

- Hire children as domestic labour or for other work which is inappropriate to their age or development stage, which interferes with time available for education and recreational activities, or which places them at significant risk of injury.
- Discriminate on the basis of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth or other status.
- Develop “special” relationships with specific children for my own needs.
- Develop physical / sexual relationships with children
- Give gifts or show favoritism.
- Have purely personal contact with children from the organisation’s programs outside of work.
- Invite unaccompanied children into my home, unless there are at immediate risk of injury or in physical danger.
- Sleep close to unsupervised children unless absolutely necessary, in which case I must first obtain my supervisor’s permission and ensure that another adult is present if possible.
- Never be alone with a child in a room with the door closed. If absolutely necessary e.g. providing counseling, then I must notify my superior first.
- Spend excessive time alone with children away from others (this includes drivers of vehicles belonging to the organization).

Use of Children’s Images:

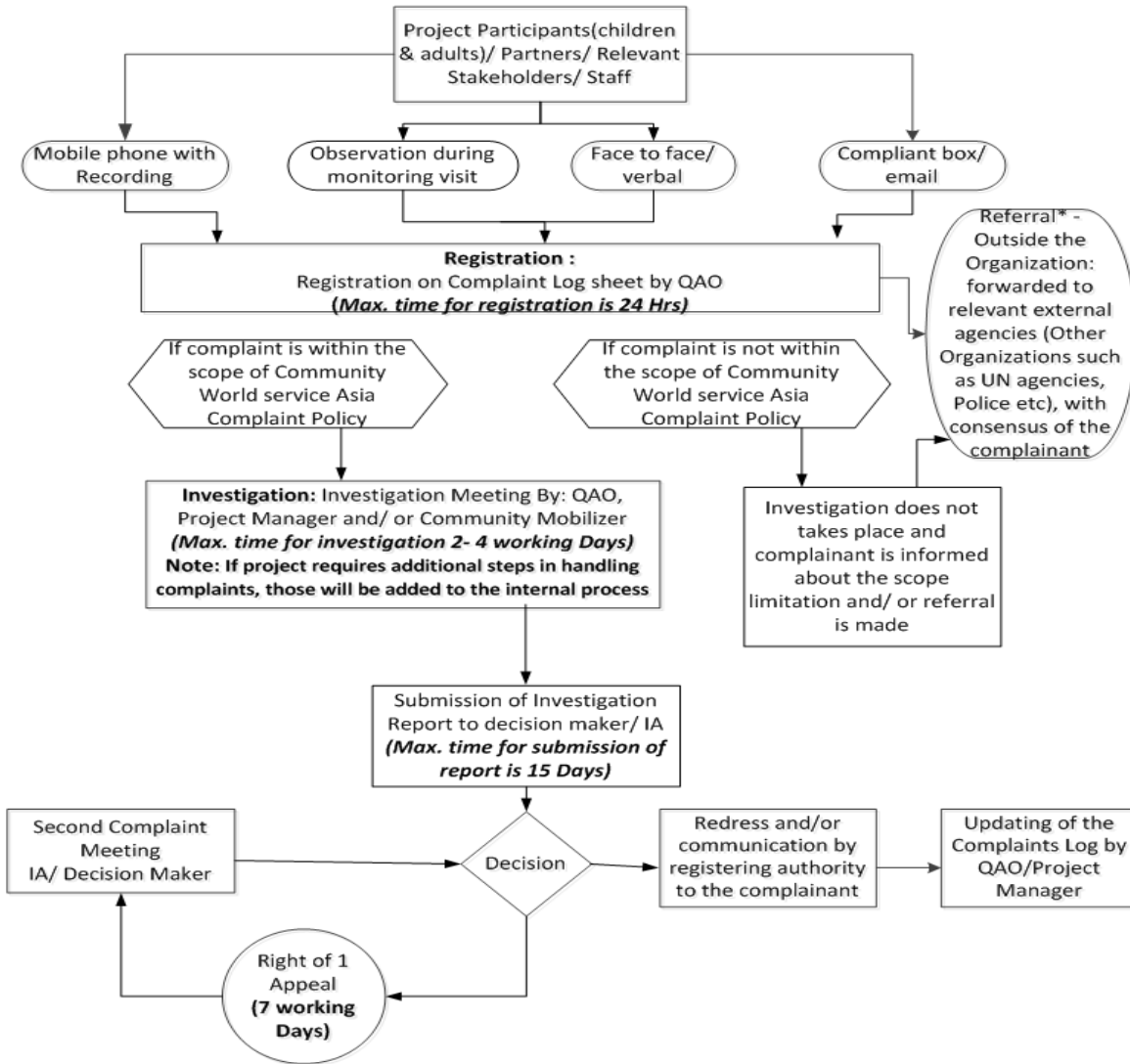
Community World Service Asia will at all times portray children in a respectful and appropriate manner. As a member (staff (local/international), volunteers/interns (local/international), visitors, consultants / resource persons, implementing partners, contractors, suppliers) of Community World Service Asia, I agree to the following image guidelines:

- A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive. Amount of clothing will vary from culture to culture, but generally babies and children must be wearing pants or similar at a minimum. Girls beyond toddler should be wearing a top.
- A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- Children should be portrayed as part of their community.
- Local culture traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- There should be no identification information of the child used in the publication of images with their location. All recorded identifying details are to be stored confidentially.
- When sending images electronically, file labels should not reveal identifying information.

This is not a complete list. The basic understanding is that staff should avoid actions or behavior which may constitute bad practices or potentially abusive behavior, and should use their own common sense in considering what may be acceptable and unacceptable behavior towards children.

Annex 3 to Child Protection Policy

Complaints and Response Management Flow Diagram



Referral*: Depending upon the nature of the complaint, it shall be referred outside the Organization

Abbreviations: **CM:** Community Mobilisers **QAO:** Quality & Accountability Officer **PM:** Project Manager
IA: Internal Auditor

4- Details of concern(s), allegations(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view, child's view if known: (including child's words if possible)

5- What action has been taken internally to support the children and to minimize the risk of reoccurrence of such incidence? e.g. current safety of child, internal action of organization..

6- Which external agencies (if any) have been informed?

7- What action has been taken by external agencies (if any) to date?

Reported by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Annex 6 to Consent Form

Consent Form

Community World Service Asia would like to use and share the materials for which you consent, with its local program participants, partners and donors, other stakeholders, and publically accessible sources such as its website. The materials will be used for visibility and information sharing purposes in ways that uphold the dignity of the individual and community. These materials include stories, statements, photos, and audio and video recordings. By consenting to sharing these materials, you also agree that with Community World Service Asia's permission, its partners/other stakeholders may reuse the materials to aid in further supporting and giving visibility to the initiative. You further agree that Community World Service Asia may use, not use, or edit without additional permission from you on the final product of these materials.

Consent Section

I understand the information contained in this form and hereby consent to the following. Please tick the boxes below for which there is agreement.

Information	Information (anonymously)	Photographs	Photographs (without identification)	Audio	Audio (without identification)	Video Footages
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Anonymity/Without Identification: We may publish the materials you provide without using your real name or other specific identifying details.

If you feel that you were misled or forced into providing materials or information, you have the right to register a complaint with Community World Service Asia through the designated complaint box, by email (complaints@communityworldservice.asia), by phone (+92-345-5000653 or +92-345-5000657), or by postal mail (P.O. Box # 20048, Karachi - 75400).

Name of individual/family/group: _____

Age: _____ (If under age 18, a parent/guardian must sign on behalf of the minor)

Area of residence/organization: _____ Phone number (if available): _____

Signature or Thumb imprint: _____

Printed Name of adult signing for minor: _____

If verbal consent is taken in lieu, the Community World Service Asia staff member must complete the form and check here:

Community World Service Asia Staff Section

I consent that all details provided in this form are accurate and true.

Completed by (Name and Signature): _____ Date: _____

Program and Project: _____

Notes: Please send completed forms to the Communications Office.

Annex 7 to Child Protection Policy

Child Protection Incident Reporting Form

(To be filled by complainant /Child Protection Focal Person either with or without the complainant)

Your Details
Name: _____
Employer's Name: _____ Designation: _____
Capacity in which child is known to you: _____
About the Child
Name: _____
Age/DOB: _____ Gender: _____
Address: _____
Whom does the child live with (e.g. household structure/ caretaker) _____ _____
Any other Information: _____ _____ _____
Details of Concern/Suspicion/Incident:
How did you come to know about the incidence? KEEP FACTUAL. (Details of what happened, including time, dates, names of others involved, behaviour or physical signs observed, details of possible abuser: <u>Note: Please do continue on a separate sheet if required.</u> _____ _____ _____ _____ _____
Details of any conversation with the child or informant: (Write down exactly what the child said and what you said (or another informant said. Remember, do not lead the child – record actual details. Please do continue on a separate sheet of paper if necessary) _____ _____ _____

Have you contacted anyone already about this concern: (e.g. Parents, Care Taker, Line Manager, Co-worker, Child Protection Focal Person or agencies etc...) If YES then please provide a detail such as: time, date of reporting and person to whom report was made.

Advice given by that person (If any):

Any action you may have taken so far:

Undertaking:

I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter.

Signed: _____ Date: _____

Note: Please fill out as much information as possible and submit it to the Child Protection Focal Person immediately. Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported to. Community World Service Asia cannot absolutely guarantee protection of the person reporting, but will do everything within its power to protect them. You will be informed of next actions that will be taken.