



CHILD PROTECTION POLICY

Foreword

Established in 2000, Help Channel Burundi is an organization for the protection of children and the economic and social advancement of vulnerable and marginalized populations. It has a strong base in the grassroots communities, with an extensive network of community relays with which it interacts to provide care and protection for any child in a vulnerable situation without discrimination of any kind.

Help Channel Burundi has become an inclusive and sustainable development NGO focusing on child protection over time. It has extensive experience in advocacy for respecting and realizing the fundamental rights of children. It is also committed to building a better future for poor children and their families through innovative approaches, with concrete and sustainable solutions.

Finally, as a major player in the protection of children in Burundi, Help Channel considers that any form of violence against children is unacceptable. It claims responsibility for protecting the child from any prejudice in each of its actions.

This policy finds its essence in the Help Channel vision of facilitating and encouraging the participation of people in their holistic and sustainable development by providing them with the support they need first and foremost. It converts into concrete actions the values carried by Help Channel Burundi, namely **Equity, Dignity, Participation and Accountability**.

This child protection policy is intended to all stakeholders of our organization, beginning with employees and volunteers, parents and caregivers, and children in particular. These different stakeholders have been consulted to make their contributions when drawing up this policy.

This commitment to child protection will fit into Help Channel's institutional culture and build our cooperative relationships with current and future partners with whom we are working to promote a society fit for children.

Cassien NDIKURIYO

Legal Representative and Chairman of the Board of Directors

1.1. Definitions

1.1.1. Child

Within the framework of this document, a child is understood to mean any human being under the age of eighteen years in accordance with the text of the United Nations Convention on the Rights of the Child.

1.1.2. Child Abuse

This document refers to the World Health Organization which defines child maltreatment as child abuse and neglect, including all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity. Within this broad definition, five subtypes can be distinguished - physical abuse; sexual abuse; neglect and negligent treatment; emotional abuse; and exploitation.

1.1.3. Emotional abuse

Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time - but this isn't always the case.

In regard to this definition, in Burundi, many children are abused result of poverty, ethnicity of parents and illiteracy of parents.

1.1.4. Participation of children

It involves children in decisions that affect their lives, the community and the society in which they live. Child participation is the best way to protect children, as it gives them the means [the occasion] to protect themselves.

1.1.5. Child protection

This is a general term that encompasses the philosophies, policies, standards, guidelines and procedures that protect the child from intentional or unintentional harm. In this context, the term applies more particularly to the duties of organizations - and persons connected with these organizations - with regard to the children entrusted to their care.

1.1.6. Direct contact with children

Being in the physical presence of one or more children as part of Help Channel Burundi activities - whether this contact is occasional or regular, short or long term.

1.1.7. Indirect contact with children

- Having access to information about children in the work of the organization;
- Providing funds to individuals / organizations that work "directly" with children;
- Etc.

1.1.8. Child Protection Policy

It is a declaration of intent that reflects a commitment to safeguard children from all dangers and clearly defines what is necessary for the protection of children. This facilitates the creation of a healthy and positive environment for children.

1.1.9. Informed Consent

Ability of the child to freely give consent based on available information, age and maturity.

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Abbreviations:

APC: The American Professional Society on the Abuse of Children
 CPO: Child Protection Officer
 CPP: Child Protection Policy
 CPU: Child protection Unit
 CSA: Child Sexual Abuse
 HIV: Human Immunodeficiency Virus
 HCB: Help Channel Burundi
 OCD: Obsessive Compulsive Disorder
 PTSD: Posttraumatic Stress Disorder
 UN-CRC: United Nations-Convention on the Rights of the Child
 WHO: World Health Organization

2. INTRODUCTION

HCB is child focus organization and everyone involved in working with children has a fundamental duty of care towards them. HCB's staffs recognise the risks to children of abuse and exploitation and our responsibilities to keep them safe, during humanitarian emergencies and as part of longer-term development efforts. In building safe environments for children where their rights are respected and they are protected from harm, staff and other representatives of aid and development agencies have an important part to play. This means making sure that they are aware of their protection roles and responsibilities, and that they behave with the utmost professionalism and integrity at all times. For this to happen consistently, we need to have a systematic approach to child protection. Reason that HCB established a CPU to elaborate and implement HCB's child protection policy. Management team and each field office was represented in this assignment.

2.1. Policy statement

Help Channel Burundi established a Child Protection Policy and the following standards as a commitment to protect, promote and rehabilitate the rights of children. Help Channel Burundi and her partners strive:

- To ensure that children's basic rights are protected and respected in the areas of projects implementation.
- To protect all children from sexual, emotional or physical abuse and neglect in their communities and schools.
- To make sure every child knows, understands and stands for his/her rights as well as those of his peers.
- To protect children's rights in times of community instability, emergencies and natural catastrophes.
- To make children participate in all the measures that affect them and to take into account their interests in planning and execution of project activities.
- To sensitize the staff, partners and other stakeholders about the children's rights.
- To uphold children's dignity in press, communication, fundraising activities of the organization or its partners.
- To closely collaborate with administration, political and economical decision makers to raise the standards of children's rights in the community.

2.2. Background principles, Human rights and UN-CRC

HELP CHANNEL BURUNDI recognizes the personal dignity and rights of children to whom it has a special responsibility and duty to protect. It is firmly convinced that all children enjoy equal rights and will not tolerate any form of abuse, neglect, violence

or exploitation of children. It joins all of her staff and volunteers in promoting an environment that safeguards children and youth and protects them from any form of physical, sexual or emotional abuse.

Aware of the vulnerability of children, HELP CHANNEL BURUNDI will ensure that their special needs remain at the forefront of its interventions.

This policy is based on the following principles as enshrined in the UN-CRC.:

- a) All children have equal rights to protection against abuse, neglect, exploitation and violence;
- b) All children must be encouraged to realize their full potential and inequalities must be contested and addressed;
- c) The right of children must be ensured by respecting their views, as full-fledged persons with their own needs, desires and feelings;
- d) Parents and families play a central role in children's lives and must be involved in any approach to the protection of the rights of the child
- e) The realization of children's rights requires individual commitment and social partnership, which must be expressed in synergy with all stakeholders in promoting the well-being of children;
- f) The protection of the child from all forms of abuse and violence must pay particular attention to the local perception of abuse, the stage of development of the society concerned and environmental factors;
- g) Any approach to protecting children from all forms of abuse and violence must take into account the specific gender needs and promote equal rights for girls and boys;

2.3. Aims and outreach of the policy

The main goal of the Child Protection Policy of HELP CHANNEL BURUNDI is to ensure that all activities undertaken by the HELP CHANNEL BURUNDI serve the needs and preserve the well-being of children to whom it has a particular duty of protection.

HELP CHANNEL BURUNDI requires all staff and volunteers and implementing partners and their representatives to respect the dignity of the children by ensuring that everyone's conduct is irreproachable at all times and collaborating with all the relevant stakeholders to protect children from harm.

2.4. Justification of a Help Channel Burundi policy on child protection

Protecting children to ensure their safety and well-being is a responsibility that rests in everyone's hands. As a result, organizations working for children also have a moral, ethical and even legal responsibility to ensure the safety and well-being of children. In addition, as a child protection organization, HELP CHANNEL BURUNDI and its implementing partners are in direct contact with children and therefore have an even greater responsibility to ensure the safety of children. This justifies the need to adopt a child protection policy within HELP CHANNEL BURUNDI which engages its employees, volunteers and members.

2.5. Legal framework

The Government of Burundi has undertaken to ratify the main international and regional legal instruments relating to the protection of children. It has also taken care to prepare legal texts for their implementation. Indeed, Burundi has ratified the main international and regional legal instruments on the rights of children, in particular: the Convention on the Rights of the Child (UN-CRC) in 1990; the Optional Protocol to the Convention on the sale of children, child prostitution and child pornography in 2007; the Optional Protocol to the CRC on the involvement of children in armed conflict in 2008; the Convention on the Elimination of All Forms of Discrimination against Women in 1992; the Hague Protocol on Protection of Children and International Adoption in 1998; Convention number 138 concerning Minimum Age for Admission to Employment in 2000; Convention number 182 concerning the Prohibition of the Worst Forms of Child Labour in 2002 and the African Charter on the Rights and Welfare of the Child in 2004. (National Program of Child Protection 2012-2016, p.10)

Within the national legal framework, the provisions on the protection of the child are found in several pieces of legislation, in particular: The Constitution of Burundi of 2005, which contains provisions on the protection of the human person, including children (see Articles 19, 21, 22, 26, 53) and other provisions specific to the protection of children in general and children in conflict with the law, in particular (see Articles 44 to 46); the Code of Persons and the Family (Legislative Decree number 1/024 of 28 April 1993), which deals with most issues relating to the life of the child: birth registration, the filiations of the child (natural, legitimate, adopted or under guardianship) and the management of its property; the Penal Code 2009, which incorporates the definition of the child of the CRC (Article 512), now sets the age of criminal responsibility at 15 years, reduces juvenile sentences, and proposes alternative sanctions to the penalty of " imprisonment; the 1993 labour Code, which sets the minimum age for admission to employment at 16 (Article 126) and prohibits

the employment of children under 12 years of age with the exception of light work and apprenticeship which 'have no harm to the health, development and education of children (Article 3). The new Criminal Procedure Code has devoted special attention to the criminal justice of minors.

All these instruments are the basis and the backup of this policy. The government of Burundi is willing to work alongside with its partner organizations of civil society to work on the issue of children and promote their rights. This legal framework and national desire to protect children from harm further inspire this policy.

2.5.1. Abuse: definition, types and effects

2.5.1.1. Definition

The terms *abuse* and *maltreatment* are often used interchangeably. In general, *abuse* refers to (usually deliberate) acts of commission while *neglect* refers to acts of omission. *Child maltreatment* includes both acts of commission and acts of omission on the part of parents or caregivers that cause actual or threatened harm to a child. The World Health Organization (WHO) defines *child abuse* and *child maltreatment* as "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

2.5.1.2. Types

The World Health Organization distinguishes four types of child maltreatment: physical abuse; sexual abuse; emotional and psychological abuse; and neglect.

This policy is against all forms and types of abuse and maltreatment of children by our Board members, staff, volunteers, and development partners and all stakeholders we co-operate with.

2.5.1.2.1. Physical abuse

Physical abuse often does not occur in isolation, but as part of a constellation of behaviours including authoritarian control, anxiety-provoking behaviour, and a lack of parental warmth. The WHO defines physical abuse as: Intentional use of physical force against the child that results in - or has a high likelihood of resulting in - harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. Much physical violence against children in the home is inflicted with the object of punishing.

Corporal punishment involves hitting ('smacking', 'slapping', 'spanking') children, with the hand or with an implement - whip, stick, belt, shoe, wooden spoon, etc. But it can also involve, for example, kicking, shaking or throwing children, scratching, pinching, biting, pulling hair or boxing ears, forcing children to stay in uncomfortable positions, burning, scalding or forced ingestion (for example, washing children's mouths out with soap or forcing them to swallow hot spices).

Often, physical abuse as a child can lead to physical and mental difficulties in the future, including re-victimization, personality disorders, post-traumatic stress disorder, dissociative disorders, depression, anxiety, suicidal ideation, eating disorders, substance abuse, and aggression. Physical abuse in childhood has also been linked to homelessness in adulthood.

2.5.1.2.2. Sexual abuse

Child sexual abuse (CSA) is a form of child abuse in which an adult or older adolescent abuses a child for sexual stimulation. Sexual abuse refers to the participation of a child in a sexual act aimed toward the physical gratification or the financial profit of the person committing the act. Forms of CSA include asking or pressuring a child to engage in sexual activities (regardless of the outcome), indecent exposure of the genitals to a child, displaying pornography to a child, actual sexual contact with a child, physical contact with the child's genitals, viewing of the child's genitalia without physical contact, or using a child to produce child pornography. Selling the sexual services of children may be viewed and treated as child abuse rather than simple incarceration.

Effects of child sexual abuse on the victim(s) include guilt and self-blame, flashbacks, nightmares, insomnia, fear of things associated with the abuse (including objects, smells, places, doctor's visits, etc.), self-esteem difficulties, sexual dysfunction, chronic pain, addiction, self-injury, suicidal ideation, somatic complaints, depression, post-traumatic stress disorder, anxiety, other mental illnesses including borderline personality disorder and dissociative identity disorder, propensity to re-victimization in adulthood, bulimia, and physical injury to the child, among other problems. Children who are the victims are also at an increased risk of sexually transmitted infections due to their immature immune systems and a high potential for mucosal tears during forced sexual contact. Sexual victimization at a young age has been correlated with several risk factors for contracting HIV including decreased knowledge of sexual topics, increased prevalence of HIV, engagement in risky sexual practices, condom avoidance, lower knowledge of safe sex practices, frequent changing of sexual partners, and more years of sexual activity.

2.5.1.2.3. Psychological abuse

There are multiple definitions of child psychological abuse:

"Non-accidental verbal or symbolic acts faced by a child's parent or caregiver that result, or have reasonable potential to result, in significant psychological harm to the child."

- In 1995, APSAC defined it as: spurning, terrorizing, isolating, exploiting, corrupting, denying emotional responsiveness, or neglect" or "A repeated pattern of caregiver behaviour or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs"
- In the United States, states laws vary, but most have laws against "mental injury"
- Some have defined it as the production of psychological and social defects in the growth of a child as a result of behaviour such as loud yelling, coarse and rude attitude, inattention, harsh criticism, and denigration of the child's personality. Other examples include name-calling, ridicule, bullying, and destruction of personal belongings, excessive criticism, inappropriate or excessive demands and withholding communication.
- Childhood psychological abuse is as harmful as sexual or physical abuse and usually lead to other forms of abuse or the victim becomes the abuser later on in life.
- Psychological maltreatment is "the most challenging and prevalent form of child abuse and neglect.
- Given the prevalence of childhood psychological abuse and the severity of harm to young victims, it should be at the forefront of mental health and social service training

Victims of emotional abuse may react by distancing themselves from the abuser, internalizing the abusive words, or fighting back by insulting the abuser. Emotional abuse can result in abnormal or disrupted attachment development, a tendency for victims to blame themselves (self-blame) for the abuse, learned helplessness, and overly passive behaviour.

2.5.1.2.4. Neglect

Child neglect is the failure of a parent or other person with responsibility for the child, to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child's health, safety or well-being may be threatened with harm. Neglect is also a lack of attention from the people surrounding a child, and the non-provision of the relevant and adequate necessities for the child's survival, which would be a lacking in attention, love, and nurture.

Some observable signs of child neglect include: the child is frequently absent from school, begs or steals food or money, lacks needed medical and dental care, is consistently dirty, or lacks sufficient clothing for the weather.

Neglectful acts can be divided into six sub-categories:

- Supervisory neglect: characterized by the absence of a parent or guardian which can lead to physical harm, sexual abuse or criminal behaviour;
- Physical neglect: characterized by the failure to provide the basic physical necessities, such as a safe and clean home;
- Medical neglect: characterized by the lack of providing medical care;
- Emotional neglect: characterized by a lack of nurturance, encouragement and support;

- Educational neglect: characterized by the caregivers lack to provide an education and additional resources to actively participate in the school system; and
- Abandonment: when the parent or guardian leaves a child alone for a long period of time without a babysitter.

Neglected children may experience delays in physical and psychosocial development, possibly resulting in psychopathology and impaired neuropsychological functions including executive function, attention, processing speed, language, memory and social skills. Researchers investigating maltreated children have repeatedly found that neglected children in foster and adoptive populations manifest different emotional and behavioural reactions to regain lost or secure relationships and are frequently reported to have disorganized attachments and a need to control their environment. Such children are not likely to view caregivers as being a source of safety, and instead typically show an increase in aggressive and hyperactive behaviours which may disrupt healthy or secure attachment with their adopted parents. These children have apparently learned to adapt to an abusive and inconsistent caregiver by becoming cautiously self-reliant, and are often described as glib, manipulative and disingenuous in their interactions with others as they move through childhood. Children who are victims of neglect have a more difficult time forming and maintaining relationships, such as romantic or friendship, later in life due to the lack of attachment they had in their earlier stages of life.

2.5.1.3. Effects

Child abuse can result in immediate adverse physical effects but it is also strongly associated with developmental problems and with many chronic physical and psychological effects, including subsequent ill-health, including higher rates of chronic conditions, high-risk health behaviours and shortened lifespan.

Maltreated children may grow up to be maltreating adults. A 1991 source reported that studies indicate that 90 percent of maltreating adults were maltreated as children¹

2.5.1.3.1. Emotional

Child abuse can cause a range of emotional effects. Children who are constantly ignored, shamed, terrorized or humiliated suffer at least as much, if not more, than if they are physically assaulted. According to the Joy Heart Foundation, many Childhood Development studies show that the brain development of the child is greatly influenced and responds to the experiences with families, caregivers, and the community. Abused children can grow up experiencing insecurities, low self-esteem, and lack of development. Many abused children experience ongoing difficulties with trust, social withdrawal, trouble in school, and forming relationships.

The effects of abused children can also differ when it comes to babies and young children. Babies and pre-school children who are being emotionally abused or

¹ Thornberry TP, Henry KL (2013), "Intergenerational continuity in maltreatment". 41 (4): 555-569

neglected may be overly affectionate towards strangers or people they haven't known for very long. They can lack confidence or become anxious, appear to not have a close relationship with their parent, exhibit aggressive behaviour or act nasty towards other children and animals. Older children may use foul language or act in a markedly different way to other children at the same age, struggle to control strong emotions, seem isolated from their parents, lack social skills or have few, if any, friends.

Overall, emotional effects caused by child abuse and even witnessing abuse can result in long-term and short-term effects that ultimately affect a child's upbringing and development.

2.5.1.3.2 Physical

The immediate physical effects of abuse or neglect can be relatively minor (bruises or cuts) or severe (broken bones, haemorrhage, or even death). In some cases the physical effects are temporary; however, the pain and suffering they cause a child should not be discounted. Rib fractures may be seen with physical abuse, and if present may increase suspicion of abuse, but are found in a small minority of children with maltreatment-related injuries.

2.5.1.3.3. Psychological

Children who have a history of neglect or physical abuse are at risk of developing psychiatric problems, or a disorganized attachment style. In addition, children who experience child abuse or neglect are 59% more likely to be arrested as juveniles, 28% more likely to be arrested as adults, and 30% more likely to commit violent crime. Disorganized attachment is associated with a number of developmental problems, including dissociative symptoms, as well as anxiety, depressive, and out symptoms. A study by Dante Cochiti found that 80% of abused and maltreated infants exhibited symptoms of disorganized attachment. When some of these children become parents, especially if they suffer from posttraumatic stress disorder (PTSD), dissociative symptoms, and other sequelae of child abuse, they may encounter difficulty when faced with their infant and young children's needs and normative distress, which may in turn lead to adverse consequences for their child's social-emotional development.

Many children who have been abused in any form develop some sort of psychological problem. These problems may include: anxiety, depression, eating disorders, OCD, co-dependency, or even a lack of human connections. There is also a slight tendency for children who have been abused to become child abusers themselves.

On the other hand, there are some children who are raised in child abuse, but who manage to do unexpectedly well later in life regarding the preconditions. Such children have been termed *dandelion children*, as inspired from the way that dandelions seem to prosper irrespective of soil, sun, drought, or rain. Such children (or currently grown-ups) are of high interest in finding factors that mitigate the effects of child abuse.

3. PREVENTIVE STRATEGIES

3.1. Code of conduct

3.1.1. Introduction

Help Channel Burundi (HCB) is an inclusive and sustainable development organization focused on protecting children. Its intervention approach focuses on human rights, with particular attention to the protection and safety of children.

The adoption of this code of conduct for the protection of children has been developed to implement HCB's child protection policy. In doing so, it reflects HCB's professional expectations of its employees and volunteers when they come into contact with children during their professional activities. Its implementation is an important step towards creating a safe environment for children in grassroots communities.

All employees of HCB and their volunteers who are in contact with children should therefore be aware of the requirements of this Code of Conduct, bearing in mind the existence of a "duty of care" whereby employees and volunteers not only have to apply the principles of good practice in their work with children but also have the responsibility to ensure the protection and safety of children with whom they are in direct or indirect contact.

Children are vulnerable to the risk of harm from a variety of sources, and it is the responsibility of employees and volunteers to reduce risk by opposing poor practices, identifying and reducing the risks to children with whom they work.

In particular, it is the responsibility of policy-makers at all levels to support and implement systems to preserve this environment, particularly in the workplace. To this end, the HCB Management is requested to communicate this Code of Conduct to employees and to ensure strict compliance with it.

3.1.2. General behaviour rules

Any HCB employee / volunteer must:

- treat children with respect and dignity;
- Ensure that children behave in an appropriate and respectful manner.

All interactions and activities of the HCB employee / volunteer with the children must:

- be known and approved by his or her supervisor and the parents of the child
- be part of its tasks
- Serve the needs of the child and not his or her own.

The HCB employee / volunteer is encouraged to always consider the child's reaction to any activity, conversation, behaviour or interaction. In particular, he or she will avoid witnessing contempt for a child, discriminating against or discriminating against a child, regardless of the cause of the behaviour.

3.1.3. General obligations of the employee / volunteer

HCB Employees / Volunteers shall not:

- having physical contact with a child that would make the child or a reasonable observer uncomfortable or beyond reasonable limits to a reasonable observer;
- have communications with a child in the course of, or outside of his / her work or volunteer duties, that would make the child uncomfortable or beyond reasonable limits to a reasonable observer;

It is strictly forbidden for any employee / volunteer to have sex with children and ignorance of the child's actual age cannot be invoked as a defence.

It is also strictly forbidden to seek sexual favours in exchange for money, employment, goods or services or any other form of humiliating, degrading or servile behaviour. This includes assistance to beneficiaries.

In all cases, any HCB employee / volunteer has a duty to report any allegations or suspicions of potentially illegal or inappropriate behaviour to a child (s) to his / her supervisor or child welfare office (s).

The following examples illustrate inappropriate conduct that is prohibited by this Code of Conduct:

- Favouritism** : Give special privileges and special attention to a child or children (for example, paying a lot of attention to a child, giving her or giving him personalized gifts, or giving him excessive, unwarranted or inappropriate privileges)
- Take photos or videos of a personal nature** :Use a personal device (cell phone, camera or camera) to take pictures of a child (or allow someone else to do so) and publish or copy on the Internet or on a personal storage device photos that you have taken from a child. It is always a matter of taking photographs in the course of the work, but these photos must remain in the possession of HCB, and the employee / volunteer is prohibited from using them for personal reasons.

All photos, film or videos must be with consent of the child, parent or legal guardian and MUST not be demean the dignity of the child.

- c) *Telling sexually or sexist jokes to a child* or making suggestive, sexual or personal remarks to a child.
- d) *Show a child sexual material* (drawings, animations, photo novels, calendars, texts, photos, screensavers, etc.), display this material in the sight of a child or its scope.
- e) *Intimidating, threatening or ridiculing a child.*

3.1.4. Reporting obligations

Any employee / volunteer is required to report suspicions of child abuse, inappropriate behaviour and incidents that come to their attention, whether or not they have personally witnessed the behaviour or incidents in question.

To whom to report:

- ✚ Any allegation or suspicion of potentially illegal behaviour (abuse, neglect, paedophile abuse) that an employee / volunteer witnesses must be promptly reported to the police or HCB's child protection unit.
- ✚ Any allegation or suspicion of inappropriate behaviour brought to the knowledge of an employee / volunteer or of which an employee is a witness *must be reported to his / her supervisor.*
- ✚ Any allegation or suspicion of potentially unlawful conduct brought to the attention of an employee / volunteer must be promptly reported to the police or HCB's child protection unit. It will be up to the police or child welfare to decide whether the allegation or suspicion warrants further investigation.

3.1.5. Follow-up to a reporting

Upon notification of an allegation or suspicion of potentially illegal behaviour, police or HCB's child protection unit will be notified.

CPU will follow up internally as required.

Following the reporting of an allegation or suspicion of inappropriate conduct, CPU will follow up to establish the facts and determine the appropriate disciplinary or other action, if any.

In the case of inappropriate behaviour, CPU may decide to refer the file to the police:

- ✚ if more than one behaviour has been reported;
- ✚ if inappropriate behaviour is repeated;
- ✚ Whether the conduct in question raises major concerns.

Here below the process of case management when there is a violation committed by a member of the organization:

1. After following the guidelines, internal investigation and case documented, the staff reports the revelation to the social worker or CPU member,
2. CPU member talks to the child, makes him feel safe, and explain what will happen;
3. CPU member reports to the Executive Director
4. The Executive Director talks to the staff involved in the alleged abuse and in same time the CPU member keeps the child safe and away from the staff involved
5. Depending on the circumstances: warning is given, staff is suspended without pay, staff is terminated, staff is terminated and reported to the authorities

Role of Child protection officer

- Act as a focal point to receive information
- Access the information and make a prompt response making clear more information as appropriate
- Seek guidance from senior management
- Consult with local agencies
- Make a formal referral if appropriate
- Assess risks
- Ensure that all information is documented

3.2. Standards for human resources

All employees, contractors, trainees and volunteers, whether paid or unpaid, whether working full - time or part - time, working directly or indirectly with children, thorough and standardized monitoring in the recruitment, verification and screening process to minimize the risk to children.

Thus, an extremely rigorous selection process will be put in place to enable the organization to identify persons who may have committed or are likely to commit abuses against children in the past, and to choose the best candidates to work with children and youth.

For this, the Help Channel Burundi Board will take the following measures:

- a) Designate a focal point with clearly defined responsibilities for the protection of children at each level of the organization;
- b) Establish a recruitment procedure which:
 - Systematically mentions HCB's commitment to the protection of the child in all job offers;
 - Requires at least two reference persons for all job candidates for staff, volunteer, consultant or trainee positions at HCB;
 - Requires a morality survey of the candidate's reference persons to verify that they have an unwavering professional ethic and good behaviour with children and youth. The Child protection officer will use LinkedIn application and make research to know better the candidate by calling key references. CPO can references from his curriculum vitae or any person who can deliver more information about the candidate
- c) The Board of HCB should also ensure that no person with a history of violence, inappropriate behaviour with children or young persons, or who has been convicted maltreatment towards children or youth. All staff members will be required to sign a declaration of their commitment to HCB's child protection policy and this statement will be kept on file refer to Annex 1.
- d) These guidelines will be incorporated into the Human Resources Management Handbook of Help Channel Burundi.

3.3. Standards for communication

The use of children's images (videos, photos, pictures) on websites, in brochures or on other communication media, should strictly follow the guidelines below:

- ✓ The diffusion of information about children and any child image must be presented in a manner that respects their physical and mental integrity, privacy and dignity;
- ✓ Photographers and filmmakers must obtain prior authorization from parents or guardians before taking pictures of children;
- ✓ The informed and written consent of the parents or guardian must be obtained prior to any public use of children's images, ensuring that they understand the purpose, where and how the images will be used;

- ✓ Avoiding the manipulation or use of children's images or sensational text and ensure a balanced description of their life and situation;
- ✓ Avoiding potentially degrading comments and images about children, treating them unjustly or victimizing them;
- ✓ Avoid representing children in pictures or poses that may be considered sexually provocative;
- ✓ It is forbidden to represent children in images that can reveal that they are HIV positive without their informed consent;
- ✓ Avoid providing personal information on the website or in communications that would identify and endanger the child;
- ✓ Information about a child's life and photographs of children (including information stored on a computer) should be kept in secure files with limited access only to those who need it for their work;

Any complaint or concern about inappropriate or intrusive images should be reported in accordance with the procedure set out in this child protection policy.

4. INTEREST OF A POLICY

This protection policy demonstrates Help Channel's commitment to protecting children from abuse and clearly demonstrates what is needed to protect children.

It also demonstrates that Help Channel takes seriously its duties and responsibilities towards children in its care, with a view to contributing to the creation of a healthy and positive environment for all children.

Implementation of the guidelines in this policy has many children and Help Channel as well as partners who will be involved in child protection efforts.

- a) **Children are protected** in the sense that the application of this policy will minimize the risk of abuse and exploitation of children.
- b) **Help Channel Burundi employees and volunteers as well as representatives of implementing partners are protected** because they will know exactly how to behave with the children and what to do if there are concerns about the safety of a child.

- c) *The Help Channel organization is protected* by adopting a commitment to ensure child safety through best practices in this area, which may help to deter potential abusers from joining the organization.

5. GUIDELINES ON THE PROTECTION OF CHILDREN AGAINST INJURY IN THE FRAMEWORK OF PROGRAM / PROJECT ACTIVITIES

HELP CHANNEL BURUNDI is committed to ensuring the safety of children in the design, implementation and evaluation of its programs or projects which it undertakes directly or indirectly through its partners in accordance with the following guidelines:

5.1. Protection of children in program design.

- ✓ Assess the situation of children before designing the program / project in order to maximize the benefits of the program while minimizing its potential negative impacts on children;
- ✓ Prioritize the protection needs of particularly vulnerable groups and key young populations;
- ✓ Involve key children and young people in the design of the program to ensure that their views are heard and that their hopes and aspirations are respected.

5.2. Protection of children in the implementation of programs.

- ✓ Incorporate in the conventions that HELP CHANNEL BURUNDI sign with its implementing partners measures to eliminate the risks of stigmatization or aggravation of stigmatization of children and young people within the framework of program / project activities;
- ✓ Avoid identifying child beneficiaries of the program / project based solely on the child's HIV status or solely as an orphan, but using a comprehensive set of vulnerability criteria for the selection of beneficiaries;
- ✓ Avoid favouring a child solely on the basis of his / her HIV status or solely because he or she is an orphan (e.g. distribute food only to orphans or children affected by HIV);
- ✓ Avoid activities that may endanger the physical, mental or emotional well-being of children.

6. INTERNAL PROTOCOL FOR THE REPORTING OF ABUSES OR CONCERNS WITH RESPECT TO THE PROTECTION OF CHILDREN

This protocol includes a reporting form in Annex 3. It shows the responsibilities of the HELP CHANNEL BURUNDI staff and its volunteers as well as the record-keeping procedures in order to ensure the confidentiality and protection of the child concerned, potential witnesses and the person submitting the report.

Implementation of this protocol is necessary in case of:

- ✓ Abuse or suspicion of abuse or allegation of ill-treatment is made;
- ✓ A child who reports abuse;
- ✓ Concerns about the physical environment that may present risks to children;
- ✓ Failure to comply with the Code of Conduct.

In reporting abuse or concerns about child protection, reporting procedures should be triggered by ensuring strict adherence to the guiding principle of the best interests of the child and preserving the confidentiality of the information.

6.1 SANCTIONS

This child protection policy is an integral part of the Internal Rules of HELP CHANNEL BURUNDI and Regulations HELP CHANNEL BURUNDI staff.

As a result, it is essential working guideline for the leaders and staff of HELP CHANNEL BURUNDI and its volunteers. Violators of this policy will be held accountable, as follows:

- ✓ If the allegation of a violation of this policy from a reliable source, against board or a staff member, a trainee or a volunteer, the suspected may be suspended from any activity, pending the outcome of an independent investigation;
- ✓ If the allegation is against an individual or an implementing partner organization, the partnership may be suspended pending the outcome of an independent investigation;
- ✓ According to the results of the independent investigation, appropriate disciplinary action will be taken. It may be a reference (for staff), withdrawal of membership (for volunteer) or withdrawal of support or funding (for a partner);

- ✓ HELP CHANNEL BURUNDI has the responsibility to present abuse cases to the police and, where appropriate, provide evidence gathered from internal investigation.

6.2. PARTICIPATION OF CHILDREN IN THE APPLICATION AND RESPECT OF THE ABOVE CHILD PROTECTION POLICY

Within the meaning of this policy, the participation of children in any measure concerning them is an integral part of their protection. It is for this reason that the implementation of this policy must take into account the views of children. The participation of children in the implementation of this policy can be ensured through one or other of the following strategies:

- ✓ Organization of welcoming and reassuring meetings for children in order to obtain their opinion on issues such as the feedback mechanisms on the implementation of the HELP CHANNEL BURUNDI child protection policy;
- ✓ Exchanges with children and youth leaders on child protection;
- ✓ Inform children about reporting procedures;
- ✓ Encourage discussions on child welfare issues between staff and children and between children in order to establish an open and informed culture, etc.

Policy Approval by the Board of Directors.

Date approved: 21/03/2018

Signed



7. ANNEXES

7.1. Annex 1

I.....
the undersigned, certifies by this declaration:

- (1) that in the past, I have not been convicted of any individual conduct incompatible with responsibility for the care and follow-up of children and minors and have never been the subject of any measures administrative or investigative procedures for criminal acts or endangering the physical or psychological integrity of children;
- (2) that I have received the HCB Child Protection Policy document and have read and agree to abide by this policy;
- (3) that I have been informed that in the event of suspicion of conduct incompatible with childcare and contrary to the prevention policy established by HCB, the institution reserves the right to take any interim measures of provisional suspension;
- (4) that I have been informed that in the event of a breach of contract on grounds of violation of the physical and / or psychological integrity of children, HCB reserves the right to inform other institutions requesting professional references for breach of contract for serious breach of the principles of the Child Protection Policy, within the limits of applicable data protection laws.

Done at Bujumbura on ... / 01/2018

Signature:

7.2. Annex 2

Consent model for children using quotes, photographs and video images.

Except in the case of the restrictions listed below, I hereby authorize the promoter organization, whose identity is as follows:

- Name of the organization:
- Headquarter :
- Phone :

To use photographs, video images and statements of my child or the information collected during the event or event in electronic documents, publications and presentations that could contribute to improving the quality of the services vulnerable children:

- i. Printed, audio, electronic and Internet-based media produced by the sponsoring organization for documentation and awareness-raising purposes during the event or event.

Yes/No.....

- ii. Printed, audio, electronic and Internet-based media produced by newspapers, television, radio and other public media.

Yes/No.....

- iii. Use the real names of the child and the parent or guardian in the product media

Child of Consent Age: ___ yes ___ no

Parent or guardian: ___ yes ___ no

CONSENTED BY

Signature of parent / guardian:

Signature of witness:

Name in capital letters:

Name in capital letters:

Date:

7.3. Annex 3

Standard form for reporting on child protection

CONFIDENTIAL

Incident Details:

Hour:
Dated:
Place:
Physical and emotional state of the child:
Names and contact information of witnesses:
Brief description of the incident (s):

Information about the alleged offender:

Name:
Title of position held (if known):
Organization (if known):
Address (if known):
Age:
Sex:
Physical description:
Did the child or anyone else contact the police? Yes -----No-----
If so, what happened?
If not, does the child want the assistance of the police?
If not, why?
Are there any changes in the child's behavior?
Any other information:

Child Safety:

What is the current security situation of the child?
Who is responsible for ensuring the safety of the child?

Medical Information:

Does the child need medical attention?
Has the victim been informed of the medical treatment available to her?
If so, did the victim seek medical treatment?
If yes, who provided the treatment?
What is the diagnosis and prognosis?

Who else knows about it?
What measures have been taken to date?

Reporting by:

Name: Position / organization:
Date / Time / Location:

Has the procedure used by the organization to handle complaints been brought to the attention of the victim?

Signature / fingerprint of the representative of the child victim signifying his / her consent to the form being forwarded to the appropriate management structure

Date of transmission of the report to the competent management structure:

Received by the competent management structure on:
Name: Position:
Signature:
Completed by:
Date:
Signed by:
Date: