

Child Protection Policy

January, 2024

Version 1.04

Foreword

There is international recognition that adults who have a formal role in working with or supporting children are in positions of trust and authority. The relationship between an adult and child is not a relationship between equals. Children are dependent on adults to care for and protect them. It is a shared and collective responsibility of all adults to prevent child exploitation and abuse. NSIP is committed to working with their stakeholders to prevent and respond to child exploitation and abuse.

Child maltreatment has been a fact of life since the beginning of recorded history, and is rooted in cultural, economic and social practices. Children are maltreated physically, sexually, emotionally and through neglect. Children are sometimes forced to endure the most hazardous forms of child labor including domestic labor and prostitution. In some context, boys are kidnapped and forced into armed conflict as soldiers. In many contexts, children experience severe corporal punishment in schools, or at the hands of other caregivers in positions of power or authority. Children living in poverty are more at risk of child abuse and exploitation.

- Recent estimates by the WHO (2022) estimate that nearly 1 billion children between the ages of two and 17 experienced physical, sexual, or emotional violence or neglect in 2021 (Violence against Children, WHO, 2022).
- An estimated 64 million girls and 88 million boys are in child labor, globally (i.e., almost one in 10 children), one half of those is in labor that directly impacts or threatens health and

safety (International Labor Organization, 2019). According to the ILO, those numbers actually reflect improvements in international incidence and prevalence rates, but the Covid 19 pandemic intervened in those trends to slow progress achieved over the past two decades.

- In keeping with the previous item, according to the United Nations Special Representative of the Secretary-General on Violence against Children (2022) nearly 160 million children are involved in child labor, which is an increase for the first time in 20 years. According to UNICEF (For Every Child, 2020), more than one in four children between the ages of five and 17 are involved in child labor classified as exploitative or detrimental to their health and development.
- The International Labor Organization estimates that 4.5 million people are victims of forced sexual exploitation annually, including nearly 1 million children (ILO, 2012).
- One in seven girls will experience some form of sexual abuse in their childhood. While most child abuse occurs within families and communities, children can also experience abuse and exploitation in organizations which provide them with support and services.

In light of this history and incidence/prevalence data, NSIP adopts this policy to guide its practices and those of its service stakeholders when caring for children.

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Chairperson, NSIP Nepal

1. Purpose of Policy

1.1 Objectives

The ultimate goal of this policy framework ('the policy') is to ensure that all children associated with NSIP Nepal are protected from exploitation, abuse or other forms of harm. To achieve this, the policy aims to create and maintain protective environments for all of NSIP's activities across Nepal.

Additionally, the Child Protection Policy (CPP) will provide guidance on how to respond to concerns and allegations of child abuse. It provides guidance to staff and others on how to work respectfully and effectively with children. This will provide all stakeholders, including staff and others with a safe working environment.

1.2 Policy Review

The policy will be reviewed by the NSIP Board every 2 years. This bi-annual review must include:

- o consultation with all NSIP stakeholders, including children;

- o advice from external experts;
- o a review of the Risk Register and its management;
- o a review of implementation issues.

1.2 Availability

The Board will publish the policy as a public document, and make it available to any person requesting it. Further, it will be made available in non-editable form on the NSIP website.

2. Rationale

NSIP must take all steps to minimize the risk of any form of exploitation. This policy is aimed at creating protective environments within NSIP that will minimize the risk of such exploitation.

Further, as a signatory to the Social Welfare Council, NSIP is obliged to create, maintain and implement policies and procedures which promote the safety and wellbeing of all children accessing its services and programs as per the national and international laws where Nepal has signed. The policy has therefore been developed to provide a practical framework to assist NSIP in achieving these objectives.

3. Statement of Commitment

NSIP is committed to the safety and wellbeing of all children, and will take all possible steps to reduce the risks of harm to children involved in its programs. NSIP recognizes and is committed to the United Nations Convention on the Rights of the Child (UNCRC), in particular the principle that children have the right to develop in an environment safe from harm, abuse and exploitation.

4. Policy Framework

There are two essential documents in this policy framework. The Child Protection Policy (this document), and a subordinate Child Protection Procedures document. Each of these documents are described in Table 1 below:

Documents	Contents	Change Authority	Review Cycle
Child Protection Policy (This document)	General, Mandatory Rules About Specific Practices, Systems and Conducts.	NSIP Board of Directors.	Review in every 2 years.
Child Protection Procedures	Specific procedures about practices, systems and conducts.	Chief Executive of NSIP	As deemed necessary by Chief Executive

Table 1. Policy Framework Documents

5. Relevant Authorities

This policy draws upon a wide range of legislation and childcare standards, both national and international. NSIP is bound by such laws where applicable, and aims – by way of this policy – to be consistent with the following:

5.1 Standards and Charters

- ACFID Guidelines for the Development of a Child Protection Policy, July 2018
- United Nations Convention on the Rights of the Child
- Geneva Declaration of the Rights of the Child www.unhchr.ch/html/menu3/b/25.htm
- International Labor Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor

5.2 Internal Policies

- NSIP Data Protection Policy, HR Policy
- NSIP Complaints Handling Policy
- NSIP PSEAH Policy
- NSIP Gender Equality Policy
- NSIP Code of Conduct and Other Policies

5.3 National Legislations

- **Constitution of Nepal (2015):** The constitution of Nepal guarantees the rights of children, ensuring their protection and well-being. It includes provisions for the right to education, health, and protection from exploitation and abuse.
- **Children's Act (1992):** This is a comprehensive legislation addressing various issues related to children in Nepal. It covers matters such as child rights, protection, adoption, trafficking, and child labor.
- **National Plan of Action for Children (2004):** This plan outlines the government's strategies and actions for the well-being and development of children in Nepal. It covers areas such as health, education, child protection, and social inclusion.
- **Child Labor (Prohibition and Regulation) Act (2000):** This legislation aims to eliminate and regulate child labor in various sectors. It prohibits the engagement of children in hazardous work and specifies conditions for the employment of adolescents.
- **National Child Policy (2012):** This policy provides a framework for the protection, promotion, and fulfillment of the rights of children in Nepal. It covers areas such as education, health, protection from violence, and participation in decision-making processes.
- **National Human Rights Action Plan (2019-2023):** While not exclusively focused on children, this plan includes provisions to protect and promote the human rights of all individuals, including children. It addresses issues such as child marriage, trafficking, and violence against children.
- **Juvenile Justice (Procedure) Rules (2006):** These rules outline the procedures for dealing with children in conflict with the law. They emphasize the rehabilitation and reintegration of juvenile offenders rather than punishment.

5.4 International Legislation

NSIP enforces specific legislations relating to child labor, exploitation and abuse. All NSIP personnel – including board members, staff and volunteers – are required to abide by all such local legislation. Where policy is silent on any issue, the applicable national legislation will apply. Where policy conflicts with applicable national legislation, the Chief Executive Officer will use discretion to determine which law has precedence.

6. Scope

6.1 Application

The policy applies to the following:

- Members of the NSIP Board of Directors;
- NSIP Staff members, whether full- -time, part- -time or otherwise engaged by NSIP;
- Contractors, researchers, photographers or other organizations providing services to NSIP;
- NSIP volunteers;
- All carers and guardians involved in NSIP programs;
- Child sponsors and visitors;
- Program stakeholders;
- All persons associated with agencies with which NSIP operates in stakeholder.

6.2 Association

NSIP will not fund or work in any program run by any organizations which does not agree, in writing, to comply with this Policy framework. Where NSIP becomes aware of any non- -compliance of this policy by an organization to which NSIP is currently working, the Chief Executive Officer will take immediate appropriate steps to ensure compliance. In the event that compliance is not achieved, the Chief Executive Officer will exercise discretion in suspending the funding or collaboration of that organization/stakeholder.

6. Guiding Principles

NSIP policies and practices are strongly guided by the following principles. Where legislation or policy is silent on any issue, these principles must be applied in all NSIP programs and activities.

6.1 Best Interests of the Child.

Nepal is signatories to the United Nations Convention on the Rights of the Child. Accordingly, the best interests of the child will be a primary consideration in all NSIP programs, policies and activities.

6.2 Zero Tolerance of Child Abuse

NSIP maintains a zero-tolerance policy of child exploitation and abuse. Any action or behavior which is reasonably deemed as child exploitation or abuse will, where applicable, be reported to the appropriate authority. NSIP will co- -operate fully with

any authority in applying criminal, civil or disciplinary actions against any person or organization contravening this policy.

6.3 Risk Management Principles

All NSIP programs and activities will be managed according to the best possible risk management principles as outlined.

6.4 Procedural Fairness

When responding to any possible breaches of this policy, NSIP will apply fair and reasonable principles to all persons and organizations involved.

6.5 Child Protection Awareness

NSIP will take proactive steps to ensure that all NSIP stakeholders are made aware of their responsibilities regarding Child Protection issues, and will provide appropriate training to ensure the best interests of the child remain paramount in all NSIP activities and programs.

6.6 Non-discrimination

NSIP will not discriminate against anyone in its programs on the basis of their age, gender, gender identity, marital status, sexual orientation or preference, nationality, religious or political beliefs, place of residence, or family background.

7. Child Protection Policies

7.1 Child Protection Awareness Training

7.1.1 Training is Mandatory

Child Protection Awareness Training is mandatory for all NSIP directors, employees, contractors, carers and volunteers. And, this is to be managed by the CEO.

7.1.2 Frequency

An introductory training session is mandatory for all NSIP personnel, regardless of their role within the organization. This is the responsibility of the CEO.

A bi-annual refresher training session is mandatory for those NSIP personnel who have, or are likely to have, direct contact with NSIP children.

7.1.3 Partner Agreements

Section 7.1.1 also applies to personnel of NSIP's stakeholder/ organizations. Any person in that organization has, or is likely to have, direct contact with children, must undergo Child Protection Awareness Training according to the conditions of NSIP Policy and Procedure documents.

All stakeholder or organizations must agree in writing to comply with this mandatory training requirement, and to produce evidence of that compliance when requested by NSIP.

7.1.4 Responsibilities

The Chief Executive Officer will create and maintain a documented schedule outlining the mandatory training requirements for all NSIP personnel. This schedule will mandate the minimum annual training requirements for each category of NSIP personnel, and will be included in the Child Protection Procedures document.

7.1.5 Coverage

The Chief Executive Officer will, on the best advice available, determine the appropriate level and duration of the Child Protection Awareness Training. Such training must, as a minimum, cover the following topics:

- Legal issues;
- NSIP Child Protection Policy and procedures;
- Reporting – mandatory and discretionary;
- Reporting procedures;
- Children’s rights;
- Identifying abuse, abusers and victims;
- Responding to disclosures;
- Dynamics of abuse, its causes and correlations.

8. Risk Management Policy

8.1 International Standards

The Board is responsible for ensuring that all NSIP activities, programs and policies must be managed according to the risk management principles as outlined in Risk Management Framework. These principles must be applied iteratively and regularly, with the express aim of minimizing the risk of harm to children.

8.2 Procedural documents

The Chief Executive Officer is responsible for ensuring that an adequately detailed Risk Management Procedure is created, maintained and implemented. These procedures are to be included in the NSIP Child Protection Procedures document.

8.3 Risk Register

The procedural documents must contain reference to a Risk Register process, wherein all identified risks are documented, and their management recorded.

8.4 Abuse Reporting

8.4.1 Zero Tolerance Policy

NSIP maintains a policy of zero- -tolerance for any form of personal abuse, including but not limited to child abuse (physical, sexual, emotional or psychological) or peer- -abuse (including bullying), employee abuse (bullying, intimidation, threatening), or workplace harassment. The mitigation of the risk of abuse, and the minimization of the harm it causes, strongly depends on early detection and investigation.

8.4.2 Reporting is Compulsory

Any NSIP director, manager, employee, contractor, carer or volunteer who becomes aware of any incident in which:

- (i) a child has been harmed, exploited or abused;

- (ii) a child has been exposed to an unacceptable risk of harm, exploitation or abuse;
- (iii) a child discloses that he or she has been harmed, exploited or abused;
- (iv) any person discloses that he or she has harmed, exploited or abused a child, or has otherwise breached NSIP Child Protection policy;
- (v) any person discloses that he or she has witnessed a child being harmed, exploited or abused, or where the NSIP Child Protection policy has otherwise been breached.

must, at the earliest available opportunity, invoke and follow the Child Abuse Incident Procedure, as published in the NSIP Child Protection Procedures document.

8.4.3 Documented Child Abuse Procedures

In addition to Risk Register procedures mandated above, the NSIP Executive Chairperson is responsible for ensuring that a fully detailed Child Abuse Incident procedure is created, maintained and published in the NSIP Child Protection Procedure document.

8.4.4 Response to Reports

General

Where practicable, all reports will be treated seriously, handled professionally and in confidence. Natural justice must be applied at all stages of NSIP's response to reports. Further, all responses and decisions shall be made in the best interests of the child.

Confidentiality

Where possible, the confidentiality of the reporter should be protected, such that negative effects on the child, their family, the alleged offender, the reporter and NSIP are minimized.

Privacy

All information provided to NSIP relating to a Child Abuse Incident will be managed in strict accordance with Nepal's privacy legislation and protocols.

Children's Disclosures

Considerable harm has been caused to abused children when their initial disclosures are dismissed or disbelieved by people in authority. Therefore, it is explicit NSIP policy that NSIP personnel must, unless there is compelling evidence to the contrary, assume that a child's disclosure of abuse is genuine and truthful. Such disclosures must therefore be taken seriously and actioned according to this Policy, and investigated thoroughly.

8.4.5 Failure to notify

Any NSIP director, manager, employee, contractor, carer or volunteer who becomes aware of any incident as outlined in 8.3.3 above, and who fails or refuses to follow the Child Abuse Incident Procedure, will be subject to NSIP Disciplinary proceedings. Where an individual or organization fails to follow to this procedure, and that individual or organization is subject to a formal contract with NSIP, that failure will constitute grounds for the cancellation of that contract without prejudice.

8.4.6 Peer- -abuse

The above procedures must apply in situations where the abuse has been committed by one child on another child. However, in such circumstances, where appropriate and where the safety and rights of the child can still be assured, NSIP will respond with a therapeutic and/or educational approach rather than a punitive.

8.5 Code of Conduct

8.5.1 Scope

All NSIP stakeholders, including Board members, employees, contractors, volunteers, and any person who has direct involvement with children under the auspices of NSIP, must agree in writing to be bound by the NSIP Code of Conduct.

The NSIP Board is responsible for ensuring that an adequately detailed Code of Conduct document is created, maintained and included in the NSIP Child Protection Procedures document. The current version of this Code of Conduct is appended to this Child Protection Policy.

8.5.2 Publication

The CEO of NSIP will make the Code of Conduct available to any person requesting it, and will publish it on the NSIP public website.

8.5.3 Content

The Code of Conduct must be consistent, where possible, with the ACFID Code of Conduct and other provisions where Nepal is a party.

8.5.4 Breaches

The NSIP Board is responsible for responding to any potential breaches of the Code of Conduct. The Board will have the right to terminate the services of any staff member, volunteer, contractor or other person found to have breached the code, subject to applicable employment legislation and procedural fairness principles.

8.5 Partners/Stakeholders/Organizations

8.5.1 Minimum Requirements

NSIP will only partner with organizations/Stakeholders that:

- i. Have agreed in writing to NSIP policies and procedures;
- ii. Have implemented policies and procedures which do not contradict NSIP policies and procedures;
- iii. Possess current authority to operate as a local organization, including all appropriate licenses and permits;
- iv. Regularly conduct internal reviews to ensure their own compliance to NSIP Policies (process facilitated by NSIP Finance Manager); and
- v. Routinely conduct formal assessments of risks to children in all activities and Programs (reviewed by NSIP Director of Child Wellbeing during in-country site visits/contacts).

8.5.2 Capacity Building

NSIP will, where practicable, provide any necessary assistance to stakeholders, to build their child protection capacity.

8.6 Contracts and Audits

All contracts struck between NSIP and any other organization/stakeholders must:

- (i) Include agreement to all relevant NSIP policy documents, including but not limited to this Child Protection Policy; and
- (ii) mandate 2- -yearly audits of that organization's adherence to NSIP policies, procedures and contractual requirements. These audits will be conducted by a suitably- -qualified person or organization agreed to by the NSIP CEO.

8.7 Child Sponsorship Policy

8.7.1 Communication & Child Rights

GSS or Other Sponsors must not contact their sponsored child directly. All contact must be directed to an appropriate NSIP office holder. The identities of all children will remain anonymous to protect the rights of the child. Children are particularly vulnerable, and in order to provide enhanced safety and privacy, NSIP protects their rights and identities by using pseudonyms and NOT showing their faces in all communications outside NSIP unless the child/young person agrees and the Non-Disclosure Agreement Form has been signed by the sponsor/donor. After attaining the age of legal majority (18), young adults can choose to consent for their faces to be shown in NSIP external communications for fundraising/update purposes.

8.7.2 Gifts

Personal gifts must not be given to sponsored children or their families. Personal gifts can only be received from sponsored children after they have been examined and approved by the CEO of NSIP, or the CEO's designee.

8.7.3 Photographs

- (i) Sponsors will receive photographs of their sponsored child, which can be displayed at the sponsor's home or personal work- -space.
- (ii) The child's photographs must not be made public in any other format, particularly on the internet, via email or on social media sites.

8.7.4 Visitation

- (i) Sponsors wishing to visit their sponsored child must, in the first instance, apply in writing to NSIP.
- (ii) All persons visiting a sponsored child must produce evidence of a recent Criminal history check.
- (iii) All visits of sponsored children must only occur in the presence of a NSIP staff member, and must never take place in the child's place of residence, or where other children may become aware of sponsors.
- (iv) NSIP strongly discourages sponsor/child visitations.

8.7.5 Adoption

- (i) All NSIP stakeholders shall make every effort to ensure that NSIP children are aware that sponsorship does not lead to adoption.
- (ii) Any discussion regarding adoption must only be conducted by or in the presence of the legal person, in strict accordance with that child's case plan.

8.8 Use of Children's Images

NSIP will conform to the National Code of Conduct in relation to the use of children's images. Where NSIP uses a child's photograph:

- The child must always be portrayed in a dignified and respectful manner;
- The child must never be portrayed in vulnerable or submissive manner;
- The child must be adequately clothed in photography and videos;
- The child must never be photographed in any way which could be reasonably construed as sexually explicit, or sexually suggestive;
- The child should be portrayed as part of their community, participating in activities that reflect their daily lives;
- All local and cultural traditions should be taken into consideration;
- All local laws and guidelines are taken into consideration and adhered to;
- The images and narrative must be an honest representation of the facts and context of the content. NSIP is committed to the values of stakeholders, respect, honesty and to the long-term effectiveness of aid and development.
- The images or video of people in vulnerable situations should focus more on the reasons for and the context of a situation, rather than on an individual's suffering.
- Images and associated information collected and portrayed is strictly relevant to the work of NSIP in that community.
- Materials have been obtained in an appropriate, accurate and consensual manner
- No sensitive or overly personal information on the children is to be shared. Good judgment is to be used in ensuring we uphold the principles of respect, dignity and privacy.
- Narratives are to adhere to a tone of voice that is always educational, inclusive, respectful, neutral and empowering;
- Where there is uncertainty on the use of an image or narrative piece after the above guiding principles are applied, guidance is to be provided by the CEO and/or the Child Safety Committee.

In addition:

- (i) Origins of any images used will be known and any necessary permissions, including copyright releases, will be held;
- (ii) Care will be taken to ensure that the identification of or use of images of local people will not endanger the people they portray.
- (iii) Information which could identify the child must not be used in the publication of the image(s)

- (iv) All images must be securely stored and password-protected where applicable. Access to such images must be limited to authorized persons.

8.9 Employment

8.9.1 Job Promotion

All NSIP advertisements for job vacancies will include promotion of NSIP's child-safe practices.

8.9.2 Child Protection

All Board members, employees, contractors and volunteers will be provided with a hardcopy of the Child Protection Policy (this document) and Child Protection Procedures document, and must certify in writing their agreement to be bound by those documents.

8.9.3 Risk Management

All NSIP positions must be rated for their inherent risk to children. Those positions involving direct contact with children will attract the highest risk rating, and applicants for those positions must be screened at the highest available level.

8.9.4 Job Descriptions

Detailed Job Descriptions must be created and maintained for every NSIP position. This description must make explicit the degree to which the position-holder will be in direct contact with children.

8.9.5 Reference checks

All prospective NSIP Board members, employees, contractors and volunteers must provide at least three relevant referees, including their most recent employer, who can attest to the candidate's suitability for the role. The Chief Executive Officer is responsible for ensuring that these references are fully validated, including where appropriate, verbal validation with the person providing the reference.

8.9.6 Police checks

All prospective NSIP Board members, employees, contractors and volunteers must produce evidence of a relevant Criminal History check. Any person with a relevant criminal conviction in any jurisdiction will not be eligible for employment or voluntary services with NSIP.

8.9.7 Probationary Period

All new NSIP employees will be subject to a three-month probationary period.

8.9.8 Performance Reviews

Adherence to this policy, along with compliance with general child protection issues, must be evaluated in each employee's performance review.

8.9.9 Code of conduct

All new NSIP employees must obtain a hardcopy of the NSIP Code of Conduct as published in the NSIP Child Protection Procedures document. NSIP Chief

Executive is responsible for ensuring that each employee confirms in writing that they have received, and agree to be bound by, those documents.

8.9.10 Behavioral Interviews

All interviews of prospective stakeholders, employees and volunteers must include behavioral questions relating to child protection.

8.10 Involvement of Children in NSIP Activities

NSIP will provide children and young people broad ranging opportunities to contribute to issues including:

- (i) Case plans;
- (ii) NSIP staff;
- (iii) NSIP activities and services;
- (iv) The development of NSIP policy and procedural documents, including the NSIP Code of Conduct and Child Abuse Reporting procedures.

8.11 Child Abuse and Child Protection education

All children involved in NSIP programs, and their families, will be regularly informed of NSIP Child Protection Policy and Procedures, and will be provided adequate opportunities to inform NSIP of any concerns relating to NSIP staff or activities. NSIP will also ensure that these children and their families are provided with relevant information and education aimed at creating child safe environments.

8.12 Online Safety Policy

The Chief Executive Officer is responsible for the creation and implementation of a specific Online Safety Procedure document. This document will mandate international best practices for the use of NSIP computers on the internet, and must be accessible to all persons using NSIP computers. All NSIP stakeholders are required to agree in writing to abide by this Online Safety Procedure, and all contracts struck with individuals or other organizations will require acceptance of and agreement to this procedure.

8.13 Translation into Local Languages

All policies and procedures will be translated into Nepali language, especially when English is not widely used (Child Protection Policy, PSEA policy, complaints policy).

9. Definitions

The following terms as used in The Policy are defined in Table 2 below.

Terms	Definitions
NSIP	National NGO
Bullying	Bullying is the inappropriate use of power by an individual or group against another person. It includes physical abuse, verbal abuse such as insults, taunts, teasing and ridiculing, and psychological abuse such as intimidation and ostracism.

Child Abuse	Includes neglect, and physical, emotional or sexual abuse of a child or young person. Physical abuse includes injury or threats of injury, such as slapping, punching, shaking, kicking, burning, shoving or grabbing, often – but not necessarily – resulting in bruises, cuts burns or fractures. Emotional abuse includes name- -calling, put- -downs, emotional withdrawal such that it affects the child’s physical or emotional development. Sexual abuse includes non- -consensual sexual penetration, inappropriate sexual touching, and exposure to pornography. Neglect is refusal or failure to provide a child with clean water, food, shelter, sanitation or supervision or care to the extent that the child’s health and development are placed at risk.
Child and Young Person	A person defined as a child or young person by the legislation, any person under the age of 18 years.
Child Protection	The systems, processes and activities aimed at preventing or minimizing the risk of child abuse, neglect, or exploitation.
CPP	Child Protection Policy
Domestic Violence	Violence which occurs within family and domestic situations, usually between persons who are related to each other.
The Policy	NSIP Child Protection Policy and Child Protection Procedures Documents.

Table 2. Terms and Definitions

10. Child Protection Code of Conduct Acknowledgement

I,[insert name] acknowledge and affirm that:

1. I have received my own personal hard- -copy of the NSIP Child Protection Policy and Child Protection Procedures documents;
2. I have read and understood the NSIP Child Protection Policy and Child Protection Procedures documents;
3. I agree to be bound by the NSIP Child Protection Policy and Child Protection Procedures documents;
4. Further, I hereby undertake to treat all children with respect regardless of race, color, gender, language, religion, opinions, nationality, ethnicity, social origin, disability or other status and not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

5. I will not engage in any sexual activity with any child, including paying for sexual services or acts;
6. I will not engage in any sexual activity with any adult stakeholders of NSIP.
7. I will never invite unaccompanied children into my home, unless doing so is absolutely and immediately necessary to protect their safety and wellbeing;
8. Ensure, whenever possible, that I am not placed in a position where I am alone with a child or children by having another adult present when working in the proximity of children;
9. Not sleep close to an unsupervised child or children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
(This does not include my own children or in cases when I am acting as a guardian.)
10. Not seek to make contact or spend time with any child that I come into contact with in my role as a NSIP representative outside of the designated activities set for performing my role as a NSIP representative;
11. Not hold, kiss, cuddle, fondle or touch children in an inappropriate way;
12. Not do things of a personal nature that a child can do for themselves e.g. Toileting, bathing, dressing excluding my own;
13. Avoid inappropriate physical contact with a child such as engaging in rough physical games;
14. Act professionally towards children and interact within my capacity as a NSIP representative, whilst at the same time showing genuine care and compassion;
15. Not abuse my position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or sexual favor from a child;
16. Refrain from hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at risk of injury;
17. I will not use any form of physical punishment on any child;
18. I will not offer or solicit alcohol or drugs to any child;
19. I will comply with all relevant laws, including labor laws in relation to child labor;
20. I will immediately report incidents where NSIP policy or procedures have been breached.
21. I agree with, and will follow, the guiding principles outlined in the NSIP Child Protection Policy, and will always use reasonable common sense to ensure the safety and welfare of children and their families.
22. Conduct myself in a manner consistent with NSIP's values and Child Protection Policy;
23. Follow relevant local, provincial and national law pertaining to working with children, including those in relation to child labor;
24. Report any suspicion, allegation or witness of child abuse or other breaches of the NSIP Child Protection Policy and Code of Conduct by NSIP Representatives as per the reporting procedures outlined in the Child Protection Procedures document;
25. Keep confidential all information that I am party to regarding child protection cases, only disclosing or discussing information with those responsible for investigating incidents or other parties as designated by them and according to reporting procedures;

26. Disclose any child related convictions or investigations that I am subject to outside my role as a NSIP representative;
27. Comply with the NSIP Child Protection Policy relating to the use of children’s images by ensuring that:
 - a. Before photographing or filming a child I obtain informed consent from the child and their guardian or parent, ensuring that they understand how the images will be used;
 - b. I have assessed and endeavor to comply with local traditions or restrictions for the reproduction of images;
 - c. Images of children depict them in a dignified and respectful manner, taking care that the way they are dressed and their body position is appropriate, and does not represent them in a vulnerable or submissive manner.
 - d. Images and associated information collected is strictly relevant to the work of NSIP in that community.
28. Only use NSIP systems and equipment appropriately. I will not use computers, mobile phones, video and digital cameras to exploit or harass children or to access child pornography through any medium.
29. Not condone or participate in any child related activity which is illegal, unsafe or abusive.

I have read this NSIP Child Protection Policy and Code of Conduct and agree to conduct myself in strict accordance with it. I understand that it is my personal responsibility to abide by these requirements at all times.

Signature Print _____

Name Date _____

Witness (Name) _____

Signature _____

Date _____

Child Friendly Complaints Handling Procedure

Implementing guidelines & child friendly complaint form

At NSIP, we are committed to meeting the needs and expectations of children. We have five core service principles that underpin our commitment:

1. We are responsive when children contact us with a complaint or concern.
2. We are always professional in our dealings with children.
3. We value feedback, we listen and are interested.
4. We respect children’s privacy and take care to protect their safety.

5. We are accessible through many different contact channels such as our stakeholders, direct contact with our office and our website.

Our message to children is:

*It's OK to **complain**. We're here to help. What do you want to complain about? Are you unhappy about the way you have been treated? Have we made a mistake and won't fix it? Are you feeling unsafe and are not being listened to? Is it something else? We may be able to help. That's why we have the children's complaint form.*

Here, at NSIP, we listen to our beneficiaries, staff and stakeholder complaints, take them seriously and respond to them.

The purpose of this complaint form is to empower and assist children to formally make a complaint if they are unhappy with how they have been treated or wish to express a concern. The form is designed in a way that a child can easily make a complaint if they need to. Upon receiving the completed complaint form, NSIP will investigate the complaint and respond to it adequately and appropriately.

The implementing steps of this form are as following:

- All our stakeholders, staff who work with or come into contact with children, will be made aware of the NSIP Child Friendly Complaint Form and make it available to the children at all times.
- This complaint form will be available on the NSIP website. NSIP also encourages its stakeholders to have it available for download on their websites.
- For children where the internet facilities are uncertain, our stakeholders will make these forms available in printed form (in Nepali language in the areas where English is not commonly used) by handing out during their hospital and school visits, parent-teachers meetings, field visits, workshop, community consultations or during any other relevant program where children are participants.
- For locations where English is not commonly used, we encourage our stakeholders to translate the NSIP Child Protection Policy, Child Friendly Complaint Form and implementing guidelines in the Nepali language.
- Our stakeholders are responsible for the distribution and availability of this form and the procedures for its use. They must ensure they maintain the privacy of the children who make the complaint and also safeguard them at the same time. Our program stakeholders must also make sure that this process does no harm to the children emotionally and physically when they make the complaints. Our program stakeholders should share their office contact details during stakeholder/beneficiary's interaction to encourage and facilitate children to make the complaints if they need to.
- Stakeholders should suggest that the child who is making a complaint give a copy of it to their parents for the record. Alternatively, parents can also ring program stakeholders directly on behalf of their children.
- Upon receiving a complaint, stakeholders should respond to it immediately, carry out the required investigation and resolve it in a fair way. All program stakeholders are required to

report any complaint made to them to NSIP in a formal report together with the steps taken to resolve it in accordance with the NSIP Child Protection policy and procedures.

NSIP cannot respond to complaints received which are made anonymously. However, NSIP or its stakeholders will seek to actively investigate the complaints in an effort to increase the level of safety acknowledging the limits of possible actions available due to the anonymity of the complaint.

For privacy reasons, we do not collect information about third parties who aren't directly involved in the matter, such as friends, other family members and neighbors.

Complaint Form (for use by children under 12 years of age)

If you are unhappy or concerned about something we, at the NSIP, want to know.

We are interested in what you have to say and will take your complaint seriously. Your views are important. What you have to say can help to make things better.

This complaint form is a formal way for you to let us know what you are unhappy about how you were treated or with something that was done for or to you.

By filling in this form, you are asking that someone at NSIP listens to you about your problem and find a solution.

Write about or draw a picture of what has happened to make you unhappy?

What would make the problem better?

Please give your name, class and school address here:

What will happen next?

Give this form to a family member, teacher and ask them to give it to us. Or, drop this form into the office or email it to NSIP at: info@nsipnepal.org

Someone from NSIP will contact you and make a time to speak with you about your complaint and will talk to those involved in the problem and help find a way to make the problem better.

If you need help to complete this form, you can ask someone you trust to help you in completing it.

CHILD PROTECTION RISK MANAGEMENT

Child protection risks need to be assessed as part of standard risk management processes at design, implementation, monitoring and evaluation – throughout the lifecycle of an activity.

This Guideline assists in establishing the child protection risk context and whether a full child protection risk assessment needs to be undertaken based on the potential risks to children. It is based on donors' *Guidance for Establishing the Child Protection Risk Context of Organizations and Activities* (June 2014) and CRC guidelines.

There are common risk areas that NSIP staff and program stakeholders can review to determine whether a more detailed child protection risk assessment needs to be undertaken. These include the likely risk level of the partner organization and the nature of contact between staff and children that will take place under the activity.

1. DETERMINE THE LEVEL OF CONTACT WITH CHILDREN THE ACTIVITY IS LIKELY TO INVOLVE

CONTACT WITH CHILDREN RISK ASSESSMENT WORKSHEET (No = nil contact)		
Inherent risk	Personnel will be deployed in an organization.	
	Personnel will be working in a remote and/or rural location.	
Degree of Isolation	Involves being alone with children (not frequently enough to be working with children)	
	Involves activities that are away from organization location	
	Involves meeting one- -on- -one with children (not frequently enough to be working with children)	
	Involves unpredictable or remote settings	
Online contact or access to personal	Involves direct one- -on- -one or group access to children online	
	Involves supervising child- -to- -child online contact	

details	Involves online access to a child's or children's personal and/or confidential information	
	Inadequate/missing safe options for children to report unwanted attention or inappropriate behavior by others	
	Involves educating children and supporting adults on cyber safety	
Vulnerability of child/children	Engages with children whose true or cognitive age impacts on their ability to protect themselves	
	Engages with children who have challenges that contribute to their vulnerability (e.g. psychological, situational)	

	Engages with children who do not have many support systems	
Degree of physical contact	Involves demonstrating a skill to children	
	Position involves need for physical contact/touching children	
	Involves providing a personal service (e.g. washing, dressing, toileting)	
Degree of monopoly	Monopoly on provision of goods and/or services <ul style="list-style-type: none"> • Medical • Food distribution • Career training (sports/musical) 	
Degree of supervision	Involves personnel having unsupervised contact with children	
	Activities/engagement with children is not observed or monitored	
	insufficient number of trained staff to supervise activities/engagement with children	
Degree of trust	Involves developing close, personal, long-term relationships with children	
	Involves transporting youth	
	Involves one or more of the following: One- -on- -one supervision, overnight supervision, out of town activities, advising or offering guidance to youth or spending extended periods of time with youth e.g. camps	
	Contributes to important decisions regarding the future of children	
	Has access to personal/confidential information	

Access to Property	Adult has a perceived or actual level of authority (from child perspective)	
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position	
Child labor	Possibility that activity will lead to the employment of children	
	Possibility that activity will lead to the removal of children from school	
	Possibility that activity will lead to children being employed in hazardous work	
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children	
	Engages with parents who have challenges that contribute to their ability to provide care (e.g. psychological, situational)	
	Engages with parents who do not have many support systems	
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young.	

Assessment

Activity Inherent Risk			
LOW	NIL	<input type="checkbox"/>	The activity does not involve any individuals working in-organization (Nil Contact)
MODERATE	CONTACT	<input type="checkbox"/>	The activity involves or may involve contact with children (working in- organization, remote or rural area)
HIGH	WORKING	<input type="checkbox"/>	The activity involves working with children