



Protection of Children and Vulnerable Adults Policy

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Section A: Introduction

Purpose

The purpose of this policy is to:

- State the commitment of the International HIV/AIDS Alliance (the Alliance)¹ to the safeguarding of children and vulnerable adults and the prevention of abuse, exploitation and neglect
- Set out common values and principles and provide guidance on safeguarding and protection issues and good practice
- Set out procedures that must be followed by Alliance representatives²
- Ensure that all Alliance representatives know their responsibilities in safeguarding children and vulnerable adults from harm

Scope

This policy provides guidance and procedures that must be followed by all Alliance representatives, wherever in the world they are working.

This policy covers children and vulnerable adults.

Definitions

A child is a person who is under 18 years of age, as recognised in the UN Convention on the Rights of the Child (1989).

In this policy, 'adult' means a person aged 18 years or over. The broad definition of a 'vulnerable adult' is someone who may be in need of community care services by reason of mental health or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation...

Harm is ill-treatment (including sexual abuse and non-physical forms of ill-treatment) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural), as defined in The Children Act 1989. Neglect or inaction, particularly in the context of a relationship of responsibility or trust, can be forms of harm.

Safeguarding is the process by which we protect children and vulnerable adults' health, wellbeing and human rights, enabling them to live free from harm.

¹ This policy relates to the Alliance Secretariat based in the UK and all subsidiaries or branches of the Secretariat registered outside the UK. This policy may be adapted by Alliance operations based overseas to reflect the local context, whilst still using the UN Convention of the Rights of the Child (1989) as the basis for child protection. Any adaptations should be approved by the Head of Human Resources and Administration at the Alliance Secretariat.

Responsibility

It is the responsibility of the trustees and senior management at the Alliance to create an organisational culture that promotes safeguarding of children and vulnerable adults by upholding principles of transparency and accountability on such matters.

All representatives of the Alliance are expected to follow the guidelines and procedures of this protection policy, including the reading and signing of the code of conduct and reporting procedures for suspected protection violations.

Principles

All children have equal rights to protection. The Alliance understands that children form a special group of individuals who face great challenges due to the HIV and AIDS pandemic. Loss of parental care or living with HIV positive parents or caregivers increases children's vulnerability. People with power and influential positions in communities, including development workers, can abuse or exploit children and vulnerable adults. This calls for preventive action to protect them against abuse and appropriate responses where there are alleged incidences of violations.

The Alliance uses a rights-based approach when working with children. This approach is based on the four broad child rights areas of the UN Convention on the Rights of the Child (1989). These are the child's rights to survival, development, participation and protection (see appendix 7).

Using the child's right to protection as a core principle, the Alliance strives to ensure that measures and systems are in place to protect children and vulnerable adults from all forms of abuse and maltreatment by any Alliance staff member or other representative. The policy also recognizes that children and vulnerable adults have differing levels of capacity depending on age and development that can affect the ability to protect themselves and make decisions about their own lives. If it is critical that the use of the policy includes assessing the ability of individuals to understand and make decisions in any actions related to safeguarding and protection.

The policy, including the code of conduct, is supported by quality programming standards for children that contain a standard around the rights of children and the protection of children from abuse, exploitation and neglect (**HIV Programming for Children, [Alliance Good Practice HIV Programming Standards, Section 6](#)**). The Alliance Accreditation system also has standards for all members of the Alliance around protection.

This policy, including the code of conduct, should be made easily accessible for all staff and other representatives. Staff should promote the code of conduct in all situations where the organisation is responsible for bringing children into contact with adults.

A one page advice sheet, in a child friendly format³, is available to children² and to carers to inform them of the protection they can expect and the procedures in place for reporting any concerns.

² A one page, child friendly, advice sheet, which can be used as a template, is available on Inspire: <https://inspirehome.aidsalliance.org/Interact/Pages/Content/Document.aspx?id=10096&click=12928>

Section B: Safeguarding

This section provides procedures and guidelines that should be followed to safeguard children and vulnerable adults and prevent abuse taking place by any representative of the Alliance. It also includes a section on reducing risk when working with partners.

1. Staff recruitment procedure

Current and potential employees with direct or regular contact with children shall undergo a screening procedure to check for any child abuse related criminal record.

Supplementary information for all jobs should state that a child protection policy exists and that a screening process is in place. The following wording should be used: *'The Alliance operates rigorous recruitment and selection procedures that reflect our commitment to child protection'*.

The child protection policy and code of conduct will be made available to all job applicants at the point of application.

Current and future staff, consultants and volunteers who will be coming into direct contact with children, based in the UK or in countries where there is a reciprocal agreement on disclosure should have standard DBS (Disclosure and Barring Service) checks or any other police checks applicable in countries where the consultant resides. Evidence of checks will be kept on file together with the consultant's other records.

DBS checks are valid for a year and an additional annual payment can be made to so that the record is kept permanently updated and accessible.

During interviews, the interview panel will identify any gaps in the applicant's employment history and clarify reasons for these to their satisfaction. Ideally, for posts than involve regular contact with children or information about children, the panel should include a person with experience of child protection issues. The interview should include specific questions at the first stage on child protection issues to probe the applicants' attitude, experience and approach to working with children relevant to the post applied for.

All application forms will include a declaration relating to criminal convictions.

For employees working directly with children, three employment references should be taken up on all applicants before appointment to post. These should be from the last three employers and include answering a question such as "Would you have any concerns about this person working with children or coming into contact with children?"

It is essential to verify the qualifications required for the post to help detection of false employment histories or backgrounds. Originals of qualification certificates should be viewed by the Alliance staff, copied and kept on file.

Individuals will be required to produce proof of identity at final interview. This must include photo ID, and two documents of proof of place of residence (e.g. bank statement, credit card statement or utility bill).

2. Code of conduct

This code of conduct constitutes a set of standards for appropriate behavior. It also gives guidance to avoid situations that increase chances of behaviour that may be classified as inappropriate when in the company of children and vulnerable adults. The code of conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child or vulnerable adult as the primary consideration.

This code is applicable to anyone acting as a representative of the Alliance, such as trustees, staff, volunteers, consultants, journalists and other visitors whose work requires him/her to be in contact with children and vulnerable adults or may bring children and vulnerable adults into contact with other adults.

Adults, as defined above, are expected not to:

- Spend time alone with a child or vulnerable adult, either at the adult or child's home, overnight, in a car or any other secluded place
- Carry out personal activities on a child or vulnerable adult like bathing and dressing
- Engage in inappropriate touch or physical contact with a child or vulnerable adult
- Make sexually provocative gestures towards a child or vulnerable adult
- Have a sexual relationship with a child or vulnerable adult
- Physically assault or abuse a child or vulnerable adult
- Make use of language that causes mental or emotional harm to a child or vulnerable adult
- Exploit children or vulnerable adults in any way or form
- Discriminate based on race, colour, sex, language, national, ethnic or social origin, property, disability, birth or other status, gender, sexuality, religion, or political or other opinions

In order to avoid the above from happening, it is encouraged that people take proactive action on risk minimisation by making efforts to try and:

- Avoid compromising situations that increase vulnerability
- Meet in public places as much as possible
- Have parent/ carer present when visiting or meeting children or vulnerable adults
- Avoid actions that can be subject to misinterpretation by a third party
- Get informed written consent from the parent or person with primary responsibility over the child or vulnerable adult before taking photographs or a statement from a child

3. Working with partners

The Alliance expects all partners and other groups working with the Alliance to uphold best practice guidance on protection in all activities involving children and vulnerable adults..

The Alliance Secretariat monitors child protection policies and procedures within the accreditation process.

All written agreements between other partners or agencies should reflect a strong commitment to the protection of children and vulnerable adults..

4. Communication about children and vulnerable adults.

In its communication and fundraising strategy, the Alliance may at times use images and recordings of children and field texts. The Alliance has a responsibility towards the children and vulnerable adults that are portrayed and should ensure that they are treated with dignity as humans with rights by avoiding the following:

- inaccurate representation of children and vulnerable adults through words and images
- communication that shames, degrades or victimises.
- taking pictures or statements from children and vulnerable adults without informed consent of care-givers
- depicting children or vulnerable adults in sexually provocative poses
- personal and physical information identifying the location of a child or vulnerable adult that could put them at risk should be used in communications, including websites.

See appendix 4 for guidelines on communications and appendix 5 for the consent form for use of images of children and vulnerable adults.

Section C: Identifying and reporting suspected abuse

This section identifies signs of abuse of children and vulnerable adults and how you should manage any disclosure of abuse. It also sets out the responsibility to report any suspected signs of abuse.

5. Signs of abuse

Before any form of behaviour or act is reported as abuse, it is important that people get familiar with basic signs of abuse. However, it is crucial to note that abuse of children and vulnerable adults is not an easy act to identify and care should be taken to put facts together and understand the context, as well as talk to the child or vulnerable adult where possible before drawing conclusions.

Possible signs of sexual abuse

- Physical indicators on genital areas
- Sexualised behavior inappropriate to a child's age or vulnerable adults stage of development
- Sexually transmitted infections
- Pregnancy (depending on age)

Possible signs of physical abuse

- Bruises, burns, bites, cuts and dislocations
- Excuses given to explain injuries
- Refusal to discuss injuries
- Aggressive behavior towards others
- Withdrawal from physical contact
- Fear of returning home or of having parents contacted
- Self destructive tendencies

Possible signs of emotional abuse

- Delayed physical, mental & emotional development
- Increased anxiety
- Low self esteem
- Inappropriate emotional response to painful situations
- Drug or alcohol abuse
- Fear of new situations

Possible signs of neglect

- Poor social relations
- Low self esteem
- Frequent hunger
- Non-attendance at school
- Poor personal hygiene

6. Listening to a child's disclosure of abuse.

When a young child or vulnerable adult makes comments or statements that relate to possible abuse, it is important to listen to what they are saying. Many children and vulnerable adults mistakenly believe they deserve the abuse. Generally, it should be assumed that children do not make up stories about this topic. Do not try to force words or images on a child or vulnerable adult in an effort to get more information. If you report suspected abuse, you do not need to prove that it occurred. A report is a request for an investigation. Child protection workers are trained to assess abusive situations, identify potential problems, and ensure the individual's safety.

What to do

- Accept what the child or vulnerable adult says
- Keep calm
- Don't panic
- Do not appear shocked
- Don't seek help while the individual is talking to you
- Be honest
- Look at the child or vulnerable adult directly
- Assure them that they are not to blame for the abuse
- Never ask leading questions
- Try not to repeat the same questions
- Never push for information
- Do not fill in words, finish their sentences, or make assumptions
- Be aware that the child or vulnerable adult may have been threatened.

- Make certain you distinguish between what the individual has actually said and the inferences you may have made. Accuracy is paramount in this stage of the process.
- Do not permit personal doubt to prevent you from reporting the allegation
- Let the child or vulnerable adult know what you are going to do next and that you will let them know what happens.
- Let them know that you need to tell someone else

At the end of the disclosure

- Reassure them that it was right to tell you. Where appropriate, to the capacity of the child or vulnerable adult, ask them what they would like to see happen next
- Let them know what you are going to do next
- Immediately seek help from your line manager or other responsible senior manager
- Write down **accurately** what the person has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period. These are essential in helping your organisation/ social services/ the police decide what is best for the child or vulnerable adult
- Seek help for yourself if you feel you need support.

(Adapted from Child Hope: Basic Training for Child Protection Officers in the UK 2006 and Child Abuse and Child Care Iowa State University 1999)

7. Reporting suspected child abuse

If you suspect abuse or a child or vulnerable adult has made a disclosure of abuse to you should report concerns immediately on the Incident Reporting Form (Appendix 2). Reports should be made within 24 hours. Reports will be treated in strict confidence in the interest of all parties involved and in line with the Alliance Whistle Blowing Policy.

A concern relating to:

- staff or representatives of the Alliance
- staff of an Alliance Linking Organisation or other Alliance partner
- child abuse in the community

should be reported immediately to your line manager, or to another senior manager in the office. If you feel unable to discuss the matter with your line manager or another senior manager, you should contact the Head of Human Resources and Administration, at the Alliance Secretariat in the UK.

The line manager to whom the report has been made should not carry out an investigation into the allegation, but should report the matter immediately to the Head of Human Resources and Administration, at the Alliance Secretariat in the UK.

Section D: Responding to reports of suspected abuse

This section sets out the responsibilities of Alliance staff in responding to and managing cases of suspected abuse.

8. Investigation procedures

The Head of HR and Administration will convene a team to obtain further information, assess the concern, decide next steps and inform authorities as necessary. The team may include the relevant Programme Manager, a representative from the Legal, Risk and Compliance Team and the Senior Advisor on Children. The team may appoint and delegate the investigation to an investigating officer if the matter requires further investigation.

Based on the evidence and careful deliberation on the case, the team will decide on whether the matter should be dropped, further handled internally or referred to the police depending on the level of assessed gravity and complexity. Where the allegation relates to a Linking Organisation, the team will liaise with the Linking Organisation to ensure appropriate steps are taken.

The process leading to decision making should be well documented and all facts or written allegations and responses stored securely by the Head of Human Resources and Administration.

When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.

Thorough investigations will be carried out before such a decision or action is taken.

Arrangements will be made to provide supervision and support to those affected during and following an allegation.

The team will liaise with the Head of Communications to manage the risk of any negative press or necessary disclosures.

The team will be responsible for reporting to the Executive Director and external bodies including the police and the Charity Commission in line with the Alliance Serious Incident Reporting Policy.

9. Disciplinary action

Following the completion of the investigation, line management, advised by HR, will decide on appropriate action to take based on available evidence. This will follow the Alliance's disciplinary procedure, as detailed on Inspire.

Reports that are made maliciously or not in good faith could be considered an act of gross misconduct. Disciplinary action, which may result in dismissal, will be taken against any employee making such an allegation.

Section E: Implementation and Monitoring

This section sets out how the policy will be shared with all Alliance representatives

10. Implementation

All staff and other representatives will be made aware of the Alliance's Child and Vulnerable Adult Protection policy and requested to read it and sign the code of conduct.

It is the relevant manager's responsibility to ensure safeguarding measures are put in place. Where necessary, training will be provided for specific staff, e.g. those having direct contact with children or vulnerable adults; or researchers who would need training on children's participation and the sharing of information on children.

Training resources will be stored on Inspire and on www.ovcsupport.net. They will be regularly reviewed and updated.

Performance development reviews should include a question about staff members' training needs on safeguarding and protection

A review of protection policy implementation will be included in relevant external programme reviews.

The Human Resources department of the Secretariat will coordinate learning on policy implementation, with the assistance of the Senior Advisor: Children & Impact Mitigation..

The protection policy will be reviewed every three years but can be adjusted before then to reflect global changes and developments.

11. Representative's commitment to child protection policy and code of conduct

The following persons should sign a statement of commitment to the Alliance Child Protection Policy and Code of Conduct (see Appendix 1):

- all Alliance staff
- any representative/ consultant of the Alliance who is expected to come into contact with children and vulnerable adults during the course of their work with the Alliance.

Appendices

Appendix 1

Statement of commitment to child and vulnerable adult protection policy and code of conduct form

I have read and understood the International HIV/AIDS Alliance's child protection policy, including the code of conduct on protection.

I agree to abide by the policy and principles therein and understand that I must raise any concerns I may have about protection of children and vulnerable adults whilst working for or with the International HIV/AIDS Alliance with my line manager (or other responsible person) in a confidential manner.

Name:

Position:

Signature:

Date:

Appendix 2

Incident Reporting Form

Please complete this form if you believe that a child or vulnerable adult's safety is in danger. All protection concerns should be reported directly to an appropriate line manager immediately. The form may be filled in before or after contacting the line manager. The information in this form should be kept strictly confidential.

A: Personal information

Your name:

Job Title:

Place of work:

Relationship to child or vulnerable adult.....

Contact details:

B: Child/ Vulnerable Adults information

Name of individual:

Gender:

Address:

Guardians:

C: Abuse concern

Is concern based on observation or suspicion?

If concern is based on secondary source, give name of information source

.....

Did the child or vulnerable adult report the incident to you?

.....

Give the nature of alleged abuse:

.....

.....

Date of alleged incident:

Time and place of incident:

.....
Name of alleged perpetrator:

Job title:

Describe your personal observations (factually):

.....
.....
.....
.....

Give actual record of what the source said to you:

.....
.....
.....

Provide names of witnesses if applicable:

.....

Any other comments:

.....
.....

Action taken:

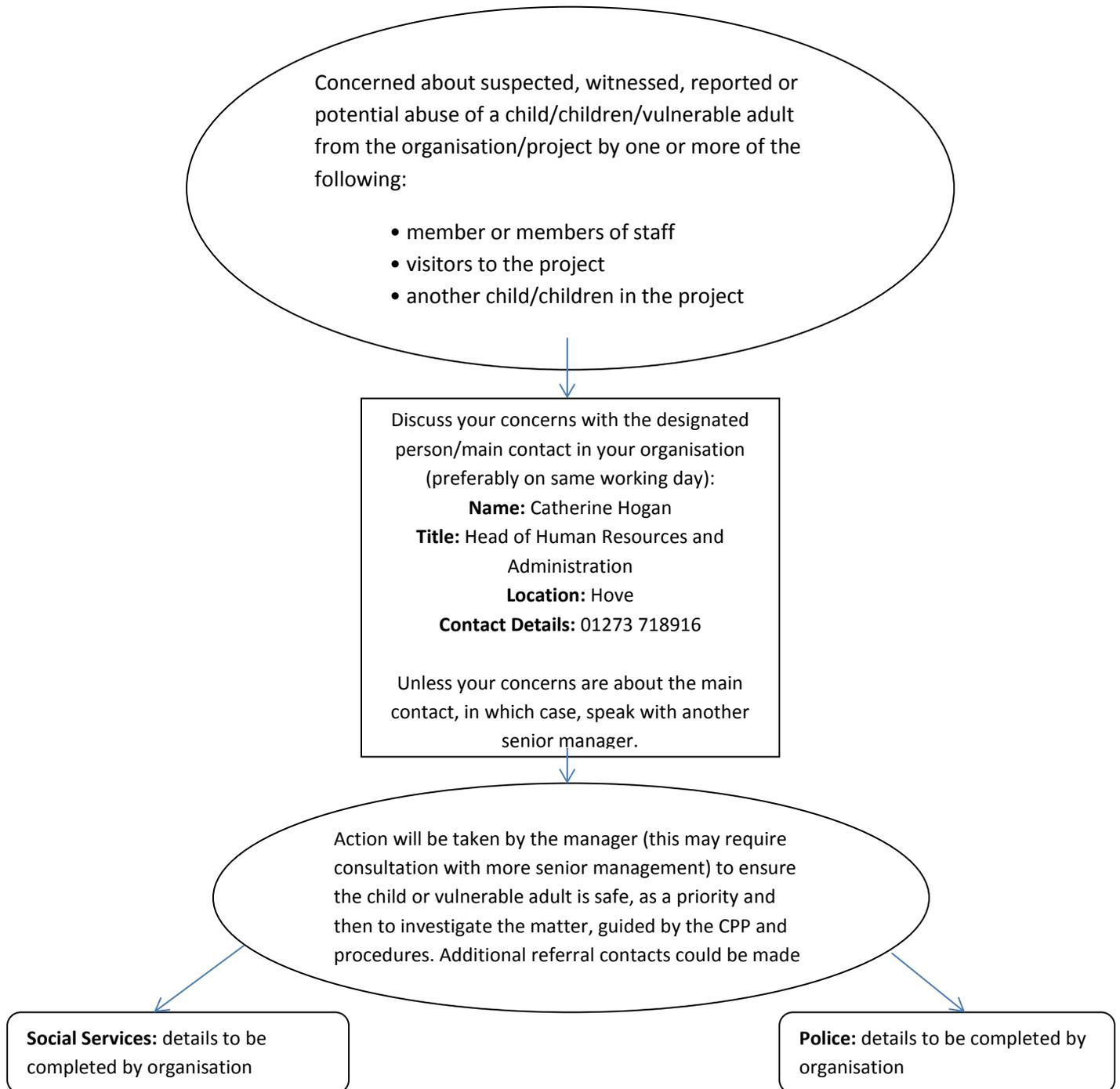
.....

Signed: Date:

Appendix 3

Reporting and reaction protocol - flowchart

Management flowchart for reporting suspected abuse³



³ Ref: Child Protection Polices and Procedures Toolkit, Child Hope 2005
N.B. If adapting for Los, the relevant details will need amending.

Appendix 4

Guidelines on communications about children (based on ChildHope and CSC policy guidelines)

In all its communication and publicity materials, the International HIV/AIDS Alliance upholds the responsibility to treat children as individuals with rights and who should be treated with dignity and self worth. The following constitutes guidelines on communications about children:

- Children shall be accurately represented either verbally or in images in ways that do not amount to manipulation or sensationalism.
- Children are not to be depicted in images or poses that might be regarded as sexually provocative.
- Informed written consent from a child or parent or person with parental responsibility will be obtained before any photographs, recordings, statements or other information identifying the child (Personal Data) recorded, disclosed or otherwise used.
- In particular children are not to be depicted in images or poses that might identify them as HIV positive without their informed consent.
- The purpose for which images or information on children is to be obtained must be clearly explained and understood, and the consent must be recorded on an approved Consent Form and informed consent must come from the child or person able to give valid consent (by signature on a Consent Form).
- A copy of the Consent Form shall be retained by The Alliance, and use of the personal data shall be carefully monitored and kept secure and within the control of the Alliance.
- In particular where external contractors or freelancers record Personal Data, such as photographs and moving images, The Alliance shall be careful to impose this policy on such contractors and ensure that future use of such Personal Data is retained by the Alliance. For example, this may be ensured by license or assignment of copyright to the Alliance in specific contracts.
- All such Personal Data will only be retained for as long as it is relevant and necessary to do so, and shall be destroyed thereafter.
- Duties of confidentiality and data protection legislation (including the Data Protection Act of 1998) shall be followed when handling child related Personal Data.
- Information that may be used to identify or locate a child and place their life in danger in their country of residence or elsewhere should not be made available in public media like websites and magazines.
- Personal information on children, including HIV status, should only be disclosed to those who need to know.
- To the extent possible, children have to be allowed to give their own account or views on issues as opposed to adults or institutions speaking for them.
- Information on child abuse cases shall only be shared on a “right to know” and “need to know” basis in accordance with data protection legislation. (Parents, guardians and primary care givers have the right to know while child protection designate, HR Advisors and others directly involved in investigations, like the police, have a need to know).

Appendix 5

Consent form for use of images of children and vulnerable adults

For acting/modeling for still images, moving images and audio material.

I, the guardian of:

(child's full name).....age.....

(child's full name).....age.....

(child's full name).....age.....

declare that the aforementioned children are not registered on the Child Protection Register administered by Social Services in the UK, and hereby give the International HIV/AIDS Alliance (registered charity number 1038860) (the "Alliance") permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting the child/children named above

Name

Relationship to child or vulnerable adult

Signature

Date

Taken by (name) (Position)

on behalf of the Alliance,

On (date) at (place)

for any of the following uses:

- Alliance Campaigns incorporating video tapes, audio CDs, CD ROMs, DVDs, and other similar communications and data storage media yet to be invented;
- Television advertisements, radio advertisements, magazine advertisements, leaflets, information packs, flyers, parenting advice publications, the Alliance website or any website owned by the Alliance or its donors and related micro-sites as well as any other suitable publicity purposes;
- Other fundraising and promotional materials, educational materials, research materials, lecture outlines, materials required for teaching purposes, for reference in the Alliance Video Library and Alliance Photographic Library.

Appendix 6

Guidelines on ethical issues for interview or data gathering⁴

A. Make sure the information-gathering activity is necessary and justified.

- Before starting the activity, clearly define its intended purpose and audience, and make sure that there is sufficient staff and money to conduct it in an ethical manner.
- Only use direct methods with children if the required information is not otherwise available.
- If the information-gathering activity will not directly benefit the children and adolescents involved or their community, do not proceed

B. Design the activity to get valid information.

- Develop a protocol to clarify aims and procedures for collecting, analysing, and using the information to which all partners agree.
- Apply community definitions to set clear criteria for inclusion. Use existing records when possible, and recognize social and cultural barriers to participation. For surveys, use the minimum number of respondents to achieve demonstrable results.
- All tools, such as questionnaires, should be developed through discussions with experts. These tools should then be translated locally, back-translated, and field-tested.
- The use of a comparison group totally deprived of services is inappropriate with vulnerable children. Alternative approaches should be explored to strengthen research findings. Comparison groups should be used only under careful ethical supervision.

C. Consult with community groups.

- Consult locally to determine who must give permission for the activity to proceed.
- Interviewers must be sensitive that they may be highly visible and a source of local interest. Clarify roles and expectations through community meetings and honour commitments.
- An independent local community stakeholder group should monitor activities.

D. Anticipate adverse consequences.

- In partnership with the community, anticipate all possible consequences for the children and adolescents involved. Do not proceed unless appropriate responses to potentially harmful consequences can be provided.
- Avoid stigma by holding community sensitization meetings and using community terminology.

⁴ Ref: Ethical approaches to gathering information from children and adolescents in international settings, Katie Schenk, Jan Williamson, HORIZONS 2005

- If the safety and security of children and vulnerable adults cannot be assured, do not proceed.
- Interviewers should have experience working with children. They should be trained to respond to children's needs, and require ongoing supervision and support. If appropriately skilled interviewers are unavailable, do not proceed.
- In partnership with the community, determine what kind of follow-up is appropriate to respond to children's needs, recognising age, gender, ethnicity, and so on. If appropriate support cannot be assured to meet the children's needs, do not proceed.
- Prepare a reaction plan to anticipate serious needs. If support for the child or vulnerable adult cannot be assured, do not proceed.
- Confidentiality should be breached to provide immediate protection to the child or adolescent. Staff should make sure that participants are aware of this before asking for any information.

E. Conduct consent and interviewing procedures with sensitivity to children and vulnerable adults' specific needs.

- Children and vulnerable adults must give their agreement to participate, but consent is required from appropriate adults. Be aware that this may not always be parents.
- Interviewers should make sure that children and vulnerable adults know they can stop or withdraw at any time.
- Investigators must provide children and adolescents and their parent or guardian with information about the activity in a manner appropriate to their culture and education.
- Consent forms and informational tools should be developed with community members and field-tested.
- Use an independent advocate to represent the views of children and vulnerable adults if there is any doubt about the protection provided by their guardian.
- Avoid efforts to unduly influence participation by the use of incentives. If incentives are used, they should be in line with local living standards.
- Interview procedures should reflect the need to protect the children and adolescents' best interests. Consult with community members to determine appropriate practices.
- Remember age of child or vulnerable adult will not determine their ability to participate or understand. It is important you are aware capacity of individuals to assess how to engage. For example working with young children will be different from older adolescents who may have ability to make their own decisions or choices about participation.

F. Confirm that all stakeholders understand the limits to the activity and next steps.

- Use appropriate procedures to maintain the safety and security of participants.
- Share findings with community members in an accessible, appropriate format.

Appendix 7

Specific Articles from the UN Convention on the Rights of the Child (1989)

The UN Convention on the Rights of the Child is the global framework on child protection, development, survival and participation. The following is a selection of some key articles on child protection that can be referred to in the context of this policy.

Article 1

For the purposes of the present Convention, a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Article 2

State parties shall respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

State parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Article 3

In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interest of the child shall be a primary concern.

State parties undertake to ensure the child such protection and care as is necessary for his or her well being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and to this end, shall take all appropriate legislative and administrative duties

State parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform to the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.

Article 12

State parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.

For this purpose, the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body, in a manner consistent with the procedural rules of national law.

Article 13

The child shall have the right to freedom of expression; this right shall include freedom to speak, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.

Article 19

State parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide the necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate for judicial involvement.

Article 32

State parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Article 33

State parties shall take all appropriate measures, including legislative, administrative, social and educational measures, to protect children from the illicit use of narcotic drugs and psychotropic substances as defined in the relevant international treaties, and to prevent the use of children in the illicit production and trafficking of such substances.

Article 34

State parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, State Parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- (a) The inducement or coercion of a child to engage in any unlawful sexual activity
- (b) The exploitation of children in prostitution or other unlawful sexual practices
- (c) The exploitation of children in pornographic performances and materials

Article 37

State Parties shall ensure that: (a) no child shall be subjected to torture or other cruel, inhuman or degrading treatment or punishment. (b) Neither capital punishment nor life imprisonment without possibility of release shall be imposed for offences committed by persons below 18 years.

Appendix 8

One page, Child Friendly Advice Sheet, for Children

<https://inspirehome.aidsalliance.org/Interact/Pages/Content/Document.aspx?id=10096&click=12928>

Appendix 9

Resources

1. [Convention on the rights of the child](#), United Nations, 1989
2. [Child protection policies and procedures toolkit: How to create a child-safe organisation](#), CHILDHOPE
3. Keeping Children Safe Coalition, www.keepingchildrensafe.org.uk
4. [Setting the Standards: A common approach to child protection for international NGOs, 2003 Tearfund & NSPCC](#)
5. **Section 6, HIV Programming for Children, [Alliance Good Practice HIV Programming Standards](#), International HIV/AIDS Alliance**