Child Protection Policy
In
Women’s Humanitarian Organization

2014

Child Protection Policy has been developed with technical support from “Terre des Hommes” Lausanne
Child Protection Policy in Women’s Humanitarian Organization 2014

Procedures:

General Introduction

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- Interview:
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- Checking of conduct in Women’s Humanitarian Organization.
- Procedures in case of abuse from staff, visitors, or partners
- Directions/principles in safe activities
- Reporting about fears (quick report/ how to report / mechanism of filing a report)
- Evaluation
- Emergency
- Educational seminars for children
- Module on how to prepare the training strategies
- Plan to apply the policy
- Principles of child protection (International conventions country laws, customs and traditions and religion).
Introduction:
The ultimate goal of Women’s Humanitarian Organization is working in the best interest of children. We aim at building a better future for our Palestinian children in the gatherings and camps in Lebanon.

In collaboration with other organizations, namely Terre Des Hommes and Luzan, a Child Protection Policy has been developed. It is an education, social, and reform policy.

We are committed to adapting and applying this policy fully, and to providing all of the necessary resources. Work will also be done on the evaluation and feedback processes for better development of the policy as is documented in the executive plan.

Women’s Humanitarian Organization offers gratitude to all who shared in building this policy, namely Terre Des Hommes, Luzan, as well as MAP, UK who has contributed in covering all the expenses in its center in Saida, and is also committed to this policy in all its details to reach its goal, which is the child’s best interest.

First: Children and the Organization
Introduction:
Women’s Humanitarian Organization guarantees children’s safety through the Child Protection Policy and the responsibilities detailed below. They help the organization maintain its vision of Child Protection, and ensures that everyone is dedicated to following the rules and goals of the organization.

1-1) Brief introduction about the organization:

Women’s Humanitarian Organization is non-profit charity organization, founded in 1993. It helps families, specifically women and children, in the camps and gatherings of Beirut (Borj Branjneh, Sabra, Shattelaa, Mar Elisa, Gaza Building, Dook & Fakhani) and the camps in the Tyre area.

The organization aims at building a just Palestinian community where a person’s dignity is well-preserved, and with equal learning and working opportunities for women. It also seeks to empower the youth to use their rights and seize better opportunities, and empower the elderly and the disabled to use their rights to proper health care and safety through:

- Rehabilitation
- Advocate of right causes
- Relief

1-2) Child Protection Policy

The Child Protection Policy is a group of rules and regulations developed and adapted by whoever is directly in contact with children. The policy aims at:
Child Protection Policy in Women’s Humanitarian Organization 2014

- Raising awareness
- Creating a safe, open environment for children
- Offering support to staff and training them on how to interact with children
- Creating administrative on child protection
- Assigning the roles and responsibilities of the staff

1-3) The organization’s relationship with children, and its responsibility towards children
- Protect children from all kinds of assault
- All staff are well aware of their duties and responsibilities
- Protection is the most important program and activity in the organization.
- All staff knows the procedures in case of any assault creating a safe, friendly environment for children.
- Raising awareness to Child Protection in the community
- Enabling children of protecting themselves

1-4) Organization Motto “Partners in Protecting Humans”

Second: Roles and Responsibilities:

Introduction
The Women’s Humanitarian Organization assigns the roles and the responsibilities for managers, staff, visitors, volunteers and partners to ensure the application of the Child Protection Policy. So, all in contact with children via the organization must abide by their duties. Penal procedures will be taken if they do not stick to their assigned roles.

2-1) Managers
- Approving and committing to the Child Protection Policy
- Coordinating with Child Protection references in the organization regarding Child Protection issues
- Raising awareness to the protection policy
- Following up on reports, campaigns, and concerns
- Evaluating the effectiveness of the policy, and improving it where necessary
- Supporting and empowering staff for better application of the policy
- Evaluating and monitoring the commitment to the code of conduct (staff, partners, visitors)
- Raising funds to support the protection procedures

2-2) Staff
- Implementing and committing to the Child Protection Policy
- Participating in evaluating the policy, and giving recommendations
- Spreading the policy to parents, visitors, and organizations
- Committing to the code of conduct
- Implementing safety procedures to prevent harm during activities
2-3) References
- Preparing AVM (Audio Visual Means) to follow up and investigation (report forms, complaint box, pictures ….)
- Following up on all reports and complaints
- Coordinating with staff in cases of assault
- Training staff on any improvements of the policy
- Monitoring staff on the implementation of the policy
- Preparing periodic reports (documents)
- Securing files
- Participating in meetings and executing procedures
- Spreading and raising awareness of the Child Protection Policy
- Assisting in recruiting new staff
- Updating the list of resources
- Making decisions and sharing in executing recommendations

2-4) Volunteers
- Signing and committing to the code of conduct and the protection policy
- Filing reports and complaints
- Spreading the culture of the Child Protection Policy
- Implementing the safe procedures during activities
- Giving recommendations on safety procedures

2-5) Partners:
- Signing and committing to the code of conduct
- Filing reports and complaints in cases of assault or concerns

2-6) Visitors:
- Signing and committing to the code of conduct
- Filing reports and complaints in cases of assault or concerns

2-7) Funders:
- Signing and committing to the code of conduct
- Understanding that the conditions of the funds are not in contrast with the protection policy

2-8) Penalty clause/term (for staff, volunteers, visitors, partners, funders)
- Any case of abuse of a child or concerns inside the organization is considered a breach of the rules and regulations of the Child Protection Policy. A report is submitted to the specialists and the person is obliged to quit.

Third: Selection and Employment

Introduction
This process is one of the most important and safest procedures in the Child Protection Policy. It is one of the practices where we decrease the risk of assault and prevent enabling any person with an aggressive nature to be in contact with children, starting from posting the job to the interview.
The administration designs all procedures in accordance to the protection policy for both the staff and the volunteers. It also analyzes the roles and responsibilities.

3-1) Commitment Message:
It is obvious that Women’s Humanitarian Organization commitment to Child Protection through:

- Raising awareness of Child Protection via implementing the policy
- Decreasing the risk on children through evaluating the danger and spreading the culture of protection
- Applying the best practices in election and employment
- Preparing reports about claims and complaints or in cases of any assault on a child inside the organization
- Taking necessary measures to ensure safety for children

3-2) Care Message:
Child Protection Policy states:

- Spreading the policy via programs and projects in all the activities. Hence all the safe measures are adopted to protect children.
- All of the staff and volunteers are well aware of their roles and responsibilities to prevent assault against children
- All of the staff and volunteers are trained in detecting any cases of assault and dealing with it professionally (reporting it)

3-3) Job Description:

- Respect and commitment to the Child Protection Policy
- Commitment to the best practices in the areas of the job
- Commitment to reporting any case of assault or any breach in protection policy
- Spreading the culture of Child Protection Policy

Fourth: Prevention of Harm

Introduction:

- Women’s Humanitarian Organization creates a safe, encouraging environment for children where everyone in contact with them knows “acceptable and unacceptable behavior”. This helps in setting clear and definite mechanisms to protect children, in addition to tying down the principles for doing the best activities for them.
- Child Protection in Women’s Humanitarian Organization is based on the international rights. The administration and the staff comply with all the norms of the human rights in general, and specifically children’s rights. These rights are applied in all our divisions and procedures.
• There are written procedures to secure safety for children. These procedures are binding to everyone (employees, partners, volunteers), and they are expected to assign it and apply it.
• These procedures include the code of conduct which explain what is acceptable and what is not in dealing with children, in addition to the main guidelines in planning and executing safe activities for children.
• The procedures also include filing reports and complaints in cases of (potential) assault.

4-1) Code of Conduct:
Introduction:
It is a source of protection for children by defining the behavior of those in contact with children based on the Child Protection Policy. There are procedures that prevent harm to children, and that define undesirable and desirable behaviors.
The code of conduct is verbally and written binding to all staff in the organization, and is periodically revised.

4-2) Directions to be followed in safe activities:
Women’s Humanitarian Organization has many procedures in activities that provide safety to children, and are considered a reference for those in contact with children.

4-3) Reporting Complaints:
Staff, partners, volunteers and visitors must file reports about concerns if they suspect or know of any kind of assault. There are means and mechanisms inside the organization for reporting.

Fifth: Administration System:
Introduction:
Women’s Humanitarian Organization creates a safe and open environment that supports the protection policy and develops the working staff in issues regarding Child Protection. Administrators must find the best systems of roles to apply and develop the protection policy.

5-1) Administration Culture:
Women’s Humanitarian Organization insists on:
• Creating an open environment for discussing impressive issues during the meeting which encourage staff and children to raise concerns and report complaints
• Providing effective tools for communication
• Supporting staff who make decisions related to protection

5-2) The administration support to the protection policy and the staff:
Women’s Humanitarian Organization supports the staff and the protection policy by:

- Including the protection policy in the process of training staff who must sign it
- Applying certain practical procedures to support this policy
- Monitoring and reviewing programs and projects to ensure the commitment to the policy
- Adjusting the protection policy when required
- Evaluating staff performance and satisfying their needs regarding the protection issue
- Training the staff well
- Offering counseling to issues related to protection
- Developing the training form which enables and develops the staff work. The form includes: name / status / job/work area / project name / goals / target group / supervisors / need reasons / outcomes at the end of the training

Sixth: Local procedures:

Introduction:

Preparing procedures at the local level helps in applying Child Protection Policy in Women’s Humanitarian Organization when there is any claim of possible abuse of children. Administrators should ensure that the local procedures are working effectively in order to report staff, and others should be aware of the demands and methods of reporting any concerns.

6-1) Characteristics of Child Abuse:

A common understanding inside the organization of:

- Defining children abuse
- Child Protection Policy contents
- Local understanding of abuse
- Local procedures

6-2) Local Concept of Abuse:

Local environment (parents, schools, clubs, relationships and local, social and security committees) should be taken into consideration as well as understanding of the following:

- Dangers of Child Protection
- Awareness about child abuse
- Children and the effect of abuse on them
- Building supportive partnerships to protect children
- Organization’s role in cases of accidents or abuse concerning:
  - Privacy and confidentiality
  - Understanding the abuse and local environment
  - Children’s best interest
  - Preventing any harm of children
- Medical and social care domains
• Roles and responsibilities in Child Protection issues

1- **Local Committee**: Committee created inside the camp by Refugee’s Affairs Department to satisfy the needs of the refugees by including esteemed, professional, specialized and experienced persons, as well as by representing women and guaranteeing the support of the political organizations, the current institutions inside the camps and the social groupings (Refugees’ Affairs Department 2005).

2- **Social Committee**: Palestinian Team independent of any political, religious, or social parties handle the Palestinian’s affairs wherever to the best of their capabilities.

3- **Security Committee**: Committee inside the camp made up of all of the forces cooperating to supervise the safety of the camp in order to keep the situation inside it stable, which incurs positively on the neighborhood.

6-3) **Local Procedures**: Whenever applying any procedures locally, Women’s Humanitarian Organization takes into consideration the laws, regulations, and the international conventions concerned in Child Protection, and considers the local culture including religion, customs, traditions and international agreements in such a way that they do not conflict with the child’s interest. Also, we are working on building partnerships and special Child Protection networks with other organizations, local and international societies which work with Child Protection issue.

**Seventh: Application and Training**

**Introduction:**

Women’s Humanitarian Organization relies on important methods of protection, decreasing the danger and preventing harm by enabling and building the abilities and skills of the employees and children under the protection domain through training.

It is the responsibility of the organization to train the employees in the protection domain in order to enable the children to protect themselves.

7-1) **Training children on protection:**

- Children’s rights
- Dangers of Child Protection
- What is abuse?
- Who is the abuser?
- Tricks of the abuser?
- Places of abuse?
- Reporting cases of abuse
- Whom to seek (protective environment)
- How should a child protect themselves?
What to do if abuse occurred?

7-2) Training principles:
The training strategies are built on the following principles:

- Reflects the values and aims of the organization
- Applies the training needs of the target group
- Sets up priorities based on need
- Covers everyone
- Available / supportive training resources
- Available alternative communication means
- Follow up and providing support back up

Aiding Materials:

International categorization of child abuse

The four categories of abuse on children around the world were determined as follows:

- **Sexual Abuse**: indulging in any kind of sexual activities with children
- **Kinds of Sexual Abuse**:
  - Gazing and staring impolitely at someone’s body
  - Facial expressions which contain a suggestion with sexual intentions
  - Phone calls, whistles, shouting, whispering, or any kind of sounds with sexual intentions
  - Chasing or following someone
  - Inviting to practice sex in an implicit or public way
  - **Undesired care**: unwelcomed calls, badgering for a meeting, introducing sexual requests for services, presenting gifts, insisting on pursuing
  - Presenting sexual photos
  - **Sexual harassment through internet**: sending undesired, harming or unsuitable comments, messages and/or photos and videos, instant messages, social media, clubs, pages or dialogue sites on the internet.
  - **Phone calls**: making phone calls or sending text messages which reveals sexual suggestions or threats
  - Touching and any kind of undesired sexual gestures to someone
  - Undressing
  - Threatening and terrorizing by any kind of sexual harassment or abuse
  - Sexual abuse
  - Raping
  - Group abuse (harassment or sexual abuse) which is done by a large group of people against individuals
- **Physical Abuse**: direct and intentional act which destabilizes the physical safety, health and life or development of a child
• **Carelessness**: Intentional, unintentional, or accidental act or an insufficiency of procedures that exposes the child’s health, safety and development to danger.

• **Emotional Abuse**: oral or non-oral aggression which hurts the child in his body, mental safety, and development right and dignity.

**Interview:**

**Oral questions (Sections of interview questions)**

- Personal questions
- Experience questions (job experience)
- Child protection questions:
  - Have you ever worked with children before?
  - Why and when did you leave your previous job?
  - Do you like working with children? Why or why not?
  - Can you give an example of your work with children?
  - Tell about an obstacle or difficulty you faced in a previous job.
  - What do you do to find a safe environment for the children you are in contact with?
  - How do you behave if a child is opposed to an aggression in front of you?
  - What are the consequences of doing things wrongly?
  - What are the accepted and unaccepted behaviors which should be taken into consideration while performing an activity with children?
  - Did you work with an institution that has Child Protection Policy? what is it?
  - What do you know about Child Protection Policy?
  - If the applicant to the interview has children, what are the steps he/she follows during the working time?
Written Questions: Child Protection Form

1. Who is the child? Mention the most important stages of child development. And the characteristics of each stage.

2. What do you know about Child Protection Agreement?

3. What do you know about Child Protection Policy?

4. What are the character traits that should be found in a person who has direct contact with a child?

5. Who is the abuser? Who could he/she be? What are the ways/tricks he/she uses to reach the child?

6. What are the ways and mechanisms that could be used to make the child aware and to enable him/her according to age stages?

7. What are the dangers that surround the child? What is the biggest danger in your opinion?

8. How would you react in case a child is being abused?

9. In your opinion, what are the child’s basic needs?

10. What are the elements of the protective environment?

11. What would you do if one of the beneficiaries falls in love with you?

12. What would you do if you fell in love with one of the beneficiaries?

13. What would you do if you saw one of your colleagues abusing children?
Checking References

Name of job applicant: …………………………………………………………………………………………………………………...

Name of reference: ……………………………………………………………………………………………………………………………

Reference’s job: ……………………………………………………………………………………………………………………………

Rate the following from 1 to 5: 1 excellent, 5 less than required.

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<th>Child Protection</th>
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<td>How was his/her relation with employees/colleagues?</td>
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<td>How was his/her relation with children?</td>
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<td>To which degree does he/she commit to the laws and regulations of the</td>
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<td>Is he/she able to protect children?</td>
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<td>Does he/she have job secrecy?</td>
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<td>Is he/she able to control his/her emotions?</td>
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<td>Does he/she have good reputation in the place of work?</td>
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<td>Has he/she ever abused children?</td>
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| Team work skills                                                                |   |   |   |   |   |            |
| Works properly with the employees                                               |   |   |   |   |   |            |
| Cooperates with other sections as required                                       |   |   |   |   |   |            |

| Work Quality                                                                     |   |   |   |   |   |            |
| Respects the definitive dates thoroughly and accurately                          |   |   |   |   |   |            |
| Plans, arranges, and has the ability to deal with abnormal and unexpected       |   |   |   |   |   |            |
| circumstances                                                                    |   |   |   |   |   |            |
| Performs the work independently, asks the responsible person to intervene if   |   |   |   |   |   |            |
| necessary                                                                        |   |   |   |   |   |            |
| The final outcome of his/her work needs only simple check and study             |   |   |   |   |   |            |
| Have good relations with local partners, other organizations, and local        |   |   |   |   |   |            |
| authorities                                                                     |   |   |   |   |   |            |

| Work Arrangement                                                                |   |   |   |   |   |            |
| Good time management skills                                                      |   |   |   |   |   |            |
| Takes innovational initiations according to work estimations in order to        |   |   |   |   |   |            |
| accomplish the work                                                             |   |   |   |   |   |            |
| Good prioritization skills                                                       |   |   |   |   |   |            |

| Acquaintances in work and technical skills                                       |   |   |   |   |   |            |
| Has the necessary skills and knowledge to accomplish the work                   |   |   |   |   |   |            |
| Works hard to stay full of thoughts and practices responsibility                |   |   |   |   |   |            |
| Understands quickly and applies knowledge                                        |   |   |   |   |   |            |

| Communication Skills                                                             |   |   |   |   |   |            |
| An effective listener and applies the information he/she grasped and understood |   |   |   |   |   |            |

Answer the following questions:

1- Is this employee still working for you or not?

2- If he/she left, what are the reasons?

3- Would you possibly accept the employee if he/she filled a job request once again in your organization?

4- Would you like to add something?
CODE of CONDUCT
In Women’s Humanitarian Organization

Sections of the code of conduct:

- Introduction
- Code of conduct for the working team (employees and volunteers)
- Code of conduct for visitors
- Code of conduct for partners
- Personal admission
- Procedures to be taken in case of responsibilities un-commitment

Introduction:

Starting with Child Protection Policy in Women’s Humanitarian Organization and the procedures of preventing harm of children, as well as the acceptable and unacceptable behavior it includes. These regulations are considered a resource of protection and a reliable framework that controls the behavior of all those concerned with children.

So, the document of the code of conduct is considered an oral, written and behavioral obligation to all workers inside and outside of the organization which is periodically followed up by the reference of child protection.
A module of code of conduct for the working team “Employees and Volunteers”

Women’s Humanitarian Organization has a specific and an obligation policy of children protection for all its employees which services the child’s unlimited interest and protects him/her from all forms of abuse.

From this specific child protection policy in Women’s Humanitarian Organization and the procedures of preventing harm of children, as well as the accepted an un-accepted behavior it includes, these regulations are considered a resource of protection and a reliable framework that controls the behavior of all those concerned with children.

So, the document of code of conduct is considered an oral, written and behavioral obligation to all workers inside the organization and outside it which is periodically followed up by the child protection reference.
Code of Conduct for Working Team
“Employees and Volunteers”

- Deal with children neutrally and equally without discrimination.
- To be aware of and to apply the United Nations Agreed of children rights.
- All forms of violence in dealing with children should not be used.
- Respects the child’s privacy and sticks to the secrecy whenever needed.
- Be careful to raise the awareness of parents and child and to enable him/her by recognizing his/her rights.
- Takes into considerations children’s intellectual and physical abilities while planning and carrying out the activities.
- Arranges workshops with the children about what is accepted and what is not accepted in dealing with adults.
- Communicates with the children respectfully and with appreciation.
- Avoiding smoking in front of children
- Doesn’t accepts presents from children or their parents.
- Uses child friendly communication strategies through:
  - Finding and creating safe and healthy friendly environment in which children can express their opinions and share their cases.
  - Listening to children and dealing seriously with their opinions.
- Facilitates the participation of children in taking their own decisions and choices.
- Confesses that children need care at the physical, psychological, social and mental levels.
- Tries his/her best understand the nature of children and their local environment.
- Enables children to reach information in every possible way be clear and look for alternative ways.
- Work cooperatively with children on basis of trust and respect.
- Enhances children abilities and needs, and work on developing their potentials considering their individual rights, abilities and needs through suitable methods and mechanisms.
- Clarifies the way of arousing fears.

Employee should not:

- Setup any exploitative or offensive relations with children.
- Invite a child or children to his/her house.
- Give any comments to the media about issues related to the children unless the administrations knew about them and has approved to.
- Build any kind of sexual relationships with the children.
- Touch children in order to relief them, which might be misunderstood by the children and other observers.
- Do personal services for children which they capable of doing themselves.
- Give children a feeling of shame, humiliate, devalue them or practice an emotional offense against them.
- Take photos or video tapes for children which might implicitly or apparently diminish their dignity.

Personal Admission

I’m the one signing below,

Name:________________
Attributed as:___________
Project:_______________

I admit that I’ve read the upper code of conduct and I promise that I will be committed to it all my work period inside Women’s Humanitarian Organization and I realize that any infraction of what was mentioned above might lead to taking the suitable procedures against me.

Signature:_________ Date:_________
Code of Conduct for Visitors:

- Every visitor should have a close look inside the organization’s code of conduct for visitors and should agree to sign and apply it
- The visitor should be accompanying one of the employees in the organization during the duration of the visit
- Admitting not to practice any physical, psychological, or emotional offense or neglect against children
- Showing up in a proper appearance which respects the children’s environment
- Not using cameras or recorders unless the administration and the child agree
- Wearing an introduction nameplate card for visual guidance inside the organization
- Not bringing in any weapons or sharp tools
- Abiding by the determined aim and time of the visit after taking permission
- The visitor treat the children equally and indiscriminately
- The visitor should treat children respectfully and with appreciation
- Not smoking in front of children
- Understanding that touching children in order to relieve him/her might be misunderstood by the child

Code of Conduct of Partners:

- Understanding and being committed to the Child Protection Policy inside the organization by signing the code of conduct
- Avoiding taking photos for children without the permission of child, parents, or administration
- Avoiding smoking near children
- Avoiding being alone with children in closed places
- Adopting the principles of secrecy and privacy in dealing with the cases of the children in a way that serves the child’s best interest
- Adopting the highest possible levels of security and safety while carrying on activities with children
- Not exchanging presents with children
- Not performing any kind of abuse or offense (physical, sexual, emotional, neglect)
- The partner should understand and be aware of the culture of the surrounding environment in which the organization is founded considering what is acceptable and what is not acceptable.

Personal Admission:

I’m the one signing below: __________________________________________________________

I admit that I read the above code of conduct and I will be committed to it all my work period inside the Women’s Humanitarian Organization, and I realize that any infraction of anything mentioned above might lead to taking the suitable procedures against one.
Procedures Taken In Case Laws Are Violated By the Working Team, Visitors, or Partners

Harm Level:

1- **Light Harm**: emotional neglect, whether on purpose or accidental, that doesn’t cause immediate direct harm for the child, but may cause harm in the future.

2- **Moderate Harm**: emotional neglect or abuse, whether on purpose or accidental, that causes physical or psychological damages which doesn’t lead to disability or death.

3- **Advanced Harm**: intentional emotional, body, or sexual abuse or neglect resulting in serious harm that may lead to disability or death.

First: Procedures taken in case of light harm

**Working Team:**

- Oral warning
- Written warning
- Writing and sending a detailed report with a goal to solve the problem by:
  - Evaluating periodic performance
  - Providing technical support

**Visitors:**

- Direct treatment
- Informing administration
- If the harm occurs again, the visitor is requested to leave the center and is forbidden to enter the center again

**Partners:**

- Direct treatment
- Informing the administration
- Partnership is suspended
- A report is sent to the partners
- If the harm occurs again, the partnership is stopped
Second: Procedures taken in case of moderate harm

Working Team:

- Written warning
- Dismissing the employee from the institution

Visitors:

- Making a note to the visitor
- Ending the visit
- If the harm occurs again, the visitor is forbidden to enter the center

Partners:

- Written warning including not to repeat harm again
- Administration meeting
- Reporting
- Partnership is suspended
- If the harm occurs again, the partnership is stopped
Third: Procedures taken in case of advanced harm

Working team:

- Direct action
- Informing the administration
- Providing a detailed report
- Administration meeting
- Legal procedures, including dismissing and informing all organizations about the abuser

Visitors:

- Ending the visit
- Ending the harm
- Informing the administration
- Detailed report
- Administration meeting
- Judicial legal procedures

Partners:

- Direct action
- Informing administration
- Detailed report
- Administration meeting
- Judicial procedures
- Ending the partnership

Directions/Principles in Safe Activities:

The activities inside the organization are divided into:

1- Handcrafts and painting
2- Home visits
3- Referral system
4- Sample aids
5- Theatre, dancing
6- Seminars and lessons
7- Indoor activities
8- Outdoor activities
9- Qualifying sessions

These procedures will be determined according to the financial, and the human resources, the place, the time and the materials.
1- Handcrafts and Painting Activity:
   - Using bent scissors
   - No use of scalpels or blades unless the activity leader is supervising
   - Adhesives should be safe
   - In case of using spray colors, it should be under the supervision of the activity leader, and children should be supplied with masks and gloves
   - **Location:**
     - Equipped with fire extinguishing tools
     - Ground should be furnished
     - Electricity outlets should be locked
     - Windows should be protected
     - Emergency entrance equipped with first aid kits should be available
     - Sharp angles, pillars, and table borders should be covered with a sponge
     - Prepared to protect from sun and rain, and should include light, heating, and ventilation
   - **Time:**
     - During work hours, from 8 am to 4 pm

2- Home Visit Activity:
   - **Resources:**
     - In case of medical visits, the nurse should safely secure all used and unused, and bring back all medical waste to dispose of it safely (according to the followed methods)
   - **Human Resources:**
     - Administration should be informed about the visit
     - The date of visiting the parents should be determined
     - In case the child is found alone at home, the visit is canceled
   - **Location:**
     - The visit should not be held in a closed location
   - **Time:**
     - The visit should be held during work hours

3- Activity: Qualifying Sessions, Physical, Occupational, Speech, Special Education, Psychological, and Social Therapy:
   - **Tools:**
     - Tools should be sterilized and thoroughly washed
     - Use unbreakable tools and toys which are safe and not sharp
     - Keep secrecy and privacy of the treatment
   - **Location:**
     - The floor should be furnished and safe
     - Lightened and have airing
     - Doors and windows should be made of glass, and should be safe and unbreakable
In case of an individual session, the child should be accompanied by his/her parents unless the session is a specialized one and obligates the child being alone.

- **Time:**
  - During work hours

4- **Activity: Theater and Stories**

- **People:**
  - The group should be in contact with the child’s local environment
  - The whole team should be present

- **Materials:**
  - Outfits should be proper and shouldn’t conflict with the environment
  - Suitable songs should be chosen according to ages, and local environment as a part of the chain of customs and traditions
  - Subjects should be chosen to be suitable for children

- **Location:**
  - Safe theatre: ground should be strong and furnished
  - Equipped with fire extinguishing tools and first aid kits
  - Suitable airing, lighting, and heating inside the theatre
  - Changing room should be safe, closed, and under the supervision of the working team

- **Time:**
  - Children may only participate with a written approval form signed by their parents
  - Activity should be held during work hours

5- **Outside Activities:**

- **People:**
  - The number of people carrying out the activity should be suitable to the number of children sharing in the activity. For instance, for every ten (10) children there should be one activity leader, while with disabled children, it depends on the need.

- **Tools:**
  - Tools should not be sharp, and should be unbreakable
  - If the activity requires walking on feet, the movement should be opposite to traffic direction and in a continuous chain
  - Trainer should use a loud speaker or a whistler
  - Insisting on having health insurance against accidents for the children
  - An introduction nameplate card for each child
  - Suitable communication means should be used for disabled children

- **Transportation:**
  - The means of transportation should be legal, safe and comfortable
  - No smoking inside the vehicle
Child Protection Policy in Women's Humanitarian Organization 2014

- Children may only participate with a written approval form signed by their parents
- Children are not allowed to stand inside the vehicle
- Presence of a nurse and a first aid kit
- Respecting traffic rules
- Attendance lists for students when entering and exiting the vehicle
- List of transportation vehicle numbers
- Not sitting on the middle seats
- Making sure the children have arrived to the determined point/place of return

- **Location:**
  - A previous visit to the location to make sure it is safe
  - Under the legal cover
  - A public place
  - Getting permission if the place is private

6- **Inside Activities:**

- **The Executor:**
  - A trainer and an assistant number (1)

- **Tools:**
  - Dull tools
  - Unbreakable tools
  - Washable tools

- **Place:**
  - Good airing, lighting, and heating
  - Locked electricity outlets
  - Floor is suitable, safe, and soft

7- **Referral System Activity:**

- **Financial Resources:**
  - Making sure that the available services are safe for the child
  - The referred party should have signed the code of conduct
  - A referral sample should be available

- **Human Resources:**
  - The child should be a follow up when he/she is referred (sent)

8- **Sample Aids Activity:**

- **Financial Resources:**
  - Keeping the principle of information secrecy

- **Human Resources:**
  - Any help to the children is not allowed without the parents presence

9- **Seminars and Lessons Activity:**

- **Tools:**
  - Sharp tools should only be used by teachers
  - Plastic scissors
- Watching children and making sure they are careful with pens
- Preparing activities for children who accompany their parents when they come to the center

**Location:**
- Good airing, light, and heating
- Safe and smooth floor
- Equipped instruments
The frame of report filling and reporting any concerns (quick report/complaint report/mechanisms and channels of reports)

Quick Report

Quick Report Mechanism (Face to Face/Telephone/Internet)

Information about the quick report:

Location: __________________________________________

Time: __________________________________________

Accident Description:

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

Name of Abuser: __________________________________________

Followed Procedures:

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

Immediate Procedure: □ Banishing Abuser □ First Aid □ Phone Reporting

Inquiries about taken procedures:

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

Inquiries about the situation of the injured person:

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________
Complaint Report

Name: _________________________________  Age: |___|
Nationality: _______________________________  Telephone No: _______________________________
Address: _______________________________  Name of Organization: ______________________
E-mail: _______________________________  Job Description: ______________________________

Kind of Case:
- □ Physical harm
- □ Emotional harm
- □ Sexual harm
- □ Neglect

Describing the accident (Abuse):

1- How did it happen?

________________________________________________________________________________________________________

________________________________________________________________________________________________________

2- When did it happen? (Time/Date)

________________________________________________________________________________________________________

3- Place of abuse?

________________________________________________________________________________________________________

________________________________________________________________________________________________________

4- Witnesses, what do they represent, how to contact them?

________________________________________________________________________________________________________

Information about the child:

Child’s full name: _______________________________  Age: |___|  Sex: □ male  □ female
Educational Level: ______________________  Health situation: □ Disability  □ Disease  □ Good health
Kind of disability: _______________________________________________________________________________________
Kind of disease: _______________________________________________________________________________________
Information about the perpetrator:

Name: ___________________________ Age: |___|   Job: __________________________

Marital Status: ☐ single ☐ Married ☐ divorced ☐ Widowed   Nationality: _______________

Physical description:

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

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

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

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

Relation between the abuser and the abused person

☐ Relative   ☐ Job   ☐ No relation   ☐ other, specify: _________________________________

Does the abused person have previous experience with abuse?

☐ No       ☐ Yes, what is it? Specify: ____________________________________________________________________

Taken Procedures and managements:

Was the victim to: ☐ Hospital   ☐ Police   ☐ Safety sides   ☐ Other, specify: _________________

How did this happen, why? _____________________________________________________________________________

Domestic sides concerned:

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Job Description</th>
<th>Phone No.</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Women’s Humanitarian Organization Structure

PWHO

General Committee

Chair person / General Director
Olfat Mahmoud

Tyre Area
Programs and
Projects

Manager
Hicham El Ali

Secretary
Samah Sulaiman

Accountant
Ashraf Asaad

Projects
Supervisors

Staff

Beirut Area
Programs and
Projects

Executive
Director/Deputy
Hiba Izdahmad

Board of
Coordinators
(1 per project)

Board Management
Committee

Secretary
Safaa Hussein

Staff
Mechanisms of Reporting

1- Telephone
2- E-mail
3- Meeting
4- Written report

Reporting Channels:

Mechanism of reaching information:

In case of you are exposed to, witnessed, heard, or had any worries, doubts or fears of possible abuse, you can:

- Make a phone call to this number: _________________________
- Send on E-mail to: ______________________________________
- Ask for an interview with: _____________________________
- Put a written complaint in the “Complaint Box”.

Reference of child protection in the Organization

Reference of child protection in the area

Project manager (reference of child protection)

Complaint Sender

“Partners in Protection”
**Evaluation and Follow up:**

**Code of explanation:**

(A) Available at the organization   (B) Isn’t totally finished   (C) Not found in the organization.

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Children and Organization</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1- The organization is careful that all children have equal protection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2- The motto and vision are understandable, visible, and clearly communicated to everybody</td>
<td></td>
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<tr>
<td>3- Responsibility of the organization towards children and towards protecting them from all known forms of harm</td>
<td></td>
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<tr>
<td>4- Everyone in contact with children is aware of the protection policy and has signed it</td>
<td></td>
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<tr>
<td>5- The working team has good knowledge of the documents and agreements of child’s right as a base for protection</td>
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<tr>
<td>6- Children are given the chance to be listened to, and to consult and share</td>
<td></td>
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<tr>
<td>7- Children are taught to protect themselves (how to defend, avoid dangers or harm, and how to dissuade fears)</td>
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</tr>
<tr>
<td><strong>Roles and Responsibilities</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1- Managers in the organization are committed to applying their roles and responsibilities towards Child Protection Policy</td>
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<tr>
<td>2- Roles and responsibilities of employees are clear and they are obliged in the protection policy to fulfill them</td>
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<tr>
<td>3- The partnership agreements held between the organization and the partners clearly includes the roles and responsibilities of the partners who have signed and are committed to it</td>
<td></td>
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<tr>
<td>4- Funders are well aware of their roles and responsibilities towards child protection to which they have approved and are committed to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5- All visitors know and are committed to their roles and responsibilities towards child protection</td>
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<tr>
<td>6- Child protection reference in the organization has a clear and specific role and responsibility that are included in his/her job description</td>
<td></td>
<td></td>
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<tr>
<td>7- Volunteers in the centers of the organization and activities are aware of and are committed to their roles and responsibilities</td>
<td></td>
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</tr>
<tr>
<td><strong>Selection and Assignment</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1- The organization’s motto and vision are clear in the text of job declaration</td>
<td></td>
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<tr>
<td>2- Job declaration clearly states the organization’s commitment to Child Protection Policy and a care message which reveals the most important terms in the policy</td>
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<tr>
<td>3- Child Protection Policy is included in the job description in all work centers</td>
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<tr>
<td>4- Oral interview includes questions related to protection</td>
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<tr>
<td>5- Written interview contains questions related to protection</td>
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<tr>
<td>6- Each job applicant undergoes the selection standards listed in the section of assignment and employment</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### SUBJECTS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>7-</td>
<td>The organization fills a form of reference check before accepting the employment applications</td>
<td></td>
</tr>
<tr>
<td><strong>Prevention harm of children</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-</td>
<td>Following the correct behavioral guidance of acceptable and unacceptable behavior when dealing with children</td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td>The organization uses the report form to send a complaint if any abuse occurred</td>
<td></td>
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<tr>
<td>3-</td>
<td>The organization uses clear and visible mechanisms and channels that could be easily reached when reporting</td>
<td></td>
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<tr>
<td>4-</td>
<td>The guidelines and guidance principles are clear and are applied in the activities of the organization and in providing a safe environment for the child.</td>
<td></td>
</tr>
<tr>
<td>5-</td>
<td>The organization follows certain procedures in case any violation of the code of conduct occurred</td>
<td></td>
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<tr>
<td>6-</td>
<td>The organization has clear mechanisms to keep and save the information related to child protection</td>
<td></td>
</tr>
<tr>
<td>7-</td>
<td>The call and contact information for complaining are renewed when necessary</td>
<td></td>
</tr>
<tr>
<td><strong>Administration System Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>The administration assigns meetings and gatherings to discuss issues related to child protection</td>
<td></td>
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<tr>
<td>2.</td>
<td>Both employees and volunteers undergo training sessions that help them comprehend and apply Child Protection Policy</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The organization regularly follows up on the degree to which its projects and activities abide by the protection policy</td>
<td></td>
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<tr>
<td>4.</td>
<td>The organization works on following up and developing the policy whenever necessary to serve the child’s ultimate benefit</td>
<td></td>
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<tr>
<td>5.</td>
<td>The administration regularly checks up on the employees’ performance in order to know how much they are committed to the policy, as well as studying their training needs</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>A training application is available for employees and volunteers in order to develop their abilities and enable them to perform their duties according to best practices</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The organization provides effective call and communication means to the highest degrees which guarantees sending the complaints and fears related to children protection, and also guarantees responding to them</td>
<td></td>
</tr>
<tr>
<td><strong>Setting up procedures on the local level</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>The procedures rely on international laws, systems, and agreements and on the local culture including customs, traditions and religions</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Women’s Humanitarian Organization is part of a local network to protect child</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Confirming the protection concepts and applying it by spreading awareness in the local society</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The organization’s role is clear in case any abuse took place concerning secrecy, response to abuse, and understanding the</td>
<td></td>
</tr>
</tbody>
</table>
SUBJECTS

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>local environment and available resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The local society is well aware of the child protection services which the organization provides</td>
<td></td>
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<tr>
<td>6. Working team in Women’s Humanitarian Organization has a common comprehension of the definition of abuse and it includes the protection, and sending complaint policy</td>
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<tr>
<td>7. The organization has local procedures which help apply the policy in case an abuse occurred</td>
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</tbody>
</table>

- Application and Training

1. Women’s Humanitarian Organization depends on a regular training program for the working team
2. Children of the organization are trained on how to protect themselves
3. The training held fulfills the needs of the target group
4. The training resources are available and supportive to enable the working team
5. There are always follow up support and a documentary base for the trainings which the team undergoes
6. The organization depends in its training (priority) on the subjects of protection and child rights
7. Both working team and children are trained on the mechanisms of complaining

Emergency Case: “Fire, Traffic, Accidents, Health Or Illness, Cases, Safety Crisis Around The Center Or Directly Against It, etc.”

What do we need?

- Emergency plan
- Special budget for emergency cases
- Aiding materials in emergency cases: first aid case, fire extinguisher, bearers, etc.
- Contact information for emergency services, safety sides, red crescent, etc.
- Trained team for emergency cases
- Special committee for emergency cases
- Regular first aid trainings
- Parents’ contact information

What to do?

- Regular meetings for emergency committee
- Follow up for emergency plan
- Accurate description of the case
- Brainstorming possible dangers
- Regular check up for the safety of emergency tools
- Updating the list of emergency cost information, especially for parents
- Commitment to the roles and responsibilities
- Thorough protection guidelines regarding electricity, gas, windows, doors, etc.

**Seminars For Children Protection Awareness:**

<table>
<thead>
<tr>
<th>What</th>
<th>How children category</th>
<th>How Adults Category</th>
<th>Who</th>
<th>Support Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Rights</td>
<td>• Games, lectures • Workshops • Awareness campaigns • Activities • Photos, stories, painting, letters • Open day</td>
<td>• Painting on walls • Love wall • Competition • Interactive play • Open day • Brochure • Wall posters</td>
<td>• Social workers • Activities leader • Specialized institutions</td>
<td>• Children rights agreements • Child Protection Policy • Institutions working in the field of children rights • Brochures • Wall posters • UNICEF leaflets • The packet of flexibility in working with children • Websites on the internet</td>
</tr>
<tr>
<td>Risks of child protection</td>
<td>• Interactive play • Role play • Movie • Story • Letters • Pictures</td>
<td>• Training workshop (group work, role play) • Awareness links • Brochure • Seminar</td>
<td>• Social workers • Activities leader • Specialized institutions</td>
<td>• Children rights agreements • Rights institutions • Wall posters • Religious people • Doctors • Child Protection Policy</td>
</tr>
<tr>
<td>Mechanisms of complaining</td>
<td>• Lectures, workshop • A leaflet by the children • Role play</td>
<td>• Brochure • Written guidelines • Awareness sessions • Explanatory means about the mechanisms of complaining</td>
<td>• Social workers • Activity leader • Specialized institutions</td>
<td>• Children rights agreements • Child Protection Policy • Rights institutions • Wall posters • Painting • Internet website</td>
</tr>
</tbody>
</table>
Form:

**How to set the needs using a training strategy:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Target Group</th>
<th>Training Partners</th>
<th>Priority</th>
<th>Materials</th>
<th>Expenses</th>
</tr>
</thead>
</table>
## Policy Application Plan

<table>
<thead>
<tr>
<th>Application Plan</th>
<th>How</th>
<th>Who</th>
<th>Support Resources</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First: Children and Organization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Organization’s responsibility towards children “the Organization’s motto/logo”</strong></td>
<td>The organization’s motto is clear and visible and is found in all the posters, leaflets, wall posters and every entrance in the centers of the organization, on the electronic mail and social media</td>
<td>Administration</td>
<td>Organization manager, Employees, Child Protection Policy</td>
<td>1</td>
</tr>
<tr>
<td><strong>Aims of Child Protection Policy</strong></td>
<td>Spreading the policy to train the staff members and raising their level of abilities concerning the policy, as well as signing it Evaluating how much the centers fit the protection standards Training partners and volunteers on the code of conduct and signing it on the outer level Printing copies of Child Protection Policy in all the centers</td>
<td>Policy follow up committee</td>
<td>Organization manager, Employees, Child Protection Policy</td>
<td>2</td>
</tr>
<tr>
<td><strong>Second: Roles and Responsibilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Role of Managers</strong></td>
<td>Training managers on their roles and responsibilities towards Child Protection Policy Adjustment of the job description Manager’s signatures on the adjusted copy of the job description</td>
<td>Follow up committee, Administration</td>
<td>Child Protection Policy, Administration</td>
<td>1</td>
</tr>
<tr>
<td><strong>Role of Employees</strong></td>
<td>Training the employees on their role and responsibilities towards Child Protection Policy Adjustment of the job description Employee’s signature on the adjusted copy of the job description</td>
<td>Follow up committee, Administration</td>
<td>Child Protection Policy</td>
<td>1</td>
</tr>
<tr>
<td><strong>Role of Volunteers</strong></td>
<td>Finding a new volunteering form which contains the rights, duties and responsibilities towards the protection policy as well as training and signing it</td>
<td>Follow up committee, Administration</td>
<td>Administration</td>
<td>1</td>
</tr>
<tr>
<td><strong>Role of protection reference</strong></td>
<td>Training the managers on their roles and responsibilities towards the Child Protection Policy</td>
<td>Follow up committee</td>
<td>Child Protection Policy, Administration</td>
<td>1</td>
</tr>
</tbody>
</table>
### Application Plan

<table>
<thead>
<tr>
<th>Application Plan</th>
<th>What</th>
<th>How</th>
<th>Who</th>
<th>Support Resources</th>
<th>Priority</th>
</tr>
</thead>
</table>
| **Role of partners and funders** | • Their roles are clear in the partnership agreement and they have signed them | • Administration | • Follow up committee  
 • Policy  
 • Partnership agreements | 1 |
| **Visitor roles** | • sign the code of conduct | • Administration | • Follow up committee  
 • Child Protection Policy | 1 |
| **Penalty term** | • The penalty term is written in a clear paragraph in the job description, partnership agreements and visitors, cards and everyone has been imparted about and signed it. | • Administration | • Follow up committee  
 • Protection policy  
 • Job description  
 • Partnerships agreement  
 • Visitors’ cards | 1 |

### Third: Election and Assignment

- **Job announcement**
  - Preparing a job announcement form that includes:
    - A care message, a commitment message, the organization’s vision, mentioning the presence of the protection policy by announcing on the organization’s Website, Facebook, Organizations and public places
    - Inserting the tasks and responsibilities related to the protection policy in the job assignment
  - • Administration  
    • Child protection reference  
    • Follow up committee

- **Job description**
  - Preparing a form which contains a special paragraph about the Child Protection Policy as indicated in the policy and including it in the adjusted job description
  - • Administration  
    • Child protection reference  
    • Follow up committee  
    • Current job description

- **Interview**
  - • Sharing of more than one person in the interview
  - • Administration  
    • Child Protection Policy
<table>
<thead>
<tr>
<th>Application Plan</th>
<th>How</th>
<th>Who</th>
<th>Support Resources</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>What</td>
<td>• Preparing a list of questions which is found in the policy and the interview should be oral and written</td>
<td>Child protection reference</td>
<td>Child protection reference</td>
<td></td>
</tr>
<tr>
<td>References check</td>
<td>• Call or email to check</td>
<td>Administration</td>
<td>Protection policy</td>
<td>Questions list</td>
</tr>
</tbody>
</table>

### Fourth: Preventing Harm of Children

**Code of Conduct**
- It should be clear and visible to every person who visits the center or shares in its activities and he/she should sign it
- Regular follow up
- Translated copy (Arabic-English)
- Preparing forms of the code of conduct to all the “employees, volunteers, partners, funders, and visitors” in both languages (Arabic-English) and Penalty procedures.
- Including codes of conduct in the contracts of partnership and foundation as well as asking the partners and funders to sign them including the penalty procedures
- Including the code of conduct in the volunteering form and asking the volunteers to sign it, including the penalty procedures
- Explaining the code of conduct (to employees) and asking for their signatures including the penalty procedures

| Followed procedures in case of penetrating the code | Applying the penalty term mentioned in the Child Protection Policy of the organization | Follow up committee | Administration |
| Mechanisms of complaining | • A clear and visible report form | Administration |
| | • Clear mechanisms of sending a complaint | Follow up committee |
| | • Preparing a report form of complaining | Protection reference |
| | • Preparing the form of a quick report | |
| | • Preparing the means and tools of sending a complaint by phone, mail, fund box, names of people, information and communication posters (back to the section of preventing harm) | |

| | | Code of conduct |
| | Administration |
| | Organization policy |
| | Code of conduct |
| | Partnership contracts |
| | Job contracts |

| Follow up committee | Administration |
| Protection reference | |

**“Partners in Protection”**
### Application Plan

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
<th>Who</th>
<th>Support Resources</th>
<th>Priority</th>
</tr>
</thead>
</table>
| Procederes followed in safe activities | • Training the staff on how to do safe activities according to the standards mentioned in the policy  
• Reviewing the section of preventing harm of children (evaluating how suitable the centers are)  
• Preparing lists of the needs of centers and activities to be safe for children  
• Preparing the centers and activities to be safe | • Working team (centers)  
• Follow up committee | • Administration  
• Child Protection Policy  
• Child protection reference  
• Guidelines for safe activities |  |

### Fifth: Administration System Planning

| Administration culture | Immediate meeting of the staff and the administration always clarifies the possibility of:  
• Either asking for a private meeting to discuss child protection issues or to extend the meeting itself to discuss general protection  
• Discussion to eliminate any fears that the children may have  
• Open minded administration | • Follow up committee and administration | • Administration  
• Protection policy |  |

| Audit and observation | • Regular evaluation  
• Follow up  
• Project observation  
• Policy modification, development and review  
• Holding a meeting every six months or a year to evaluate the implementation of the policy and to determine if the policy needs modifications | • Administration  
• Follow up committee  
• Protection reference | • Administration  
• Protection policy  
• Project  
• Working team |  |

### Sixth: Preparing procedures on the local level

| Characteristics of children abuse | • Training the working team and children on the concept of abuse | • Follow up committee | • Child Protection Policy  
• Administration | 1 |
### Application Plan

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
<th>Who</th>
<th>Support Resources</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local concept of abuse</td>
<td>• Arranging workshops and trainings for local society, about abuse and about their roles and responsibilities</td>
<td>• Follow up committee</td>
<td>• Child protection reference</td>
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<td>• Administration</td>
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<td>• Child Protection Policy</td>
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<tr>
<td>Setting up local procedures</td>
<td>• Preparing written and available copies about procedures which should be followed in all centers</td>
<td>• Administration</td>
<td>• Administration</td>
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<td></td>
<td>• The mechanism of sending a complaint is clear and visible to all the working team and children in all centers</td>
<td>• Follow up committee</td>
<td>• Child Protection Policy</td>
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<tr>
<td></td>
<td>• Sharing in networks or work groups to protect children at the local level</td>
<td>• Child Protection Policy</td>
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<tr>
<td>Seventh: Application and Training</td>
<td>Training children to protect themselves</td>
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<td></td>
<td>• Awareness sessions (kind of abuse, dangers, and protection ways)</td>
<td>• Working team</td>
<td>• Protection policy</td>
<td>1</td>
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<td></td>
<td>• Guidance seminars (guidance and training)</td>
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<td>• Administration</td>
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<td></td>
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<td></td>
<td>• Follow up committee</td>
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<td></td>
<td>Review the policy's six items and collect all the items related to training and building abilities and indulge them all into a clear training program and insert it into the yearly plan</td>
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<tr>
<td>Emergency Case</td>
<td>• Determining the names on emergency list</td>
<td>• Follow up committee</td>
<td>• Policy (emergency cases)</td>
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<td></td>
<td>• Determining the dates of committee meeting</td>
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<td>• Follow up committee</td>
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<td>• Setting at emergency plan</td>
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<td>• Emergency committee</td>
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<td>• A descriptive form of emergency accidents (current dangers, possible dangers)</td>
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<td>• Protection reference</td>
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<td>• Preparing a list of parents’ phone numbers</td>
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<td></td>
<td>• Determining roles and responsibilities of the emergency committee members</td>
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<td>• Financial administration</td>
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### Application Plan

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<tr>
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<tr>
<td>• Preparing a list and guidelines about using electricity, gas, windows and doors and putting them in suitable locations</td>
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</table>

- **Values and principles concerning child protection:** “international agreements, country’s laws, religion, customs”
- **United Nations’ Documentation of Children Rights:** The United Nations Documentation of Children Rights should be available in all the centers as a reference for the workers in the organization
- **Lebanese Law 422:** The Lebanese juvenile law 422 should be available in the organization as a supportive tool for the Child Protection Policy
Thanking and Appreciation

For “TERRE DES HOMMES” Organization

and for the team of “TERRE DES HOMMES” Organization “Training And Development Department”

1. HASSAN ISMAEL BAHANI
2. AHMAD IBRAHIM FAOR
3. HANAN ABDULHAMD ZAIDANI
4. RABEA’ FAWAZ AHMAD
5. HISHAM ADIB MOHSEN
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