

ACT Secretariat Child Safeguarding Policy

Introduction

The ACT Alliance Secretariat, in strengthening its mechanisms for the protection of affected populations that ACT Alliance works with, has developed this Child Safeguarding Policy to minimize the risk of harm to children who come into contact with those working with, or associated with, the ACT Secretariat. This policy complements, but does not replace, the ACT Code of Conduct for the Prevention of Sexual Exploitation and Abuse, Fraud and Corruption and Abuse of Power. It also complements the ACT Code of Good Practice, the Inter-Agency Standing Committee Guidelines for the Prevention of Sexual Exploitation and Abuse, and the Principles of the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Principles

The following principles are being upheld by this policy and have been drawn from key international and regional instruments such as the International Standards for Keeping Children Safe and the UN Convention on the Rights of a Child:

- All children have equal rights to protection from harm.
- Everybody has a responsibility to support the protection of children.
- Organisations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.
- If organisations work with partners they have a responsibility to help partners meet the minimum requirements on protection.
- All actions on child protection are taken in the best interests of the child, which are paramount.

Definitions and Terms¹

Child or young person: A child or young person is regarded to be any person under the age of 18 years, unless a nation's laws recognise adulthood earlier. However, for the purposes of this policy, ACT Alliance will always consider a child to be anyone under the age of 18.

Child protection: In its widest sense, child protection is a term used to be describe the actions that individuals, organisations, countries and communities take to protect children from acts of "harm" maltreatment (abuse) and exploitation e.g., domestic violence, exploitative child labour, commercial and sexual exploitation and abuse, deliberate exposure to HIV infection, physical violence to name but a few. It can also be used as a broad term to describe the work that organisations undertake in particular communities, environments or programmes that protect children from the risk of harm due to the situation in which they are living.

Child safeguarding: Child safeguarding is the set of internal facing, business critical policies, procedures and practice that we employ to ensure that our organisation itself is a child safe organisation. This means we ensure that:

¹ See annex 1 for a comprehensive list of definitions and terms

- Anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a member of our organisation family.
- Everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children
- We create a child-safe environment in all of our activities by always assessing and reducing potential risks to children
- We are driven by the duty of care that we have to children.

Staff: Staff refers to full time, part time, or casual persons working in ACT Secretariat, and those engaged on short term contracts such as but not limited to: consultants, researchers, photographers etc. working in any location.

Scope

This policy applies to all ACT Alliance Secretariat staff and associates (see definition of 'staff' above) in any location.

Implementation

The safeguarding of children will be specifically addressed through the following steps:

- **Risk assessment/risk mitigation**

ACT Secretariat will assess the risk to children across its organisational functions and will develop strategies to minimise those risks. This will be recorded in the organisation's risk register.

- **Safe recruitment**

ACT secretariat is committed to safe recruitment practices. The following steps will be taken in the recruitment process:

- Ask for documentation to confirm identity and proof of relevant qualifications;
- Ask applicant to sign a self-declaration that they have not been charged with child abuse or exploitation offences;
- Take up to three references including from previous employers. At least two reference checks must be conducted by speaking to the person verbally.;
- Whenever the local situation and legislation allows it, all successful applicants must undergo a police background check, including in the country of their last residence;
- Successful applicants will be provided with a full copy of the child safeguarding policy and asked to sign the Child Safeguarding Code of Conduct. This will be kept in their HR file.

- **Behaviour protocols/code of conduct**

The ACT Secretariat Child Safeguarding Code of Conduct (Annex 2) outlines the behaviour which is expected of all staff and others, for the purpose of minimising the likelihood of staff and other personnel abusing, exploiting or grooming children. It is mandatory that all ACT Secretariat staff and others associated with the ACT Secretariat sign and abide by the Code of Conduct once they have received their child safeguarding

induction. Failure to abide by the Code of Conduct will result in disciplinary measures, including but not limited to transfer to other duties, temporary suspension while an investigation is conducted, and/or a report being made to relevant authorities if the breach constitutes a criminal offense.

- **Training**

The ACT Secretariat is committed to providing training in its child safeguarding policy, including the Child Safeguarding Code of Conduct, for staff and others associated with the ACT Alliance Secretariat. The child safeguarding policy is included in the orientation of all new staff. Annual refresher sessions will be provided. Those responsible for ensuring compliance with the policy, for example the Child Safeguarding Focal Point, will be encouraged to attend training on child protection policies and practices.

- **Communications – use of images and children's information**

The ACT secretariat adheres to a fact-based, truthful approach in all of its photo and film communications, which it aims to undertake in a safe manner, respecting the dignity of all photo/film subjects, particularly children. As such, photographers/videographers must take reasonable steps to seek informed consent from the parents/guardians of child photo/film subjects, i.e. they should identify themselves and attempt to ensure the subject(s) have a general understanding of the purpose of the photography and that the person's story may be known and seen by others far outside the community, through publications and the internet. Informed consent builds trust and understanding, and avoids doing harm, damaging reputations and the invasion of personal privacy. The parent/guardian of the child photographed/filmed must say they consent and be mentally capable of consenting.

ACT understands that it is impossible to insist on informed consent in every instance of gathering communications material involving children (specific exemptions and related conditions are laid out in the ACT Secretariat Child Safeguarding Code of Conduct).

- **Social media**

The ACT secretariat is developing a policy on organisational social media use, which will guide secretariat staff on how to responsibly and safely use social media to ensure the protection of all subjects within ACT's communications material, including children. Staff should not post images or details of children associated with ACT's work on personal social media sites, unless they are sharing existing material made public on ACT Alliance's official social media sites.

- **Management responsibilities**

This policy has been approved by the management of the ACT Secretariat and is based on the ACT Alliance Child Safeguarding Policy which was approved by the Governing Board of the ACT Alliance. The Global Management Team of the ACT Secretariat has the responsibility to ensure that the policy is implemented.

- **Reporting/responding to concerns**

The ACT Alliance Secretariat will use its existing complaints handling mechanism as the main system for staff to report any concerns they may have about the abuse of a child.

The ACT Secretariat Child Safeguarding Focal Point is therefore the same as the ACT Secretariat Complaints Handling Focal Point.

All staff and others associated with ACT Secretariat are obligated to report any concerns they may have about the abuse of a child immediately (ideally within 24 hours or as soon as possible) to the Child Safeguarding Focal Point. It is important that at all times, the priority is the safety and best interests of the child. The reporting flowchart in Annex 3 describes what will happen once the concern is reported.

All information about child safeguarding concerns and reports is to be kept confidential, discussed only with the Child Protection Focal Point and any other parties designated by them. Concerns and reports should be made by completing the Child Abuse Incident Reporting Form (see Annex 4).

In the event that someone is unsure whether an allegation amounts to child exploitation or abuse, rather than drawing their own conclusion they should contact the Child Safeguarding Focal Point for confidential advice and further information.

While noting that any investigation needs to be conducted thoroughly, in such a way as to best assess risk, and in consultation with all relevant agencies, all efforts should be made to complete investigations within 30 days. If the incident constitutes criminal behaviour, the Focal Point will immediately notify Police and other authorities such as relevant child welfare agencies. Contact details will vary based on the location of the incident.

Delegation schedule: In the event that the ACT Alliance Secretariat Child Safeguarding Focal Point is on leave or otherwise un-contactable, the Director, or, if unavailable, the ACT General Secretary will be the acting Child Safeguarding Focal Point.

- **Handling external concerns**

ACT Secretariat Staff should be able to clearly differentiate between internal and external concerns. **Internal concerns** are those where persons covered by this policy are the alleged perpetrators. **External concerns** are abuses which would usually be considered criminal under local legislation, and perpetrated by persons not described in the scope of this policy. In situations where local legislation may be weaker than the ACT member's policy and Child Safeguarding Code of Conduct, staff should be obliged to abide by the Child Safeguarding Code of Conduct, keeping in mind at all times the best interests of the child.

The primary approach for handling external concerns should be referral to the appropriate authority. ACT Secretariat Staff should not ignore any child protection issues of concern; however, abuse in the wider community is an external concern, and the ACT Secretariat and/or its Child Safeguarding Focal Point needs to have the mechanism for appropriately and efficiently referring cases. Clearly, if a child is in immediate need of attention then staff must act, but the staff member must consider in advance how much support it is qualified or able to provide, and recognize when it is best to refer. The ACT Secretariat can realistically only follow up on cases concerning abuse committed by its own personnel and others associated with the Secretariat (internal concerns). The ACT Secretariat does not have the mandate nor the resources to intervene in every case of abuse committed in the community; therefore staff are reminded that the purpose of a child safeguarding policy is to cover the behaviour of personnel and others associated with its own work.

- **Monitoring and review**

Regular monitoring of risks, risk mitigation and the effectiveness of the child safeguarding measures will be incorporated into ACT Secretariat's normal monitoring processes, including management of the Risk Register. This policy will be reviewed every 3 years.

Annex 1 – List of Child Safeguarding Definitions and Terms

Bullying: Bullying is a term used for a multifaceted form of mistreatment, mostly seen in schools and the workplace. It is characterized by the repeated exposure of one person to physical and/or emotional aggression including teasing, name calling, mockery, threats, harassment, taunting, hazing, social exclusion or rumours.² In the context of this policy, bullying would usually be child to child.

Child Abuse: Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual and emotional abuse, neglect, bullying, discrimination, child labour and domestic violence. Abuse can be inflicted on a child by men or women, as well as by children and young people themselves.

Child labour: The term “child labour” is often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development.

It refers to work that:

- is mentally, physically, socially or morally dangerous and harmful to children; and
- interferes with their schooling by:
 - depriving them of the opportunity to attend school;
 - obliging them to leave school prematurely; or
 - requiring them to attempt to combine school attendance with excessively long and heavy work.

Child or young person: A child or young person is regarded to be any person under the age of 18 years, unless a nation’s laws recognise adulthood earlier. However, for the purposes of this policy, ACT Alliance will always consider a child to be anyone under the age of 18.

Child Pornography: In accordance with the Optional Protocol to the Convention on the Rights of the Child, ‘child pornography’ means ‘any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.’

Child pornography material—Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.

Child protection: In its widest sense, child protection is a term used to describe the actions that individuals, organisations, countries and communities take to protect children from acts of “harm” maltreatment (abuse) and exploitation e.g., domestic violence, exploitative child labour, commercial and sexual exploitation and abuse, deliberate exposure to HIV infection, physical violence to name but a few. It can also be used as a broad term to describe the work that organisations undertake in particular communities, environments or programmes that protect children from the risk of harm due to the situation in which they are living.

² World Health Organization, <http://www.who.int/bulletin/volumes/88/6/10-077123/en/>

Child Safeguarding: Child safeguarding is the set of internal facing, business critical policies, procedures and practice that we employ to ensure that our organisation itself is a child safe organisation. This means we ensure that:

- Anyone who represents our organisation behaves appropriately towards children and never abuses the position of trust that comes with being a member of our organisation family.
- Everyone associated with the organisation is aware of and responds appropriately to issues of child abuse and the sexual exploitation of children
- We create a child-safe environment in all of our activities by always assessing and reducing potential risks to children
- We are driven by the duty of care that we have to children.

Child-Safe Environment: A child-safe environment is one where active steps are taken to reduce risks of harm against, and there are clear, established guidelines and procedures for conduct, reporting abuse and follow-up.

Child Sexual exploitation: The abuse of a position of a child's vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the exploitation of another. Child prostitution and trafficking of children for sexual abuse and exploitation are only two examples of this.

Child sex trafficking: The movement of children from one place to another, usually with the exchange of money, for the purpose of involving those children in commercial sex work or for other sexual exploitation, such as forced marriage.

Child sex tourism: Tourism, usually by individuals or groups from developed countries to poor or developing countries, for the specific purpose of accessing children in those countries for commercial sexual exploitation purposes.

Commercial or other exploitation: of a child refers to the use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development (WHO, 1999). Children being recruited in to the army would also come under this category.

Discrimination: Discrimination includes the exclusion of, mistreatment of, or action against an individual based on social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.

Duty of Care: Duty of Care is a common law concept that refers to the responsibility of the organisation and individual to provide children with an adequate level of protection against harm. It is the duty of the organisation and its individuals to protect children from all reasonably foreseeable risk of or real injury.

Emotional abuse: Emotional abuse occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, shaming, humiliation, or continual coldness from parent or caregiver, to the extent that it affects the child's physical and emotional growth.

Gender Based Violence. The term "gender-based violence" refers to violence that targets individuals or groups on the basis of their gender. The United Nations' Office of the High Commissioner for Human Rights'

Committee on the Elimination of Discrimination against Women (CEDAW) defines it as “violence that is directed against a woman because she is a woman or that affects women disproportionately”, in its General Recommendation19. This does not mean that all acts of violence against a woman or a girl child are gender-based violence, or that all victims of gender-based violence are female.

Grooming—Refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, their family or their community, and then seek to sexualise that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography). Grooming often involves normalizing their behaviour to everyone, not only the child, and can also involve bestowing gifts, favours or money on the child, their family, and/or the community.

Internal concerns are those where persons covered by the policy are the alleged perpetrators. External concerns are abuses which would usually be considered criminal under local legislation, and perpetrated by persons not described in the scope of this policy. In situations where local legislation may be weaker than this policy and Code of Conduct, staff are obliged to abide by this Code of Conduct, keeping in mind at all times the best interests of the child.

Neglect: Neglect is the persistent failure or the deliberate denial to provide a child with clean water, food, shelter, emotional support or love, sanitation, supervision or care to the extent that the child’s health and development are placed at risk.

Online grooming—The act of sending an electronic message with indecent content to a recipient who the sender believes to be a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Others: For the purposes of this policy, ‘others’ refers to volunteers, contractors, donors, representatives, media, and all individuals associated with any initiative funded or organized by the ACT Secretariat.

Physical abuse: Physical abuse occurs when a person purposefully injures or threatens to injure a child or young person. This may take any form of physical treatment including but not limited to slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take any form including but not limited to bruises, cuts, burns or fractures.

Protection: Protection includes ensuring that individual basic human rights, welfare and physical security are recognised, safeguarded and protected in accordance with international standards.

Sexual abuse: Sexual abuse is actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions. Examples of this include the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism, and exposing the child to, or involving the child in, pornography.

Sexual exploitation: Sexual exploitation is any abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting materially, monetarily, socially or politically from the sexual exploitation of another. Sexual exploitation includes using one’s position of authority, influence or control to pressure, force or manipulate someone to do something against their will knowingly or unknowingly, by threatening them with negative repercussions such as withholding project assistance, not approving an employee’s work support requests, threatening to make false claims about an employee in public etc.

Annex 2 – ACT Secretariat Child Safeguarding Code of Conduct

ACT Alliance believes that all children have the right to protection from all forms of violence, abuse and exploitation. Secretariat staff, volunteers, contractors and others representing or visiting ACT Alliance member projects are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship. This Child Safeguarding Code of Conduct outlines the behaviour the Alliance expects from all ACT Secretariat staff and others associated with its work, with regards to working with or in the proximity of children.

A child or young person is regarded to be any person under the age of 18 years, regardless of national laws which may recognise adulthood earlier. For the purposes of this Code of Conduct, ACT Alliance will always consider a child to be anyone under the age of 18.

I, _____ (name), agree to abide by the following behavioural guidelines with regards to children I come into contact with through my work:

I will:

- ✓ Treat all children with respect, regardless of race, colour, sex, sexual identity language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ✓ Respect cultural differences which do not harm the child
- ✓ Encourage open communication between all children, young people, parents, staff and volunteers and enhance and promote the participation of children in the decisions that affect them
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children.
- ✓ Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the relevant parties including my agency's Child Safeguarding Focal Point
- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow worker, volunteer, contractor or visitor, in line with my agency's reporting procedures
- ✓ Comply with all relevant national legislation, including labour laws in relation to child labour
- ✓ Immediately disclose all child-related charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures

I will not:

- ✓ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- ✓ Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child

- ✓ Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform my supervisor first and be as open as possible in my behaviour, which includes explaining to a child what I can do to assist them
- ✓ Invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- ✓ Sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
- ✓ Hit or physically assault children.
- ✓ Use physical punishment on children
- ✓ Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- ✓ Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18
- ✓ Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child
- ✓ Behave provocatively or inappropriately with a child. Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Seek to make contact, in person, by phone, or electronically, and/or spend time with any child that I come into contact with in my role as a representative of my agency, outside of designated work and activity times of my role
- ✓ Discriminate against any children for any reason or show special favour towards any child or group of children
- ✓ Use any computer, mobile phone, or video and digital camera to exploit or harass children. I will not access child pornography through any medium (see also 'Use of Children's Images' below)
- ✓ Hire children to perform domestic labour or any other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury or any other harm.

Use of Children's Images

When photographing or filming a child/children for work purposes, I must:

- ✓ Assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- ✓ Obtain written permission or verbal informed consent³ from a parent/guardian of a child if I take a picture of a child in a portrait or individually. As part of this I must explain the general way in which the photograph or film will be used and the extent of the accompanying identification information. (NOTE: if informed consent cannot be reasonably obtained I must limit the identifying details of the subject photographed)
- ✓ Obtain written permission (or verbal informed consent if people are unable to read or write) from a parent/guardian when extensive reporting is made of a child, and the child's face or name is visually identifiable in the photo/film footage. As part of this the general way in which the photograph/film will be used must be explained and the extent of the accompanying identification information agreed
- ✓ Ensure written permission or verbal informed consent has been given by parents/guardians of children (ideally to be secured in advance of trip) when taking pictures/filming groups of children. As part of this the general way in which the photograph/film will be used must be explained and the extent of the accompanying identification information. (NOTE: Where photos/films that include children are taken spontaneously or unexpectedly, or where informed consent cannot reasonably be obtained, such as photos/film footage of people escaping emergencies or of people taken from a distance, children should in these cases not be identifiable through the information accompanying the photo/film footage)
- ✓ Ensure photographs or films present children in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ✓ Ensure electronic file images of an individual/portrait photo of a child/children do not reveal identifying information about the child/children if permission from a parent/guardian has not been granted
- ✓ Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate
- ✓ Not post images or details of children associated with ACT's work on personal social media sites, unless sharing existing material made public on ACT Alliance's official social media sites

³ Informed consent refers to the photographer identifying themselves to the photo subjects and attempting to ensure that the subject(s) have a general understanding of the purpose of the photography and agree to themselves being photographed for this purpose

I understand that the onus is on me, as a person engaged or associated with the ACT Alliance, to use common sense and avoid actions or behaviours that could be construed as child abuse when engaging in activities or visiting projects of ACT Alliance members.

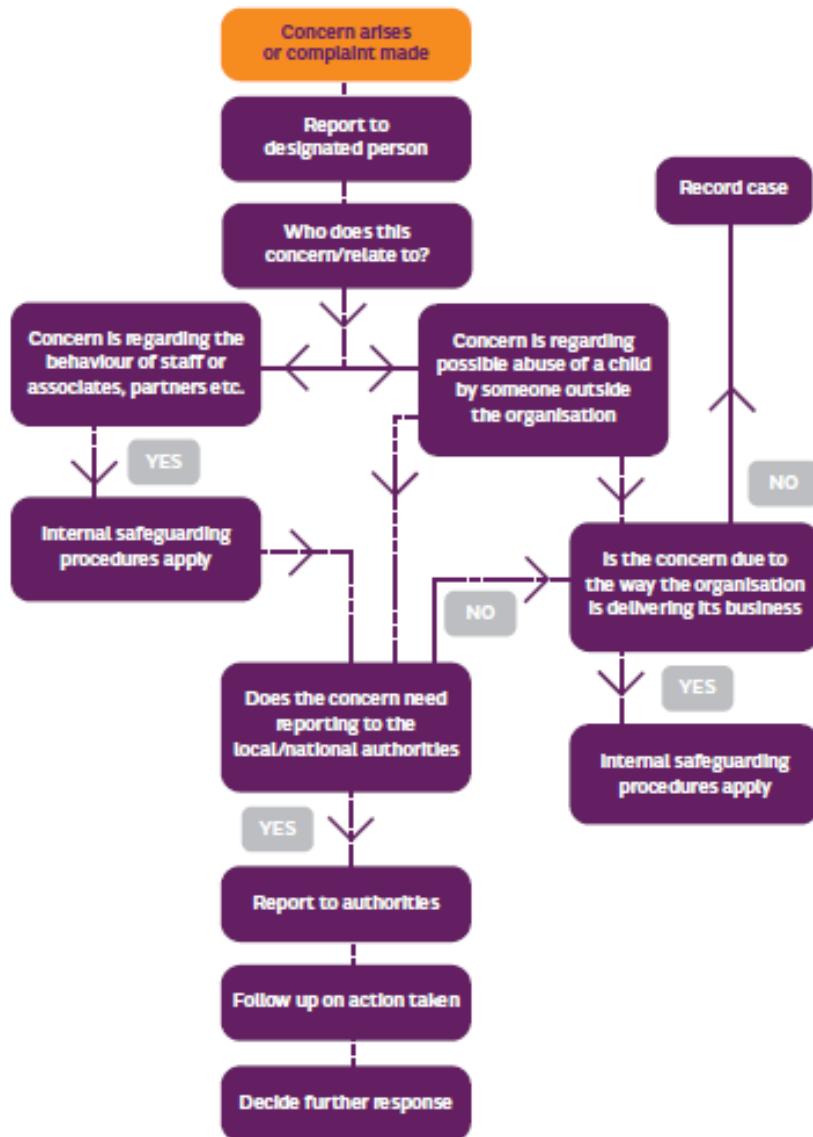
I have read the ACT Alliance Child Safeguarding Policy and Child Safeguarding Code of Conduct and had the opportunity to discuss its contents with my agency's Child Safeguarding Focal Point. I am aware that ACT Alliance expects me to uphold at all times the standards of behaviour described in the Child Safeguarding Code of Conduct above. I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Child Safeguarding Code of Conduct.

Signature of Staff Member

Name of Staff Member

Date

Annex 3 – ACT Secretariat Reporting Flow Chart



Annex 4 – ACT Secretariat Child Abuse Incident Reporting Form

ACT Secretariat takes all concerns and reports of child abuse seriously and immediate action will be taken. Staff members or others reporting child safeguarding concerns will be supported by the agency throughout the process of assessing the claim.

This form should be used to report if you see or suspect abuse, if an allegation of abuse is made, or if a child discloses abuse. The information you provide here will be kept CONFIDENTIAL and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken.

What to do and say if a child tells you about actual or potential abuse

- Accept what they say
- Take the allegation seriously
- Reassure them they have done the right thing by telling someone and that they are not to blame for the behaviour of others
- Let them know that the allegation must be reported and that total confidentiality cannot be promised
- Allow them to speak freely but do not press them for information
- Let them know what will happen next
- Record the process carefully and in detail immediately after the allegation in order to ensure greatest accuracy

DO NOT:

- React emotionally
- Seek any more information than is absolutely necessary
- Leave the child alone immediately after a disclosure
- Make promises that you cannot keep (particularly about not telling others)

Part One: About You

Name: _____

Your role in the ACT Secretariat: _____

Details of any other organisation involved: _____

Your relationship to the child or young persons concerned: _____

Part Two: About the Child

Name(s): _____

Male/female: _____

Age: _____

Address: _____

Whom does the child or young person live with?: _____

Part Three: About Your Concern

How did you come to have a concern: was abuse or policy non-compliance observed or suspected? Was an allegation made? Did a child disclose abuse?:

Date, time and place of any incident(s) reported to you: _____

Nature of concern/allegation:

Observations made by you (e.g. child's emotional state, any physical evidence):

Write down exactly what the child or person making a report said and what you said (or another informant said): continue on a separate sheet of paper if necessary.

Any other relevant information? (E.g. disability? language?):

Were other children involved or aware?:

Have you already spoken to parents or carers or any other child protection Personnel or Agencies? Yes or No ____ If Yes, who or whom? _____

Time and date of reporting: _____

Person(s) to whom report was made: (name of supervisor/manager/staff):

Advice given by that person or agency:

Action taken:

I understand that in making this report the ACT Secretariat may have to inform other authorities, in a confidential manner and only if necessary for the safety of the child, the staff member, or the organisation, or to meet obligations to donors or under national law.

Signed

Date

Note: Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported to. You will be informed of next actions that will be taken.