

Child Safeguarding Policy

UNICEF Netherlands

Document date and revision

1. Approval by MT August 2019
2. First evaluation July 2020 at the latest
3. Revision if changes are made to legislation or at the request of the director
4. Version 2.0 2 December 2019

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Introduction

This is the Child Safeguarding Policy of UNICEF Netherlands.

The aim of this policy is to minimize the risk of unintentionally harming children through our work. We also want to ensure that children who are nevertheless harmed receive the protection they need. As a children’s rights organization, it is important that we stand up for the rights of children. To ensure that children’s rights are also respected in our own activities, it is important that the policy is supported and pursued by everyone in our organization.

The core of our Child Safeguarding Policy is set out in the [Basic principles of Child Safeguarding](#). The policy covers a number of general or [organization-wide aspects](#) to ensure that Child Safeguarding is implemented, such as a code of conduct, a reporting procedure and a risk assessment. There are also a number of [guidelines covering specific focus areas](#), such as volunteers, participation, communication and field trips. These aspects and guidelines are set out in the appendices to the policy. Below you will find a summary and overview.

General and organization-wide aspects

All employees commit to Child Safeguarding by signing the [UNICEF Code of Conduct](#). The original UNICEF Code of Conduct has been expanded for this purpose. A further explanation is provided in Appendix 1. The Code of Conduct applies not only to colleagues in salaried employment, but also to volunteers, temporary employees, interns, ambassadors and members of the Supervisory Board. The Code of Conduct sets out the way in which we wish to interact with one another and with other people, including children and adolescents, in our collaborations.

It is important that employees also learn to [identify](#) unsafe situations for children and that they know how to [report](#) any concerns they may have. A [reporting procedure](#) (Appendix 2) and a [report form](#) (Appendix 3) have been drawn up for this purpose. Any concerns must be reported to the Child Safeguarding Officer and followed up by the [integrity committee](#), with the assistance of the Child Safeguarding Officer.

In addition, we want employees involved in any project or activity initiated and coordinated by UNICEF to consider whether it involves contact with children or adolescents and whether there are any potential risks. If there is any contact with children and adolescents, the Child Safeguarding Officer provides advice on

identifying the risks and the measures that can be implemented to minimize these risks. A [risk analysis](#) form has been drawn up for this purpose (Appendix 4).

Furthermore, Child Safeguarding is an area that is covered in our [HR Policy](#) (see Appendix 5). We refer to our Child Safeguarding Policy in our job vacancy announcements and we also assess the suitability of candidates in relation to Child Safeguarding during job interviews. The guidelines for HR and Child Safeguarding provide example questions which will differ depending on the position to be filled. As set out in our integrity policy, an integrity check is performed during the procedure by contacting two referees and new colleagues are required to submit a certificate of good conduct. It is stated in the employment contract that the new employee endorses the UNICEF Code of Conduct. New employees are also given [basic training](#) in Child Safeguarding, as part of the True Blue sessions.

This training will be extended to current employees in the coming year. In order to keep knowledge updated and to maintain awareness, a session with the Child Safeguarding Officer will be organized per department once a year, for example as part of the department meeting.

Specific focus areas

The Child Safeguarding Policy also applies to [volunteers](#). In addition, specific guidelines have been drawn up for voluntary activities involving a lot of children and adolescents, such as the UNICEF guest lessons and the UNICEF Walks and Events (Appendix 6). The guidelines help [UNICEF voluntary educators](#) to detect and report any worrying issues, provide lessons about sensitive topics and create and share photos and films. It is also explained that there should be no one-on-one contact or individual contact outside of school. For volunteers that organize [events](#), the guidelines help not only with the above aspects but also provide instructions on how to conduct an effective risk analysis and on what to do if a child becomes injured at an event.

Naturally, Child Safeguarding is also an important issue within the domain of education and participation. The policy therefore includes guidelines for [fair and meaningful participation](#) of children and adolescents (Appendix 7). For example, it is important that children and adolescents are prepared carefully and in good time and that we always tell them what we do with their input. Employees involved in participation will also be trained in this aspect. In addition, the policy provides guidelines for the [UNICEF Youth Panel](#) (Appendix 10) and for the [King/Queen of Youth](#) (Appendix 11). It also sets out how we proceed when organizing foreign trips to an event involving adolescents, such as arranging permission from their parents or guardians (Appendix 12).

Another specific focus area is [research](#). The guidelines for research (Appendix 8) state, for example, that we must adhere to the ethical standards for UNICEF research, prioritize the safety and the interests of children, ensure meaningful participation and guarantee privacy.

[Communication](#) (Appendix 13) is another important focus area. In the guidelines for communication, we explain, among other things, how we deal with [interviews](#) and how we prepare adolescents for interviews in the [media](#). We also set out how we deal with creating and publishing photos and images. For example, we will not record any images of the faces of children who have died, been abused, or who are in an extremely vulnerable situation. Written permission will always be requested from the child and his or her parents or guardians. This is recorded in a form (Appendix 14). It is important that the child and his or her parents fully understand the possible implications of using the images.

The policy also includes guidelines for **field trips** (Appendix 15). These guidelines help colleagues to avoid risks, such as when establishing contact with children, to take care when recording images and to prevent undesirable behaviour. As a rule, we adhere to our own guidelines, unless those of the field office are more stringent.

Lastly, there are guidelines related to **fund-raising** (Appendix 16). These include screening companies and conducting background checks on major donors. Employees of companies that help us raise funds among private individuals are also familiar with our Child Safeguarding Policy and implement it in their work for UNICEF.

Definitions

Children and adolescents - Every person under the age of 18.

Safeguarding - All measures that are taken to ensure that children do not come to harm or become the victim of abuse or violence during and as a result of our work.

Child protection - All measures that are taken if a child is found to be in an unsafe situation, has come to harm and must be placed under protection.

Employees of UNICEF Netherlands – Employees of UNICEF Netherlands, freelancers and consultants, temporary employees hired via employment agencies, interns and volunteers, UNICEF ambassadors and members of the Supervisory Board.

Partner organizations – Social organizations, bilateral or multilateral partners with whom UNICEF Netherlands collaborates, suppliers, companies with which UNICEF Netherlands has entered into a contract and sub-suppliers.

Vulnerable circumstances – Vulnerability is variable and says volumes about the context or circumstances in which someone finds themselves. It could refer to people with a physical and/or mental disability, people with learning problems or who are illiterate or people with mental health problems.

Purpose of Child Safeguarding

The purpose of Child Safeguarding at UNICEF Netherlands is to:

1. Ensure that the rights and well-being of children are the top priority in all aspects of the work carried out by UNICEF Netherlands
2. Ensure that all employees, volunteers, consultants and partners of UNICEF Netherlands understand how they are obliged and able to protect children in their work
3. Ensure that all employees, volunteers, consultants and partners of UNICEF Netherlands know how to respond if there are concerns about specific children while working for UNICEF Netherlands
4. Provide clarification about the process and the consequences that will arise if this policy is violated.

Responsibilities

- The director and department managers approve the Child Safeguarding Policy of UNICEF Netherlands, are responsible for compliance with this policy and appoint a UNICEF Child Safeguarding Officer.
- The Child Safeguarding Officer is responsible for evaluating, reporting on and revising the policy, providing advice and training on Child Safeguarding to all employees and partners of UNICEF Netherlands, accepting and processing reports and monitoring and evaluating the policy's implementation.
- The Child Safeguarding Officer sits on the integrity committee when there are reports relating to the Child Safeguarding Policy.
- Child Safeguarding *focal points* are appointed per department to act as the first point of contact for the department and who can be consulted by the Child Safeguarding Officer.
- The Child Safeguarding Officer reports on the implementation of the Child Safeguarding Policy once every six months.
- The project leader for a UNICEF project, event or activity is responsible for implementing the Child Safeguarding Policy and acting as Child Safeguarding Officer during the activity.

To whom does the policy apply?

The UNICEF Child Safeguarding Policy applies to all employees and partners of UNICEF Netherlands, as defined above. It serves as a supplement to and further elaboration of the integrity policy of UNICEF Netherlands (dated October 2018) where it relates to Child Safeguarding.

The Child Safeguarding Policy has been developed on the basis of and in compliance with the following legislation and guidelines:

1. The UN Convention on the Rights of the Child 1989 (ratified by the Netherlands in 1995)
2. The Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (2007)
3. The Youth Act (2015)
4. The Domestic Violence and Child Abuse (Obligatory Reporting Code) Act (2013)
5. The Dutch Civil Code - youth protection
6. The Dutch Criminal Code
7. The General Data Protection Regulation (GDPR)
8. The UNICEF Child Safeguarding Policy 2016
9. The UNICEF Child Safeguarding Toolkit for National Committees 2019

Basic principles of UNICEF Child Safeguarding

1. UNICEF Netherlands protects all vulnerable people involved in its activities. UNICEF Netherlands does not tolerate any form of bullying, aggressive behaviour, sexual exploitation or abuse.
2. Our primary target group is children. The rights, interests and well-being of children are paramount in all our activities.
3. All children have the right to protection from exploitation, abuse and violence regardless of their gender, culture, ethnicity, age, religion, sexual orientation, abilities or otherwise.
4. All adults have the responsibility to respond immediately if there are suspicions and/or signs of child abuse and unacceptable behaviour towards children and adolescents.
5. Anyone who, acting in good faith, reports any inappropriate behaviour by an employee or partner of UNICEF Netherlands towards children will be protected by the integrity policy of UNICEF Netherlands.
6. Any reports and concerns about children and about violations of children's rights during activities carried out by UNICEF Netherlands must be reported to the Child Safeguarding Officer and followed up by the integrity committee of UNICEF Netherlands in a clear process as set out in the committee's Terms of Reference. The committee will be assisted by the Child Safeguarding Officer for this purpose.
7. Decisions relating to Child Safeguarding will be made urgently and without unnecessary delays.
8. When planning and carrying out activities in which children are directly or indirectly involved, a risk analysis is always carried out beforehand so that preventive measures can be taken.
9. UNICEF Netherlands deals with information carefully and confidentially. Information is only shared without permission if the importance of protecting a child is greater than the right of an individual to privacy.
10. Children have the right to be heard. Their opinion and view of the work carried out by UNICEF influence and give shape to the activities of UNICEF Netherlands.
11. All employees of UNICEF Netherlands must commit to the UNICEF Code of Conduct and also submit a Certificate of Good Conduct before they can start working for UNICEF Netherlands.
12. All employees of UNICEF Netherlands must follow a Child Safeguarding training course that is tailored to their role and responsibilities within the organization.
13. Formal disciplinary measures will be taken by the director in response to any violations of the Child Safeguarding Policy or the specific Child Safeguarding guidelines that have been observed. Any violations that entail criminal consequences will be reported to the police.

Code of Conduct and specific guidelines

In order to implement the UNICEF Child Safeguarding Policy, the UNICEF Code of Conduct and specific guidelines have been developed. These are included in the attached appendices:

Appendix 1	UNICEF Code of Conduct
Appendix 2	Reporting procedure
Appendix 3	Report form
Appendix 4	Risk analysis form
Appendix 5	Guidelines on hiring employees
Appendix 6	Guidelines for UNICEF voluntary educators and UNICEF Walks and Events employees
Appendix 7	Guidelines for fair and meaningful participation by children and adolescents
Appendix 8	Guidelines for research involving children and adolescents
Appendix 9	Permission form for children and adolescents involved in research and their parents/guardians
Appendix 10	Guidelines for UNICEF Youth Panel
Appendix 11	Guidelines for the King/Queen of Youth
Appendix 12	Permission form for travel in the Netherlands and abroad with children and adolescents
Appendix 13	Guidelines on communicating with and about children and adolescents
Appendix 14	Consent form for children and adolescents and their parents/guardians for the purpose of creating and using communication materials
Appendix 15	Guidelines on Child Safeguarding during field trips
Appendix 16	Guidelines on Child Safeguarding and fund-raising
Appendix 17	List of signs of child abuse

Appendix 1

Code of Conduct UNICEF Netherlands

Preface

The image and success of UNICEF depends to a great extent on the behaviour of its employees and volunteers. We aim to achieve the biggest impact as possible for children worldwide. We want our actions to be an example for others. Society may expect this from us.

This Code of Conduct is about how we want to interact with each other and with the people we want to work together with. We want to be honest, respectful and transparent and we are aiming for a safe environment for everyone who works for UNICEF or who is involved with UNICEF. This Code of Conduct applies to everyone who acts on behalf of UNICEF Netherlands. Therefore, we ask of all volunteers, employees and partner organisations to endorse the following and to make a best effort to personally comply with this Code of Conduct and to address this to colleagues as well.

1. I act honestly

When I commit to UNICEF, I act honestly, transparently and consistently. I honour/respect commitments and agreements I make and when it seems I'm not able to comply with this, I signal this and start a conversation about it. I handle information carefully. Towards others I am transparent about the backgrounds, nature, approach and results of the work for UNICEF. I am not tempting myself nor others by gifts or favours for personal gain.

2. I act respectfully

I am aware that my behaviour, even in private situations, can influence the good name of UNICEF directly. I contribute to a safe and pleasant atmosphere. I treat others with the same respect I want to be treated with. I show that I am aware of the views and properties of others and respect them as much as possible. I do not show nor tolerate undesirable behaviour such as (sexual) intimidation, aggression, bullying or ignoring. I also offer no space for any form of discrimination whatsoever.

3. I am competent

I make sure that I am competent for the tasks, responsibilities and authorizations that I have on behalf of UNICEF Netherlands. I am willing to learn from my mistakes, share my experiences and ask for feedback on a regular base.

4. I am cooperative

I promote mutual understanding and collaborations with the goal to achieve results for children. I offer a person the space to express his/her views and I take him/her seriously. I am positive and I am well prepared for my work. I appreciate the contributions of others and I am willing to help others and provide feedback.

5. I act responsibly

I inform relevant stakeholders of UNICEF Netherlands timely and frequently about progress, bottlenecks and results of my work for UNICEF. I am aware that UNICEF Netherlands depends on the resources it receives from others. I use time, facilities and materials of UNICEF carefully, efficiently and exclusively to the extent that it fits with my work. I thoughtfully handle the privacy of the people with whom UNICEF Netherlands cooperates. In my behaviour, I show awareness of the possible consequences for children, society and environment.

6. I am loyal to UNICEF

In my work for UNICEF, the importance of children always comes first. In my (online) communications I show my loyalty to UNICEF and its objectives. I do not perform any tasks elsewhere which are not compatible with a proper performance of my duties for UNICEF Netherlands. I discuss possible conflicting interests directly with the right person within UNICEF Netherlands.

UNICEF Netherlands has an internal and external confidential advisor and an integrity committee who can give you support in situations where you see or experience unacceptable behaviour.

7. My work involves protecting children and young people

The rights and interests of children are paramount in my work for UNICEF. I take preventative measures to ensure that children and young people are safe from harm, abuse, and violence. If serious concerns come to light about children or young people, I respond immediately and report it to the appropriate authorities so that they can protect the child in question.

UNICEF Netherlands has an internal and external confidential advisor, a child safeguarding officer, and an integrity committee that can assist you in situations involving inappropriate behaviour.

September 2019

Operationalizing the code of conduct for interacting with children

What I do:

- I respect the rights of children and put their interests first.
- I respect the boundaries of children and young people and prevent behaviours that cross the line. This also applies to contact with children via e-mail and through social media.
- I respond immediately to suspicions and/or signs of child abuse and inappropriate behaviour involving children and young people during an activity.

- I treat all children, young people, and adults with respect and dignity, irrespective of their age, gender, culture, ethnic background, sexual orientation, or physical or mental ability.
- I pay extra attention to children and young people with mental or physical limitations and ensure they can participate.
- I am aware of and respect the cultural and religious differences of the children, young people, and families involved in UNICEF activities.
- I also adhere to the privacy regulations when handling and managing the personal data of children and young people.

What I don't do:

- I never share the personal data of children or young people without their permission.
- I am never alone with the children or young people in a closed room without a good reason.
- I never initiate inappropriate, intimidating, and/or unwanted physical contact with children or young people.
- I never physically or sexually abuse children or young people.
- I never insult or ignore children.
- I never condone behaviours that could harm or hurt others (bullying, hitting, kicking or withholding food, medication, or other needs). I never ignore this type of behaviour either.
- I do not publish or share photos, videos, or stories of children without their explicit consent.
- I never publish or share photos, images, or stories of children that would put them in a vulnerable, harmful, or humiliating position.
- I would never show favouritism by offering money or gifts.

Appendix 2

Reporting procedure

All adults have the responsibility to respond if there are suspicions and/or signs of child abuse and unacceptable behaviour towards children or adolescents. If there are any signs or suspicions during the work carried out by UNICEF Netherlands or during activities and events initiated and organized by UNICEF Netherlands that a child is experiencing problems and/or children's rights are being violated, then everyone representing UNICEF Netherlands during these activities is obliged to report them. The procedure is set out below.

If you are concerned about a child during your work for UNICEF, you must act as follows:

- If a child urgently needs medical help or police assistance, stop what you are doing and immediately call 112.
- If immediate help is not needed but you are nevertheless concerned, then submit a brief report to the UNICEF Child Safeguarding Officer (safeguarding@unicef.nl) so that they can determine what the next steps should be.
- Later, you can discuss your report with the UNICEF Child Safeguarding Officer and complete a report form together (Appendix 3).

How can you recognize signs and report your concerns?

While performing work for UNICEF, there are various ways that you may notice signs of something troubling a child. You may notice through:

- **Observation:** An adult observes behaviour in a child, adolescent or adult that is a cause for concern.
- **Revelation:** A child, adolescent or adult reveals that he or she is being or has been mistreated or abused or that he or she is concerned about another child. This type of information will not often be revealed so you must be aware of other signs.
- **Risk analysis:** During the risk analysis carried out prior to the start of an event or activity, possible risks are identified that could arise in our work.
- **Job application procedure:** During the job application procedure, doubts may arise concerning the behaviour of a candidate towards children or adolescents.

See also Appendix 17 (list of signs of child abuse).

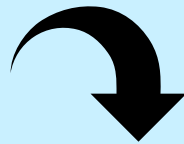
UNICEF Netherlands can be notified of concerns regarding the safety of children through direct contact with adults and children or through indirect contact via email or social media. **A report must always be made.**

Please note: UNICEF Netherlands **does not assess** whether a child is indeed in an unsafe situation. That is up to the professional organizations equipped for that purpose.

If you represent UNICEF Netherlands, it is important that you know what the reporting procedure is to report any concerns and how to contact the UNICEF Child Safeguarding Officer.

Reporting procedure

While working for UNICEF, you come into contact with a child that you are concerned about. Does the child urgently need professional medical care or police assistance?



YES

NO

In the event of an emergency call 112 and specify what is needed **and**

Submit a verbal or email report to the UNICEF NL Child Safeguarding Coordinator (safeguarding@unicef.nl) or +31 (0)88-4449666]

Internal UNICEF employees: make an appointment with the Child Safeguarding Officer and complete a report form *as soon as possible*

External employees: the UNICEF Child Safeguarding Officer will complete a report form

In the case of reports concerning UNICEF personnel, the UNICEF Child Safeguarding Officer will immediately contact the manager and the integrity committee.

- In the Netherlands. *Please specify place:*
- In another NatCom/field office country. *Please specify country and place:*
- Online. *Please specify (add link if relevant):*
- Elsewhere. *Please specify:*

5. Who did it happen to?

- An individual child
- More than one child
- No specific child as far as I know but I'm concerned
- Another vulnerable person

My concerns are more general. They relate to:

- Improper use of images/data/material
- Other. *Please specify:*
- Behaviour of a UNICEF employee/representative

5.a If this happened to a specific child or specific children, who are they?

Name:

Age/date of birth:

Sex: Female Male Unknown

Contact details:

Does the child have a disability or special needs? *Please specify, if known:*

How is the child involved with UNICEF Netherlands?

How do you know the child?

Name of parent(s)/guardian(s):

6. What happened? *Provide a summary of what happened. Also provide the context of the incident (field trip, Youth Panel activity, Young Prince's Day, voluntary activity etc.)*

7. Are there any other details you noticed? *E.g.: visible injuries, child's emotional state.*

8. Did anyone else see what happened?

- No
- Yes, I did
- Yes, someone else did

8.a If it was someone else, who are they?

Name:

Age/date of birth (if it was someone under the age of 18):

Contact details:

How is this person involved with UNICEF Netherlands?

Other remarks

9. What measures have been taken up until now?

- *How did you respond? Please specify which questions you asked the child/adult*
- *What does the child want to happen now?*
- *Have you contacted someone or an organization (parents/guardians/police/Veilig Thuis)? If so, please provide their contact details.*

10. Are there increased risks for the child:

- If family members are contacted? (Provide details if known)*
- If someone else is contacted? (If known, provide details such as immigration/illegal status, gangs, corruption etc.) _____*

11. Other remarks

Signature:

Place and date:

Questions below will be answered by the Child Safeguarding Officer.

Measures taken in response to this report:

Result:

Case closed as per:

Appendix 4

Risk analysis form

As a preventive measure, a risk analysis form is completed for every project or activity initiated and coordinated by UNICEF *prior to the activity* taking place. This form is sent to the Child Safeguarding Officer and discussed with them if necessary.

What contact will you have with children and adolescents in this activity?	What potential risks are there for children and adolescents?	What measures are you taking to minimize these risks?	Who must ensure that these measures are taken?	When were the measures taken?
<ul style="list-style-type: none"> • <i>Is contact face-to-face or via email/online and social media?</i> • <i>In what activities are the children and adolescents involved?</i> 	<ul style="list-style-type: none"> • <i>What are the risks?</i> • <i>Who is present?</i> • <i>Are these UNICEF employees/volunteers or third parties?</i> • <i>What is the environment like?</i> • <i>What physical or emotional problems could arise?</i> 	<ul style="list-style-type: none"> • <i>What measures are you taking?</i> • <i>Who is the contact person should any child safeguarding issues arise?</i> • <i>What support is being given to the children and adolescents present?</i> 		
Add this form to the project plan and send it to the Child Safeguarding Officer at UNICEF Netherlands (safeguarding@unicef.nl)				Signature
Your name and position				

Appendix 5

Guidelines on hiring employees

These guidelines are fully compatible with UNICEF Netherlands' integrity policy. The guidelines provide more specific instructions for issues that need to be considered within the context of Child Safeguarding.

Job vacancies

- UNICEF Netherlands mentions in its job vacancy advertisements and Terms of Reference that it pursues an active Child Safeguarding Policy.
- UNICEF Netherlands mentions in its job vacancy advertisements and Terms of Reference that candidates for the position are required to endorse the UNICEF Child Safeguarding Policy. This means, among other things, that employees of UNICEF Netherlands must sign the UNICEF Code of Conduct and submit a Certificate of Good Conduct.
- The job description must be as clear as possible, certainly when the job involves direct or indirect contact with children or adolescents.

Job interview

- During the job interview, the protection and safety of children during UNICEF activities are discussed. The Child Safeguarding Policy is explained. This is *always* done if the interview is for a job in which the employee is expected to work with children and adolescents directly. During job interviews, the suitability of the candidates is also assessed in relation to Child Safeguarding. Possible questions may be discussed with the Child Safeguarding Officer beforehand.
- Some possible questions [can be tailored to the vacancy and especially important for positions in which employees work directly with children and adolescents]:
 - Have you read the UNICEF Child Safeguarding Policy and what are your thoughts on it?
 - Have you ever witnessed a situation that is incompatible with the guidelines of the UNICEF Child Safeguarding Policy?
 - If so, would you like to say something about it without revealing confidential information? How did you deal with it?
 - *Think of a case. Tailor the case so that it is relevant for the job for which the candidate is applying.* How would you deal with the situation if you had the job you are now applying for?
 - *Compare the answer with the Child Safeguarding statement of UNICEF Netherlands.*
 - When is a photo of a child unsuitable for publication in UNICEF Netherlands' annual report?
Answers: traceable clothing (e.g. military uniform of a specific resistance group), unsuitable

clothing, traceable details (e.g. name of school), child in a vulnerable position, child that is dying, child that is naked, frontal photograph of child that is being sexually abused, no permission given by the child and parents for the use and distribution of the photo.

- Is there anything that you would like to report now in relation to Child Safeguarding?

- Pay attention to the following:
 - Inexplicable periods of unemployment.
 - Changing jobs and addresses frequently.
 - Body language and contradictions and/or untruths in the answers provided. Place it in context (it could also be the candidate's nervousness).
 - Vagueness in the CV when it comes to working with children.
 - Strange or inappropriate questions or statements made by the candidate about children (e.g. he/she only wants to work with a certain age group or only with boys/girls).

Reference check and integrity check

- As part of both the integrity policy and the Child Safeguarding Policy, the manager performs a reference check or integrity check for every employee who enters into salaried employment (including temporary employees such as self-employed workers) before the terms of employment interview is held. This check entails contact with two referees: the candidate's current and previous employers or two different previous clients. The candidate is asked to agree to these checks.

Certificate of Good Conduct

- As part of both the integrity policy and the Child Safeguarding Policy, everyone who enters into a fixed-term or indefinite employment contract with UNICEF Netherlands that is remunerated by UNICEF Netherlands must submit a Certificate of Good Conduct every three years. This also applies to self-employed workers (longer than three months), regional administrators in the volunteers' network, ambassadors and interns. The certificate does not provide certainties about the employee's future behaviour but can help when reputation is at issue.

Training in Child Safeguarding

- Every employee receives basic training on the UNICEF Child Safeguarding Policy as soon as possible after joining the organization. This training forms part of the True Blue sessions. Depending on the employee's position, this may be followed by specific training courses. Every year, each team or department will meet with the Child Safeguarding Officer to share experiences, update knowledge and maintain awareness.

Violation of the UNICEF Child Safeguarding Policy

- If the UNICEF Child Safeguarding Policy is violated by an employee of UNICEF Netherlands, the Child Safeguarding Officer is notified. The reporting, investigation and follow-up are conducted in accordance with the reporting procedure, the Terms of Reference of the integrity committee and the Complaints Procedure for Undesirable Behaviour dated October 2018. When a report detailing a violation of the UNICEF Child Safeguarding Policy is submitted, the integrity committee is joined by the Child Safeguarding Officer. In the event of a criminal offence, the incident is reported to the police.

Minors as interns

- Adolescents working as interns at UNICEF Netherlands are also asked to comply with the UNICEF Child Safeguarding Policy and to sign the UNICEF Code of Conduct.
- A consent form is required from both the relevant school and the parents/guardians of the minor to allow the minor to do the social internship at UNICEF Netherlands. Agreements are made concerning travel to and from the UNICEF office.
- UNICEF Netherlands appoints a permanent supervisor to supervise the minor during their internship.
- Employees of UNICEF Netherlands are informed of the presence of the minor working as an intern in the office. Further agreements are made with the UNICEF Child Safeguarding Officer regarding the creation of a safe environment for the intern. The intern is not given access to the UNICEF Intranet.

Appendix 6

Guidelines for UNICEF voluntary educators and UNICEF Walks and Events employees

The Child Safeguarding Policy of UNICEF Netherlands also applies for UNICEF volunteers. After all, volunteers represent the organization and UNICEF's work to the outside world.

Volunteers must sign the UNICEF Netherlands Code of Conduct. It contains the rules of conduct that apply when dealing with children. The UNICEF Child Safeguarding Policy is referred to in the volunteers' regulations. Child Safeguarding is also included as a topic in the training given to volunteers where possible.

Not all UNICEF volunteers come into direct contact with children and adolescents. There are two groups of volunteers to whom this definitely applies: the voluntary educators and the UNICEF Walks and Events employees.

UNICEF youth information officers

UNICEF voluntary educators are volunteers who give guest lessons at schools.

There are a number of issues for which UNICEF voluntary educators must be extra vigilant.

Reporting worrying situations

In the guest lessons, voluntary educators come into direct contact with children and adolescents. In view of the sometimes sensitive topics that the voluntary educators discuss, the volunteers may encounter situations in which children and adolescents report issues that they have encountered. If a voluntary educator is concerned about a child or adolescent, then the officer can report this to the teacher responsible for these matters at the school. In emergency situations, call 112. If such a situation should occur, the voluntary educator mentions this on the report form that is completed at the end of a guest lesson. This may be followed up by the Child Safeguarding Officer afterwards if necessary.

If a volunteer would like advice or share an experience with regard to a Child Safeguarding situation, then he or she can contact UNICEF's Child Safeguarding Officer (safeguarding@unicef.nl).

If a serious situation has occurred with children or adolescents during a UNICEF school activity, the volunteer must report this to UNICEF's Child Safeguarding Officer (safeguarding@unicef.nl). It will be determined in consultation whether follow-up actions are needed.

Not alone in front of the class

Before the guest lesson begins, the voluntary educator tells the teacher that he or she is expected to remain in the classroom. The order in the classroom is the responsibility of the teacher, and he or she must intervene if necessary.

Guest lessons on sensitive topics

The voluntary educator must bear in mind that children and adolescents may hear something during the UNICEF guest lesson which upsets them, possibly because they may have experienced something similar.

Before giving a guest lesson, the voluntary educator always checks with the teacher whether there are any pupils for whom the topic to be discussed is a sensitive subject so that this can be taken into account. The voluntary educator also discusses with the teacher that he or she remains responsible for the order in the classroom and for any necessary assistance and after-care.

If the voluntary educator notices that a child or adolescent is frightened or scared at the end of the lesson, the teacher will be notified and asked to take care of this issue.

Contact after guest lessons

After the guest lessons, voluntary educators do not maintain any direct contact with individual pupils. Voluntary educators do not give out any personal contact details to children or adolescents. Vice versa, the voluntary educator does not accept any contact details from the children or adolescents. If they receive requests for more information, the voluntary educator refers to the website or the information number of UNICEF Netherlands.

Communication: creating and sharing photos and films (online)

Children and adolescents must never be photographed or filmed in a vulnerable situation.

If UNICEF volunteers take photos or make films during a guest lesson, this must be made clear to everybody and permission must be arranged if necessary. If photos are used for materials, such as a poster, this permission must be recorded in writing (see form in Appendix 14).

Organizations, such as UNICEF Netherlands, cannot simply post photos online showing other people, as this would be in breach of the EU's law on privacy: the General Data Protection Regulation (GDPR). Companies and organizations need permission to process personal data, including photos and films.

However, private individuals do not fall under the aforementioned law. If somebody places a photo of the children on their personal Facebook page and not on a UNICEF Facebook page, this is allowed. However, this must be done with the permission of the children/adolescents and their parents/guardians if necessary.

UNICEF volunteers must follow the UNICEF guidelines for sharing content on social media. Children and adolescents must never be tagged in messages, nor may children and adolescents who have taken part in a UNICEF event be contacted via a PM (private message).

The guidelines for communicating with and about children and adolescents apply (Appendix 13).

Volunteers for UNICEF Walks and Events

Volunteers organize or provide assistance for UNICEF Walks and other events. During these activities, they may come into direct contact with children and adolescents. This means that these volunteers must be aware of and familiar with the guidelines that UNICEF Netherlands adheres to when dealing with children and adolescents during UNICEF activities. In all events in which children and adolescents are directly or indirectly involved (e.g. as a spectator), volunteers and employees must provide a safe environment in which all children and adolescents feel welcome and comfortable.

Planning and executing an event organized by UNICEF head office

The organizer/coordinator of the event is responsible for implementing the UNICEF Child Safeguarding Policy and acts as contact person for Child Safeguarding issues.

The Child Safeguarding Policy is referred to and the risk analysis form is included in the guide and toolkits for various events that volunteers organize and supervise on behalf of UNICEF Netherlands.

Risk analysis and control measures

When planning and carrying out new or existing activities that directly or indirectly involve children or adolescents, volunteers, preferably in cooperation with employees from the head office, create a risk analysis beforehand and use it to take preventive measures (see Appendix 4). This is done only once and is the responsibility of the organizer. It does not have to be done for every recurring event or activity.

The risk analysis and the contact details for the organizer/coordinator are passed on to the UNICEF Netherlands administrative office for volunteers.

Consideration is taken of extra vulnerable children and adults who take part in a UNICEF activity in the planning and implementation thereof.

Dealing with children during UNICEF events

During a UNICEF event, UNICEF volunteers are never alone with a child or adolescent in a closed room.

A child that has fallen or injured themselves in another way during a UNICEF event must receive assistance immediately. The volunteer will examine or discuss what the child needs and provide this. If a child has fallen and is crying or is silent due to shock, it is important to comfort them. If there is no trusted person such as a parent, teacher or caregiver in the vicinity, it makes sense that this is done by the UNICEF volunteer.

The instructions are as follows: Stay calm and talk to the child in a reassuring voice, preferably at eye level. Ask the child and examine whether he or she feels any pain and is injured. If the child has a graze, take care of it or ask someone else to do so. If it looks worse, immediately ask other adults for help to make sure that the right assistance is sought. If a child is upset but has nothing serious, paying them some extra attention and comforting them will often suffice. You can do this by talking to the child, holding their hand or making reassuring physical contact, such as putting your arm around them. Make sure you pay attention to signs of what the child does or does not feel comfortable with and act accordingly. Once the child has calmed down somewhat, you can ask them whether you can do anything else for them before you go away again.

Reporting worrying situations

If the volunteer is worried about a child or adolescent that is taking part in a UNICEF event, the volunteer must report this and discuss it with the organization responsible for the event and for the child (e.g. the participating school). In emergency situations, call 112.

If a volunteer would like advice or share an experience with regard to a Child Safeguarding situation, then he or she can contact UNICEF's Child Safeguarding Officer (safeguarding@unicef.nl).

If a serious situation has occurred with children or adolescents during a UNICEF event, the volunteer must report this to UNICEF's Child Safeguarding Officer (safeguarding@unicef.nl). It will be determined in consultation whether follow-up actions are needed.

Communication: making and sharing photos and films

Children and adolescents must never be photographed or filmed in a vulnerable situation.

If UNICEF volunteers or employees record photos or films at an event, this must be made clear to everybody visiting the event and permission must be arranged if necessary. If photos are used for materials, such as a poster, this permission must be recorded in writing (see form in Appendix 14).

Organizations cannot simply post photos online showing other people. This would be in breach of the EU's law on privacy: the General Data Protection Regulation (GDPR). Companies and organizations need permission to process personal data, including photos and films.

Private individuals do not fall under this law. If somebody places a photo of the children on their personal Facebook page and not on a UNICEF Facebook page, this is allowed. However, this must be done with the permission of the children/adolescents and their parents/guardians if necessary.

UNICEF volunteers must follow the UNICEF guidelines for sharing content on social media. Children and adolescents must never be tagged in messages, nor may children and adolescents who have taken part in a UNICEF event be contacted via a PM (private message).

Follow the guidelines for communicating with and about children and adolescents (Appendix 13).

Evaluation

If an evaluation takes place with one another and in writing after an event, then volunteers can always report any noteworthy matters via the report form on MyUNICEF. This may be followed up afterwards by the Child Safeguarding Officer if necessary.

Appendix 7

Guidelines for fair and meaningful participation by children and adolescents

Children and adolescents are involved in various activities organized by UNICEF Netherlands. Participation by children and adolescents is a right but also ensures that the work done by UNICEF has greater impact on making a real improvement to the situation of children and adolescents.

These guidelines for participation are based on the United Nations Committee on the Rights of the Child's 2009 General Comment no.12 (The right of the child to be heard).

Participation by children and adolescents is always:

1. Transparent and informative

Children and adolescents are given information about their right to participate in a child-friendly and accessible manner. The information covers:

- How they can participate.
- Why they are asked to participate.
- The extent to which they can participate.
- The impact they can have by participating.

This means that:

- the participation of children and adolescents serves a clear purpose
- children and adolescents understand how much influence they have on the decisions that are made
- the roles and responsibilities of all those involved are clear and understood by the children and adolescents
- children and adolescents approve of the objectives and the expected results of their participation

2. Voluntary

Children and adolescents must be able to choose whether they wish to participate. Children and adolescents must not be forced to participate or give their opinion.

This means that:

- children and adolescents are given sufficient time to opt for and agree to their participation in an activity
- children and adolescents know that they can stop at any time
- school always takes priority, as well as other important commitments

3. Respect

Children and adolescents must be treated with respect and be given the opportunity to freely express their opinions and put forward their ideas. Employees of UNICEF Netherlands must also respect and understand the family circumstances, school and cultural context of the child or adolescent involved.

This means that:

- children and adolescents can freely express their opinions and be treated with respect
- children and adolescents are elected to become representatives in a democratic and transparent process
- the way in which participation is carried out increases the self-esteem of children and adolescents and gives them the confidence that their opinions and participation matter
- the support provided by UNICEF employees must also focus on ensuring that children and adolescents are respected by other participants

4. Relevance

Participation must be based on the level of knowledge possessed by children and adolescents and focus on topics and themes that are relevant to their lives and context.

This means that:

- the activities in which children and adolescents are involved are relevant to and reflect their experiences, knowledge and abilities
- the way they participate must be compatible with their environment
- children and adolescents are involved in determining the criteria used to select those who will participate in an activity
- children and adolescents are involved in a manner that reflects their abilities and interests

5. Child-friendly

Children and adolescents must be prepared for their participation in a child-friendly manner that enables them to make a sincere contribution. It should be tailored to age and abilities.

This means that:

- sufficient time and resources are provided to allow for effective participation and that children and adolescents receive assistance in their preparations
- the way in which children and adolescents participate is developed in consultation with them
- adults have the ability and qualities to allow children and adolescents to participate in a child-friendly manner
- the location of the activities in which children and adolescents take part is child-friendly and accessible to children and adolescents with a disability
- children and adolescents receive information that they are able to understand

6. Inclusive

Vulnerable children and adolescents must also be able to participate. It is important to be aware of the cultures of the different children and adolescents taking part.

This means that:

- children are not subject to discrimination on grounds of age, ethnicity, race, appearance, gender, language, IQ, religion, political or other opinion, national or social origin, disability, social status etc.
- participation is aimed at allowing children of all different cultures and backgrounds to take part
- participation is sufficiently flexible to meet the needs, expectations and situations of various groups of children and adolescents
- attention is paid to various age groups, genders and abilities
- participation is able to break through existing patterns of discrimination

7. Training for employees who work with children and adolescents

UNICEF employees who work with children and adolescents must possess the knowledge and abilities needed to properly supervise meaningful participation.

This means that:

- the UNICEF employees involved are aware of the importance of the participation of children and adolescents and understand what this requires
- the UNICEF employees involved have received training, are given support in participatory activities and are assisted in evaluating the activities afterwards
- UNICEF employees are given the opportunity to express and discuss their doubts or concerns about the participation of children and adolescents

8. Safety

Adults who work with children and adolescents have a moral and legal duty of care. UNICEF employees take precautions to ensure that children and adolescents do not get into any unsafe situations during a UNICEF activity and become the victim of abuse, violence or exploitation.

This means that:

- the safeguarding of children's rights must always be paramount in the way in which participation of children and adolescents is planned and organized
- the UNICEF employees have thought in advance about a Child Safeguarding strategy within the context of this specific activity and have communicated the strategy to all supervisors. Everyone is familiar with and has signed the UNICEF Code of Conduct and is familiar with the reporting procedure. Everyone knows his or her role and knows what he or she is responsible for
- precautions have been taken to keep children and adolescents safe
- the children and adolescents involved know what to do in the unlikely event that their rights are violated (report)
- a Child Safeguarding Officer can be contacted during the activity
- all participating children and adolescents have given permission for the distribution and use of personal information that is collected during the activity
- no photos or images are made and distributed of children and adolescents who have not given permission – nor their parents – for this purpose

9. Justification

After the participatory activity, children and adolescents should be given feedback about how their opinions and ideas have been used, what influence they had on any decisions that were made and whether they may be asked for follow-up activities.

This means that:

- children and adolescents are involved at the earliest stage possible
- employees inform the children and adolescents as soon as possible about the significance of their participation and whether any follow-up is expected
- children and adolescents can participate in the evaluation of an activity in which they were involved
- an indication is given of how lessons learned arising from the evaluation can be applied the next time
- children and adolescents are asked what they thought about the activity
- children and adolescents are given support to be able to participate in follow-up activities
- children and adolescents are supported in informing their friends and family, local youth groups and other organizations about their experiences with participation

Appendix 8

Guidelines for research involving children and adolescents¹

UNICEF uses, commissions and performs research in its work. UNICEF collects data from organizations, individuals and especially from children for this purpose. UNICEF is trusted to handle this data with care.

When conducting research, UNICEF Netherlands adheres to the ethical principles as set out in the *UNICEF Procedure for ethical standards in research, evaluation, data collection and analysis* published on 1 April 2015 by the *UNICEF Division of Data, Research and Policy (DRP)*.

When conducting research, UNICEF Netherlands adheres to the following basic principles:

1. Interests of the child

The interests of the child is a central theme in the research conducted by UNICEF Netherlands. Should research conflict with the interests of the child, then the interests of the child shall prevail.

- It is in the interest of the child that the resources of UNICEF Netherlands are used as effectively as possible.
- It is in the interest of the child that the opinions of children are heard and shared, including with regard to their opinion on the work carried out by UNICEF Netherlands.
- It is in the interest of the child that research results which improve the protection and assistance given to children are disseminated widely.
- Sharing personal information with a researcher is sometimes, but not always, in the interests of the individual child. This depends on the emotional impact of participating in research and any positive advantages for the child involved and others.
- It is only possible to assess and/or determine the interests if the child or adolescent is actually involved so that their perspective is also taken into consideration.

¹ Based on:

UNICEF Procedure for ethical standards in research, evaluation, data collection and analysis; 1 April 2015. Issued by: Director, Division of Data, Research and Policy (DRP).

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research – Innocenti.

Alexander Foundation, Tips and advice from parents and adolescents about conducting interviews at: <http://www.st-alexander.nl/vuistregel-11-participatie-in-onderzoek-betrek-de-doelgroep-bij-alle-stappen/> (last seen: 20-08-2019)

2. Safety

The rights of children involved in research are protected at all times. Child Safeguarding principles are adhered to during the research.

- UNICEF Netherlands observes the right to privacy. UNICEF Netherlands handles data with great care, only collects what is necessary, guarantees anonymity and stores data securely. UNICEF Netherlands complies with the General Data Protection Regulation (GDPR).
- Interviews conducted with children and adolescents as part of research take place in a safe environment in which the child or adolescent feels comfortable.
- If any concerns arise about a child or adolescent during the research, it may be necessary to break the promise to keep information confidential. This is discussed with the child or adolescent in advance.

3. Participation

When children and adolescents participate in research, UNICEF Netherlands adheres to the guidelines for fair and meaningful participation (Appendix 7). In particular:

- Researchers have developed the skills to conduct research involving the participation of minors through education and/or experience.
- Before the research starts, the required conditions, such as time and resources, are fulfilled so that children and adolescents are able to participate in a meaningful and ethical manner.
- Children are given all the information they need to be able to make a voluntary choice to participate in the research without feeling any pressure from outside.
- Children and adolescents are informed honestly and adequately before and during the process.
- The role of children and adolescents is mentioned in the justification for the research.
- Children and adolescents are informed about the results of the research and are involved in a follow-up process if possible.

4. No discrimination

The research is inclusive and does not subject any children or adolescents to discrimination on the grounds of age, gender, ethnicity, physical and/or mental disabilities, sexuality, culture, language, family structure and mental health and well-being.

- Children and adolescents must be able to participate. Any barriers to participation must be removed. Efforts are made to seek ways to include hard-to-reach children and adolescents in the research.
- Researchers are aware of a potential imbalance of power between the researcher and participants and how this could influence the participation of children and adolescents in the research.

5. Honesty

UNICEF Netherlands is open about the results of research, even if they are not particularly positive. UNICEF Netherlands presents the results in a fair and balanced manner. UNICEF Netherlands is open about the research method used and any weak points in the research. If possible, UNICEF asks independent experts to provide feedback on the research.

Involving children and adolescents in research

Children and adolescents can be involved in research in a number of different ways. They can provide input and advice regarding the research question, the type of research, the design, measuring instruments, the data collection and the analysis, interpretation and reporting or publication of the research results. They can be involved as co-researchers and be involved afterwards in any further follow-ups to the research.

The advantage of directly involving children and adolescents in research is that they are able to share their opinion and ideas with the researchers. Not only does this improve the protection of their rights, but it also provides UNICEF Netherlands with valuable insights that benefit the organization's policy development, programmes and lobby activities.

In addition to the above principles, there are a number of aspects that should be taken into consideration:

→ During planning, preparation and research design

- Consider whether it is necessary for the results and objective of the research that children and adolescents take part and in what way.
- Consider whether it is useful to involve children and adolescents in planning, developing, and designing the research.
- Include child-friendly research methods that are suitable for children and adolescents and which give them the opportunity to participate fully in an enjoyable manner.
- Test research methods and research lists and questionnaires on children and adolescents beforehand.
- Perform a risk analysis before starting the research. Determine what risks children and adolescents could face by taking part in the research. Extra vulnerable groups face additional risks. Then determine what measures need to be taken to limit or completely eliminate the risks.
- Determine and explain which groups of children and adolescents are or are not participating in the research. Formulate criteria for participation that children and adolescents can also understand.
- Include agreements about financial compensation for participation in the research plan beforehand. Give consideration to the type of compensation, when to inform participants about financial compensation and payment, and the amount to be paid, in order to avoid influencing the answers. Pay attention to social and cultural context when deciding whether or not to pay financial compensation.
- Determine whether ethical approval is needed for the research and who is responsible for giving it.
- Respect the right to privacy. Make sure that children and adolescents can always take part and share information anonymously. The names and identities of children/adolescents and their families are not published. Make sure that research data is always saved and stored safely and never on a USB stick. Determine whether it is necessary for parents or adult supervisors to be present when children and adolescents are interviewed. If so, why? Make

sure that data is only used for the research and never shared with third parties. Destroy data one year after the research has ended.

→ **When conducting the research**

- Make sure that the child or adolescent involved understands what the research is about, how the data is collected and used, and that participation in the research is entirely voluntary.
- Make sure you have written permission from the person involved and their parent(s)/guardian(s) for participation in the research and for the collection and use of the data (see Appendix 8).
- If written permission is not possible, verbal permission can be filmed or recorded as a sound recording.
- Give the child or adolescent written information about the research in comprehensible language.
- Make sure that the children and adolescents involved and their parents/guardians are given the contact details of the contact person for the research. They can always contact this person if they have any concerns, questions or comments.
- Arrange a date, time and location with which the child or adolescent feels comfortable. Make sure that the appointment does not conflict with other important commitments that the child or adolescent has, such as school, a part-time job or a sport. Give a clear indication of how long the appointment will take.
- Sometimes, when talking to a child or adolescent, researchers may recognize signs that they are at risk or that they have had a bad experience that has not yet been dealt with. Equally, the child or adolescent themselves may tell the researcher that they are worried about something. Explain clearly to the child and their parents/guardians beforehand that researchers taking part in UNICEF research are obliged to respond to signs that children's rights have been violated. This can mean that confidential information may be shared with the relevant authorities.
- Give children and adolescents the opportunity to read about what has been done with the data they provided and how it has been incorporated in a report, if relevant, before the report is published.
- If possible, briefly evaluate with the children/adolescents what they thought about the way they were involved in the research (survey, interview, panel/focus group discussions).

→ **Publication and distribution of the research**

- Acknowledge the involvement of children and adolescents in the research.
- Protect the identity of the children and their parents or guardians at all times.
- Think about how children and adolescents can be involved in releasing the research results.
- Inform the children and adolescents and their parents or guardians about the results of the research and any media or political attention that the research has attracted.
- Arrange any after-care that children and adolescents may need after publication of the research.
- Think about how children and adolescents could be involved in the follow-up.

The Alexander Foundation has collected practical tips for participative research in consultation with children, adolescents and adults. These tips can be found at: <http://www.st-alexander.nl/vuistregel-11-participatie-in-onderzoek-betrek-de-doelgroep-bij-alle-stappen/>²



² Alexander Foundation, Tips and advice from parents and adolescents about conducting interviews at: <http://www.st-alexander.nl/vuistregel-11-participatie-in-onderzoek-betrek-de-doelgroep-bij-alle-stappen/> (last seen: 20-08-2019)

Appendix 9

Permission form for children and adolescents involved in research and their parents/guardians

Name of research:

Participant's name/ID number:

UNICEF checklist for participation in research and use of collected data	YES 	NO 
<ul style="list-style-type: none"> ▪ I have received and read the information about the research, or the information has been read to me. 		
<ul style="list-style-type: none"> ▪ I understand what the research is about. 		
<ul style="list-style-type: none"> ▪ I was given the opportunity to ask questions, and I received good answers. 		
<ul style="list-style-type: none"> ▪ I am taking part in this research voluntarily and can stop whenever I want. I do not have to explain why I want to stop. 		
<ul style="list-style-type: none"> ▪ I understand that all the information that I give during this research can be used in a research report, an article or a presentation by the research team. 		
<ul style="list-style-type: none"> ▪ I understand that my name will be kept confidential and that it will never be used in a report, article or presentation. 		
<ul style="list-style-type: none"> ▪ If any photos or images are made, then I give permission for this material to be created and used within the context of the research. 		
<ul style="list-style-type: none"> ▪ I want to take part in this research. 		

If you have answered **YES** to all the questions, please complete the following:

Permission for participation in research and use of data		
Permission from a child/adolescent		
Name	Date	Signature
.....		
Permission from the parent(s)/guardian(s) of the child/adolescent (if under 16)		
Relationship to the child/adolescent:		
Name	Date	Signature
.....		
Researcher		
Name	Date	Signature
.....		

Appendix 10

Guidelines for UNICEF Youth Panel

UNICEF Netherlands has a UNICEF Youth Panel.

The UNICEF Youth Panel consists of up to fifteen members who participate and decide on issues together with UNICEF Netherlands for a maximum of three years. The adolescents are asked to participate in various events, contribute their ideas for a variety of campaigns and to develop their own projects. The UNICEF Youth Panel meets once a month on average. Adolescents aged between 13 and 17 can sign up to be a member. If an adolescent turns 18 during their membership of the UNICEF Youth Panel, then they are allowed to complete their term. Membership is based on a selection procedure.

Selection procedure

- Adolescents aged between 13 and 17 can sign up to be a member of the UNICEF Youth Panel.
- A selection day is held on which around 20 to 25 adolescents can present themselves by working on and presenting a case and talking to UNICEF employees.
- The selection criteria are clearly set out in a document available to all and include:
 - Motivation
 - Creativity
 - Cooperation
 - Strong interest in youth issues
 - Diversity: age, gender, geographic location, personality

Contracts and forms

- The selected adolescents sign a contract that includes the UNICEF Code of Conduct and are registered with UNICEF Netherlands as volunteers.
- The adolescents also complete a form with their contact details, contact details of their parent(s) or guardian(s) and also details of their school. In addition, the adolescents must indicate on the form whether there are any special circumstances which the supervisor of the UNICEF Youth Panel must take into consideration (e.g. allergies or physical or mental disabilities). This form is kept by UNICEF Netherlands for as long as the adolescent is a member of the UNICEF Youth Panel, and it complies with privacy legislation.
- Parents/guardians receive a letter from UNICEF Netherlands which explains that their child has been selected for the UNICEF Youth Panel and what it entails.
- The adolescent's school receives a letter from UNICEF Netherlands which explains that their pupil/student has been selected for the UNICEF Youth Panel and what it entails.

- The adolescent and his or her parents or guardians sign a consent form/indemnity form for the creation and use of visual material (see Appendix 14).

Child Safeguarding training

- Members of the UNICEF Youth Panel receive a copy of the UNICEF Child Safeguarding Policy and take part in tailored basic training or a presentation on Child Safeguarding as soon as possible after they join.

Confidential counsellor and UNICEF Child Safeguarding Officer

- Members of the UNICEF Youth Panel can contact the UNICEF confidential advisor or the UNICEF Child Safeguarding Officer if he or she is worried about violations of the UNICEF integrity policy and/or the UNICEF Child Safeguarding Policy.

Communications in the media

- The UNICEF Youth Panel selects a number of media and press spokespersons. The appointed adolescents will receive media training from one of the UNICEF press officers as soon as possible.
- Media requests will first be received by the supervisor of the UNICEF Youth Panel. The supervisor will review the requests together with the adolescents, and they decide jointly whether to accept them.
- Members of the UNICEF Youth Panel are assisted in communications by a UNICEF press officer or the permanent supervisor from the UNICEF Youth Panel.

Meetings of the UNICEF Youth Panel at the UNICEF office

- Employees of UNICEF Netherlands will be informed whenever the UNICEF Youth Panel is present in the building.

Participation in UNICEF events


- Guidelines are followed on the fair and meaningful participation of children and adolescents (Appendix 7).
- Prior to the start, a brief risk analysis is made by the supervisor and/or the organizer (if from UNICEF) of the event and any necessary measures are taken to ensure that the adolescents can participate in the event in a meaningful manner.
- The adolescents ask for permission from their parents/guardians and school beforehand. The rule is that school always comes first.
- The adolescents are carefully prepared for their role well in advance and have the final say.
- The adolescents are supervised by their permanent supervisor or by another UNICEF employee who has completed Child Safeguarding training.

- The supervisor will evaluate the event with the adolescents afterwards.

Trips abroad for UNICEF by members of the UNICEF Youth Panel

If members of the UNICEF Youth Panel need to travel abroad for an activity, the following shall apply:

- Before the trip, the supervisor of the UNICEF Youth Panel carries out a risk analysis that is tailored to the trip and the participants. Based on this analysis, extra measures will be taken.
- A supervisor will be appointed to act as the responsible Child Safeguarding Officer before, during and after the trip. This person has completed UNICEF Basic training in Child Safeguarding and is familiar with the reporting procedure.
- The parents/guardians sign the form 'Trips abroad by the UNICEF Youth Panel' (contains permission to cross the border with a minor, contact details of the adolescents, contact details of the parents/guardians, contact details of the supervisors, the programme and the flight and accommodation details). It must be clear during which period the supervisor of UNICEF Netherlands is responsible for the young participants.
- The adolescents arrange written permission from school and submit this to UNICEF Netherlands.
- The supervisor is employed by UNICEF Netherlands and has submitted a certificate of good conduct. If the supervisor is not employed by UNICEF Netherlands, then he or she must be older than 21 years, hold a certificate of good conduct and have signed the UNICEF Code of Conduct. The supervisor must also know who to contact at UNICEF Netherlands, and how, in the event of an emergency.
- The adolescents have been given a programme and have prepared for the trip and their role during the programme.
- The adolescents have received all travel details.
- Travel insurance and medical insurance have been taken out, and the supervisor has all the required forms, including contact details for use in an emergency.
- The adolescents will always cross the border together with the supervisor.
- The adolescents' needs for rest and safety are taken into account for the trip.
- In the event of an overnight stay, the supervisor will not share a room with the adolescents but will, however, stay in the same hotel.
- In the event of an overnight stay, girls and boys will be placed in separate rooms and minors will not be placed with adults in the same room.
- No alcohol will be served to the adolescents.
- The adolescents must always be able to talk to a responsible adult in confidence if they are worried or do not feel comfortable.
- If other adults are also travelling with the group (e.g. the parents of one of the adolescents), then they must also be familiar with the UNICEF Child Safeguarding Policy and have signed the UNICEF Code of Conduct.
- There must be a procedure to follow if one of the adolescents goes missing.

UNICEF Checklist for trips abroad to an event with adolescents	
Preparation	
<ul style="list-style-type: none"> ▪ Has a Child Safeguarding Officer been appointed for the trip and is his or her role clear? 	
<ul style="list-style-type: none"> ▪ Has a risk analysis been performed for the trip? 	
<ul style="list-style-type: none"> ▪ Have you received all relevant and important information about the participating adolescents so that they can travel safely? 	
<ul style="list-style-type: none"> ▪ Has insurance been arranged for the adolescents, do they have all the documents they need and do you know what the responsibility of UNICEF Netherlands is in the event of an emergency? 	
<ul style="list-style-type: none"> ▪ Have the travel and hotel accommodation been arranged for all participants (including supervisors)? 	
<ul style="list-style-type: none"> ▪ Have the adolescents, their parents/guardians and the supervisors received all the practical information they need concerning the trip and the event? 	
<ul style="list-style-type: none"> ▪ Are the adolescents properly prepared for the trip and the event so that they can participate in a meaningful manner? 	
<ul style="list-style-type: none"> ▪ Have the participants, their parents/guardians and the supervisors signed permission forms? 	
<ul style="list-style-type: none"> ▪ Is it clear to all adults taking part in the trip what their roles and responsibilities are? 	
<ul style="list-style-type: none"> ▪ Have you discussed this with all the adults beforehand? 	
<ul style="list-style-type: none"> ▪ Have all the adults signed the UNICEF Code of Conduct? 	
<ul style="list-style-type: none"> ▪ Is there a procedure to follow in the unlikely event that one of the adolescents goes missing? 	
<ul style="list-style-type: none"> ▪ Have you created a report form for incidents? 	
<ul style="list-style-type: none"> ▪ Is there sufficient time and opportunity in the programme to relax and talk things over? 	
During the trip/event	
<ul style="list-style-type: none"> ▪ Does everyone have the contact details for the Child Safeguarding Officer responsible? 	
<ul style="list-style-type: none"> ▪ Are all the rooms and activities accessible for all participants (in connection with possible physical disabilities)? 	
<ul style="list-style-type: none"> ▪ Do the adolescents know what will happen after the event? 	
<ul style="list-style-type: none"> ▪ Is it clear up until what point UNICEF Netherlands is responsible for the adolescents? 	

Appendix 11

Guidelines for the King/Queen of Youth

Adolescents have the right to talk about matters that concern them. This is why UNICEF Netherlands has a King or Queen of Youth. The role of King or Queen of Youth is fulfilled by an adolescent under the age of 18 for one year.

UNICEF Netherlands offers the King or Queen of Youth a platform to express their opinions and be heard, whilst also drawing attention to children’s rights and the right to participation.

Election

Adolescents between the ages of 13 and 18 can sign up to be elected as King/Queen of Youth. This is followed by a transparent selection procedure.

At present (2019), the **selection procedure** is as follows:

The King or Queen of Youth is chosen during the UNICEF Children’s Rights Debating Tournament. During the tournament, the candidates present their own speeches that discuss a children’s right that is of interest to them. A three-person jury makes the first selection. The three best candidates then present their speech to all participants of the UNICEF Children’s Rights Debating Tournament, who also make up the jury. The selection criteria are set out in a document that is available to all. These criteria include:

- An engaging theme for the speech
- A smooth and convincing presentation
- Motivation

Contracts and forms

- The person elected – the King/Queen of Youth – receives a letter of appointment setting out key information such as the purpose of the work carried out by the King/Queen of Youth, the programme for the coming months and details of the contact persons at UNICEF Netherlands.
- The Queen/King of Youth completes a form with their contact details, contact details for their parents or guardians and also details of their school. In addition, the adolescents indicate on the form whether there are any special circumstances which the supervisor of the King or Queen of Youth must take into consideration (e.g. allergies or physical or mental disabilities). This form is kept by UNICEF Netherlands for as long as the adolescent is the King/Queen of Youth and it complies with privacy legislation.
- Parents/guardians receive a letter from UNICEF Netherlands which explains that their child has been selected as King/Queen of Youth and what it entails.
- The adolescent’s school receives a letter from UNICEF Netherlands which explains that their pupil/student has been selected as King/Queen of Youth and what it entails.
- The King/Queen of Youth and his or her parents or guardians receive a copy of the UNICEF Child Safeguarding Policy and the UNICEF Code of Conduct.

- The King/Queen of Youth signs a code of conduct that has been tailored to the position.
- The adolescent and his or her parents or guardians sign a consent form for the creation and use of visual material (see Appendix 14).

Confidential counsellor and UNICEF Child Safeguarding Officer

- The King/Queen of Youth and his or her parents or guardians can contact the UNICEF confidential counsellor and/or the UNICEF Child Safeguarding Officer if he or she is worried about violations of the UNICEF integrity policy and/or the UNICEF Child Safeguarding Policy during the performance of his or her duties.

Communications in the media

- The King/Queen of Youth will be given brief media training from one of the UNICEF press officers as soon as possible.
- Media requests always run via the UNICEF supervisor for the King/Queen of Youth.
- The King/Queen of Youth is assisted in communications by a UNICEF press officer or the permanent supervisor from UNICEF Netherlands.

King/Queen of Youth at the UNICEF office

- Employees of UNICEF Netherlands will be informed whenever the King/Queen of Youth is present in the building.

Participation in UNICEF events

- Guidelines are followed on the fair and meaningful participation of children and adolescents (Appendix 7).
- Prior to the start, a brief risk analysis is made by the supervisor and/or the organizer (if from UNICEF) of the event and any necessary measures are taken to ensure that the King/Queen of Youth can participate in the event in a meaningful manner.
- The King/Queen of Youth requests prior permission from their parents/guardians and school and informs UNICEF Netherlands of this. The rule is that school always comes first.
- The King/Queen of Youth is carefully prepared for his or her role well in advance and has the final say.
- The King/Queen of Youth is accompanied by the permanent supervisor or by another UNICEF employee who has completed Child Safeguarding training.
- The supervisor will evaluate the event with the King/Queen of Youth afterwards.

Travelling with the King/Queen of Youth

- See [Appendix 10 Guidelines for UNICEF Youth Panel](#).

Appendix 12

Permission form for travel in the Netherlands and abroad with children and adolescents

The undersigned authorizes UNICEF Netherlands to take:

Name:

Date of birth:

Passport/ID number:

to:

Name of event:

Town or city:

Dates: from _____ *to* _____

Agreed and signed:

Signature of parent(s)/guardian(s):

Town or city:

Date:

Details of accommodation during event:

Travel details (flight number, train, car, departure and arrival times):

Contact details for UNICEF trip leader:

Appendix 13

Guidelines on communicating with and about children and adolescents

UNICEF Netherlands wants children and adolescents to be heard. Children and adolescents are interviewed for news items, press releases and articles or are involved in fund-raising activities or awareness campaigns organized by UNICEF Netherlands. The involvement of children and adolescents in communication regarding or during UNICEF's work calls for a number of specific guidelines. As regards the UNICEF Youth Panel, the King/Queen of Youth and the participation of children and adolescents in research, specific guidelines have been drawn up (see Appendices 10, 11 and 8). Below are the guidelines for interviewing children and adolescents, for creating and publishing photos and visual material, and the media guidelines. These guidelines also apply during field trips (see Appendix 15).

Interviewing children and adolescents

1. Make sure that the child and the parent(s)/guardian(s) are aware that they are talking to a journalist or communications officer. Always explain what the purpose of the interview is and how it will be used.
2. Make sure that permission is given by the child and their parent(s)/guardian(s) for the interviews, the tapes or visual recordings and photos. If possible, make sure that this permission is given in writing. Permission is only valid if it is not given under coercion or in a manner experienced as coercion and as long as it is understood that their story may be distributed and published at local and international level. This means that the language used to obtain permission is child-friendly and that the child can discuss the matter and make a decision with an adult they understand and trust.
3. Pay attention to where and how the child is interviewed. It is a good idea to have an adult present whom the child trusts and who could assist if needed. Limit the number of people present at an interview. Make sure the child feels comfortable and does not feel pressurized by those present when telling his or her story. When recording visual material, video footage and radio interviews, the background or ambient sounds may make a child recognizable and therefore put them in danger. Make sure that houses, names of places, recognizable buildings and noises are not recorded.
4. Avoid questions, attitudes or comments which explicitly or implicitly express an opinion, which are insensitive to cultural values, which put children in a dangerous position or which are offensive and could cause pain or trauma.
5. Do not discriminate when selecting children for an interview.

6. Do not ask the children to act and tell a story that is not part of their own history.

Creating and publishing photos and visual material

Photos and other visual material of children and adolescents are used worldwide, often without the child and/or the parent(s) or guardian(s) being informed and having a say in the creation and publishing of the material. This is completely unacceptable for a children's rights organization such as UNICEF.

The following guidelines therefore apply:

When must you NOT take photos and NOT record visual material?

You must not record any recognizable images of a child or adult if this puts the individual in danger, even if their identity is kept hidden by omitting or changing personal details (alias).

Never take photos or record footage of the faces of children who are dying or who are dead, children with HIV, children who have been placed in a youth care centre or who are in the judicial system, child soldiers or children who have been sexually abused or assaulted. Do not take photos or record footage of children who find themselves in an extremely vulnerable situation at that moment. Do not take photos or record footage of children who are naked. Do not use photos of children who have subsequently died.

Written permission

Always ensure you have the permission of the child and his or her parent(s) or guardian(s) to create and publish photos and footage. This permission should preferably be given in writing. Use the special permission form (see Appendix 14) for this purpose. Make sure that both the child and his or her parent(s) or guardian(s) understand why the material is being made and published and what the possible implications are for the child, his or her family and the community if the material is published. Respect a 'no' answer. Also respect a subsequent withdrawal of permission by a child or adolescent for whatever reason. If written permission is not possible, verbal permission that is recorded on video/film is also valid.

How can photos be used?

UNICEF Netherlands only uses authentic photos of children. The reality is not distorted by stylizing the situation. Photos and footage of children are not placed in a context other than the actual context. For example, taking recognizable photos of girls used as models without explanation, which are then later used in a story about the sexual abuse of children or child prostitutes.

Visual material recorded by UNICEF may not be used by other partner organizations on websites, social media or products without the explicit permission of UNICEF Netherlands.

Protect the identity of children in photos

Do not use all three identifying personal details (**name**, **location** (e.g. name of school) and **image**) in the caption as the child may easily be traced this way. Never use the child's full name but only use their first name or ask for a pseudonym.

Be extra careful with children in extremely vulnerable positions, such as refugees without residence status (due to their uncertain legal status), child soldiers (due to stigma, reprisals and the chance of successful reintegration) and child brides (due to stigma and reprisals). When taking photos of these children, make sure the name of the child or the name of their location is not visible (e.g. the name of the school shown on the wall behind the child). Always enter their data anonymously.

Media appearances by children and adolescents

Always in the interest of children

Consider carefully why children and adolescents need to be involved.

Allowing children and adolescents to talk in the public media about the work that UNICEF does or about a topic that is of great importance to them and to UNICEF can send out a powerful message. This can serve the interests of the child and the interests of UNICEF. Simultaneously, it can also have significant consequences for the child who may be recognized locally after the broadcast or publication and receive comments or be associated with children's rights violations even though the child may not personally have anything to do with it (but just wanted to express an opinion).

The interests of the child must always prevail.

It is therefore important that, prior to a child's media appearance, a brief analysis is made of possible risks as well as an inventory of measures that can be taken to avoid these risks. Do this together with the Child Safeguarding Officer.

Written permission

Prior to a child's media appearance, written permission must be obtained from both the child and his or her parent(s)/guardian(s). This permission may be withdrawn until the time of publication.

Before obtaining permission, both the UNICEF press officer and the UNICEF contact person will explain to the child and his or her parent(s)/guardian(s) what will happen and when, who will be involved (journalists, news programmes), why the material is being made and when it will be broadcast or published.

Parent(s)/guardian(s) may always be present at the recordings and/or interviews.

Good preparation and supervision by UNICEF Netherlands

The child will be prepared for his or her appearance in the media. In the case of a one-off media appearance, a preparatory session with the UNICEF press officer will suffice. If the child is involved in several media appearances during a certain period (e.g. as a member of the UNICEF Youth Panel or as King/Queen of Youth), he or she will receive more extensive media training by one of the UNICEF press officers and be assigned a regular press officer.

The UNICEF press officer will always be present at recordings or interviews and has a duty to intervene if the questions asked of the child become too intrusive and/or the child becomes upset. The UNICEF press officer safeguards the boundaries and privacy of the child.

Safeguarding privacy

If children want to participate in a media appearance but do not want to be recognizable, then UNICEF Netherlands will do everything it can to make this possible.

Follow-up by UNICEF Netherlands

After a media appearance, the child will receive a telephone call from the UNICEF press officer a few days later to ask how he or she is doing after the appearance. This provides insight into how children experience media appearances, which responses they have received and whether the child has had any adverse effects from their media appearance and requires after-care from UNICEF Netherlands. This can provide input for changing the way children are prepared and supervised in the media.

Appendix 14

Consent form for children and young people and their parents/guardians with regard to communication materials

The undersigned:

Name :

Street and house number :

Date of birth :

- Hereby grants UNICEF Nederland the right to use, publish, reproduce, and distribute images made by or on behalf of UNICEF Nederland as well as statements made by the undersigned during activities organized by UNICEF Nederland, both within and outside the Netherlands, with the purpose of promoting UNICEF Nederland activities.
- Understands that the images will be used by UNICEF Nederland in [*depending on the project/activity for which the image is being used*].
- Declares that s/he indemnifies UNICEF Nederland of any claims to portrait rights for images featuring the undersigned, created by or on behalf of UNICEF Nederland.
- Is aware that UNICEF Nederland ensures that all personal information provided will remain strictly confidential. UNICEF Nederland will do everything in its power to protect the identity of children and young people.
- Is aware that s/he may withdraw his/her permission to use his/her likeness or statements at any time.

Agreed and signed:

Signature of child/young person:

Town or city:

Date:

If the undersigned is younger than eighteen, this form must also be signed by the parents/guardians.

Signature of parent/guardian:

Appendix 15

Guidelines on Child Safeguarding during field trips

Preparation

Field trips are always prepared together with the UNICEF country office in consultation with the programme team at UNICEF Netherlands.

The participants of each trip must be familiar with the following Child Safeguarding guidelines that apply to field trips and with the guidelines on communicating with and about children and adolescents. Both sets of guidelines are included in the production or travel book that is created to prepare for the trip and are explained during the preparatory meeting in the Netherlands.

Participants of the trip, both UNICEF employees (if not yet done) and other participants, must sign the UNICEF Code of Conduct before the trip begins. This applies to every trip that is carried out under the auspices of UNICEF/UNICEF Netherlands. The signed Codes of Conduct of non-UNICEF employees are sent to the UNICEF Child Safeguarding Officer (safeguarding@unicef.nl).

The UNICEF Netherlands employee supervising the trip also acts as the Child Safeguarding Officer during the trip. The UNICEF Netherlands Programme Team identifies and contacts the Child Safeguarding Focal Point of the UNICEF country office in advance, gives them a copy of our policy and checks whether the office has permission forms in the local language relating to the creation and use of communication materials involving children/adolescents. If not, or if the permission forms are very different from our own, then an accurate translation of our permission forms is provided.

The UNICEF Netherlands Child Safeguarding Policy may differ in detail from the *child protection policy* of the UNICEF country office. Both are valid and the policy with the highest standard prevails.

On arrival

On arrival, the employees of the UNICEF country office must give a safety briefing as well as an explanation about the local customs and appropriate behaviour. This may also include information about which children or adults are allowed or not allowed to be photographed or spoken to.

UNICEF Netherlands uses the permission forms when creating and using communication materials (Appendix 14). The trip leader ensures that these forms are translated, if necessary, and taken along during the project visits.

Background

UNICEF Netherlands organizes various field trips in which participants come into direct contact with children or adolescents. Examples include:

- Employees of UNICEF Netherlands visit UNICEF programmes during a UNICEF meeting that takes place in a programme country or to monitor the progress of a programme funded by UNICEF Netherlands.
- Employees of UNICEF Netherlands visit a UNICEF programme together with a film crew/photographer/UNICEF ambassador to collect images and content for a UNICEF Netherlands campaign.
- Employees of UNICEF Netherlands visit a UNICEF programme together with independent journalists to raise awareness – including via the media – of the work that UNICEF does.
- Employees of UNICEF visit a UNICEF programme together with partner companies or individual donors to connect companies and donors to the work that UNICEF does.
- Or a combination of the above.

During the trip

UNICEF REPRESENTATIVE

As a participant of a UNICEF field trip, you will be representing UNICEF Netherlands and UNICEF at all times. However, you are not an aid worker and must not provide direct help to children and their families. If children and/or families come to you for help, contact the local UNICEF employees immediately.

FOOD AND DRINK

The children we meet during a trip are often economically deprived. This means that there is a chance that they do not have much to eat or drink during the day. Bear this in mind and do not eat or drink during project visits unless it is offered. Eat and drink during the car journeys or during the scheduled lunch break.

GIFTS FOR CHILDREN OR FAMILIES

It is UNICEF's policy not to hand out gifts (not even pens, balloons or sweets etc.) nor money to children or their parents/guardians during the trip. This prevents some children from being favoured and others from being disadvantaged. It also ensures that children do not receive gifts that are culturally inappropriate. However well-intentioned, handing out gifts can damage the relationship between UNICEF and the local partner organizations and communities as, among other things, UNICEF may be associated from then on with receiving gifts. If appropriate, the UNICEF country office can arrange a gift themselves. Discuss this in advance.

PHOTOS, SOCIAL MEDIA AND INTERVIEWS

The interests of children are always paramount in the work that UNICEF does.

UNICEF only uses authentic photos of children. The reality is not distorted by stylizing the situation to be photographed. Photos and footage of children are not placed in a context other than the actual context.

We respect the privacy of children and adolescents. This applies to everything that UNICEF does, including when creating visual material and conducting interviews with children.

It is of course possible for participants other than the official photographers to take photographs, but there are a number of restrictions that apply.

Public environment

If you take photos or footage of children and adults in a public environment, such as on the street, for personal reasons, the proper and decent thing to do is to ask the people being captured on film for permission. In the case of children, you could ask the parent(s) or guardian(s).

If you wish to use the photos or footage recorded in a public area, discuss this first with a local UNICEF employee. He or she can assess whether the photo may be used freely or whether it was necessary to have requested a permission form.

Personal environment

It is only possible to take photos or footage of people in their personal environment after permission – preferably in writing – has been obtained from those you wish to portray. Examples of a personal environment are schools, hospitals, health centres, private houses, offices and companies.

Ask the local UNICEF employee whether permission can be obtained before photos or recordings are made. Some children are extra vulnerable and may encounter problems if their identity becomes known through visual material or publication of their story. Make sure that a responsible adult and the child give permission, preferably in writing, after explaining to them how the recordings will be used and the possible consequences of publication.

When must you NOT take photos and NOT record visual material?

You must not record any recognizable images of a child or adult if this puts the individual in danger, even if their identity is kept hidden by omitting or changing personal details (alias).

Never take photos or record footage of the faces of children who are dying or who are dead, children with HIV, children who have been placed in a youth care centre or who are in the judicial system, child soldiers or children who have been sexually abused or assaulted. Do not take photos or record footage of children who find themselves in an extremely vulnerable situation at that moment. Do not take photos or record footage of children who are naked. Do not use photos of children who have subsequently died.

Protect the identity of children in photos

Do not use all three identifying personal details (name, location (e.g. name of school) and image) in the caption, as the child may easily be traced this way. Never use the child's full name but only use their first name or ask for a pseudonym.

Be extra careful with children in extremely vulnerable positions, such as refugees without residence status (due to their uncertain legal status), child soldiers (due to stigma, reprisals and the chance of successful reintegration) and child brides (due to stigma and reprisals). When taking photos of these children, make sure the name of the child or the name of their location is not visible (e.g. the name of the school shown on the wall behind the child). Always enter their data anonymously.

Asking children questions

Think carefully in advance about the questions you want to ask a child so that they are not too direct or intimidating for the child involved. Read the guidelines on communicating with and about children and adolescents (see Appendix 13). Many children are happy to talk to you, but bear in mind that children have a tendency to provide polite answers to questions they are not really comfortable with and which relate to a topic they would prefer not to talk about.

Make sure that children can tell their own stories as much as possible instead of other people talking for them.

Social media

You will be representing UNICEF at all times during the trip. Do not share or publish any photos on social media that look as though you are on holiday, as it gives the wrong impression.

Be aware of the position you hold as an European UNICEF employee or representative: children or communities may want to be in the photo with you precisely because of this aspect. Always keep in mind that your contact must be on an equal basis. Ask yourself whether you would have appreciated the reverse if a similar photo had been taken of you in those circumstances.

MAKING PERSONAL CONTACT WITH INDIVIDUALS OR PARTNER ORGANIZATIONS

UNICEF works with partner organizations in the implementation of our programmes. These could be government institutions or local, national or international non-government organizations (NGOs). Participants of trips are viewed as UNICEF representatives and may be approached by individuals or partner organizations about possible contributions (including financial) to projects or about the way in which UNICEF could provide support or even more support for their work or situation. You could be asked for your contact details. The guideline is not to provide personal contact details but to direct these individuals or organizations to the local UNICEF employees.

Always be careful when dealing directly with children (see the UNICEF Code of Conduct). This prevents children from suffering harm in any way and prevents behaviour by UNICEF employees and other participants from being wrongly interpreted or seen as offensive.

Treat children with respect – do not discriminate, and do respect their privacy. Do not initiate any physical contact with children. Do not share any social media or other contact details with children or other people that you meet during your trip with UNICEF. Do not contact any of the children or other people after the trip has ended.

ALCOHOL

The consumption of alcohol is not legally permitted or customary in all countries. Follow the instructions of the local UNICEF employees.

APPROPRIATE BEHAVIOUR

The relationship with and the respect that UNICEF receives from local communities is crucial for the work we do to help vulnerable children. *Never request and never accept paid or unpaid sexual contact with the local population (including children!).* This is damaging to the work carried out by UNICEF and the relationship that UNICEF has built up with the communities, is in conflict with our UNICEF Code of Conduct and is also a punishable offence in many cases.

CONFIDENTIALITY

Respect the privacy of all participants on the field trip and do not share personal information with others. Pay attention to the safety of the group; do not share online the precise location or names of hotels you are staying at.

CHILD SAFEGUARDING ISSUES

If you detect or think you have detected Child Safeguarding issues during the field trip, report this directly to the Child Safeguarding Officer assigned for the trip. He or she will take immediate action and, if necessary and applicable, will always contact the Child Safeguarding Focal Point at the UNICEF country office for further instructions. In addition, the Dutch Child Safeguarding Officer will complete the report form (see Appendix 3) and send it to safeguarding@unicef.nl.

DEBRIEFING

During a field trip, participants may come across children in extremely vulnerable situations. This may stir up strong emotions and have an impact on the way in which people can process the experiences. UNICEF Netherlands offers the possibility of talking to a counsellor about it at the end of the field trip. To use this possibility, please contact H&R.

Appendix 16












Guidelines on Child Safeguarding and fund-raising

Raising funds for the work that UNICEF does is an important task for UNICEF Netherlands. Funds are raised among private individuals and companies, and applications for funding are submitted to government authorities and foundations. During fund-raising activities, UNICEF employees or employees of companies contracted by UNICEF Netherlands may come into direct or indirect contact with children and adolescents.

Partnerships with companies

A screening is carried out by UNICEF PFP for all new partnerships with companies. PFP checks whether a new company meets the UNICEF criteria for *due diligence*. Part of this involves checking that the company's business operations and products do not violate the rights of children as set out in the United Nations Convention on the Rights of the Child.

EXCLUSIONARY CRITERIA

Sectors		Manufacture & retail of weapons/armaments	<p style="text-align: center;">Provisions for direct and indirect engagements</p> <p>Retailer/Distributor</p> <div style="display: flex; align-items: center; justify-content: center;">  <div> <p style="font-size: 1.2em; margin: 0;">< 25%</p> <p style="font-size: 0.8em; margin: 0;">of revenues from excluded business (excl. Weapons)</p> </div> </div> <p>Parent/Subsidiary involvement</p> <div style="display: flex; align-items: center; justify-content: center;">  <div> <p style="font-size: 1.2em; margin: 0;">< 50%</p> <p style="font-size: 0.8em; margin: 0;">Ownership level</p> </div> </div>
		Alcohol	
		Tobacco	
		Gambling	
		Adult Content	
Business Conduct		Violators of UN Sanctions and SC Resolutions	
		Manufacturers of infant formula violating the BMS Marketing Code	
		Serious and repeated Human Rights, Labour Rights and Governance violations	
		Major and systemic Environmental Abuse	

10

Activeer Windows
Ga naar Instellingen om Windows te activeren.
unicef  fundraising and partnerships

UNICEF Netherlands checks whether a company already has a Child Safeguarding Policy. In the agreement that a new partner enters into with UNICEF Netherlands, the company endorses the UNICEF Child Safeguarding Policy. The UNICEF Code of Conduct forms part of the agreement and is signed.

The field trip protocol and specific guidelines apply to field trips in which partner companies participate. All participants sign the UNICEF Code of Conduct and are familiar with the UNICEF Child Safeguarding Policy.

Partnerships with major donors and foundations

UNICEF Netherlands performs a background check on the donor's motivation and the origin of their capital for all new partnerships with major donors and foundations. The relation manager is responsible for this matter and makes a decision at his or her own discretion for donations up to USD 100,000.

For contributions above USD 100,000, a formal due diligence policy, developed by PFP, came into effect in May 2018.

The UNICEF Child Safeguarding Policy is discussed in initial interviews with major donors and foundations.

Where an agreement is entered into between UNICEF Netherlands and major donors and foundations, mention is made of the UNICEF Child Safeguarding Policy which is also endorsed by the donor. This can be done by including the UNICEF Code of Conduct in the agreement as an appendix.

In field trips in which major donors and foundations participate, the field trip protocol applies and the Child Safeguarding Code of Conduct is signed.

Fund-raising among private individuals

Reference is made to the UNICEF Child Safeguarding Policy in the agreement between UNICEF Netherlands and companies (such as telemarketing and F2F/D2D companies) that support UNICEF Netherlands in its fund-raising activities. The employees of these companies may come into direct contact with children and adolescents in their work for UNICEF Netherlands (e.g. while fund-raising in the street or via telephone contact during fund-raiser evenings). Companies endorse the policy by signing the UNICEF Code of Conduct (which may be adapted for this purpose). In addition, they must pay attention to *Child Safeguarding* in their employee training.

Communication in connection with fund-raising

The guidelines on communicating with and about children and adolescents (see Appendix 13) apply in this case.

Appendix 17

List of signs of child abuse

Below is a non-exhaustive list of signs that could be indicative of possible abuse. Please bear in mind that recognition of these signs could point to abuse, but that abuse must not automatically be assumed. These signs could also be indicative of major changes in a child's life. It is important to discuss your concerns about a child with colleagues or external experts, such as the Veilig Thuis organization, and to gather more information. Signs should not be ignored, but UNICEF employees are not investigators or youth protection officers. Any concerns must always be reported to the Child Safeguarding Officer.

For an extensive list of signs per age group, please refer to:

<https://www.nji.nl/nl/Kennis/Dossier/Kindermishandeling/Signaleren-van-kindermishandeling>

(last seen: 27 May 2019)

Possible signs of physical abuse:

- Bruises, burns, fractures, cuts, scratches and bite wounds
- Regular stomach aches, headaches or fainting
- Improbable excuses to explain injuries
- Refusal to talk about injuries
- Stiffens upon physical contact
- Arms and legs are always covered, even in warm weather
- Not wanting to take part in activities in which you need to change clothes (e.g. with sports)
- Afraid to go home
- Afraid that parents will be contacted
- Apathetic or mistrustful of adults
- Passive
- Self-mutilation
- Aggressive behaviour towards others
- Often runs away

Possible signs of neglect:

- Often hungry
- Takes away remnants of food from plates or steals food
- Poor personal hygiene (smells, dirty clothes)
- Constantly tired
- Unsuitable clothing for the season (e.g. wears summer clothes in winter)
- Often late for or absent from school
- Untreated medical problems
- Low self-esteem
- Poor social skills
- Steals obsessively
- Alcohol or drug abuse

Possible signs of emotional abuse:

- Does not act in accordance with their age; has a physical, cognitive or emotional development delay
- Fearful, jumpy, watchful
- Language and speech disorders
- Fear of new situations
- Low self-esteem
- Inappropriate emotional reactions to situations
- Extremely passive or aggressive
- Alcohol or drug abuse
- Runs away
- Steals obsessively

Possible signs of sexual abuse:

- Displays sexual behaviour inappropriate for their age
- Extremely sexually oriented behaviour and language
- Prostitution
- Bed-wetting
- Injuries and pain to genitals
- Sleeping problems
- Fear of being near adults
- Extremely risky behaviour

Possible signs in behaviour of adults:

There is cause for concern if:

- A child is unusually anxious or jumpy in the presence of a particular person
- An employee or a parent/guardian asks the child to lie about something (especially if it concerns a meeting with the child)
- An employee or parent/guardian asks you to lie about a situation with a child, especially if the child looks stressed
- A person repeatedly fails to comply with the UNICEF Code of Conduct and Child Safeguarding statement
- Private meetings (outside work) take place between a child and an employee.