

**Child Protection Policy
of the association Kinderrechte Afrika e. V.**

Status: September 2023

Table of contents

Child Protection Policy of the association Kinderrechte Afrika e. V.	1
I. Preamble	3
II. Risk analysis at the association KiRA	5
III. Prevention.....	5
1 Measures in the area of membership and personnel.....	5
1.1 Membership.....	5
1.2 Child Protection Focal Person.....	5
1.3 Paid and voluntary employees	5
1.4 Extended police clearance certificate.....	6
1.5 Behavioral guidelines for dealing with children.....	6
1.6 Information and training	6
2 Guidelines for external communication	6
3 Cooperation with partners	7
3.1 Cooperation with child protection actors.....	7
3.2 Cooperation with partner organizations abroad.....	7
IV. Case management system	8
1 Introduction	8
2 Scheme for case management	9
3 Reporting of suspected cases	10
4 Examination of suspected cases.....	10
5 Rehabilitation	11
6 Decision implementation	11
7 Suspected cases in the area of activity of our partner organizations	12
V. Processing of suspected cases / evaluation of the Child Protection Policy.....	12
1 Processing of suspected cases.....	12
2 Regular evaluation of the child protection policy.....	12
VI. Appendix.....	13
Appendix 1: Explanation of terms	13
Appendix 2: Result of the risk analysis at the association KiRA	15
Appendix 3: Description of tasks of the child protection focal person	20
Appendix 4: Code of Conduct of the association KiRA.....	21
VII. References	24

I. Preamble

The association Kinderrechte Afrika e. V. (children's rights Africa, hereafter referred to as KiRA) hereby presents its Child Protection Policy. As an organization that aims to effectively promote the implementation of children's rights, especially in the African countries in which we support and accompany partner organizations, this document is subject to defined requirements. For the organization, a Child Protection Policy is important regardless of the corresponding legal obligations, as it enables us to clearly demonstrate our commitment to children¹, who are at the center of our activities. An open exchange of experiences with children, our partners and other child protection actors working in this field is important to us. Through transparency and open dialogue, we aim to ensure that this document is based on current standards.

The following principles have guided us in the creation of this Child Protection Policy:

Our understanding of child protection

As a children's rights organization, as well as a member of VENRO (Association of German Development and Humanitarian Aid NGOs), we are committed to protecting children from exploitation, neglect and all other forms of violence¹, in particular sexualized violence. This includes protection from dangers and risks that exist or may arise within our own organizational structures. We therefore define child protection in the context of this policy as the totality of all measures taken by the organization, both preventively and on an ad hoc basis, that serve to protect children from harm and impairment that they experience or may experience as a result of their participation in our projects or contact with people from the association KiRA. This includes aspects of data protection law and taking action in suspected cases¹. We attach particular importance to the participation of children in our own organization as well as in the projects with our local partner organizations and corresponding complaints mechanisms.

Legally binding frame of reference

The most important points of reference for our work are the UN Convention on the Rights of the Child of 1989, including the Additional Protocols, and the African Charter on the Rights of the Child of 1990. These standards form the legally binding framework for this Child Protection Policy. Safeguarding the rights and dignity of children is the highest principle in the work of the association KiRA. The best interest of the child¹ is our top priority. We are also committed to conscientiously respecting the rights and dignity of all those involved and affected. We want to reflect our concrete actions under this premise.

A document at the cutting edge of current knowledge

The creation of the Child Protection Policy was preceded by a continuous increase in knowledge and experience in the area of child protection among the paid and voluntary employees of the association KiRA. In addition to appropriate training, numerous discussions with people inside and outside the organization have contributed to this. The process of drafting the child protection policy itself, which began in 2017, was accompanied by extensive research into current standards, developments and sources, both in the relevant VENRO portal² and in dialogue with those responsible for child protection in the Ortenau district - the district in which we have our office.

Prevention

A central concern in our cooperation with our African partner organizations is always the creation and strengthening of an environment that protects children's rights on the ground. In line with this guiding principle, we at the association KiRA want to ensure a good environment for child protection with foresight. Preventive measures are therefore particularly important to us. We also want to approach the investigation of suspected cases and their processing with great care.

¹ See Appendix 1 for definition

² <https://kindesschutz.venro.org/>

Our approach to creating the Child Protection Policy

Development process

The Child Protection Policy was drawn up on behalf of the General Assembly by representatives of the Executive Board in collaboration with the organization's child protection focal person and paid employees of the head office. From October 2022, members of the association KiRA with expertise were involved in the development process.

Transparency

The Child Protection Policy is made available to all members and paid employees of the association KiRA. Suggestions for amendments and comments are explicitly welcome from all. Upon adoption by the General Assembly in 2023, the Child Protection Policy will enter into force and will then be made available on our website.

Further development and regular review of the Child Protection Policy

We consider the Child Protection Policy as a living document in which innovation and learning have their place. We see good practices as an element of the Child Protection Policy in which we want to remain open to new insights and approaches in the future. This also applies to the consideration of the opinions of our African partner organizations and of children themselves. We plan to review the Child Protection Policy on a regular basis, irrespective of specific suspected cases.

Scope of application

The Child Protection Policy applies to all paid and voluntary employees and members of the association KiRA, as well as all groups of people who come into contact with children through our organization or who have access to them and their data. Partner organizations are informed about our Child Protection Policy. As a rule, they have their own child protection guidelines, which - usually complementary to our Child Protection Policy - supplement and strengthen the protection of children in the local projects. We want to ensure a lively and transparent exchange on the topic of institutional child protection with our partner organizations.

Many thanks to all those who contributed their expertise and opinions to the creation of this Child Protection Policy!

Lahr, September 2023

The “Child Protection Working Group” at Kinderrechte Afrika e. V.

II. Risk analysis at the association KiRA

The development of this Child Protection Policy was preceded by a risk analysis. The first step was to identify situations in which people come into contact with children and/or their data via the association KiRA. Each situation was then assessed in terms of how likely it was that a child would be at risk in that situation. A distinction was made between the following three levels of risk and the reasons for each categorization:

- **Low:** It is unlikely that a child will be endangered in this situation.
- **Medium:** It is likely that a child will be endangered in this situation.
- **High:** It is very likely that a child will be endangered in this situation.

Measures to reduce the risk were then derived for each situation and the persons responsible for their implementation were identified.

The risk analysis was carried out jointly by paid employees, members of the Executive Board and the child protection focal person. All important results were documented in the form of a matrix (see Appendix 2) and presented to other paid employees as well as members of the board and association for discussion. After revision and completion, the results and findings obtained from the risk analysis formed the basis for this Child Protection Policy and were taken into account accordingly.

III. Prevention

1 Measures in the area of membership and personnel

The association KiRA aims to create a safe and protective environment for children as well within the organization's own structures. The preventive measures listed below are intended to contribute to this, even if they cannot guarantee one hundred per cent protection. With their respective specific aspects, they are aimed at members and paid employees of the organization, freelancers commissioned by the organization, volunteers, visitors and people doing an internship, voluntary service or similar at the association KiRA.

1.1 Membership

When deciding on an application for membership in the association KiRA, a positive attitude towards the rights of children and a commitment to the cause of children are essential for the applicant. In addition, the applicant must undertake to comply with the Code of Conduct of KiRA listed in Appendix 4 (see point 1.5). The vote of the Board of Directors and the approval of the General Assembly should take these aspects into account.

1.2 Child Protection Focal Person

The General Assembly elects a child protection focal person in accordance with the constitution. This person, whose area of responsibility and term of office are set out in Annex 3, plays a central role in the child protection system of the association KiRA. She/he also promotes the topic of child protection at KiRA in a preventive manner and bears the main responsibility for case management. The child protection focal person reports to the General Assembly at least once a year.

1.3 Paid and voluntary employees

All job advertisements of the association KiRA clearly express the organization's commitment to child protection. They also point out the need to submit an extended police clearance certificate (see point 1.4) and to sign the Code of Conduct (see point 1.5) before concluding a contract. All applications are checked according to predefined criteria.

Each interview includes questions on children's rights, child protection and any conspicuous features in the applicant's CV. The aim is to assess the applicant's attitudes and knowledge in the areas of children's rights and child protection and to incorporate these into the assessment of the application. During the induction period, the employee's level of knowledge on the subject of children's rights and child protection is actively promoted in a manner appropriate to the position. The person in charge is responsible for this. Appropriate knowledge of the organization's constitution and the Child Protection Policy must be acquired.

1.4 Extended police clearance certificate

Paid employees as well as all board members and the child protection focal person are obliged to submit an extended police clearance certificate when signing the employment contract or immediately after taking up their position. The inspection of this certificate shall be documented accordingly by the management and, in the case of the management, by the chairperson of the organization. After three years, an updated extended certificate of good conduct must be submitted again.

The basis for the obligation to submit an extended police clearance certificate is the decision of the Executive Board.

1.5 Behavioral guidelines for dealing with children

The association KiRA has committed itself to a Code of Conduct for dealing with children (see Appendix 4). On the one hand, these should enable us to take joint responsibility for the safety of children and ensure their protection. On the other hand, all persons who have access to children through the association KiRA should be protected from false accusations regarding their behavior towards children.

The Code of Conduct applies to all persons who come into direct contact with children through KiRA or who have access to children's data. This includes paid and voluntary employees, members of the organization, freelancers, interns, contractual partners and project visitors. They are all obliged to sign and comply with the Code of Conduct.

1.6 Information and training

The association KiRA actively contributes to publicizing its Child Protection Policy.

Paid employees are obliged to keep their knowledge of child protection and child rights-related topics, in particular the Child Protection Policy of KiRA, up to date at all times. They are given the opportunity to take part in relevant training courses and events. This also applies to the child protection focal person. A corresponding exchange of information between employees and the child protection focal person should take place regularly. The content of the exchange should be new training content, child protection aspects within the office and association, child protection aspects at the partner organizations.

2 Guidelines for external communication

Reporting on the work of the association KiRA is an important means of informing supporters, donors, interested parties and the public about the activities of KiRA and the situation in the partner countries. Children's rights and the protection of children are always the most important point of orientation. The dignity of the child must be respected in all reporting and children must be portrayed as active agents with many facets and potentials. Reports should be proofread before publication in accordance with the principle of dual control.

To this end, the "Code of Conduct for Photographing Children and Target Groups and the Use and Distribution of Photographs" (see Appendix 4 II) must be signed and followed by all persons who come into direct contact with children through the association KiRA or have access to children's data as part of KiRA's "Code of Conduct for Dealing with Children" (see Appendix 4 I). This includes paid and voluntary employees, members of the organization, freelancers, interns, contractual partners and project visitors.

This standard also applies to publications in social media.

Before project visits, interns and visitors in particular are sensitized to the need to protect children. External reporters are supervised during their work and familiarized with the behavioral guidelines they must adhere to when photographing children.

3 Cooperation with partners

3.1 Cooperation with child protection actors

The Child Protection Policy of the association KiRA is visible to outsiders, is accessible via the website and is proactively publicized. The association KiRA obtains feedback on the Child Protection Policy from other actors with whom the organization works or who are active in the same area as KiRA and/or in the field of child protection. This serves in particular to update the policy on a regular basis and to adapt it to current child protection standards in Germany. Networking with these child protection actors (including VENRO and actors in the Ortenau district) also serves to ensure a regular exchange and further development of the current state of knowledge.

3.2 Cooperation with partner organizations abroad

The basis for the cooperation of the association KiRA with local partner organizations abroad, with whom joint projects are implemented, is a positive attitude towards children's rights and a commitment to the cause of children. It is also assumed that the partner organizations have a Child Protection Policy in place. If such a policy does not yet exist, the local partner organization undertakes to develop one. The Child Protection Policy should be based on the laws and regulations of the respective country and the African Charter on the Rights and Welfare of the Child. It is expected to be actively implemented in the work and regularly updated.

The Child Protection Policies of the respective partner organizations and the association KiRA are coordinated and interlinked to ensure the best possible protection for children in the project regions. In connection with the development, implementation and updating of their Child Protection Policies, the paid employees of the association KiRA support the local partner organizations as contacts for exchange, advice and further training. During project visits, child protection in particular is discussed by the paid employees of KiRA with the local partners. An active exchange between the local partner organizations is encouraged and promoted.

In order to be able to quickly investigate suspected cases of violence against children and to guarantee a complete clarification, there is a constant exchange of information between the organizations and the association KiRA. Section IV, point 7 applies to suspected cases in the area of activity of the partner organizations of KiRA.

IV. Case management system

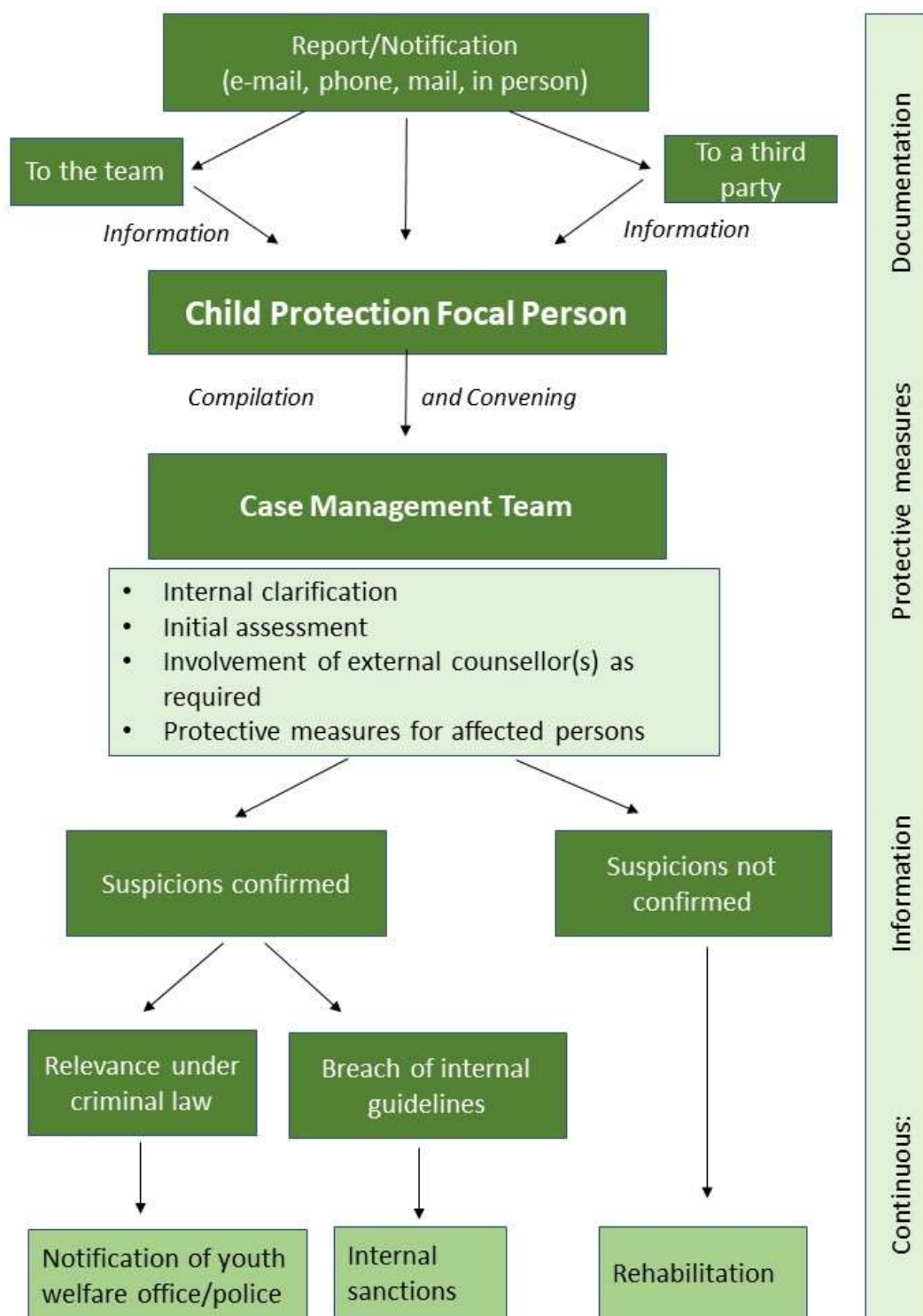
1 Introduction

Preventive measures cannot prevent 100% of cases of violence against children. The association KiRA has developed this case management system in order to be able to act immediately, responsibly and transparently in suspected cases. The definition of specific competences, responsibilities, action steps and standards is intended to enable a rapid investigation of the respective situation and provide guidance in this respect. It should also ensure that affected children receive protection and access to adequate support. The guiding principle of all actions within the framework of case management is always the best interest of the child.

The case management system of the association KiRA applies to suspected cases of violence against children by its paid or voluntary employees and members, as well as by other persons who have come into contact with children through KiRA. Information on case management for suspected cases at partner organizations can be found under point 7.

All employees, members and other persons of the association KiRA, as well as all partner organizations, are familiar with this case management system. Paid employees, the child protection focal person and the Executive Board ensure that the necessary information is provided in this regard.

2 Scheme for case management



3 Reporting of suspected cases

If there are indications of violence against children in the context of the association KiRA, these must always be investigated carefully. Suspicions can be reported in writing, by phone or in person to the child protection focal person, but also to paid and voluntary employees or other members of the association KiRA. The reporting procedure itself should be low-threshold and barrier-free.

If the report of a suspected case has not reached the child protection focal person directly, she/he must be informed immediately. The child protection focal person will then ensure that all parties involved are informed. She/he will also initiate protective measures and case documentation (see details under point 4).

4 Examination of suspected cases

As soon as the child protection focal person becomes aware of the report of a suspected case, she/he immediately assembles the case management team. This team usually consists of three paid and/or voluntary employees of the association KiRA, including the child protection focal person and the 1st Chairperson or her/his deputy.

The case management team examines the suspected case with the aim of bringing about a final clarification. If necessary, further information is obtained for this purpose. External counsellors/agencies may also be consulted. The decision on this is made by the child protection focal person. Decisions are implemented in consultation with the member of the Board of Directors who is represented in the case management team.

If the case management team concludes that the suspicion has not been confirmed, the case is closed. In addition, measures are initiated to rehabilitate the wrongly suspected person(s). However, if the case management team establishes that the suspicion has been confirmed, the criminal relevance of the case is examined. If the criminal relevance is confirmed, the responsible law enforcement authorities and the youth welfare office are informed. If there is no criminal offence, but a violation of the internal guidelines of the association KiRA, internal sanctions are defined and implemented.

From the time the suspicion is reported to the conclusion of the case investigation, informing those affected and all other persons involved is a high priority. They are informed immediately and, if necessary, confidentially about the status of the investigation, the next steps and the measures taken. The decision as to whether and when groups of people not involved and the public are informed about a case is made by the case management team based on the specific individual case. The child protection focal person coordinates the flow of information.

The child protection focal person will also initiate appropriate protection and support measures for both the minor(s) concerned and the suspected person(s). The aim is to protect the personal rights of all those involved in a suspected case. If necessary, this includes measures to rehabilitate the child affected by violence or the person wrongly suspected.

All information collected as well as procedural steps and decisions, including the reasons for them, are documented in detail. This lies as well under the responsibility of the child protection focal person.

Guiding principles

Within the framework of case management, all actions are based on the following guiding principles:

- The interests and welfare of the child are at the center of all actions.
- All suspicious activity reports are taken seriously and investigated immediately.
- The investigation of suspected cases is carried out with the greatest possible discretion by all persons involved/informed.
- The actions of the case management team are characterized by the greatest possible transparency towards the persons concerned.
- The presumption of innocence applies to the suspected person(s) until proven otherwise. Their rights must be respected.
- Those affected are given appropriate offers of help. They are informed about their rights and their needs are taken into account.
- Children are interviewed in a (trauma) sensitive manner.
- All decisions are made at least in accordance with the principle of dual control.
- The child protection focal person is responsible for coordinating the investigation of suspected cases. In the further course of the process, the task of coordination may be regulated differently depending on the specifics of the individual case.

5 Rehabilitation

Persons who are suspected of having acted against the principles of child protection set out in this policy have a right to have the suspicion clarified while safeguarding their personal rights. This is particularly important if it turns out that the suspicion was unfounded.

If a person is wrongly suspected of having perpetrated violence against a child, those responsible at the association KiRA will actively work towards restoring their reputation and dignity. It is the task of the board of the association KiRA - represented by the chairperson or the representative in office - to initiate appropriate measures to rehabilitate the wrongly suspected person. This includes conducting a personal and in person interview with the person concerned. In addition, in consultation with the person concerned, a report is made to third parties on the facts of the case, in particular on the elimination of the suspicions, and other appropriate measures are taken.

All rehabilitation measures are carried out with the same care and thoroughness as the investigation of a suspected case.

6 Decision implementation

The Executive Board and, in particular, the person from the Executive Board who was part of the case management team in the respective case is responsible for implementing the decisions and measures taken by the case management team. This includes both external measures (reporting to the criminal prosecution authorities, notifying the youth welfare office) and internal measures (internal sanctions, rehabilitation).

7 Suspected cases in the area of activity of our partner organizations

The case management system of the respective partner organization always applies to suspected cases relating to employees of the partner organizations of the association KiRA, or persons who have come into contact with the children via the partner organizations. In these cases, the association KiRA will be informed of the respective suspicion. The association KiRA concludes corresponding agreements with the partner organizations regarding their obligation to provide information in this regard.

A suspected case in the area of activity of our partner organizations must be documented on site and the information forwarded to the child protection focal person. Together with the case management team convened by them, the child protection focal person discusses how the association KiRA is affected by the events. This discussion and the resulting assessment and any recommendations for action are documented.

The further procedure is determined between the board, management and employees in consultation with the child protection focal person. In particular, the duty to inform must be observed. An incident in the respective project requires a prompt decision regarding notification to the partner organizations, the organization(s) financing the project and the members of the association KiRA.

The association KiRA also respects the autonomy of the partner organizations in the context of case management. On request, KiRA supports these organizations in an advisory capacity. To this end, the child protection focal person, the Executive Board and the responsible employee coordinate their roles and responsibilities.

V. Processing of suspected cases / evaluation of the Child Protection Policy

1 Processing of suspected cases

The association KiRA takes suspected cases as an opportunity to review its own Child Protection Policy. The current regulations are reviewed in terms of their practicability and contemporaneity, taking into account the findings and experience gained in each specific case. Necessary adjustments are made if required.

The review process takes place after the conclusion of a specific suspected case and is always documented. The responsibility for this lies with the child protection focal point. The Executive Board then informs the members about this process in a suitable form. The Chairperson of the Executive Board decides on further information/public relations steps.

2 Regular evaluation of the child protection policy

The Child Protection Policy is regularly evaluated, specifically every three years shortly after the election of the new Executive Board, and, if necessary, revised independently of specific suspected cases. The Executive Board and the child protection focal point, with the involvement of a paid employee, discuss suitable steps to improve the prevention of sexualized violence at the level of the organization of work and the association. Whenever this seems appropriate, the employees, the managing director and the members of the organization should be involved.

VI. Appendix

Appendix 1: Explanation of terms

Child:

In accordance with Article 1 of the UN Convention on the Rights of the Child, a child in the context of this Child Protection Policy is any person who has not yet reached the age of 18. This therefore includes adolescents, as this is how people from the age of 14 are generally referred to.

Best interests of the child:

The best interests of the child means first and foremost the physical, mental and emotional well-being of a child and its healthy development. In German law, the best interests of the child are an undefined legal concept. This means that the best interests of a child must be determined in each individual case.

Violence:

Violence against children includes all forms of physical, emotional and sexualized violence, neglect "or commercial or other exploitation that result in an actual or potential threat to the health, survival, development or dignity of the child, [especially] within a relationship of responsibility, trust or power" [1]. Digital violence is also becoming increasingly important.

Our understanding of violence is based on the UN Convention on the Rights of the Child (Art. 19) and the African Charter on the Rights of the Child (Art. 16). In Germany, the right of every child to a non-violent upbringing is enshrined in law (Section 1631 (2) BGB).

We encounter the following forms of violence in our field of activity. Several forms of violence can occur at the same time:

- **Physical violence:** "The non-accidental, intentional use of violence against children. This includes a variety of acts such as hitting, kicking, shaking, choking, suffocating, poisoning and burning." [2]
- **Emotional violence:** In the case of emotional violence, "caregivers convey to children that they are worthless, flawed, unloved, unwanted or only valuable for the fulfilment of the interests and needs of others" [3]. This includes, for example, humiliating, ostracizing, devaluing, constantly comparing with other children, frightening and insulting [4] as well as discriminating. Emotional violence is often also referred to as mental or psychological violence.
- **Sexualized violence:** "Sexual acts performed on or in front of a child either against the child's will or to which the child cannot knowingly consent due to physical, psychological, cognitive or linguistic inferiority". [5] Violence can also occur when a child consents to or initiates sexual acts. The decisive factor is the exploitation of the position of authority and power over a child to satisfy one's own needs at the expense of the child by the perpetrators of violence. [5]
- **Neglect:** "Child neglect is the persistent or repeated failure of persons responsible for the child's care (parents or other carers authorized by them) to act in a way that is necessary to ensure the child's emotional and physical care. This omission can occur consciously or unconsciously, due to insufficient insight or insufficient knowledge. In addition to the lack of fulfilment of physical needs (e.g. for food, clothing, shelter, safety), neglect may relate to the emotional exchange, general stimulation, language and/or health care and supervision of the child." [6]
- **Exploitation:** "includes the sexual or other exploitation of a child through activities carried out by the child for the benefit of a third party. These activities include exploitative child labor, child trafficking, pornographic exploitation of children, and child prostitution, as well as any other activity that results in the economic exploitation of the child, adversely affects the child's physical and/or mental health and interferes with the child's moral and/or psychosocial development." [1]

- **Digital violence:** "Any form of physical, emotional and sexual violence against children that takes place via digital media. This includes, among other things, the belittling, harassment, discrimination and coercion of children. Digital violence can be closely linked to violence in the physical world." [2] [7]

Suspected case:

For the purposes of this Child Protection Policy, a suspected case is any indication of any form of violence against a child by persons who have come into contact with the child through the association KiRA. Being a suspected case means that the association KiRA will address the welfare of the child in question in accordance with the principles and procedures set out in this Child Protection Policy.

Sources for the explanation of terms in the Child Protection Policy

- [1] Kindernothilfe e.V. (2019): Kinder vor Gewalt schützen. Die Kinderschutz-Policy der Kindernothilfe, S. 8, online unter: https://www.kindernothilfe.de/-/media/knh/downloads/sitt/kinderschutz-policy/kinderschutz_policy_deutsch.ashx, abgerufen am 18.08.2023; Nach: World Health Organization: Report of the Consultation on Child Abuse Prevention, Geneva 1999, S. 15
- [2] Save the children Deutschland e.V. (2022): Child Safeguarding Policy, S. 8, online unter: https://www.savethechild-ren.de/fileadmin/user_upload/Downloads_Dokumente/Berichte_Studien/2022/SCDE_Child_Safeguarding_Policy_2022_Deutsch_FINAL.pdf, abgerufen am 18.08.2023
- [3] Jud, Andreas (2018): Kindesmisshandlung: Definition, Ausmaß und Folgen, S. 51. In: Jörg M. Fegert, Michael Kölch, Elisa König, Daniela Harsch, Susanne Witte und Ulrike Hoffmann (Hg.): Schutz vor sexueller Gewalt und Übergriffen in Institutionen. Für die Leitungspraxis in Gesundheitswesen, Jugendhilfe und Schule. Berlin, Germany: Springer (Multimedia), S. 49–58.
- [4] Maywald, Jörg (2019): Gewalt durch pädagogische Fachkräfte verhindern. Die Kita als sicherer Ort für Kinder. 1. Auflage. Freiburg im Breisgau: Verlag Herder. S. 50
- [5] Bundeskoordinierung Spezialisierter Fachberatung gegen sexualisierte Gewalt in Kindheit und Jugend, www.bundeskoordinierung.de/de/topic/16.was-ist-sexualisierte-gewalt.html, abgerufen am 14.07.2023. Zu sexuellen Übergriffen unter Kindern und Jugendlichen siehe www.beauftragtemissbrauch.de/themen/definition/sexuelle-uebergriffe-unter-kindern-und-jugendlichen, abgerufen am 14.07.2023.
- [6] Maywald, Jörg (2019): Gewalt durch pädagogische Fachkräfte verhindern. Die Kita als sicherer Ort für Kinder. 1. Auflage. Freiburg im Breisgau: Verlag Herder. S. 47
- [7] Beratungsstelle gegen sexualisierte Gewalt (o.J): Digitale Gewalt, online unter: www.beratung-bonn.de/themen/digitale-gewalt/, abgerufen am 18.08.2023

Appendix 2: Result of the risk analysis at the association KiRA

Matrix on the risk analysis carried out in the area of child protection at the association KiRA

The risk assessment is carried out for the following groups of people:

- Members of KiRA
- Members of the Executive Board, Child Protection Focal Point
- Paid employees of KiRA
- People who are completing an internship, voluntary service, etc. at KiRA/honorary workers commissioned by KiRA, volunteers
- Visitors

Hazardous situations	Hazard			Reason	Hazard-reducing measures	Responsible for the implementation
	low	me- dium	high			
In the premises of KiRA						
→ for a child on site	⚠ ⚠ ⚠ ⚠ ⚠			- No permanent presence of children - Hardly any visits from children	- Observe the two-adult rule - Request an extended police clear- ance certificate	- Paid employees of KiRA - Accompanying person of the child
→ for the data of a child contained in files/PCs			⚠ ⚠	- Unlimited access to Share Drive at any time - Information from partners is always sent in copy to all paid employees	- Internal/external training on data/child protection - Request an extended police clear- ance certificate - Sensitise partners - Send a copy to everyone as a mu- tual check	- Paid employees of KiRA - sensitised part- ners
	⚠			- No access to Share Drive (exception: association chairperson, possibly child protection focal point) - limited access to files - No access to PCs	- Protect PCs with passwords - Sensitise members	- Paid employees of KiRA

Hazardous situations	Hazard			Reason	Hazard-reducing measures	Responsible for the implementation
	low	medium	high			
		X		<ul style="list-style-type: none"> - Limited access to Share Drive and PCs - Access to files 	<ul style="list-style-type: none"> - Protect PCs with passwords - Grant differentiated access authorizations to data - Sensitise volunteers etc. 	<ul style="list-style-type: none"> - Paid employees of KiRA
	X			<ul style="list-style-type: none"> - No access to Share Drive - No access to files - No access to PCs 	<ul style="list-style-type: none"> - Protect PCs with passwords - do not grant access to sensitive data - Ensure the presence of at least one employee 	<ul style="list-style-type: none"> - Paid employees of KiRA
In the projects of local partners (KiRA project visits)						
→ for a child on site		X		<ul style="list-style-type: none"> - Shorter presence/ duration of stay on site - Focus on collaboration with employees of the partner, rather than with children accompanied by them - No permanent contact with children, but sporadic and usually accompanied by the partner on site - Leap of faith and unequal balance of power as representatives of donors - Employees are sensitized to child protection issues 	<ul style="list-style-type: none"> - Request an extended police clearance certificate - Observe the two-adult rule - Implement existing child protection concepts of the local partners vis-à-vis KiRA - Strengthening the independence of local partners vis-à-vis KiRA - Educating children in the local child protection centers and strengthening self-protection - Employees are continuously sensitized to child protection issues 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site
	X X X			<ul style="list-style-type: none"> - Rarely visits on site - Short stay visit - Access to children only selectively (on an ad hoc basis) - Generally no unsupervised contact with children, but accompanied by employees of KiRA or local partners 	<ul style="list-style-type: none"> - Raise awareness of child protection before the project visit - Have KiRA sign a declaration of commitment - Observe the two-adult rule - Implement existing child protection concepts of the local partners vis-à-vis KiRA 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site

Hazardous situations	Hazard			Reason	Hazard-reducing measures	Responsible for the implementation
	low	medium	high			
					- Educating children in the local child protection centers and strengthening self-protection	
			X	<ul style="list-style-type: none"> - Longer presence/length of stay on site - Focus on work with children - Frequent unrestricted and unsupervised contact with children accompanied by the partner (in child protection centers) - Often placement in close proximity to children (in child protection centers) - Leap of faith and unequal balance of power as a donor - small age difference 	<ul style="list-style-type: none"> - Sensitize to the topic before the project visit - Have KiRA sign a declaration of commitment - Implement existing child protection concepts of the local partners vis-à-vis KiRA - Educating children in the local child protection centers and strengthening self-protection 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site
→ for the data of a child contained in files/PCs	X X X X X			<ul style="list-style-type: none"> - No access or only partner-controlled/supervised access to children's data in files/PCs 	<ul style="list-style-type: none"> - Protect files/PCs from access by third parties (passwords, locked storage, etc.) - Sensitize employees of the partners and KiRA 	<ul style="list-style-type: none"> - Partner on site
As part of the public relations work						
regarding → photos of children → videos of children			X X	<ul style="list-style-type: none"> - Recordings during project visits possible without restrictions - Manageable number of admissions due to shorter duration of stay on site - A certain distance to children and a certain barrier to recordings on the part of the children - Access to recordings that come via partners (sometimes also from children in stigmatizing/critical situations) 	<ul style="list-style-type: none"> - sensitize paid employees of KiRA and local partners - Implement existing code of conduct for the production/use/dissemination of children's photos - Delete sensitive photos/videos and those for which there is no written declaration of consent - Ensure anonymization of photos/videos and establish rules in this regard (degree of risk) 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site

Hazardous situations	Hazard			Reason	Hazard-reducing measures	Responsible for the implementation
	low	medium	high			
				<ul style="list-style-type: none"> - As a rule, no individual proof of the existence of necessary declarations of consent (only blanket agreement in project contracts) - Numerous publication options (homepage, newsletter, Facebook, reports, etc.) 	<ul style="list-style-type: none"> - Randomly check the existence of necessary declarations of consent with the partner on site - Critically check every distribution/publication using the dual control principle - Request an extended police clearance certificate for paid employees 	
	X X			<ul style="list-style-type: none"> - Recordings during project visits are possible without restriction, but usually in the presence of an employee of the partner/KiRA - Low number of recordings due to infrequent visits/short duration of stay on site - Access to recordings that come via the partners only limited/controlled 	<ul style="list-style-type: none"> - Sensitize members/visitors and local partners before the project visit - Implement existing code of conduct for the production/use/dissemination of children's photos - Arrange for the deletion of sensitive photos/videos and those for which there is no written declaration of consent - Distribution/publication only in consultation with KiRA 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site
			X	<ul style="list-style-type: none"> - Unrestricted and often uncontrolled recording possible when staying on site - Large number of recordings due to long stay on site - Often very close to children and no/low barrier to recording on the part of the children - Generally low inhibition threshold for sharing data on social media (Instagram, TikTok, Facebook, etc.) 	<ul style="list-style-type: none"> - Sensitize volunteers, etc. and local partners before the project visit - Implement and have signed an existing code of conduct for the production/use/dissemination of photos of children - Distribution/publication only in consultation with a paid employee of KiRA 	<ul style="list-style-type: none"> - Paid employees of KiRA - Partner on site

Hazardous situations	Hazard			Reason	Hazard-reducing measures	Responsible for the implementation
	low	medium	high			
→ regarding children's stories			XX	<ul style="list-style-type: none"> - Access to children's stories with real data about partners - Possible identification of affected children very high - Numerous dissemination options (homepage, newsletter, Facebook, reports, etc.) 	<ul style="list-style-type: none"> - Sensitise KiRA employees and partners - Ensure that children's stories are anonymized - Critically check every distribution/publication using the dual control principle 	<ul style="list-style-type: none"> - Partner on site - Paid employees of KiRA
	XX			<ul style="list-style-type: none"> - Access to children's stories only via Paid employees - Possible identification of affected children very low - Dissemination only of anonymized data possible 	<ul style="list-style-type: none"> - Sensitize members/visitors and local partners before the project visit 	<ul style="list-style-type: none"> - Partner on site - Paid employees of KiRA
			X	<ul style="list-style-type: none"> - Access to children's stories with real data about children themselves or partners - Possible identification of affected children very high - Generally low inhibition threshold for oral/written sharing of children's stories with real data 	<ul style="list-style-type: none"> - Sensitize volunteers, etc. and local partners before the project visit - Distribution/publication only in consultation with KiRA 	<ul style="list-style-type: none"> - Partner on site - Paid employees of KiRA

Appendix 3: Description of tasks of the child protection focal person

The tasks of the child protection focal person at the association KiRA

The Child Protection Focal Person is elected by the General Assembly for a period of three years in accordance with Section 14 of the Articles of Association. She/he is not bound by instructions in the exercise of her/his office, but is accountable to the general meeting. The child protection focal person is supported in the fulfilment of the above tasks by the Association's Board of Directors and the Association's paid employees.

The child protection focal person

- Develops the organization's Child Protection Policy (CPP) in cooperation with the members, board members and employees.
- Promotes the implementation of the organization's CPP and coordinates its follow-up.
- Submits a report on the current implementation status of the CPP to the members of the Executive Board and the Association on an annual basis and on special occasions.
- Is available to answer questions about the organization's CPP both internally and externally.
- Acts as the first point of trust and contact for (suspected) cases of violations of children's rights, especially in cases of (sexualized) violence. She/he is always informed immediately of all (suspected) cases.
- Actively coordinates the investigation of (suspected) cases of child rights violations in accordance with the guidelines of the organization's CPP.
- Informs and sensitizes the members of the association as well as the paid employees of the association about new developments in the area of "child protection".
- Undergoes continuous training in child protection in consultation with the Executive Board.
- Introduction of the person and the office to the local partner organizations after the election and refresher training at regular intervals

Appendix 4: Code of Conduct of the association KiRA

I. Code of Conduct of the association KiRA for dealing with children ³

The association KiRA and its partner organizations are committed to creating an environment that protects children's rights in the respective project countries. Children should receive the best possible protection, including from (sexualized) violence and exploitation. In order to fulfil the shared responsibility for the safety of children and to guarantee this protection, the association KiRA is committed to the following code of conduct⁴.

1. Scope of application

The Code of Conduct applies to all persons who come into direct contact with children through the association KiRA or who have access to children's data. This includes paid and voluntary employees, members of the organization, honorary employees, interns, contractual partners and project visitors. All these people are important multipliers for the work of the association KiRA. Through their behavior, they can make a decisive contribution to ensuring that children's right to protection from (sexualized) violence and exploitation is upheld.

2. Behavioral guidelines

My behavior helps to ensure that the child's welfare is respected.

- I recognize children as fully-fledged individuals with their own rights and respect these, regardless of, for example, age, gender, origin, language, religion, skin color, disability or political views.
- I treat children with respect and refrain from any behavior (including educational behavior) towards them or in their presence that is verbally or non-verbally violent, discriminatory, humiliating, derogatory, racist or sexist.
- I take the opinions and concerns of children seriously and allow them to participate appropriately in all matters that affect them according to their age and maturity.
- I ensure that the "two-adult rule" is observed when interacting with children in the context of project work, i.e. in the projects supported by the association KiRA with local partners. This means that I make sure that a second adult is present or within reach when I meet a child.
- I deal responsibly with proximity and distance and refrain from harmful forms of relationships with children, such as sexual exploitation.
- I respect the children's guardians and their responsibility.
- I treat my own role towards children and their families with care and transparency and do not abuse a relationship of trust or power imbalance arising from my position or by virtue of office.
- When presenting the project work of the association KiRA, I make sure that all media content is respectful, differentiated and non-stigmatizing and that the dignity and vulnerability of the people portrayed (especially children) is preserved, and I comply with the "Code of Conduct for Photographing Children and Target Groups and the Use and Distribution of Photographs".

³ In accordance with Article 1 of the United Nations Convention on the Rights of the Child, a child is any person who has not yet reached the age of 18.

⁴ This Code of Conduct is based on the "Code of Conduct for Employees of Save the Children Deutschland e. V."

- As far as possible, I help to protect children from violations of their rights, e.g. from neglect and from physical, psychological and sexual violence and exploitation.
- I will immediately report any suspected cases and violations of which I become aware in the course of my work or function for the association KiRA to the association's child protection focal person.

3. Declaration of commitment

With my signature, I confirm that I have read and understood the behavioral guidelines. Furthermore, I undertake to act in accordance with these guidelines.

I am aware that the association KiRA will report any behavior that is relevant under criminal law. Violations of this Code of Conduct without criminal relevance may have consequences under labor or association law.

.....
Place, date

.....
Name, signature

II. Code of conduct for photographing children and target groups and the use and distribution of photographs

1. The benchmark for photographs of children in Africa and of adults (parents, family members, siblings), of actors involved in children's rights work and also of perpetrators of children's rights violations must lay in the sensitive respect for the dignity of the child and the human dignity of the adult target groups.
2. Children and adults must not be photographed against their will. Their conscious consent must be obtained. In the case of small children, from a parent or guardian or from a local authority. In exceptional cases where this consent cannot be obtained, points 7 and 9 must be observed in particular.
3. Obtaining the consent of the data subject(s) implies that it is made sufficiently clear to them why we are taking the photos, how we may use them and where we will publish them. It should be checked that this has been understood.
4. Manipulation of the photos is not permitted. Enlargements and cut-outs are permitted if they appear useful for better documentation of a phenomenon.
5. As a rule, captions should complement the photo and contribute to a better understanding of the context.
6. The entirety of the visual material to be published (e.g. in an annual report) should convey a differentiated picture of Africa and children in need in Africa.
7. It must be ensured that children who we highlight in our public relations work and fundraising with a photo have been or will be supported and thus become individual beneficiaries. When documenting an initial situation (e.g. street children), it must be ensured that groups of these children receive help.
8. With the published photos, we want to document violations of children's rights as objectively as possible, without voyeurism and without dishonest exaggeration.
9. In the case of violations of children's rights that require particularly sensitive treatment of the victim (e.g. in the case of sexual abuse), the identity of the child must be made unrecognizable, e.g. by taking a photo of the victim's back or pixelating the area around the victim's eyes.
10. The photos to be published are intended to document and illustrate a phenomenon and to arouse empathy in the viewer.
11. The responsible use of published photos is intended to strengthen the credibility of the association KiRA.
12. Copyright must be respected when publishing photos. This applies in particular if the authors of photos are not employees of the association KiRA or any of its African partner organizations.

VII. References

UN Convention on the Rights of the Child: <https://www.unicef.de/informieren/ueber-uns/fuer-kinderrechte/un-kinderrechtskonvention#pdf> Last accessed on 17/09/2022, 13:00h

UN Convention on the Rights of the Child in a child-friendly version: <https://www.unicef.de/informieren/ueber-uns/fuer-kinderrechte/un-kinderrechtskonvention#pdf> Last accessed on 17/09/2022, 13:00h

VENRO child protection policy: <https://venro.org/publikationen/detail/venro-kodex-zu-kinder-rechten> Last accessed on 17/09/2022, 13:00h

Bolivian Child Welfare Organization - Reference to child protection policy: <https://www.bkhw.org/unsere-partnerprojekte/>

African Charter on the Rights and Welfare of the Child: <https://au.int/en/treaties/african-charter-rights-and-welfare-child> Last accessed on 17/09/2022, 14:00h

Charte africaine des droits et du bien-être de l'enfant: <https://au.int/fr/treaties/charte-africaine-des-droits-et-du-bien-etre-de-lenfant> Last accessed on 17/09/2022, 14: 00h

Vademecum pour une protection de l'enfance transfrontalière : https://www.ortenau-kreis.de/index.php?object=tx_3406.3.1&ModID=6&FID=3406.648.1 Last accessed on 17/09/2022, 14:30h.