



الجمهورية اللبنانية  
وزارة الشؤون الاجتماعية



## Unified Child Protection Policy adopted by Civil Society Organizations and Associations working with children in Lebanon



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This “Unified Child Protection Policy document for institutions and civil society organizations working with children” is launched as part of a strategic vision adopted by the Ministry of Social Affairs to approach the issue of protecting children in terms of building a comprehensive system that ensures rights of children and protects their dignity. This vision stems from general principles aiming to promote partnership, coordination and interaction with civil society organizations, to build contractual relationships based on trust to protect the best interests of children, and to improve action and promote institutional skills to ensure the best quality of provided services.

This document is also the result of cooperation between the Ministry of Social Affairs through the MoSAIC program funded by the Italian Embassy in Lebanon, and AFEL and ABAAD through the Italian Cooperation Program. This cooperation is the perfect example of when the regulating, planning and responsibility undertaking capacities of the Ministry are matched with the experience, expertise and flexibility of civil society and with the support of the international community to address both old and arising needs of our society; this cooperation is an example of the path and policy adopted by the Ministry to protect children in particular and to face the crumbling state infrastructure.

Moreover, the importance of this work lies in the complementary roles available in addition to the interventions of the Ministry in the matter of child protection and specifically regarding the MoSA children and women protection plan implemented with support of UNICEF. This plan is also important because it includes the strengthening of child protection structure at the local level, by transforming development services centers established in different Lebanese regions into leading community centers in providing protection services, safe spaces for children, and counseling centers open for those who need someone to listen to them with which they can talk about their problems and be advised about their rights, in addition to launching the “Unified Executive Measures to Protect Children in Lebanon” which established action outlines and tracks by unifying case management procedures and response and reporting methods. It was followed by efforts to build capacities of staff working in both private and public sectors and to network with competent ministries.

Furthermore, contracts and agreements signed by the MoSA, care providing institutions and civil society organizations were updated to include the adoption of the “Unified Child Protection Policy” as key condition in the contracts and agreements.

MoSA fully understands the leading role undertaken by civil society organizations in Lebanon, and the responsibilities they took to help the most vulnerable groups of people especially children and that this work requires accepting new approaches and methodologies that help us provide children with a good life within a safe environment that can make up for the things the child lost and raise him/her to be a free person equipped with values and a sense of belonging to the country.

Finally, it is important for me to reiterate that this work would have not been completed, had our partners not been committed and not had faith in the desired goals for which the unified children protection policy was adopted, and had the interaction with civil society organizations working with children not been positive in addition to the cooperation of the MoSA team while being fully aware of the lack of resources and capacities. Working together makes it possible to achieve our aims.



I would also like to thank all the people who worked with us:

- Our partners ABAAD and AFEL
- The chair and members of the National Social Services Council
- The chair and members of the gathering of organizations for children rights in Lebanon
- The chair and members of the Lebanese Union for Child Welfare
- The chair and members of the Union for the Protection of Juveniles in Lebanon

A special thanks to the MoSA work team, advisor Fahmi Karami, General Director Mrs. Randa Bou Hamdan, Head of Social Welfare Department Mrs. Nada Fawwaz, Head of People with Disabilities Affairs Department Mrs. Mary Al Hajj and affiliated competent administrations, Mrs Sanaa Awada from the Higher Council for Childhood in charge of coordinating this project and the social workers working at MoSA. I would also like to express my gratitude to all international organizations and civil society organizations which participated effectively in reviewing and ratifying this document, either through participating in regional consultation meetings, through submitting this document to technical review, expressing opinions, or adopting and implementing this policy in its entirety in their organizations to become alternative safe environments for children in Lebanon.

**Minister of Social Affairs**  
**Rashid Derbas**



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# Introduction

As part of the policy and guidelines adopted by MoSA to promote and strengthen a child protection system, adopt new approaches to development and improve the quality and performance of services provided to ensure the best interest of children, MoSA has aimed, through the MoSAIC program designed for the local most vulnerable populations, funded by the Italian government, and through the technical task force group formed for this program and comprising of representatives of governmental administrations and a number of civil society organizations, to support activities aiming to build human and institutional capacities. This support is made through launching initiatives to fulfill needs presented by a government body and implemented and managed by a civil organization.

The need presented by MoSA was to institutionalize children protection through taking a series of measures and establishing criteria necessary to protect children in the custody of institutions. Therefore AFEL and ABAAD submitted their project aiming to “institutionalize child protection policy in institutions contracted by MoSA”. The first phase of the project was launched with organizations and institutions working with the Juveniles Protection Department. Several meetings were held with these associations and resulted in the launch of the first edition of the “Unified Child Protection Policy adopted by institutions and civil society organizations working with children in Lebanon” on August 26, 2015.

The project was expanded to include a larger number of organizations working with MoSA (Social welfare - Welfare of people with disabilities) due to the success achieved in the first phase, because of the institutions and organizations’ wish to participate and of MoSA’s commitment to supporting and strengthening institutional endeavors. This expansion was approved by the MoSAIC program funded by the Italian Embassy in Beirut. Thus, a meeting was held on November 18, 2015, in which the majority of welfare institutions and organizations were present, in addition to organizations working with people with special disabilities. During this meeting, a declaration of intention to adopt the Child Protection Policy was made by these institutions and the training process of staff in these institutions was launched subsequently to this meeting.

Furthermore, in order to strengthen and develop supervision and monitoring processes of civil society organizations contracted with MoSA, two workshops were organized with social workers at MoSA\* to develop a work tool specifically devised to facilitate the monitoring process, unify work methodologies with these institutions and provide them with support, cooperate with them to improve their performance in terms of staff capacities, and assist them to implement CCP conditions and provisions.

Hence, this document is the result of efforts and interactions made by workshop participants who worked on developing it further using the expertise and experiences. Social workers also participated by reviewing the document and giving their feedback. The document was also presented to members of the National Social Services Council, the gathering of organizations for children rights in Lebanon, Lebanese Union for Child Welfare, to have their feedback. This policy was also tailored to take into consideration the needs of children with disabilities.

The seriousness and commitment of all concerned parties, including MoSA qualified units and MoSA contracted institutions and organizations, were essential to the creation of the CPP document.



# First: Child Protection Terminology

## Child:

A child is any person who has not reached the age of eighteen unless a different age of maturity is specified in any country's law (Article 1 of CRC).

## Child Protection:

Child protection includes procedures, guidelines, and criteria aiming to protect children from intended and unintended harm, the adoption of suitable methodologies for immediate response to counter or repel dangers. In this document, the term "child protection" is particularly used to refer to the responsibility of organizations/institutions and their staff to protect children placed in their care and custody.

## Child Protection Policy (CPP):

CPP is a declaration of intention that shows the commitment of the institution/organization to protecting children from harm, and explains what is needed to protect them. This policy shall be implemented using a set of principles, criteria, and guidelines based upon which individual and organizational practices are defined. This declaration ensures providing a safe and positive environment for children, and indicates that the organization or institution is responsible for the wellbeing and protection of children

## Violence:

Violence refers to "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse" (Paragraph 1 of Article 19 of CRC).

## Forms of Violence:

### Physical Violence:

Physical violence includes any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light. Most involves hitting ('smacking', 'slapping', 'spanking') children, with the hand or with an implement - whip, stick, belt, shoe or wooden spatulas and so on.

## Mental Violence:

Mental violence includes psychological mistreatment, mental, verbal, or emotional abuse in addition to what follows:

- ✿ All forms of interaction that cause damage to the child and make him/her feel worthless, unloved, unwanted, endangered or only of value to meet someone else's needs;
- ✿ Intimidation, terrorism, and threats; corruption and exploitation; scorn and rejection; isolation, indifference and bias;
- ✿ Insults, rejection, humiliation, scorn, name calling and hurting children's feelings;
- ✿ Exposure to domestic violence;
- ✿ Placement in solitary confinement, isolation, or detention in humiliating or insulting conditions;
- ✿ Intimidation and bullying by adults or other children, including through information technology and telecommunication like phones and the internet (known as cyber-bullying).

## Neglect or Negligent Treatment:

Neglect is the failure to meet the physical and mental needs of a child, not providing protection to him/her, failing to provide medical services, failing to register their birth or any other services, when people in charge of caring for the child have the means, knowledge, and opportunity that ensure them to access those services. Neglect includes the following:

### Physical Neglect:

Failing to protect the child from damage for several reasons including lack of supervision, failure to provide the child with basic needs like sufficient food, shelter, clothing, and basic medical care;

### Emotional or Psychological Neglect:

Failure to provide any emotional support, inadequate affection, failure to provide any care to the child, and lack of "psychological readiness of care providers" which means they do not notice the signs given by the child;

### Neglect of the Child's Physical and Mental Health:

Depriving the child of basic medical care;

### Educational Neglect:

Non-compliance to laws that require care providers to ensure providing education to their children through schooling or any other way;

### Abandonment of Children:

Abandonment is when fathers refrain from providing care when they have the necessary means to meet the needs of their children. This kind of neglect often affects children born outside of marriage and children with disabilities in certain communities.

## Sexual Violence:

This includes all kinds and forms of sexual violence, including incest, forced underage marriage, rape, participation in pornography, sexual slavery, and can also include sexual assault on children through sexually suggestive contact or through indecent appearance, and use of sexual language with the child and exposing him/her to pornographic content.

### **Violence among Children:**

This includes physical, psychological and sexual violence, occurring often when children bully other children;

### **Self-Harm:**

This includes eating disorders, drug abuse and addiction, self-injury, suicidal thoughts, attempts to commit suicide and actual suicide.

### **Violence in Media:**

Some media outlets cover news and photos that include incitement or violence, without taking into consideration the sensitivity of children viewers, or they address issues and problems related to children in a way that constitutes children abuse and mistreatment without taking into consideration the best interest of children. Media outlets may also use children to convey messages they do not understand.

### **Exploitation:**

Exploitation is using children for the benefit of someone else, either to please him/her or to benefit him/her leading to cruel, harsh and harmful treatment of children. These practices are made at the expense of children's physical or psychological wellbeing, at the expense of children's education and moral, social or emotional development. Children exploitation includes cases of manipulation, abuse, assault, repression, subjugation, and mistreatment. There are two recognized kinds of exploitation:

#### **Sexual Exploitation:**

Sexual exploitation is the abuse of a position of vulnerability, differential mental or physical power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the exploitation of another as well as personal sexual gratification (like child prostitution, children trafficking for sexual assault or exploitation and use of children in pornographic content...).

#### **Economic Exploitation of Children:**

Economic exploitation is the use of children in work or other activities for the benefit of others or to make profit, or acquiring benefits by using children to produce or distribute commodities or services. For example, child labor in households, recruiting children as soldiers and involving them in armed conflicts, using children to sell and distribute illegal drugs or using children in hard labor.

## Children Trafficking:

It is the recruitment, transportation, harboring, detention or receipt of children for the purpose of exploitation, or facilitating exploitation by others (Law No. 164/2011 against the crime of human trafficking):

- ✿ **Illicit Adoption (Selling children for adoption):** selling children refers to any act or transaction through which a child is transported by any person or group of people in exchange of a reward or any kind of compensation.
- ✿ **Recruiting children to fight in armed conflicts:** Using children and involve them in military and war operations either directly or indirectly.
- ✿ **Forced Underage Marriage:** Underage marriage can be considered a form of sexual exploitation for commercial purposes when children are married and used for sexual purposes in exchange of food, cash or payments in kind. Forced marriages without having taken into consideration the interest of the child, in this case parents marry their children to obtain financial gain and support the family.
- ✿ **The worst form of child labor (forced and compulsory labor):** Employing or using children to perform tasks that might lead due to their nature or circumstances surrounding them to hurt the health, safety, or moral behavior of children.

## Violence through Information Technology and Telecommunications<sup>(1)</sup>:

This includes risks related to the safety of the child while using ICT in the following overlapping matters:

- ✿ Sexual assault on children to produce audiovisual recordings of such assault and then publishing it on the internet and other ICT media;
- ✿ Capturing or allowing to capture, producing, disseminating, showing, possessing, or advertising immoral photographs or fake photographs or videos in which children or people are mocking a child or group of children;

(1) When children use information technology and communication tools:

- Since they are the receivers of information, they might see commercial advertisements, spam emails, personal information or aggressive, violent, inciting hatred, bias, racist, pornographic, unwanted or misleading information that might expose them to direct or indirect danger;
- Children might be exposed during their communication with others through ICT to bullying, harassment or pursuit (Child "seduction") and/or coercion, deceit or persuasion to meet others in person in the real world, and "lured" to sexual activity and/or provision of personal information;
- Children can be involved as perpetrators, in bullying or harassing others, in playing games that might negatively affect their mental growth, or produce and upload sexually inappropriate content, in providing misleading information or advice, and/or downloading content illicitly, piracy, gambling, financial fraud, and/or terrorism.

# Second:

## Definitions of children groups in different types of care

### Children Deprived of Parental Care:

Children who neither receive care nor live with either parent for any reason whatsoever, those living in countries other than their usual place of residence, victims of states of emergency, unaccompanied children, or children separated from their parents.

### Unaccompanied Children:

When a child is separated from his/her parents or relatives and no adult deemed responsible by law or custom for providing him/her with care is available. This means that the possibility that this child will lack adult care completely or the possibility that those providing this child with care are people unknown to him/her or with which he/she has no relation, or they could be unusual care providers like neighbors, or another child under the age of 18 or a stranger.

### Children Separated from their Parents:

Any child separated from his/her parents or the person entrusted with providing care under rule of law or custom, but not necessarily other relatives.

### Orphan Children:

Orphan children are children who lost one or both parents.

### Unregistered Children<sup>(2)</sup>:

Unregistered children are children that were not registered in public records, specifically due to neglect, despite fulfilling the required conditions enabling them to be formally registered. Therefore, they do not exist legally, they only exist de facto.

### Children with disabilities:

They are children suffering from long term physical, mental, or sensory disability preventing them when dealing with different obstacles from participating fully and efficiently in society equally to others.

# Third: Care related Terminology

## Care Providers:

“Care providers” are according to Paragraph 1 of Article 19 of CRC “parent(s), legal guardian(s) or any other person who has the care of the child.” They are the people legally, professionally, ethically, or culturally acknowledged as responsible for the safety, health, growth, and welfare of the child. They initially are the parents, sponsor parents, foster parents, and care providers in the sponsorship system in Islamic law, in addition to guardians, relatives, and local community; workers in the educational field, in schools and in the early childhood phase; care providers hired by parents; entertainment and sports trainers - including supervisors of youth groups; employers or supervisor at work premises; employees (in governmental or non-governmental institutions) in charge with similar care responsibilities - adults responsible for healthcare, juvenile courts, care centers and housing facilities for instances. In the case of unaccompanied children, the State becomes de facto responsible for providing care.

## Foster Care:

Foster care is care provided when the family of the child is unable to provide adequate care even if necessary support is provided, or when a family abandons or relinquishes a child. This care can be formal or informal and includes care provided by relatives, child custody, or other forms of family care, or care providing institutions similar to family care like institutional care.

## Direct Contact with Children:

Close physical presence with the child or children within an institution/organization, whether this contact is accidental or regular, short or long term. Contact includes contact with children either through organizing awareness raising sessions or focus groups, by accompanying children in trips, or by following up on their psychological, social, and legal affairs or their accommodation at the institution.

## Indirect Contact with Children:

Access to information about the children, for instance, their names, addresses, parents private phone numbers, files or photographs.



# Fourth: Core Principles of Child Rights

## **Right to Life, Survival, and Development:**

It is the principle of preserving the safety and life of the child. It includes the right to development in its all aspects, to participate in sports, learning, artistic and cultural activities, to enjoy entertainment, imagination, and joy, and to reinforce the child's individual identity within his/her family and environment.

## **Children's Best Interest:**

Children's best interest is methodologically considering the way in which the rights and interests of children are affected or can be affected by decisions and measures taken by institutions or authorities, and either directly or indirectly related to children, so that priority is given to protecting the all interests and rights of the child above anything else.

## **Non-discrimination:**

Non-discrimination is the principle of equal opportunities for all children in any decision, and not discriminating among them, regardless of the child's race, gender, capabilities, place of birth, sect or any other aspect.

## **Participation:**

Children should be given the opportunity to express their opinions freely in all matters related to them, to be listened to, and to give their opinions the needed attention based on the age and level of maturity of each child.



# Fifth: Core Principles for Working with Children<sup>(3)</sup>

- 1. Promoting children's best interest:** The best interest of the child is considered one of the key elements of providing good care. The best interest of children lies primarily in ensuring their physical and emotional safety, in other words, their wellbeing, through care and treatment. Service providers must evaluate the positive and negative outcomes of measures and make sure to include children and those in charge of providing them with care in the process (when necessary). It is preferable to always take the least damaging measures, and all measures should ensure that no violation of the children's rights to safety and development occurs.
- 2. Ensuring children's safety:** Ensuring children's physical and emotional safety is crucial while providing care and treatment. All measures taken on behalf of the child should ensure the protection of the child's physical and emotional wellbeing on the short and long term.
- 3. Consoling children:** Children exposed to any kind of assault, especially sexual assault, need to feel comfortable and supported by care providers. This requires training care providers to know the best ways to deal with these cases. They have to believe children who are disclosing sexual assault and not blame them in any way whatsoever for the attack they endured. Making children feel safe during care providing is one of the key responsibilities of service providers.
- 4. Adequately ensuring confidentiality:** Information about the incident of abuse endured by the child should be collected, used, exchanged and stored in a safe and confidential way during and after the interviews in accordance with local laws and policies on a need-to-know basis, and only after obtaining permission from the child and/or person in charge of providing him/her with care. In Lebanon, service providers should as per the stipulations of law 422/2002 report any case of assault, particularly cases of sexual assault on children, to competent legal authorities. Hence, children and people in charge of providing them with care should be notified of the compulsory reporting measures when beginning to provide services. In cases where the health or safety of the child is at risk, a level of confidentiality is set in order to protect the child.
- 5. Involving children in decision making:** Children are entitled to participate in making decisions affecting their lives provided that the participation level of the child in decision making is suitable to child's age, maturity, and mental capabilities. In the event that service providers fail to meet the child's wishes (due to considerations of his/her best interest), they are to keep empowering and supporting them and work with them in a transparent way while maintaining high levels of respect and clarifying the reasons behind this failure.

**6. Treating all children fairly and on equal footing (Principle of non-discrimination and inclusivity):** The best level of care and treatment should be provided to children, regardless of their race, religion, gender, situation of their family or of their care providers, their cultural background, financial state, limited abilities or disability, in order to give them the opportunity to achieve the best of their capabilities. No child should be treated unfairly for any reason whatsoever.

**7. Strengthening children's resilience:** Children have unique strengths and capacities, in addition to having the ability to recover. Therefore, service providers are responsible for identifying and benefiting from these natural strengths of the child and the family as part of the recovery and healing process. Factors that help strengthen children's resilience must be identified and relied on during the provision of services. The chance of recovery from abuse is higher when children receive the adequate level of care.

**8. Informed consent:** Informed consent is granting consent freely based on all details and information available, depending on the age and mental capabilities of the child. For instance, when the consent of the child is requested to take a photo of him/her and use it for advertising purposes, the child is given clear information on how the photograph will be used and is given the chance to refuse. And, in the event that the child is asked to provide information while a policy to protect children is developed, the child must understand his/her role and responsibility and the measures to be taken. Only then, he can provide "informed consent".

## Guidelines for Work with Children with Disabilities<sup>(4)</sup>:

- ✿ Respect for inherent dignity, individual autonomy and promotion of participation including the freedom to make one's own choices, and independence of persons: Children with mental or physical disabilities should have a safe and dignified life in circumstances that protect their dignity, support their self-reliance ability and facilitate their effective and full contribution to their communities taking into consideration their capabilities.
- ✿ Non-discrimination, exclusion or reinforcement of social stigma.
- ✿ Respect for difference and acceptance of children with disabilities as part of human diversity and humanity;
- ✿ Equality of opportunity; and providing special care to children with disabilities by making accessible the resources needed to support the children and their families;
- ✿ Accessibility to specialized services: the needs of children with disabilities should be understood when providing care, ensuring their education and training, healthcare services, psycho-social support, rehabilitation, technical and vocational training for a job in particular, in entertaining and educational discussions, through complete immersion of the child in his/her family and community group.
- ✿ Equality between genders;
- ✿ Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.

## Specific Guidelines regarding work with children:

### 1- Related to the role of institutions/organizations:

- ✿ Institutions shall do their best to cooperate and coordinate with other organizations to prevent and face violence. This includes exchange of information and evaluation to avoid duplication and increase common understanding of a situation and follow-up.
- ✿ Developing operations while relying on interventions from multiple sectors and expertise, and coordinate interventions carefully among staff of the same institution and with staff of other institutions to prevent and face violence and abuse.
- ✿ Ensuring equal and effective participation of girls and boys in evaluation, planning, and implementation of programs through organized use of participatory methods.
- ✿ Ensuring institutional accountability for all staff members at all level.
- ✿ Involving the local community, particularly the family, in strengthening children protection and understanding measures of the institution's policy to provide a safe environment that protects and respects children rights.
- ✿ All staff members and volunteers, including translators and contractors are to sign the Code of Ethics set by the institution in terms of CPP.

### 2- Related to the role of aiders of child at risk or victim

- ✿ Ensuring the safety of children at risk and victims and their families at all times.
- ✿ Ensuring non-discrimination in all interventions with children victims and when all services are provided.
- ✿ Respecting the confidentiality of information concerning the affected children and their families at all times:
  - In the event that the child victim grants the specific consent required, you can only exchange relevant information with others for the purpose of assisting him/her, referral to receive services for instance.
  - Preserving all written information about the affected people in safe and sealed files.
- ✿ Respecting the wishes, choices, rights, and dignity of children victims and children at risk.
- ✿ Consulting with the children victims about the entity from which they wish to request help, respecting their wishes, and neither pressuring them, nor suggesting a particular path nor guiding them towards a particular path.
- ✿ Holding the interviews in a private location.
- ✿ Showing respect at all times, and working with people without expressing prejudgments while respecting their culture, family, or situation.
- ✿ Refraining from pressuring the child for more information in case the child victim is not ready to talk about his experience.
- ✿ Posing relevant questions.
- ✿ Avoiding requesting children victims to repeat their story in several interviews, without the presence of a child protection expert.

# Sixth: Why do we need a CPP?

**“Every NGO should develop a CPP whether its beneficiaries are under 18 years of age or not”.**

Institutions working with children are morally and legally responsible for providing protection to children put in their custody. It is often rumored that these institutions are strongholds of cases of abuse, and will remain so, unless these institutions denounce these violations publicly or develop measures that prevent them from happening.

- ✿ Child protection policies and measures contribute to establishing organizations that are “safe for children” and should:
  - Have “a culture of awareness”
  - Exert all efforts possible to prevent children exposure to intended and unintended harm.
  - Be a place where children feel safe
  - Be a place where children can express their opinions
  - Be a place where children find someone that listens to them
  - Be a place where children and staff are treated with respect, and empowered regularly.
- ✿ A good policy is considered a reference when treating difficult cases. When crises arise it becomes difficult to think clearly, but if a specific policy is followed, it becomes possible to act responsibly and avoid accusations of response biased towards one side or the other.
- ✿ Institutions lacking policies, guidelines, and regulations for protecting children are more exposed to being falsely and unfairly accused of abuse.
- ✿ Claims of abuse and mistreatment whether confirmed or not, may tarnish the reputation of an institution unless the latter develops the required policies, guideline and measures. This could lead to complications when raising funds (which undermines the institutions operations as a whole), and may tarnish the reputation of NGOs working with children.
- ✿ Donors increasingly require associations and institutions to adopt clear CPPs as main requirement for funding.

# Seventh: Who shall implement CPP?

Any individual or legal person within civil society shall sign the declaration of commitment to principles of CPP in the organization:

## **Management/Board of Directors:**

Members of the administrative body shall sign the CPP and make sure to fully abide by this policy.

## **Staff:**

Any employee paid for either a full or part time job shall sign and commit to implementing the CPP.

## **Volunteers:**

Lawyers, members of civil society, university students, and trainees shall all sign and abide by the principles of CPP.

## **Partners:**

Governmental and non-governmental organizations, international donors, funders, the private sector and reporters shall respect CPP principles.

## **Parents:**

Parents are considered partners in implementing the institution policy, and they shall read and understand its principles and abide by them as extension of the organization's work.

## **Children:**

Children are the main party concerned with the policy, and shall read and understand it and pledge to abide by its clauses.

## Eighth: Main criteria needed to develop a CPP in institutions and organizations:

Building a solid and effective prevention system to avoid abuses and violations requires us to be ready to respond to any abuse incurred by any child in our custody. In order for the response process to be quick, effective and regular with all children and in all cases, we should adopt a unified basic framework to work with any case of abuse, based on respect of children and their rights, and it distribute it to all workers at the institution/organization provided that this framework includes a series of criteria and measures that should be available in the institution whether in its administrative or internal regulations or even in its work methodology, and whether it works with children directly or indirectly. These steps and elements together form the CPP.

Criterion	Why is it important for the protection of children?
Approach based on Children Rights	The legal approach considers that every child is a unique human being equal to others with inherent and indivisible rights and that the fundamental principles of the Convention (non-discrimination, life and development, child best interest, participation) should be respected in all fields of work with children. This approach also emphasizes that protection is a fundamental right, and places children at the heart of efforts for their interest, and involves them in their own protection.
Consulting/ resorting to experts	Failing to seek the necessary consultation leads to making the wrong decisions. Ineffective or impractical policies and measures may be implemented without consulting expert opinion. The aim behind consultation is to particularly protect the child. In the event that children themselves and concerned adults at the institution are not consulted, policies and measures developed may be incomprehensible by children and may not be beneficial to them.
Ownership (feeling of direct responsibility)	If the individuals concerned do not feel a sense of ownership towards child protection policies and measures, it is unlikely that they become responsible for implementing child protection in their work. The more concerned individuals have a sense of ownership towards these measures, the more they are given responsibility and the more there is faith in their capabilities and skills, the more these policies and measures developed to protect children are sustainable. The absence of full ownership at the institution makes children protection tied to a particular group of individuals. In this case, child protection may be weak, or it might disappear when these individuals leave the institution.
Confidentiality	Failing to maintain confidentiality exposes people to physical harm and rumors. Therefore, it is important to reassure people at the institution (young and old) that their personal information shall be respected. That means that this information will not be accessed by people other than the people concerned with providing them with protection. In the cases where disclosing this confidential information is necessary for the interest of the child and/or his/her protection, these cases follow clear guidelines. Children may require for example the non-disclosure of any information but they must be informed on the importance of involving other individuals when a single person cannot help on his/her own.

	<p>Decisive decisions should be made in cases where the best interests of the child converge with general measures and arrangements. For instance, a child might want to wait before disclosing information because he is waiting to have the sufficient amount of courage to inform the authorities himself of what he endured, however; this could be exposing other children to danger. The child might also want to keep the "mistreatment" a secret, but this might put him at risk and put other children to risk too. Principle of child protection require not pledge silence to children who disclose being subject to mistreatment.</p> <p>Sometimes, keeping a certain balance is preferable, for instance: maintaining confidentiality of staff records, and inform other organizations of concerns regarding a certain person they wish to hire after his employment was terminated in another organization because of inappropriate behavior towards children.</p>
Transparency	<p>Transparency disrupts the culture of silence, taboos, secrecy and fear accompanying cases of mistreatment among children because it generates a preventive environment that protects children. It also shows that the institution is not hiding anything and is prepared to acknowledge its mistakes and learn from them, in other words the institution can be questioned and held accountable.</p> <p>However, in order to be held accountable, every piece of information should be preserved, signed, documented and dated correctly. The institution may identify the nature of the information (opinion, facts, and testimonies of someone else) by adding a clear label... Transparency also requires developing practical measures based on specific criteria aiming at reducing confusion and rumors. Nonetheless, transparency should not be confused with confidentiality, child protection policies and measures should be subject to transparency, in the sense that everyone knows they exist, and can examine their details and the sanctions imposed in case of violation. However, actual information gathered while implementing the measures (like names and cases) shall remain confidential, and should only be accessed by the expert participating in treating the abuse.</p>
Sensitivity	<p>Sensitivity is how to discuss the mistreatment of a child and reduce it inside the institution without creating a feeling of suspicion and panic, as some people might feel that the matter itself is threatening or bothering them. Others might express concern regarding their privacy in the event that they subject to scrutiny and police investigation. Therefore, sensitivity is considered one of the main factors in discussions regarding child protection. Participants (young and old) may have suffered personally mistreatment which might cause them inconvenience.</p>

# Ninth: CPP Components

Discussing the adoption of the CPP in institutions/organizations may be challenging, therefore, it is important to hold these discussions while eliminating fear and suspicion. It is also important that individuals consider themselves partners, bear the same level of responsibility towards the child, and required to make every effort to protect the children placed within their scope of work and with which they are in contact. Thus, providing a safe and friendly environment for children where safety conditions are met and children protection from physical, mental and sexual abuse is guaranteed. This requires implementing a number of measures related to:

- ✿ Recruiting staff and selecting team members
- ✿ Empowerment and capacity building
- ✿ Organizational structure
- ✿ Code of Conduct
- ✿ Guidelines regarding ways of communication with children
- ✿ Reporting and Response Protocol
- ✿ Misconduct consequences

The policy doesn't only address sexual abuse, but also includes all forms of child protection, including but not limited to: disciplinary measures; healthcare measures; safety measures; physical harm; handling information related to children; recruitment of the right people, administrative procedures, and misconduct consequences.

Below is a list of measures and procedures to be implemented internally in organizations. These measures and procedures are the components of CPP.

## Selecting team members<sup>(5)</sup>:

Measures and Procedures	Justification
Making sure with Internal Security Forces or competent authorities that candidates to a job in the institution have not been subject to previous convictions or investigations regarding cases of children abuse (Criminal Record), and making sure they are not members of any political or religious extremist party.	To make sure candidates were never convicted and to prevent recruiting people convicted of child abuse. The importance of taking into consideration the political and social situation.
Asking for at least two references (neither relatives nor in a relationship with the candidate for more than two years). Making sure that those references are real, asking for the phone numbers of given references, and paying attention to weird gaps in the job history of the candidate.	To make sure the information given by the job candidate are true.
Listing candidate description within job description and identifying interview criteria.	To make sure to recruit the right person.



One of the members in charge of the recruitment process should have knowledge in child protection cases or have received training in child protection and therefore can perform a sound assessment of the competence of staff working with children.	At least one person is capable of answering questions regarding child protection.
Vacancy announcements should mention the requirement of signing CPP by job candidates. Candidates wishing to take a responsibility or volunteer at the institution are also required to sign a "commitment statement" to the CPP and undergo the required training.	Because those who refuse to sign the CPP, may not join the institution.
Obtaining signature and assurance of the new team member that he/she was never convicted of any crimes and to undergo a probation period of no less than 3 months.	This is particularly important in cases where no police verification is available

### Empowerment and Capacity Building:

Measures and Procedures	Justification
Involving all team members in continuous training on child protection concepts, principles and procedures and how to implement them and detect and manage cases of child mistreatment.	So that all staff members are acquainted with child protection procedures (Detection, referral, reporting...)
Making sure to provide a safe and adequate environment for children to pose questions regarding their protection and learning (a comfortable and suitable place for children)	Respecting children's privacy and teaching them information on how to protect themselves from abuse.
Providing training on conduct principles for those working directly with children and teaching them how to train children on self-protection skills and develop a program to build self-esteem and self-confidence.	To acquire communications skills with children in order to empower those children in matters of self-defense.
Informing children, parents and volunteers, and involving them in all aspects of the institution's CPP and its measures. (and emphasizing the need to use specific methods when working with children with disabilities that suit their conditions, abilities, and needs)	So that children are informed of the institutions' policy and be able to protect themselves.

Present the code clearly to make understanding it easier for all those concerned at the institution.	So that everyone is informed of the code.
Continuous training for team members and volunteers working on child protection. Also training them on case management, response methods, and on providing psycho-social support.	To ensure that CPP is implemented and that children at the institution are protected.
Providing directions and guidance regarding the "accepted" and "unaccepted" exchange of information with and about children.	To implement the principle of confidentiality regarding information about children
Providing psychosocial and emotional support to team members in case of the occurrence of an emotional reaction to the issues addressed.	To ensure protection of individuals from occupational burnout
Updating and developing capacity building programs continuously	To test the efficiency of training on CPP

### Organizational Structure:

Measures and Procedures	Justification
Forming a reference committee to detect, follow-up, and assess CPP. The members of this committee know child protection principles. This committee is composed of frontline workers with children (Assign one reference person to follow-up on the implementation of CPP)	To monitor the implementation of CPP, a person responsible for the implementation of child protection in the institution should be appointed.
Promoting channels of communication and documentation in order to create a supportive environment to report and coordinate accusations, decisions and events, and to exchange information through periodic reports and meetings.	So that children and staff remain confident and to monitor and evaluate performance
Overseeing team affairs, following up and evaluating their performance, and continuously providing support.	To work on developing team performance and team wellbeing to ensure quality performance
Tackling children protections issues in periodic evaluation of team performance	To identify gaps and concerns related to child protection
Respecting core principles and values of children protection when managing files and through adopting a professional approach to children mistreatment cases.	So that management provides support and commits to protecting children at all levels

Limiting disclosure of personal information of the children to the entity directly concerned with following-up on the cases to ensure children's best interest.	Respecting the principle of confidentiality regarding information about children, except in cases where children are not at risk
Mentioning the issue of children protection in the internal and public program of the institution/ association and in evaluation meetings.	So that CPP becomes a core reference in the organization
Actively engaging in networking and coordination with organizations working in the same field with relevant government institutions.	To consult with other organizations and exchange experiences.

### Establishing a Code of Conduct:

Measures and Procedures	Justification
Establishing a code of conduct tailored for the institution, including guidelines regarding the appropriate team conduct with children. This code of conduct should include a clause encouraging staff to implement its clauses with transparency and a sense of righteousness, making children's best interest the priority.	To identify appropriate an inappropriate conduct when working with children
The Code of Conduct should include clearly defined disciplinary actions for each violation or kind of child abuse.	To establish disciplinary measures to counter inappropriate conduct
Preparing the Code of Conduct in cooperation with children so that it includes guidelines regarding the appropriate conduct that children must adopt towards other children.	To ensure children's right to participation and to ensure protecting them from all forms of abuse and bullying.
The Code of Conduct should indicate that children are not to be exposed to any kind of mistreatment or abuse whatsoever be it physical/moral/psychological/sexual/economic	It is imperative to protect children from all kinds of violence and exploitation
Respecting the privacy and sensitivity of children	These are among the main criteria necessary to develop CPP
Ensuring confidentiality of information given by children	
Respecting all rights of children	

## Communication tools and children:

Measures and Procedures	Justification
Developing a clear and simple communication system that helps children express their opinions (Complaints or suggestions box, children protection officer...)	To ensure effective and good communication with children
Obtaining authorization in writing signed by: the child/guardian/NGO in charge in order to use children's photographs for advertising, funding, or raising awareness, provided that such authorization is given based on informed consent	Because child protection is the main concern
Promoting the ability of children to present their personal stories themselves while respecting the abilities of each child, particularly children with disabilities to have expert support.	To ensure the right of children to express themselves
An objective and unbiased description of the cases "the victims" (It is recommended to use pictures/stories of events "before" and "after"), while taking into consideration the privacy and dignity of children	To ensure objectivity without slandering the victim/child
Representing children fairly: avoiding manipulation of texts and pictures or transforming them to "sexy" subjects, and making sure the child's dignity is preserved	To ensure protection and respect of children privacy
Developing a code and forms of "signed consent" to use visual content- in the possession of the institution- by individuals/organizations from outside the project and determining procedures in the event of misuse subject to prosecution	To ensure protection of children
Refraining from using degrading or humiliating expressions and pictures that might display an inaccurate generalization or any kind of discrimination, and refraining from taking the picture from the context in which it was taken (and attempting to add details) while ensuring to respect children's privacy and avoiding documentation of provocative pictures	To ensure protection of children
Refraining from mentioning any personal and sensitive information that might indicate the location of the children and thus exposing them to danger whether on a website or any social media platforms	To ensure not exposing children to any kind of abuse whatsoever

## Reporting and Response Protocol<sup>(6)</sup>:

Measures and Procedures	Justification
Involving children in decision-making in accordance with children's maturity, age and safety.	Children's best interest and participation are essential for their protection.
<p>Setting a clear process based on clearly defined criteria, available for all children, team members, so that it includes reporting and information documentation, safekeeping, and management:</p> <ul style="list-style-type: none"> <li>• Creating a reporting form with a clear and unified reporting and referral process, and making it available for all those concerned with protection and follow-up in the institution.</li> <li>• Facilitating contacting process with children protection services available at the national level (phone numbers, specialized institutions, government entities...)</li> <li>• Respecting the principle of confidentiality when exchanging information while conducting all internal procedures.</li> <li>• Reviewing and evaluating procedures and measures implemented continuously and regularly.</li> <li>• Creating and providing an administrative and executive standard procedure to report any suspicion of mistreatment by adopting clear procedures and regulations on complaints and how to handle alarming cases in a multidisciplinary team.</li> </ul>	To develop a unified reporting process used by all staff members in the institution
Requiring all staff members to immediately express their concerns to the person in charge of protecting children at the institution to take all necessary measures depending on each case.	To ensure the protection of everyone
Implementing all steps required to protect children from any additional harm and develop follow-up processes in accordance with institution policy.	So that decisions are consistent with children's best interest.

(6) See reporting form in Appendix 2

Providing additional instructions to organize the handling of children accusations, for instance: Reassuring, listening carefully and calmly, attempting to repeat the same questions but formulated differently, refraining from promising confidentiality, taking necessary measures to ensure child safety, distinguishing between what the child said and how he/she explained it, not letting personal doubt keep you from referring without filing a report of the events by creating children friendly spaces where children can feel safe and confident.	To ensure children's protection and identify how staff should handle children through a participatory and consulting process with children targeting issues that concern them.
Providing guidance on how to handle children accusations in order to ensure respectful treatment, and make arrangements to oversee and provide support to those concerned during and after presentation of accusations	To ensure the protection of children making accusations and accused individuals
Following unified standard procedure of referral and reporting system adopted by MoSA and Ministry of Justice	To unify work methodologies used for referral and reporting at the national level

### Misconduct Consequences:

Measures and Procedures	Justification
In the event of accusation of a particular person by a trusted source (team, parents, child), the person is suspended from work (he/she is paid in full, if appropriate) until the independent investigation in the case is over.	Because the accused is innocent until proven guilty depending on the type and degree of abuse.
Setting disciplinary measures and other measures that might include report writing to security agencies, including disciplinary action taken internally namely warnings or even termination.	So that disciplinary measures are clear and subject to no doubt.
In the event that the result of investigation is "contrary" to what was expected, the ability to appeal the court decision must be ensured.	To make sure justice is served

## Guidelines on Safe Environment for Children Safety

Measures and Procedures	Justification
<p><b>Architecture:</b> Reviewing all elements of architecture - staircase, doors and windows and how to close them. Lighting (avoid having any dark spaces), hygiene conditions (especially health facilities). Power sockets, locations and sizes of trash containers and others. These elements should be suitable for the needs of children with disabilities to facilitate their movement.</p>	<p>To protect children from risks arising from any accident or illness during their time at the institution. While taking into consideration, that children like to explore and move by nature.</p>
<p><b>Transportation vehicles:</b> Regularly checking the state of all transportation vehicles (cars, van, and bus). Availability of safety tools such as seat belt, doors and windows locks, and presence of supervisor accompanying the children, and so on. And, providing transportation vehicles appropriate for children with disabilities.</p>	<p>To prevent potential accidents caused by absence or shortage of equipment (factors related to the driver and good driving fall under the recruitment and training factor).</p>
<p><b>Food safety:</b> Developing and adopting clear and sound food safety standards in terms of food content, preparation, preservation, food serving, disposal, and providing necessary food safety conditions</p>	<p>To protect children from any health issue</p>

# Tenth: Role of Risk Management in Children Protection

The process of identifying, correctly analyzing, and making the steps needed to reduce the risks, to which children might be exposed inside the organization/institution, through the recommended standards, is necessary to implement CPP efficiently.

Risk management helps in identifying the possibilities of accidents, and therefore taking the measures needed to reduce the possibility of their occurrence, for instance:

- ✿ Lack of verification of job applications may lead to hiring an abusive person towards children in the institution.
- ✿ A child may be at risk of injury during the vocational training program, if he/she is not provided the required safety equipments (clothes, protection for eyes, etc...).
- ✿ If children records are not safeguarded in a secure location, they might be lost and/or accessed by undesired person (for instance: other children that might harass the child later, or an adult who might use the information to blackmail the child).

## Steps used to help measure risks:

### First step:

Identify the risks, to which children might be exposed inside the institution, while making sure to involve all staff members in this process, including children. The participation of different people means different perspectives about what can be considered a "risk", for instance: a social worker may consider that the absence of a first aid kit is the most important risk in the project. The project manager may worry more about the lack of healthcare for volunteers. A child may worry about having to cross a busy road to access project activities.

### Second step:

Group the risks, to which children may be exposed that were identified in the first step, based on their potential sources in the institution. Possible sources of risk are listed below:

- ✿ Staff members and volunteers: (for example: lack of required verification during recruitment and supervision, management regulations, training on how to deal with children).
- ✿ Location/material environment: (for example: fire exists, entertainment spaces, dormitories).
- ✿ Activities and programs: (for example: education and healthcare, local community service, vocational training, entertainment trips and visits).
- ✿ Information: (for instance: safeguarding personal information about the child, accusations of abuse recording, and disseminating information about sources of help).
- ✿ Internal work organization: (for example: consultation, communication systems, structure, attitudes towards learning within the institution). This process will help you analyze risks in a more organized way, and assign a person in charge of every task related to risk management.

### Third step:

Classify risks, starting from the least to most dangerous using the following questions:

1 - What are the potential consequences and how dangerous are they?

2 - How likely are they to happen?

### Fourth step:

Decide on the following actions:

- ✿ Not taking any action (no need for action? low risk, benefits higher than risk).
- ✿ Closer monitoring for a specific period of time in order to make a better decision (low risk)
- ✿ Changing activities/policies/plans/procedure to reduce danger (medium to high risk).
- ✿ Suspending activity or process (this could include transferring the activity to another institution better equipped for its Implementation, or suspending completely) (medium to high risk).



# Conclusion

Adopting a children protection policy (CPP) does not exempt the institution/organization from taking more action. This is only the first step on an endless path leading to child protection. This CPP is not necessarily focusing on sexual abuse only and cannot be limited to organizations working directly and regularly with children: "Many institutions, especially those not working directly with children, do not consider "Children Protection" standards suitable to them due to several factors. However, experience proved otherwise, therefore it is important that all institutions (whether working directly or indirectly with children, and whether funded or not funded) should be responsible for protecting children".



# Declaration of Commitment

**Declaration of Commitment**  
**To CPP at Organization/Institution**  
**(Staff Members Form)**

I, the undersigned.....declare that I agree, after having read the core principles and requirements set out in the Child Protection Policy of .....,to implement all clauses of the policy throughout the period of my employment at the organization/institution.....

Name of Employee:

Protection Officer:

Signature:

Signature:

Position:

Date:

Date:

**Declaration of Commitment**  
**To CPP at Organization/Institution**  
**(Partners Form)**

I, the undersigned.....on behalf of.....declare that I agree, after having read the core principles and requirements set out in the Child Protection Policy of .....,to implement all clauses of the policy throughout the period of my employment at the organization/institution.....

Name of Representative:

Protection Officer:

Signature:

Signature:

Position:

Date

Date:

:



**Declaration of Commitment**  
**To CPP at Organization/Institution**  
**(Volunteers Form)**

I, the undersigned.....declare that I agree, after having read the core principles and requirements set out in the Child Protection Policy of .....,to implement all clauses of the policy throughout my volunteering time at the organization/institution.....

Name of Volunteer:

Protection Officer:

Signature:

Signature:

Position:

Date:

Date:

# Code of Conduct

All team members and volunteers working at.....institution/organization shall abide by the Code of Conduct aiming to protect children from all forms of violence and exploitation whether within or outside the organization/institution.

After having read the Children Protection Policy adopted by.....organization/institution, I declare that I agree to its content, commit to implementing it and shall fulfill all relevant responsibilities given to me.

## **By signing this Code of Conduct, I pledge to commit to:**

- ✿ Refraining from using violence with children in all its forms, and refraining from exploiting children for sexual, economic or other purposes.
- ✿ Refraining from giving additional tasks or imposing disciplinary measures that are not suitable to the child's age and level of maturity
- ✿ Refraining from using inappropriate language with children or their in presence
- ✿ Refraining from sleeping in the same bed or room as the children in your care
- ✿ Refraining from behaving in a manner inappropriate to children's physical and mental abilities.
- ✿ Making sure to safeguard children's safety and security and provide permanent supervision for them.
- ✿ Refraining from treating children in a humiliating, provocative or insulting manner to avoid any psychological harm
- ✿ Refraining from discriminating against (gender, people with disabilities, sexual identity, religion, nationality) or excluding or favoring a particular child.
- ✿ Refraining from using cell phones or social media while working with children

This is neither an exhaustive nor exclusive list; however, team members must avoid inappropriate behavior or practices in the presence of children that might increase the possibility of children misconduct.

## **Staff members and other people in direct contact with children shall:**

- ✿ Be aware of cases that might expose children to risk and know how to handle them.
- ✿ Understand the importance of planning and organizing work as a team, in order to reduce damage as much as possible.
- ✿ Be responsible and mature people to be able to work with children

- ✿ Be open with other team members to the possibility of raising issues and problems to which they are exposed transparently and discussing them in order to find solutions.
- ✿ Maintain sufficient distance between the child and team members
- ✿ Not overlook any illegitimate conduct.
- ✿ Control their reactions towards situations created by the child.
- ✿ Maintain confidentiality and privacy of children and their parents.
- ✿ Respect legal deadline when their contracts are terminated or when they quit and prepare children psychologically (to avoid traumatizing surprises for the children)
- ✿ Build trust with children, to be able to discuss many subjects with them including their rights and duties, and do's and don'ts.
- ✿ Refrain from accompanying children to the residence of any supervisor or staff member at the institution, particularly if they are alone and refrain from giving phone numbers or communicating through social media platforms.



# Children's Code of Conduct

.....institution/organization is responsible for protecting children in its custody, and children and their guardians shall abide by the internal regulations of the institution, and respect and observe the clauses of this code of conduct. This code of conduct includes measures to be taken in the event of violation of general terms.

After having read (child and guardian.....) the adopt Children Protection Policy at .....institution/organization, I declare that I agree to the content of the Code of Conduct and commit to implementing it and assuming my responsibilities.

## Therefore, I pledge to:

- ✿ Commit to a specific time to start and end my daily schedule
- ✿ Respect all team members whether administrators, teachers, educators, experts and workers at the institution.
- ✿ Respect all children and refrain from interfering in their privacy whether in a group or individually.
- ✿ Maintain cleanliness of the space and of all objects and equipments therein.
- ✿ Maintain cleanliness and safety of the body and preserve personal belongings.
- ✿ Commit to activities schedule and teamwork, and participate in all educational, social, and entertainment activities, in addition to external trips and activities.
- ✿ Commit to times of departure from the institution with guardians identified by the institution.
- ✿ Contact the person in charge or the appropriate expert when facing any problem with my colleagues, within the family or with anyone in charge of my care.
- ✿ Refrain from hurting or harming my colleagues, friends, or people in charge of my care whether psychologically or physically.
- ✿ Refrain from bringing the cell phone to the institution or hand it to the person in charge upon arrival.
- ✿ Refrain from using and bringing steroids, cigarettes, or sharp objects to the institution.
- ✿ Respect educators and refrain from using inappropriate language inside the institution or even use it against any person whatsoever.
- ✿ Justify absence of a child by the guardian, particularly if absence exceeds two days.

I also read and agreed to the measures that would be taken if I violate regulations according to the following:

**First: First degree violations:**

- ✿ Lack of commitment to daily schedule.
- ✿ Disruption of activities during the day because of agitation.
- ✿ Failing to maintain cleanliness of the center and the equipments therein.
- ✿ Failing to respect friends in the group and ridicule their opinions.
- ✿ Neglect of participation in activities and school homework.

**- Measures to be taken for first degree violations:**

- ✿ Individual warning by educator for the first time
- ✿ Individual warning by educator for the second time
- ✿ Signing a written warning at the education officer's office.
- ✿ Summoning guardian and pledging in his/her presence not to repeat the violation.
- ✿ Depriving the child of an entertaining activity with his/her friends.
- ✿ Suspension of student for one day.
- ✿ Suspension of student for 3 days
- ✿ Definitive expulsion of student from the institution.

**Second: Second degree violations:**

- ✿ Failure to commit to schedule times and all activities of the institution's program.
- ✿ Bringing cell phone
- ✿ Bringing steroids, cigarettes and sharp objects...
- ✿ Failure to respect others' privacy and ridiculing them.

**- Measures to be taken for second degree violations:**

- ✿ Summoning guardian and pledging not to repeat the violation.
- ✿ Apologizing to insulted and mocked person.
- ✿ Confiscating objects in the possession of the student that violate general regulations and handing them over to guardian after verbal warning.
- ✿ In the event of repetition of violation after the previous measures, the child is suspended for one day.
- ✿ After that the child is suspended for three days.
- ✿ In the event that violation continues, the child is expelled permanently from the institution.

### Third: Third degree violations:

- ✿ Physically or psychologically harming any friend or person in charge.
- ✿ Escaping the institution during schedule time.
- ✿ Failing to respect educators or people in charge and using inappropriate language when addressing them.
- ✿ Treating other children harshly or attempting to harass them.
- ✿ Stealing belongings of friends or institution property.

### - Measures to be taken for third degree violations:

- ✿ Summoning the guardian of child to sign a pledge in writing.
- ✿ The student apologizes to those he/she offended before all his/her colleagues, and promises not to repeat his/her actions or remarks.
- ✿ Paying for treatment costs in the event of physical harm, and refund the stolen amount to its owner in the event of robbery.
- ✿ Examining the case of the child among team members in the presence of experts, then take necessary action with the team and parents.
- ✿ When these violations are repeated, the child is suspended for three days.
- ✿ The institution expels the child permanently if violations are repeated again.

Name of the child:

Protection Officer

Name of guardian:

Signature:

Signature:

Date:

Date:



## Appendix 1: Institutions and organizations that participated in the consultation workshop in the different Lebanese governorates

Associations and institutions that participated in the first phase
(الجمعية الإنجيلية اللبنانية - المؤسسة الإنجيلية اللبنانية للرعاية الإجتماعية والتنمية (بيت الرجاء
دار الطفل اللبناني
الحركة الإجتماعية
جمعية الإيمان المتبادل - مركز نبع الحياة
جمعية يد بيد لخير الانسان
جمعية دار الامل
مؤسسة الاب عفيف عسيان - بيت العناية
رهينة سيدة المحبة للراعي الصالح _ رويسات الجديدة وسهيلة
جمعية نادر للخدمة الإجتماعية المتخصصة
جمعية المبرات الخيرية - مبرة الإمام علي (ع) و مبرة الإمام الخوئي (ع)
جمعية أصدقاء العائلة
جمعية اللقاء النسائي الخيري
جمعية حماية
جمعية علية النور
تجمع أم النور



North Lebanon
جمعية أصدقاء عند الحاجة للضم
جمعية فيستا للتربية المختصة
جمعية واحة الفرج
الجمعية الخيرية الاسلامية و إسعاف المحتاجين
جمعية الإمداد
جمعية العطاء الخيرية
مدرسة القديسة تريزيا - أميون
مدرسة المطران فيليب شبيعة لذوي الاحتياجات الخاصة
مدرسة أخوة المدارس المسيحية - فريز ددة- الكورة
مدرسة نورث ليبانون كولج
مدرسة دار النور- راهبات المحبة
مار أنطون الاجتماعية كفرفو - أبرشية طرابلس المارونية
دار طرابلس للرعاية الاجتماعية
داراليتيمة الأسلامية
مؤسسات الرعاية الاجتماعية في لبنان-دار الايتام الأسلامية
معهد الرحمة لذوي الاحتياجات الخاصة
مبرة الرابطة النسائية الاسلامية
السفينة بيت أم النور

Beirut
جمعية ميتم دار الأولاد الخيرية المجانية
جمعية سيال للاحتياجات الخاصة
الجمعية اللبنانية للتربية المختصة
جمعية راهبات المحبة
مؤسسة الكفاءات
مؤسسة بيت اليتيم الدرزي
مؤسسة مار مخايل للبطرياركية المارونية- سهيلة
المدرسة الانجيلية اللبنانية للتربية المختصة
مؤسسة الأب عفيف عسيران
مؤسسة الهادي للإعاقة السمعية و البصرية
مؤسسة الأب أندويخ للضم
مؤسسة مار منصور - بسكتنا



مؤسسة الأب روبرتس للأحداث الصم
مؤسسات الرعاية الاجتماعية-دار الأيتام الاسلامية-فرع مؤسسة التنمية الفكرية
مؤسسات د. محمد خالد الاجتماعية
مدرسة و جمعية افانس لذوي داء الصرع و الاحتياجات الخاصة
مدرسة مار يوحنا المعمدان - عين الريحانة
المدرسة اللبنانية للضربير و الأصم
المدرسة الإنجيلية اللبنانية للمكفوفين و التربية المختصة
ميتم الراهبات الأفراميات
ميتم الراهبات المخلصيات - جون
ميتم سيدة الوردية - عشقوت
ميتم السان شارل لراهبات المحبة
مركز تطوير المهارات لذوي الاحتياجات الخاصة
مركز التعلم للصم
مركز القديس لوقا
دار الأيتام الإسلامية - مجمع القبة
دير راهبات أم الله- عجلتون

<b>South Lebanon</b>
جمعية الحنان لذوي الاحتياجات الخاصة
جمعية التضامن و التنمية
SOS جمعية قرى الأطفال
الجمعية اللبنانية لرعاية المعوقين-مجمع نبيه بري
جمعية الإمداد الخيرية الإسلامية-مركز التربية المختصة- حاروف
جمعية تمكين للعيش باستقلالية
جمعية الرعاية للمعاقين و المرضى
جمعية المروءة لذوي الأحتياجات الخاصة
جمعية لنا المستقبل
جمعية رعاية الأطفال ذوي الحاجات الخاصة
جمعية رعاية اليتيم في صيدا
الجمعية الخيرية الثقافية-مؤسسات الإمام شمس الدين-مبرة السيدة زينب
مؤسسات الإمام الصدر- صور
مؤسسات الرعاية الاجتماعية-دار الأيتام الاسلامية-مركز حاصبيا
مركز ممان لذوي الاحتياجات الخاصة
دار الأيتام الاسلامية اقليم الخروب للرعاية و التنمية

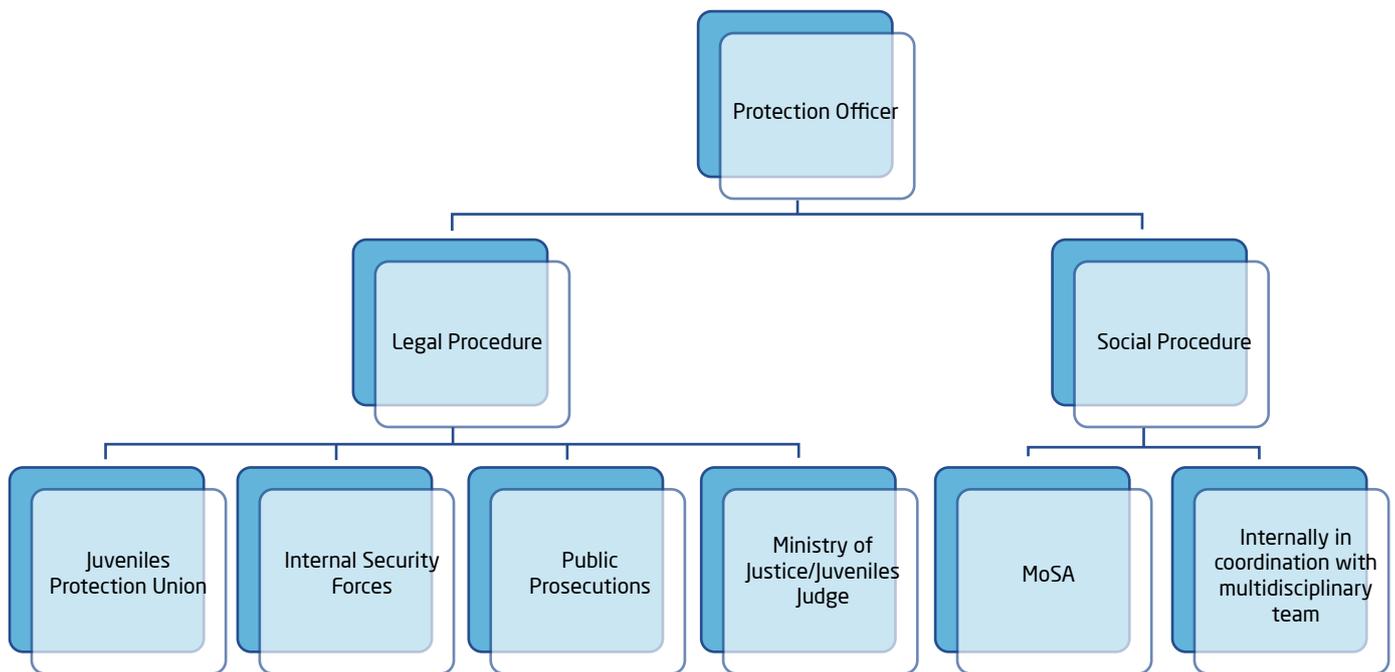
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جمعية التوجيه الإسلامي - مبرة الإمام المهدي
جمعية حضنة الطفل
جمعية الكرامة
جمعية شعاع الأمل
جمعية أيام الرجاء لرعاية و تأهيل المعوقين
جمعية أزهر البقاع
SOS جمعية قرى الأطفال
جمعية حرمون
مدرسة المرتضى الخيرية
مدرسة الراهبات المخلصيات- فرزل
مدرسة يوحنا لودفيك شنلر
مدرسة المرتضى الخيرية
مدرسة دار الهدى
مدرسة العرفان ظهر الأحمر
مؤسسة مار يوسف العامل للحالات الاجتماعية
مركز الإمداد للتربية المختصة - بعلبك
مركز البطريرك صفير للصعوبات التعليمية - زحلة
مركز الإمداد للتربية المختصة
مجمع النبراس للرعاية و التنمية
معهد سيدة التعزية - تعنيل
نسرتو لتأهيل المدمنين على المخدرات
دار الحنان للأيتام
دار الكاردينال أغاجانيان
دار الصداقة المؤسسة الاجتماعية المخلصة
النهضة و العدالة مركز المهارات

Mount Lebanon
جمعية راهبات العائلة المقدسة المارونيات
جمعية بيت الأرزة
جمعية إنماء المرأة
الجمعية المسيحية للشابات WYCA
مدرسة المرادية المارونية
مدرسة مار يوسف الظهور - دير القمر
مدرسة مار شربل حريصا للرهبنة المارونية اللبنانية
مدرسة مار مارون - بيت الدين
مدرسة شوف ناشونال كوليدج
المدرسة الوطنية الحديثة
ثانوية القديس مكسيموس
مؤسسة مار مخايل الاجتماعية
مؤسسة رعاية اليتيم الدرزي
مؤسسة العرفان التوحيدية
مؤسسات الرعاية الاجتماعية و دار الأيتام الإسلامية
مؤسسة المونسنيور قرطباوي لرهبنة القليلين الأقدسين
مركز مار شربل لراهبات القليلين الأقدسين - بعبدات
ميتم مار مخايل الزوق
ميتم الأرمين عش العصافير
معهد دون بوسكو تكنيك - الفيदार
دير مار مارون - مجدل المعوشي
لبنان SOS قرى الأطفال

## Appendix 2: Reporting process model at the institution/organization<sup>(7)</sup>

In the event of occurrence or doubt of occurrence of mistreatment or exploitation of child at the institution or during its external activities:

- ✿ The protection officer is informed: Assigning two qualified specialists
- ✿ In the event that the mistreatment is committed by any of them, the institution director is informed.



(7) Obligation to respect unified reporting executive procedures adopted by MoSA and the Ministry of Justice

Millions and millions of children, from all over the world, live away from their families, with foster parents for long periods of time, under the supervision of state institutions responsible for care and judicial systems. Regardless of what these institutions are called, of the reasons for which children are left in their custody, of the nature of their services, and of the authorities running them, children may live in them for long periods of time and that is what they all have in common. Therefore, they control every detail of children's daily lives and thus have ample influence on children's personal development and on future life opportunities.

Despite that the objective of these institutions is to provide children with care, guidance, support, protection and rehabilitation, children living in them may be exposed to any form of mistreatment, violence and even abuse. Moreover, the sources of violence may be multiple and diverse depending on the general circumstances in which children and these institutions and their staff live and operate.

When humanitarian crises spread and worsen, placing children in such institutions becomes a necessity, when all other alternatives fail to provide adequate support to children, when people's awareness regarding child development increases, when national commitment to the Convention on the Rights of the Child (CRC) is demonstrated through public policies, and when best practices are adopted to provide a safer environment for children, the actual implementation of such commitment should be done of a unified Child Protection Policy to be adopted by all institutions entrusted with the wellbeing of children, so that children may have real opportunities to express their opinions, safe and easy access to reporting and complaint filing mechanisms, that qualified and trained staff and programs and services attend to their needs and promote their right to live in dignity, in addition to the importance of having effective monitoring and accountability measures deployed by the government all based on the principles of justice and equality.

