



WCC – Child Safeguarding Policy

Policy Owner:	International Programs
Authorized By:	Executive Team
Effective Date:	March 2023
Next Review:	March 2026

Position Statement

War Child Canada believes that it is always unacceptable for a child or young person to experience violence or abuse of any kind and recognizes its duty of care obligations to children associated with a **Do No Harm** approach.

War Child Canada believes that the implementation and practice of child safeguarding policies and procedures should always be in the **best interest of the child** and involve **children’s active participation in their own protection**.

War Child Canada embraces its responsibility to provide equal rights and opportunities to all children **without discrimination or unequal treatment** on the grounds of their age, identity, culture, caste, nationality, ethnicity, disability, HIV status, family situation, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation.

In keeping with War Child Canada’s **child-centered development approach**, which focuses on the systems of relationships that children experience, we believe that creating **safe and protective environments** for children must extend beyond the individual child and into households, communities, and ultimately must be reinforced by national governments and the international community.

War Child Canada’s primary program participants are children and young people whose lives have been impacted by war and armed conflict and much of our programming is in emergency or humanitarian situations where protection systems are weak or non-existent. War Child Canada therefore **actively takes a system strengthening approach to child safeguarding through its programming, mobilizing communities on safeguarding issues, building capacity of stakeholders and networks through training and mentoring, and designing holistic and complementary programming in order to keep children safe**. War Child Canada also **participates in support and referral networks** for Child Safeguarding services that incorporate government, non-governmental and civil society actors in cooperation.

War Child Canada is committed to continuous improvement of safeguarding efforts which emphasises prevention of sexual abuse and exploitation (PSEA) and other forms of violence and harm. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. We endeavour to tackle this root cause of abuse in our prevention efforts.

War Child Canada has zero tolerance towards incidents of violence or abuse against children, young people or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. War Child Canada takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centred on the child or adult survivor, prioritising their interests.

Scope

This policy applies to all War Child Canada board directors and members, staff, volunteers, consultants, contractors, partners, and children and young people themselves. This policy also applies to other individuals who are visiting the field and/or present themselves to a child because of their relationship with War Child Canada (collectively referred to as "representatives"). This policy also applies to funders and vendors/suppliers working with War Child Canada as part of a partnership agreement.

This policy is meant specifically to protect the children and young people with whom War Child Canada works in any capacity. It covers instances of violence or abuse that occur inside and outside of projects, of project hours and locations, either witnessed or suspected by staff, volunteers, or representatives, or as disclosed to staff, volunteers, or representatives by a child, young person, or adult. This document contains War Child Canada's policy statement and associated procedures, which include behavioural protocols, social media and communications, staff recruitment, education/training, communications, incident reporting protocols, and breach of policy.

In order to uphold the commitment to keeping children and young people safe, all board directors and members, staff, volunteers, consultants, contractors, partners, and other representatives are required to:

- Adopt and abide by this Child Safeguarding Policy;
- Actively promote and take action on our duty of care obligations to the children and young people with whom we work and meet minimum standards of safeguarding and protection (as outlined in this Policy) for those children and young people involved in War Child Canada programs;
- Uphold the responsibility to report concerns of violence and abuse of children and young people; and
- Take seriously and respond swiftly and appropriately to all suspicions and allegations of violence or abuse while maintaining confidentiality by reporting to the appropriate Child Safeguarding Focal Point in War Child Canada or to the appropriate person in partner organizations.

Responsibility & Authority

War Child Canada's Executive will approve and review the organization's Child Safeguarding Policy a minimum of every three years or sooner if deemed necessary. Recommendations to the Executive will include comments from the designated Child Safeguarding Focal Point and country-based Focal Points. Any significant amendments to the policy require the approval of the Executive.

Staff and management alike are responsible to adhere to this policy.

War Child Canada's management favours open lines of communication, sensitivity, and an atmosphere of support in relation to child safeguarding. A Child Safeguarding Focal Point at War Child Canada headquarters will act as War Child Canada's safeguarding lead, working in conjunction with the Senior Management Team (HQ) and Executive as required. Each country office will have a designated Child Safeguarding Focal Point. This person should not be the Country Director or lead of the country program. (See Appendix 2: Roles and Responsibilities.)

Policy Statements

War Child Canada acknowledges its responsibility to ensure the prevention of, response to, and protection from threats of violence and abuse to children and young people involved in War Child Canada programs and the need for setting standards for the protection of children and young people involved in War Child Canada's operations and programs.

War Child Canada is committed to applying child safeguarding standards and procedures in our management structure and our recruitment and employment processes, within our procedures for dealing with incidents of abuse and violations of policy, as well as through our approach to child safeguarding within our international programming.

War Child Canada will safeguard children and youth by:

- Creating a protective environment within War Child Canada's operations and programs, which provides protection for children from violence, abuse, neglect, and exploitation, wherever those threats or actual abuses may come from.
- Empowering staff, volunteers, partners, and contractors to meet War Child Canada's responsibility and commitment to 'Do No Harm' through providing guidance on how to define violence, abuse, neglect, and exploitation; on how to prevent harm; and on how to respond to actual or perceived instances or reports of violence or abuse. (See Appendix 1: Definitions.)
- Establishing minimum standards for child safeguarding amongst War Child Canada staff and within our programs.

- Supporting the implementation of the UN Convention on the Rights of the Child recognizing that all violence against children including child abuse involves the violation of children’s rights.

Procedures

1. Child Safeguarding Behavioural Protocols

War Child Canada representatives and others to whom this policy applies should avoid actions or behaviour that could reasonably be expected to adversely affect or give the appearance of adversely affecting the objectives or public perception of the organization or constitute potentially abusive behaviour. Behavioural protocols will be translated into the official language of each country and posted in the office, with any additional country-specific protocols included.

Employees must never:

- Hit or otherwise physically assault or physically abuse any children or young person.
- Develop physical/sexual relationships with children, young person or any program participants.
- Develop relationships with children online or otherwise which could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Have a child or children with whom they are working stay overnight at their home unsupervised, with the exclusion of parent-child situations that may be in the same program.
- Sleep in the same room or bed as a child with whom they are working.
- Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- This is not an exhaustive or exclusive list.

It is important for all employees, representatives, and others in contact with children directly or online to:

- Be aware of and manage situations which may present risks.
- Plan and organize the work and the workplace to minimize risks.
- As far as possible, be visible in working with children.
- When possible while working with children, aim to have at least two staff or volunteers are present. To the extent possible, do not work with children alone.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged or undocumented.
- Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general, it is inappropriate to:

- Spend time alone with children away from others.
- Take children to your home.

2. Personnel Recruitment

War Child Canada wants to ensure that the organization hires the best possible staff to work with children, who are best suited to the specific role they are undertaking.

All employees, contractors, board members, officers, interns, and volunteers, whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children, should undergo a thorough and standardized screening, as follows:

- A reference to child safeguarding will be incorporated in all job descriptions. At a minimum, the following sentence will be included in all job postings: “Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.” For those whose jobs are more closely related to working with children, specific responsibilities on child safeguarding would be included under the “Responsibilities” section.
- For positions with access or potential access to children, candidates will be asked specific, standardized questions on child safeguarding based upon those outlined in Appendix 3: Addressing Child Safeguarding Issues During Recruitment;
- Pre-employment reference checks will include a specific question on child safeguarding and PSEA (see Appendix 3).

Identify and Background Criminal Checks:

- The successful candidate will be required to provide proof of identity (passport, driver's license, or other locally recognized form of identification and verification) and sign a statement of commitment to the policy;
- New employees with access or potential access to children who have lived for any length of time in Canada are required to undergo a Police Check and/or the equivalent criminal record check / police background check from their country of origin
- In Country or field offices, new employees with access or potential access to children will be expected to obtain a criminal records / police background check or the equivalent from their country of origin which will be verified by a Child Safeguarding Focal Point.
- Those with a prior conviction for any crime against children or sexual exploitation or abuse against an adult will not be employed by War Child Canada, to the extent permitted by applicable law, and in any case will not be placed in a position with access to children or adult programme participants, or to their personal data.
- All interns and volunteers will be asked to read and sign the Child Safeguarding Policy prior to commencement of their placement.
- If it is expected that interns or volunteers will come into contact with children, will be required to always be accompanied by War Child Canada staff when in direct contact with children.
- New board members will be asked to read and sign the Child Safeguarding Policy.

3. Education and Training

There should be opportunities within the organization to develop and maintain the necessary skills and understanding to safeguard children, and to ensure that all personnel, children's families, communities, other NGOs, partners, and governments understand the commitment of War Child Canada to child safeguarding.

To this end, the following holds:

- All new members of staff will receive a comprehensive induction into War Child Canada's Child Safeguarding Policy.
- Refresher trainings in child safeguarding will be delivered to all staff.
- Child Safeguarding Focal Points must receive refresher training as and when relevant to ensure they are up to date on new developments in child safeguarding best practice.
- Child protection will form part of the agenda of staff meetings if tabled by the Child Safeguarding Focal Point.
- Employees and any third parties who are to have direct contact with children either in Canada or as part of an overseas project visit will receive an induction into War Child Canada's Code of Conduct.
- Country-based Child Safeguarding Focal Points are responsible for orienting/involving children involved in War Child Canada projects on/in all aspects of War Child Canada's Child Safeguarding Policy and procedures. They must be supported by War Child Canada staff.
- Child Safeguarding Focal Points will monitor and review the effectiveness of the child safeguarding training on an annual basis. This process should involve the participation of children as and when appropriate.

4. Social Media and Communications Standards

The depiction of children and young people – through storytelling or images through social media or other formats must protect their identity, preserve their dignity, and be accurate, balanced, and fair. The following actions must be adhered to:

Dignity

- Children should be encouraged to give their own accounts as much as possible, rather than letting others speak on their behalf.
- Portrayals of children and young people should be accurate and balanced, with emphasis upon dignity and storytelling that raises awareness of and promotes solutions to ending violence and abuse against children and adults. Children should not be portrayed as passive victims (see Appendix 4: Guidelines on Informed Consent and Guidelines on Case Studies).
- Wherever possible, images should be accompanied by captions.

Consent

- All reasonable efforts will be made to obtain informed consent from children and adults who are primary subjects of text, photo, video, audio and/or data gathered on behalf of War Child Canada, and who have the right to withdraw their consent at any time. War Child Canada must be able to demonstrate that informed consent has been given and have systems in place that allow War Child Canada to show that a request to withdraw consent has been respected.
- Informed consent means the subject has a general understanding of the purpose of the content and gives verbal or written permission thereof. If the primary subject is a child, informed consent is also collected from the parent, guardian, or other legally required entity or individual.
(see Appendix 5: Guidelines on Informed Consent and Guidelines on Case Studies);

The Prevention of Harm in Storytelling

- The names of children should always be changed to protect their identity.
- No personal information (such as location including geo-tags to precise locations) should be posted on War Child Canada's website, social media, or published in public-facing literature.
- Images of children should not be manipulated; children should be appropriately clothed, and photos should not be sexually provocative.
- Third parties requesting the use of War Child Canada images or other materials should be required to agree to War Child Canada-stipulated conditions regarding the proper use of the materials and secure storage of electronic material.
- All visitors to War Child Canada's projects sites must be fully briefed by a Child Safeguarding Focal Point.
- War Child Canada recognizes that employee or third-party visitor's personal social media can bring benefits to the organization. However, inappropriate content posted on personal social media accounts can also be damaging to the organization. Appropriate usage must be the primary consideration if social media images or stories from War Child Canada's programs are posted via personal social media, which must follow the same standards as outlined in this policy. If in doubt, employees or third parties should consult with Senior Management.
- Personal information on children or adults that is captured, stored, or sent through electronic, online, or mobile devices must be secure and password protected (such as SharePoint).

5. Reporting Protocols

In reporting and reacting to child safeguarding issues, the best interests and welfare of the child should be paramount and the following procedures are to be followed:

- War Child Canada will provide assistance to any child in order to protect them from further harm where it is within our mandate, capacity, and ability to do so. War Child Canada recognizes that assistance may come in the form of referrals to relevant agencies rather than the provision of direct care by War Child Canada.
- It is the responsibility of the Child Safeguarding Focal Point in each country to ensure that children and young people involved in War Child Canada projects are made aware – in an age and language-appropriate way– of what to do if they feel uncomfortable and want to report something.
- In reacting to child safeguarding issues, War Child Canada recognizes that it may not always be best placed to ascertain whether a child has been abused – in which case referral to relevant competent authorities /agencies will take place.
- War Child Canada staff are not expected to determine if a child has been abused or not – that lies with competent authorities at a local level. Actions in response to a child safeguarding concern should be focused on determining if the concern is valid, who has been involved, and the level of risk to the child or other children.
- The reporting of suspected or actual abuse is a professional and legal obligation. Failure to report information can lead to disciplinary action or dismissal (in Ontario, Canada, this obligation is outlined by the Ministry of Children and Youth Services).
- When there is suspicion of child abuse overseas, the person to whom it has been reported or who has concerns will immediately inform the most senior member of in-country staff (usually the Country Director) and a decision will be made on how best to proceed (see Appendix 6: Incident Reporting Process).
- When there is suspicion of child abuse in Canada, the person to whom it has been reported or who has concerns will immediately inform the Crisis Management Team Representative in the headquarters in Canada.
- The staff member informed of the incident must fill out an Incident Report Form (see Appendix 6: Incident Report Form) **without delay** and submit this to the Country Director or safeguarding@warchild.ca (see Appendix 6: Incident Reporting Process).
- The Country Director and the Child Safeguarding Focal Point are responsible for filing incident report forms in a secure location and ensuring that the forms are completed by no later than the end of the following business day.
- Unless there are mitigating circumstances, all confidential information relating to child safeguarding incidents must be deleted by a Crisis Management Team Representative every seven years.
- A standardized flowchart on how to report suspected abuse is to be laminated and displayed at every War Child Canada office and project site in both English and the local language (see Appendix 6: Incident Reporting Process);
- Suspicions of abuse involving personnel from War Child Canada's local implementing partners should be reported in the same way.
- The reporting process will be confidential, and information limited only to those who need to know (Child Safeguarding Focal Points, Country Directors, Crisis Management Team). Incident management will follow War Child Canada's investigation process and aligned where appropriate with protocols outlined in the organisation's Crisis Management guidelines.

6. No Retaliation for Reporting

War Child Canada does not tolerate any harassment, retaliation or adverse action whatsoever by any employee, director, contractor or other affiliate as a result of any safeguarding report provided in good faith to War Child Canada, law enforcement or other recognized reporting mechanism.

If an employee believes that they are being retaliated against, the employee should immediately contact the Child Safeguarding Focal Point, Country Director, Senior Management or report it through the Whistleblower procedure. Anyone who retaliates against an employee for making a good faith report will be subject to disciplinary action up to and including termination. War Child Canada's commitment to anti-retaliation does not prevent a reporter from appropriate disciplinary action if they are found to have engaged in unethical behaviour or misconduct.

7. For local partners:

- If the alleged incident involves a staff member from War Child Canada's local implementing partners, the Child Safeguarding Focal Point must work with the Country Director, or senior country-based staff person, to report the incident to the organization's Crisis Management Team, and follow up on the issue.
- Local partners will receive a copy of War Child Canada's Child Safeguarding Policy in the relevant local language where possible.
- It is the responsibility of the War Child Canada Child Safeguarding Focal Point or other staff to induct local partner organizations in War Child Canada's Child Safeguarding Policy.
- Local partners who do not have their own operational child safeguarding policies will be required to adopt War Child Canada's policy as a condition of any partnership arrangement with War Child Canada.
- Where necessary, training in child safeguarding will be offered to local implementing partners in developing their own child safeguarding policies. This training will be delivered by a qualified party.
- Program staff responsible for developing project budgets should incorporate a budget provision of between 1 and 2% for child safeguarding trainings for War Child Canada and partner staff.

Violation/Breach of Policy

Violation of this policy is a fundamental breach of the employment relationship and is subject to progressive disciplinary action possibly leading to termination of employment or in some cases, direct and immediate termination of employment.

Action taken may include:

- Employees – disciplinary action or dismissal. (International staff will be repatriated to their country of origin and police reports may be filed.)
- Volunteers, board members, interns – ending the relationship with War Child Canada.
- Local partner organizations – withdrawal of funding/support and ending the relationship with War Child Canada.
- Consultants/contractors – termination of contract.
- Legal action and/or criminal prosecution – In any of the above situations, a report will be made to authorities in cases where violations involve a criminal offense or where there is a requirement by law to report incidents of suspected or actual child abuse.

Appendices:

Appendix 1 – Definitions

Appendix 2 – Roles and Responsibilities

Appendix 3 – Addressing Child Safeguarding During Recruitment

Appendix 4 – Communications Guidelines

Appendix 5 – Informed Consent Guidelines and Form

Appendix 6A – Incident Reporting Process

Appendix 6B – Incident Reporting concerning War Child Canada employees or representatives

Appendix 6C – Incident Reporting for Family or Community Incidents

Appendix 7© – Incident Reporting Form

Statement of Commitment – Employees / Board Member / Volunteer Acknowledgement

I have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing child safeguarding policies and practice while associated with War Child Canada.

I further understand that adherence to the War Child Canada Child Safeguarding Policy could involve undergoing a criminal record check and disclosure.

Note: This policy should be translated into all local official languages of operation in War Child Canada country offices. In the case of staff with limited literacy skills or where a translation is not available, it is the responsibility of the Child Safeguarding Focal Point to explain in full the principles and obligations contained in the Child Safeguarding Policy. In this case, the staff member’s signature indicates his or her full understanding of and compliance with the policy.

Signed

Date

Print Name

Statement of Commitment - Partner / Consultant / Company Acknowledgement

I have read, understand and agree on behalf of my company / organization to abide by the standards outlined in War Child Canada’s Child Safeguarding Policy. Compliance with this policy is a condition of your relationship with War Child Canada. I understand that a violation of the Policy may be grounds for termination of your contractual relationship with the Organization as applicable.

Signed

Date

Print Name

On Behalf Of (Name of Partner / Consultant / Company)

Statement of Commitment – to be signed by Third Party Visitors

I have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing child safeguarding policies and practice while associated with War Child Canada.

I further understand that in agreeing to the principles set out in the Child Safeguarding Policy, I commit to following all the guidelines contained therein, including but not limited to the social media and communications standards, and acknowledge the need for informed consent from children and the care givers in all cases.

Signed

Date:

Print Name

APPENDIX 1: DEFINITIONS

Abuse - A deliberate act of ill treatment that can harm or is likely to cause harm to a child's safety, well-being, dignity and development. Abuse includes all forms of physical, sexual, psychological or emotional ill treatment. Examples include:

- Physical abuse involves the use of violent physical force so as to cause actual or likely physical injury or suffering (e.g. hitting, shaking, burning, female genital mutilation, torture).
- Emotional or psychological abuse includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
- Sexual abuse includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.

Child - In accordance with the UN Convention on the Rights of the Child, which has been signed and ratified by all countries where War Child Canada currently operates, a child is defined as any person under the age of 18 years.

Childhood - The term childhood is non-specific and can imply a varying range of years in human development. Developmentally, it refers to the period between infancy and adulthood. In common terms, childhood is considered to start from birth. Some consider that childhood, as a concept of play and innocence, ends at adolescence. In many countries, there is an age of majority when childhood officially ends and a person legally becomes an adult. The age ranges anywhere from 13 to 21, with 18 being the most common.

Child Protection - A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. It refers to the specific measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children in emergencies and other situations.

Child Protection in Emergencies - The prevention of and response to abuse, neglect, exploitation of and violence against children in emergencies. An emergency is defined as 'a situation where lives, physical and mental wellbeing, or development opportunities for children are threatened as a result of armed conflict, disaster, or the breakdown of social or legal order, and where local capacity to cope is exceeded or inadequate'.

Child Safeguarding – Safeguarding is a concept that has taken precedence over child safeguarding, as it has wider impact and reach, and prevents the impairment of the health and development children through a focus on earlier intervention. Safeguarding prevents the maltreatment of children at all levels, ensuring children are within a safe environment to grow and develop, and reflects a broader approach to child welfare to ensure the safety of children. Child protection is part of a safeguarding approach.

Child Safeguarding Policy – War Child Canada's internal organizational duty of care responsibilities including protocols and procedures, which aim to ensure that every child with whom we and our partners work, is safe while they are in our care.

Child Safeguarding Mainstreaming – Child safeguarding mainstreaming is an approach used to ensure that development practitioners whose focus is not specifically child safeguarding are using a child safeguarding lens to better understand possible risks associated with the work that they are doing and to better equip them to create and promote protective environments within and beyond their programs.

Child Soldiers – War Child Canada defines the use of Child Soldiers as "A child associated with an armed force or armed group refers to any person below 18 years of age who is, or who has been, recruited or used by an armed force or armed group in any capacity, including but not limited to children, boys and girls, used as fighters, cooks, porters, spies or for sexual purposes" (Paris Principles on the Involvement of Children in Armed Conflict 2007)

Child Trafficking - War Child Canada defines the use of Child Trafficking as "A child has been trafficked if he or she has been moved within a country, or across borders, whether by force or not, with the purpose of exploiting the child". (ILO 2007)

Direct contact with children - Being in the physical presence of a child or children in the context of War Child Canada's work, whether contact is occasional or regular, short or long-term. In Canada this could involve delivering talks to schools and youth groups. Overseas this could involve project/site visits and attending conferences at which children are also present. [N.B. this list of examples is not exhaustive].

Do No Harm – War Child Canada under its duty of care, as identified in the UNCRC, has an obligation to the children and young people it works with to do no harm and actively prevent violence, abuse or exploitation from occurring in its projects.

Duty of Care - Employers have a duty of care to their employees, which means that they should take all steps which are reasonably possible to ensure their health, safety and wellbeing in order to ensure a safe work environment.

Exploitation - Child exploitation refers to the use of children for someone else's advantage, gratification or profit, often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. There are two main forms of child exploitation that are recognized:

1. **Sexual exploitation:** the abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the exploitation of another as well as personal sexual gratification. *Examples include:* child prostitution, trafficking of children for sexual abuse and exploitation, child pornography, sexual slavery.
2. **Economic exploitation of a child:** the use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour. Economic exploitation implies the idea of a certain gain or profit through the production, distribution and consumption of goods and services. This material interest has an impact on the economy of a certain unit, be it the State, the community or the family. *Examples include:* child domestic work, child soldiers and the recruitment and involvement of children in armed conflict, child bondage, the use of children for criminal activities including the sale and distribution of narcotics, the involvement of children in any harmful or hazardous work.

Harm - Is the result of the exploitation, violence, abuse and neglect of children and can take many forms, including impacts on children's physical, emotional and behavioural development, their general health, their family and social relationships, their self-esteem, their educational attainment and their aspirations.

Indirect contact with children - Having access to information on children in the context of War Child Canada's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

Neglect - Deliberately, or through carelessness or negligence, failing to provide for, or secure for a child, their rights to physical safety and development. Neglect is sometimes considered a 'passive' form of abuse in that it relates to the failure to carry out some key aspect of the care and protection of children which results in significant impairment of the child's health or development including a failure to thrive emotionally and socially.

Examples include:

- Abandonment;
- The failure to properly supervise and protect children from harm as much as is feasible;
- The deliberate failure to carry out important aspects of care which results or is likely to result in harm to the child;
- The deliberate failure to provide medical care or carelessly exposing a child to harm.

Partner - An overseas organization or agency involved in project work with War Child Canada, whether the project relationship is short or long-term, a one-off or regular/ongoing arrangement, and regardless of whether or not any funding is involved.

Prevention of Sexual Abuse and Exploitation – consists of measures taken to protect vulnerable people from sexual exploitation by staff and associated personnel, and to ensure adequate response when abuses occur.

Violence - The UN Study on Violence Against Children's (2006) definition of violence draws on Article 19 of the Convention on the Rights of the Child: "all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse"; as well as the definition used by WHO in the World Report on Violence and Health (2002): "the intentional use of physical force or power, threatened or actual, against a child, by an individual or group, that either results in or has a high likelihood of resulting in actual or potential harm to the child's health, survival, development or dignity."

Violence can be committed by individuals or by the State as well as by groups and organizations through their members and their policies. It results not only in fear of/ or actual injury but also in fundamental interference with personal freedom.

Youth/Young People - The word "youth" has different meanings depending on the context. The term youth, or young people, is used as a statistical artefact to refer specifically to those aged 15-24 years. However, this designation is often too narrow when young people and their circumstances are considered on an individual country basis.

Another meaning, used in discussion of the policy responses of governments to the particular problems faced by young people, is based on a sociological definition of youth as a transition stage between childhood and adulthood. More precisely, it comprises a series of transitions from adolescence to adulthood, from dependence to independence, and from being recipients of society's services to becoming contributors to national economic, political, and cultural life.

A note of caution is required as different languages and different professional fields can use different terminology to refer to all the issues above. In some contexts, the term child maltreatment is used to refer to all forms of abuse, neglect and exploitation carried out by a parent or carer. In other context, the term child abuse is used as the generic term that includes physical, sexual and psychological abuse as well as neglect and exploitation. For some people, violence is the generic term that covers all these forms of harm.

APPENDIX 2: ROLES AND RESPONSIBILITIES

The primary HQ contact point for the Headquarters Child Safeguarding is safeguarding@warchild.ca.

War Child Canada will appoint one primary **Child Safeguarding Focal Point** in each country of operation. The individual will not be the Country Director (or Country Lead) of any given country program.

Specific roles and responsibilities are as follows:

Position	Responsibilities
1. Human Resources Managers	<p>1.1 Ensure that all new employees receive a copy of the Child Safeguarding Policy and Code of Conduct prior to or at the time of issuing an employment contract; and that they read it, show that they understand it, sign it and send a signed copy to show that they are aware of and agree to act in accordance with the Policy and the Code of Conduct. Signed copies must be saved in their personnel file.</p> <p>1.2 Ensure that all new employees (during their induction program) and all staff receive child safeguarding training that is relevant and appropriate to their engagement with the Organization.</p> <p>1.3 Conduct a police background check for relevant newly hired staff member and maintain police background checks for existing employees.</p>
2. Country Directors or Officer in Charge	<p>2.1 Ensure that each office has established local procedures that are consistent with the Child Safeguarding Policy to respond to incidents of child maltreatment. Local procedures should be developed with the assistance of local advisors in accordance with local law. Any deviation from the institutional policy must have prior formal approval from the Child Safeguarding Focal Point (HQ). Local procedures should be made available in local languages and child-friendly formats, where applicable.</p> <p>2.2 In offices where a full-time Human Resources Manager does not exist, the Country Director will also be responsible for the on-boarding activities and safeguarding training listed above under section 1.</p> <p>2.3 Resolve and respond to CS allegations of abuse and violations in accordance with the process laid out by the CS Policy.</p>

3. Safeguarding Focal Point (Country Based)	<p>3.1 Provide support to the Country Team to implement the Child Safeguarding Policy at a local level.</p> <p>3.2 Assist the Human Resources Manager to meet the training needs of country-based staff and local partners in organizational child safeguarding.</p> <p>3.3 Work with relevant country staff to incorporate child safeguarding knowledge into all War Child Canada educational and outreach materials and programming in a cultural and age-appropriate manner.</p> <p>3.4 Represent War Child Canada in local, regional and national technical working groups, steering committees and events concerning the child safeguarding sector.</p> <p>3.5 Maintain current mapping of local referral networks and ensure staff and program participants are aware of appropriate referral processes; compile a list of local agencies that deal with issues relating to child safeguarding and to whom children can be referred (e.g., social services, emergency medical help, psychologist, pediatrician, etc.). This list of agencies should be appended to each country program plan.</p> <p>3.6 Raise awareness among country staff of their responsibility to report all suspicions of abuse/violations of the Child Safeguarding Policy.</p> <p>3.7 Maintain staff knowledge and awareness of procedures for reporting all suspicions of abuse/violations of the Child Safeguarding Policy.</p> <p>3.8 Ensure that hard copies of incident report forms are readily available at all country offices and project locations for staff to easily access.</p> <p>3.9 Ensure that all information regarding incidents is recorded in the corresponding forms.</p> <p>3.10 Resolve and respond to allegations of abuse and violations in accordance with the process laid out by the Child Safeguarding Policy.</p> <p>3.11 Ensure the Child Safeguarding Focal Point (HQ) is informed of allegations of abuse/violations of the policy in a timely, standardized manner.</p> <p>3.12 Support the Child Safeguarding Focal Point (HQ) to monitor effectiveness and compliance with the policy on a regular basis.</p>
4. Coordinators and Project Managers	<p>4.1 Ensure that all collaborators within their area of responsibility are informed of and adhere to the Child Safeguarding Policy (and the Code of Conduct) and the applicable local procedures while working with or for the organization.</p> <p>4.2 Ensure that all visitors to their area of responsibility who are in contact with children through the organization are provided with, and have signed and returned a copy of the Child Safeguarding Policy and Code of Conduct (or an adapted version of the same). Visitors should be informed of their duty to comply with the Policy in their contact and communication with children throughout their visit.</p> <p>4.3 Ensure that the children and families with whom the organization works are aware of the Child Safeguarding Policy and local applicable procedures, so that they know what behaviors they can expect from staff, collaborators and visitors and who to inform of any concerns.</p> <p>4.4 Responsible for ensuring Child Safeguarding is reflected in the design of new projects, as a cross-cutting theme for War Child Canada's programs.</p>
5. Child Safeguarding Focal Point (COO, based at HQ)	<p>5.1 Oversee the implementation of the Child Safeguarding Policy across War Child Canada. Deliver/oversee a schedule of ongoing training for all Canada-based staff. Work closely with country-based Child Safeguarding Focal points to ensure training needs of country-based staff in organizational child safeguarding are met, and where possible, offer training to local implementing partners.</p> <p>5.2 Ensure that they are up to date on, and receive training in, the latest developments in organizational child safeguarding best practice. Best practice should be shared with country-based Child Safeguarding Focal Points and other staff members on a regular basis.</p> <p>5.3 Orientation for individuals visiting a War Child Canada project on the Child Safeguarding Policy and Code of Conduct.</p> <p>5.4 Oversee the briefing of third parties who will come into contact with children at a War Child Canada project.</p> <p>5.5 Provide support and/or signpost to relevant agencies for staff who experience an emotional reaction to a child safeguarding issue.</p> <p>5.6 Monitor child safeguarding issues, working closely with Child Safeguarding Focal Points.</p> <p>5.7 Review the effectiveness of, and compliance with, the policy on an annual basis.</p> <p>5.8 Securely document all child safeguarding incidents and maintain confidentiality.</p>

	<p>5.9 Act as the central contact point for the reporting of child safeguarding issues which occur in the country or in Canada.</p> <p>5.10 Ensure all staff are aware of their responsibility to report all suspicions of suspected abuse and/or violations of the Child Safeguarding Policy.</p> <p>5.11 Track, monitor and ensure child safeguarding cases are adequately managed and resolved, reporting as appropriate to the Executive.</p> <p>5.12 Ensure that child safeguarding is mainstreamed into recruitment procedures overseas.</p> <p>5.13 Co-ordinate investigations into allegations of abuse which occur in the country and in Canada in conjunction with the Crisis Management Team.</p> <p>5.14 Carry out internal compliance audit for each country .</p>
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APPENDIX 3: ADDRESSING CHILD SAFEGUARDING DURING RECRUITMENT

Prior to interview

For positions with access or potential access to children, the Child Safeguarding Policy (without any Annexes attached) should be given to shortlisted candidates who will be asked to read it prior to interview.

During the interview

Suggested interview questions for relevant candidates:

- Given War Child Canada's mandate of child safeguarding, please describe how you think this relates to this position and how you would foster this in our work.
- Why is a child safeguarding policy important and how do you think it relates to the position you are applying for?
- When might it be appropriate and inappropriate to be alone with a child?

Warning signs:

- Candidate hesitates or seems reluctant to answer the above questions;
- Strange/inappropriate questions/statements about children;
- Seems interested in spending time alone with children/working with children of a particular age or gender;

Reference Checks:

All references, whether verbal or written, should include the following specific question:

“Has the applicant been involved or alleged to be involved in any child protection, sexual exploitation or abuse incident, past or present, to your knowledge?”

APPENDIX 4: COMMUNICATIONS GUIDELINES

War Child Canada has a duty of care to the children with whom it comes into contact and at all times must put their interests first. As such, War Child Canada is committed to ensuring that all communications about children are undertaken with sensitivity in order to safeguard each child's right to dignity, privacy, and confidentiality. In all forms of communication, children are treated and portrayed with respect and never as passive victims.

Prior informed consent from a child and/or their parent or guardian must always be obtained before using their story as a case study in public-facing literature.

Names of children should *always* be changed and remain consistent with each story, unless the child has explicitly stated a preference that their genuine name should be used, and security implications are not a factor. We should always make clear that names have been changed to protect the identities of the children.

Children have a right to participate and be heard. They have a right to an opinion and for that opinion to be taken seriously. If at all possible, first-hand testimony should be sought and we should never speak for children or put words in their mouths. We should never coerce children into saying anything they did not conceive themselves. This includes having children hold messages that they themselves did not compose.

We believe that children have agency and are inherently resilient. They have hope and aspirations. We must therefore avoid ever portraying them as helpless victims.

Children have a right not to be hurt or treated badly. This includes the way we portray them in stories and images. Therefore, we must avoid language that is victimizing, shaming, degrading, or sexually explicit. We should ensure that we are staying true to the child's story without sensationalizing or exaggerating their lived experiences.

In images, we must avoid photographs that objectify children. They should be pictures in context and portraits should be avoided. We should never use photographs that present them in a sexual way or in a way that implies victimhood or stigmatizes them. In general for all images, children should be adequately clothed and not in a sexually suggestive pose. In cases where children are partially clothed, (such as a rapid emergency), modesty and cultural appropriateness should be the guiding factor, providing the photograph in no way is intended to sensationalize or put any child or group of children at risk. We should instead seek out photographs that illustrate the child's story in a way that portrays the child in a positive and hopeful light.

When collecting stories and images, we must ensure that the articulation of a child's story will not traumatize them further. In other words, do not put the child in a position where they have to re-live traumatic and hurtful experiences.

Before publishing a story consider the following questions:

- Are we safeguarding the child's right to dignity, privacy, and confidentiality?
- Does the story avoid objectifying or victimising the child?
- Are we starting true to the child's own words?
- If you were the child, would you be OK for the story and/or image to be presented in this way?
- If this was your child, would you be happy for the story and/or image to be presented in this way?
- If the answer to any of those questions is 'no', do not publish.

In the case of any dispute, concerns, or questions around the use of images and/or stories, the Executive Director and/or Chief Operating Officer will be the final arbiter.

APPENDIX 5 - INFORMED CONSENT GUIDELINES

According to War Child Canada's Safeguarding Policy, children or adult program participants who are primary subjects of text, photo, and/or video resource gathering by War Child Canada employees must provide informed consent.

Informed consent means the subject has a general understanding of the purpose of the reporting or photography and gives verbal or written consent. All reasonable efforts will be made to obtain consent. Written consent is documented through the primary story subject's signature or some physical marking, such as a thumbprint, on the Informed Consent Form, then securely stored on WCC's SharePoint site.

Only content (photos, video, written material) where informed consent has been obtained should be shared with WCC's Head Office. If consent has not been obtained, content should not be shared with Head Office or uploaded to SharePoint until consent has been obtained.

If the primary subject is a child under the age of 18, consent is also to be collected from the parent, guardian, or other legally required entity or individual. In the following situations, consent must be collected from the child or adult program participants:

- a child/adult participant could be personally identified (by name or image) or
- the sensitive nature of their personal disclosure or situation could possibly cause damage to their privacy, dignity, safety or reputation, or
- where otherwise required by applicable law.

When Consent is Not Required:

You do not need to obtain informed or written consent when photographing or capturing videos:

- Individuals in a public space where faces and all other identifying features are obscured.
- Crowds in a public space (for example: local community events)
- Public figures in a public space.
- War, conflict situations, and relief distributions/activities in chaotic contexts where it could mean more harm for the content gather and/or the subject(s) of image.

Before going to the country

- If primary story subjects will be speaking a language you are not familiar with, ensure translators are available who are able to explain informed consent and the content gathering process.
- If you know you will be gathering sensitive stories, please consult with child safeguarding focal point on protocols as appropriate.
- And, for sensitive stories, work with the child safeguarding focal point to ensure that that primary story subjects have the resilience to tell their story and will not be negatively emotionally affected or re-traumatized. If the primary story subjects are minors, their parent/guardians should also be consulted.

Obtaining informed consent

1. Explain informed consent

Before interviewing the primary story subject(s) and gathering content, to explain informed consent and request the primary story subject's consent to the use of their story and images being gathered. Please check understanding along the way, it is important that primary story subject(s) are comfortable working with you.

Guiding Principles in Obtaining Informed Consent

- Consent should always be obtained in the child's preferred language;
- Children should be given examples to illustrate how their story or image might be used;
- Be clear in describing to the child the things their story or image might be used for;
- Ensure a sensitive approach at all times;
- Reassure children that it is ok to say "no";
- Reassure children that they do not have to answer any questions they do not want to and can change their mind with regards to their participation at any time;
- Emphasize confidentiality and that the child's identity will be protected; and
- Ensure you are attuned to a child's body language (consent may be expressed but not internally given by the child).

2. Capture informed consent

Written consent may be captured using one of two methods:

- a) When enrolling in a War Child Canada program, the *Informed Consent Form* may be incorporated into the sign-up documentation used for the project and used for the duration of a child's engagement with the Organization.
- b) If there is no enrollment documentation, the *Informed Consent Form* may be used as a stand-alone form.

The method of consent must be noted on the informed consent form. If the primary story subject(s) is 17 or under, informed consent must also be obtained from the parent/legal guardian.

3. Leave your contact information

Provide your contact information in the event the primary story subject(s) have questions or would like to withdraw consent at a later date.

Filing Informed Consent

Regardless of how informed consent was captured, a completed informed consent form(s) **must be** kept secure and uploaded along with content to SharePoint, with a clear file name tagged to the image or content. If consent was captured verbally by video, this must be indicated on the form, along with content gatherer details. Failure to do so will prevent the content from being approved and made available for Partnership use. The physical copy of the informed consent form should be filed at the country office.

Guidance for obtaining video consent

After you have clearly explained informed consent, and if the story subject consents to the process, you have two options:

1. Capture on camera the story subject's consent in their native language to the effect of:

My name is [name] and War Child Canada staff have explained to me how my story and images will be gathered and used. I, [name], consent to having my story and images taken by War Child Canada staff, and for War Child Canada to share this content with public audiences for promotional and advocacy purposes.

2. Ask the following questions with your voice (or the translator's voice) clearly audible and capture a "Yes" from the story subject in their native language on camera:
 - 2.1. *Do you understand how your story and images will be gathered and used by War Child Canada as explained to you by War Child Canada staff?*
 - 2.2. *Do you consent to having your story and images taken by War Child Canada staff, and for War Child Canada to share this content with public audiences for promotional and advocacy purposes?*

The consent should be captured on video naturally to avoid the appearance of the story subject being coerced or providing consent under duress.

When video consent is given, the War Child Canada content gatherer should still leave behind contact information in the event the story subject would like to withdraw their consent at a later date. The content gatherer must also complete the Informed Consent Form with relevant information, indicate on the form that video consent was captured by marking the appropriate checkbox, and upload the form with the video consent footage and story content to Story Hub.

For large group or crowd images

For large group or crowd documentary-style images that establish context and the reality of a situation, especially during emergencies, obtaining consent is not required as long as images do not reveal sensitive information about any individuals.

Resource gatherers should take care to ensure images capture people in real situations and in no way sensationalizes or misrepresents reality.

APPENDIX 5 - INFORMED CONSENT FORM

War Child Canada recognizes that we have a fundamental duty of care towards children and we acknowledge our responsibility to keep children safe while engaged in our programs and activities. We are committed to the welfare of all children. We oppose all forms of discrimination and exploitation, manipulation, violence, and abuse of children as set out in the UN Convention on the Rights of the Child.

Photographs and/or stories of individuals leading or participating in War Child Canada programs will be used respectfully and with the best interest of the individual in mind to promote the mission and vision of the organization.

I, the undersigned, declare that I have no objection to War Child Canada taking photographs of me, and using these photographs and/or my story in all forms of online, print, and multimedia marketing materials used to generate awareness for the organization:

Individuals aged 18 or over:

- Photography
- My Story or My Circumstances

Name

Place

Signature (or thumbprint)

Date

OR, I am in agreement by marking below

Individuals under the age of 18:

- Photograph
- My Story or My Circumstances

Name of child

Place

(Signature of Parent, Legal Guardian, or Institution Representative) (or thumbprint)

Date

- Informed consent was obtained verbally by video

Name of Content Gatherer, Place, Date

APPENDIX 6A: INCIDENT REPORTING PROCESS

Reporting of alleged or suspected cases of child abuse – all personnel, associates and representatives of War Child Canada must report any concerns they have for the safety or wellbeing of a child. Reports will be handled professionally, confidentially and as quickly as possible and will meet country, state or provincial specific legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

War Child Canada is committed to the safety of those who report child abuse in good faith. Moreover, it is prohibited to retaliate against those who report child abuse in good faith.

War Child Canada recognizes that in certain locations it may create greater problems to report child abuse to the Police or other authorities. In these situations, employees must still internally report, then the organization will endeavor to handle complaints of child abuse internally.

War Child Canada will inform those who report child abuse about the outcome of the reporting process.

A. Child Safeguarding Reporting concerning War Child Canada’s personnel or representatives

This Process should be followed for reports concerning an alleged breach of the Child Safeguarding Policy and/or Code of Conduct, allegations or suspicions of child abuse having been committed, or concerns, information, actions or behaviour of War Child Canada personnel or representatives.

B. Child Safeguarding Reporting Process concerning alleged perpetrators in the community

This Process should be followed for reports concerning the safety or wellbeing of a child or young person involved in War Child Canada programs if the alleged perpetrator is a family or community member.

Appendix 6B - Child Safeguarding Reporting Process concerning War Child Canada Personnel or Representatives

To be used if the alleged perpetrator is a War Child Canada staff member or representative

Who can Report?	Child or young person	Parents, care givers, community members	Staff or Volunteer	Anyone else witnessing an incident
What to report?	<ul style="list-style-type: none"> • Suspected, witnessed, or disclosed violence or abuse of a child committed by representative, employee, or associate of War Child Canada or implementing partner. • Concerns about the action or behaviour of representative, employee or implementing partner that has put or has potential of putting a child at risk of harm. • Suspected or confirmed breach of child safeguarding policy and/or code of conduct by representative, employee or implementing partner. • Reported criminal proceeding being undertaken in regards to child exploitation and abuse against representative, employee or implementing partner. 			
When to report?	<ul style="list-style-type: none"> • Immediately or as soon as possible. 			
Who to report to?	<ul style="list-style-type: none"> • Children have the option of speaking to a person of their choice (representative, employee or implementing partner). • War Child Canada program parents/care givers or community members can report the incident to any trusted representative, employee or implementing partner. • Representative/ team member or implementing partner receiving a complaint or witnessing or suspecting violence or abuse of a child will report the incident to their immediate War Child Canada Country Director using the Child Safeguarding Reporting Form. • If you are not comfortable reporting the suspected incident of abuse to the above mentioned persons field facilitator, manger or director you should report the incident through a secure, anonymous process: www.warchild.ca/securereporting 			
What will happen?	<ul style="list-style-type: none"> • The Child Safeguarding Reporting form will be submitted to the Child Safeguarding Focal Point at the country level. • The Focal Point will outline the investigative action based on directions from the Country Director. • Safeguarding Report to be sent to safeguarding@warchild.ca. 			

Possible outcomes

The outcome of the investigation will vary depending on who the alleged perpetrator is and the nature of violence and abuse suspected, reported, or observed.

Representative or employee of War Child Canada:

- Meeting with the team or trusted colleagues to discuss the reported concerns and develop clear protective strategies for children
- Identify specific behavioural performance management goals
- Further education/ training on Child Safeguarding policy and code of conduct
- Formal warning and monitoring of behaviour
- Suspension of staff member
- Initiation of criminal investigation
- Report to relevant local authorities and/or police
- Dismissal of staff or disciplinary action to ending relationship with ambassadors or Board members.
- Contractors may have their contract terminated

Representative or employee of Implementing Partner:

- Funding freeze for implementing partner pending investigation
- Termination of contract with implementing partner

Follow up

- Where relevant inform the donor agency of the Child Safeguarding Report and action taken.
- Where possible provide feedback to those directly involved or affected, while protecting confidentiality and privacy.
- Create appropriate linkages with partner organizations to provide need based support services for those directly involved or affected.

Appendix 6C - Child Safeguarding Reporting Process: concerning Family or Community Incidents

To be used if the alleged perpetrator is a family or community member

Who can Report?	Child or young person	Parents, care givers, community members	War Child Canada staff, volunteers	Anyone else witnessing an incident
What to report?	<ul style="list-style-type: none"> Allegation, disclosure, suspicion, or observation of violence or abuse of a child or concern of safety or wellbeing of child or young person. 			
When to report?	<ul style="list-style-type: none"> Within 24 hours or as soon as possible – if after hours and a child is at serious risk of harm immediately report to appropriate local child safeguarding statutory authority or police. 			
Who to report to?	<ul style="list-style-type: none"> War Child Canada Child Safeguarding Focal Point 			
What will happen?	<ul style="list-style-type: none"> Where required by local law immediately report to relevant local authorities (Police/Child Safeguarding Authorities) 			
Possible outcomes	<ul style="list-style-type: none"> Report made to child safeguarding statutory authority/government department Report made to community-based child safeguarding focal point or similar Report made to police Referral made to local support/counselling organizations or service All parties safety needs must be assessed and responded to – child/young person/family members/person against whom the report is made 			
Follow up outcomes	<ul style="list-style-type: none"> Where relevant inform the donor agency of the Child Safeguarding Report and action taken Where possible provide feedback to those directly involved or affected, while protecting confidentially and privacy Create appropriate linkages with partner organizations to provision need based support services for those directly involved or affected. 			

APPENDIX 7 - CHILD SAFEGUARDING INCIDENT REPORT FORM

This form must be completed *without delay* and according to the incident reporting process outlined in Appendix 6 of War Child Canada's Child Safeguarding Policy

Part 1: About you	
Your name	
Your position	
Your knowledge of and relationship to the child/young person	
Part 2: About the child or young person involved	
Name	
Male or female	
Age	
Address	
Who the child lives with	
Part 3: The concern, suspicion or complaint	
Describe what has prompted your concern or suspicion of maltreatment or violence against a child	
Have allegations of maltreatment or violence been made by the affected child or children or by other children or adults?	
Time, date and place of the incident	
Type of concern (<i>type of maltreatment, abuse, etc.</i>)	
Any observations you have made (<i>for example, description of visible bruising, other injuries, child's or young person's emotional state etc.</i> NB Make a clear distinction between what is fact, opinion or hearsay	
Describe exactly what the child said and what you said to the child. (<i>Remember, do not lead the child or young person – record actual details</i>)	
Please include any other information you consider relevant	
Are any other children involved in or aware of this incident?	
Have you informed the parents or legal guardians or any child safeguarding agency?	
Reporting time and date	
Counselling or guidance received	
Actions taken	
Signature	Date

Submit to the Country-level Safeguarding Focal Point and send a copy to safeguarding@warchild.ca