CHILD PROTECTION POLICY

ECPAT Foundation is a non-government, not-for-profit organization, the Foundation works to eliminate child prostitution, child pornography, trafficking of children for sexual purposes and sexual exploitation of children in travel and tourism, including other forms of sexual exploitation of children such as child marriage and the sexual exploitation of children through new information communications technology. The Foundation work through closes collaboration with its network organisations in Northern provinces of Thailand and support the participation of children and youth. The Foundation is also a member of ECPAT International global network working to end all manifestation of Commercial Sexual Exploitation of Children.

August, 2015

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Compiled and edited by: Ketsaneel Chantrakul, Pusa Srevilas and Silart King

Illustrate and Design by: Manida Naebklang
The Foundation also recognises that it has a moral and legal responsibility to ensure that children are protected from violence, neglect and exploitation from its staff members, Board members, volunteers, interns, consultants and other representatives, within and outside the Foundation programme – directly or indirectly.

Children can be potentially subject to violence, neglect and exploitation in families, communities, institutions, organisations, private and public places – by various circumstances and by variety of people, including people associated with the ECPAT Foundation. In order to address this issue, this Child Protection Policy has been developed.

**ECPAT Foundation** is a child rights organisation committed to combat the commercial sexual exploitation of children. The Foundation believes that every child has a right to happy childhood, which is free from violence, neglect and exploitation. It also believes that denial of rights of the children is never acceptable and/or subject to justification.
This policy is developed to ensure the highest standards of professional and personal practices to do no harm to the children who come in contact with the people associated with the organisation, both inside and outside the work environment.

**Children mean people less than 18 years of age.** This Child Protection Policy deals with the protection of children as defined by the UN Convention on the Rights of the Children and Thailand Child Protection Act of 2003. This Child Protection Policy aims to protect children from any form of violence, neglect and exploitation such as:

- Hitting, physically assaulting or physically abusing children
- Any relationships with children which are exploitative, abusive or put children at risk of abuse
- Developing either contact or non-contact sexual relationships with children
- Employing children in contravention of ILO Convention 138 and 182
- Putting children in harmful or potentially harmful situations
- Engaging children in any form of psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect
Implementation Strategy

**Awareness:** For effective implementation of the Policy, it needs to be understood accurately by all. ECPAT Foundation will make all people associated with it aware of the Child Protection Policy through training, induction and briefing. A series of briefings will be conducted among staff members, Board members, partners, volunteers, interns, consultants and other representatives. The Foundation will also educate children and communities that it works with on the Policy and Procedures, as well as how to report suspected or actual abuses.

**Prevention:** As a prevention measure, children’s right to protection will be safeguarded at all times through appropriate management practices, which includes policies and procedures for recruitment of staff and the election of ECPAT Foundation representatives; risk assessments and management plans; adequate supervision of children in our care or with whom we have contact with; and policy for appropriate use of information technology (such as email, mobile phone, the Internet and social media).

**Reporting:** Clear steps and guidelines on reporting the incidences violating the Policy will be established as well as action to be taken.

**Responding:** ECPAT Foundation staff members, Board members, partners, volunteers, interns, consultants or anyone acting as a representative of ECPAT Foundation will ensure that positive action is taken to support and protect children where concerns arise. ECPAT Foundation takes seriously any concerns raised and will support children, staff or adults who raise concerns or who are the subject

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of concerns. The Foundation will act appropriately and effectively in instigating or cooperating with any subsequent investigation. All responses will be guided by the principle of ‘best interests of the child’.

**Disciplinary Actions:** Non-compliance with the above shall be taken seriously. This will involve a thorough investigation and referral of cases to the law enforcement and/or social services if national and/or international child rights laws have been violated.

**Monitoring:** All managers, Board members and the Named Child Protection Officer within ECPAT Foundation are responsible for ensuring that the intentions of ECPAT Foundation in relation to safeguarding children are taking place, in order to monitor and to evaluate actions and effectiveness.
Definitions

**Child:** A child refers to a person under the age of eighteen.

**Child abuse:** Child abuse includes all forms of physical and/or emotional ill treatment and neglect, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

**Physical violence:** This refers to fatal and non-fatal physical violence. Physical violence against children includes all corporal punishment and all other forms of torture, cruel, inhuman or degrading treatment or punishment; and physical bullying and hazing by adults and by other children. Examples are (but not limited to): deliberate beating, hitting, kicking, shaking, burning, drowning, suffocating, drowning or poisoning.

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Sexual abuse and exploitation:

Sexual abuse and exploitation includes:
(a) The inducement or coercion of a child to engage in any unlawful or psychologically harmful sexual activity;
(b) The use of children in commercial sexual exploitation; and
(c) The use of children in audio or visual images of child sexual abuse;
(d) Child prostitution, sexual slavery, sexual exploitation in travel and tourism, trafficking (within and between countries) and sale of children for sexual purposes and forced marriage. Many children experience sexual victimization which is not accompanied by physical force or restraint but which is nonetheless psychologically intrusive, exploitative and traumatic. 3

Mental violence:

Mental violence is often described as psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect and this can include:

(a) All forms of persistent harmful interactions with the child, for example, conveying to children that they are worthless, unloved, unwanted, endangered or only of value in meeting another’s needs;
(b) Scaring, terrorizing and threatening; exploiting and corrupting; spurning and rejecting; isolating, ignoring and favoritism;
(c) Denying emotional responsiveness; neglecting mental health, medical and educational needs;

(d) Insults, name-calling, humiliation, belittling, ridiculing and hurting a child’s feelings;

(e) Exposure to domestic violence;

(f) Placement in solitary confinement, isolation or humiliating or degrading conditions of detention; and

(g) Psychological bullying and hazing by adults or other children, including via information and communication technologies (ICTs) such as mobile phones and the Internet (known as “cyberbullying”).


**Neglect or negligent treatment:**

Neglect means the failure to meet children’s physical and psychological needs, protect them from danger, or obtain medical, birth registration or other services when those responsible for children’s care have the means, knowledge and access to services to do so. It includes:

(a) **Physical neglect:** failure to protect a child from harm, including through lack of supervision, or failure to provide the child with basic necessities including adequate food, shelter, clothing and basic medical care;

(b) **Psychological or emotional neglect:** including lack of any emotional support and love, chronic inattention to the child, caregivers being “psychologically unavailable” by overlooking young children’s cues and signals, and exposure to intimate partner violence, drug or alcohol abuse;

(c) **Neglect of children’s physical or mental health:** withholding essential medical care;
(d) **Educational neglect:** failure to comply with laws requiring caregivers to secure their children’s education through attendance at school or otherwise; and

(e) **Abandonment:** a practice which is of great concern and which can disproportionately affect, inter alia, children out of wedlock and children with disabilities in some societies.  

Other definitions include:

**Child Marriage:** Child marriage, or early marriage, involves the marriage of children and adolescents below the age of 18. It can be considered as a form of commercial sexual exploitation when a child is received and used for sexual purposes in exchange for goods or payment in cash or kind. Typically, in such cases, parents or a family arrange for a child to be married in order to gain benefit or to support the family.

**Child Pornography:** child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for sexual purposes.

Child pornography includes photographs, visual and audio representations, and writing, and can be distributed through magazines, books drawings, movies, videotapes, mobile phones and computer disks or files. Generally speaking, there are two categories of pornography: that which is not sexually explicit but involves naked and seductive images of children, and that which presents images of children engaged in sexual activity. The use of children in either way is sexual exploitation.

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**Child Sex Tourism:** Child sex tourism is the commercial sexual exploitation of children by people who travel from one location to another and there engage in sexual acts with minors. Often, they travel from a richer country to one that is less developed, but child sex tourist may also be travelers within their own countries or region.

**Commercial Sexual Exploitation of Children (CSEC):** Commercial sexual exploitation of children consists of practices that are demeaning, degrading and often life threatening to children.

There are three primary and interrelated forms of commercial sexual exploitation of children; prostitution, pornography, and trafficking for sexual purposes. Other forms of sexual exploitation of children include child sex tourism, child marriages and forced marriages.

**Corporal punishment:** Corporal punishment is 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 – a whip, stick, belt, shoe, wooden spoon, etc. But it can also involve, for example, kicking, shaking or throwing children, scratching, pinching, biting, pulling hair or boxing ears, caning, forcing children to stay in uncomfortable positions, burning, scalding, or forced ingestion.⁷

**Grooming:** Grooming refers to a process through which an abuser will manipulate people and situations in order to gain and maintain access to their victim(s).

**Prostitution of Children:** Prostitution is the exchange of money, gifts or favors for sex. Children may be sexually abused

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in exchange for food, clothes, shelter, protection or good grades at school. These payments may be made to the child or to someone who has control over the child. Prostitution of children happens in many different places: Social abuse: Social abuse refers to the failure or refusal of society to provide basic services to a child (education, health care, citizenship, etc.), and to provide protection from harm. Social abuse is caused by societal structures, laws, religious beliefs, traditions, etc., rather than by individual’s deliberate actions. Inequitable systems of government, discrimination, poverty, and war can exacerbate social abuse.

**Trafficking in Children for sexual purpose:** Trafficking is the movement of people from one place to another for the purpose of exploitation. Trafficking of children for sexual purposes means children are moved from one place to another (short or long distances) so that adults can sexually abuse and exploit them. A child or their family may be tricked, pressured, or forced to move. It is illegal to exploit children and adults in this way.

**Violence through Information and Communications Technologies:** Child protection risks in relation to ICT comprise the following overlapping areas:

a) Sexual abuse of children to produce both visual and audio child abuse images facilitated by the Internet and other ICT;

b) The process of taking, making, permitting to take, distributing, showing, possessing or advertising indecent photographs or pseudo photographs (“morphing”) and videos of children and those making a mockery of an individual child or categories of children;

c) Children as users of ICT:
   i. As recipients of information, children may be exposed to actually or potentially harmful advertisements, spam, sponsorship, personal
information and content which is aggressive, violent, hateful, biased, racist, pornographic, unwelcome and/or misleading;

ii. As children in contact with others through ICT, children may be bullied, harassed or stalked (child “luring”) and/or coerced, tricked or persuaded into meeting strangers off-line, being “groomed” for involvement in sexual activities and/or providing personal information;

iii. As actors, children may become involved in bullying or harassing others, playing games that negatively influence their psychological development, creating and uploading inappropriate sexual materials, providing misleading information or advice, and/or illegal downloading, hacking, gambling, financial scams and/or terrorism.⁸

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ECPAT Foundation
Child Protection Procedures
Area 1: Recruitment, Employment & Volunteering

- All job postings contain roles and responsibilities as related to children, as well as the specific post’s level/degree of interactions with children. Job postings must also contain statements communicating the Foundation’s mission to protect children and its commitment to Child Protection Policy.
- All job interviews will specifically contain questions relating to the candidates previous history and suitability of working for a child rights organisation.
- At least one member of the recruitment panel has been trained or is familiar with child protection issues.
- All appointments shall be subject to three satisfactory references from previous employers/educational institutions. Recommendations from personal friends or members of family are not acceptable.
- All staff will be required to provide ECPAT Foundation with a police clearance certificate, to undergo a police check for criminal convictions or, where this is not possible, to sign a declaration that they have no criminal convictions relating to offences against children.
- All staff must sign the Code of Ethical Conduct before commencing work with ECPAT Foundation.
- All staff will have 3-month probationary period where their interactions with children are closely observed in order to ensure their understanding in the Policy and Procedures, as well as their suitability in working with children.
- Confidential personnel records, photo and contact details will be kept in a locked cabinet at the ECPAT Foundation office.
Area 2: Education & Training

- Child protection trainings, including awareness raising and reporting systems, will be provided to staff on a yearly basis – this includes yearly refresher courses for staff who have been employed for more than one year.
- All new staff will be given instruction on the Child Protection Policy and Procedures as part of their job orientation.
- All staff are provided with and have access to all written policies and procedures which relate to child protection.

- ECPAT Foundation will educate children, communities, consultants, local partners and organisations that it works with on the Policy and Procedures. This includes the development of standardised training modules to be carried out among target participants by the Named Child Protection Officer.
- When involving children in any activities, it is important for all staff and others in contact with children:
  - to be alert on any issues/areas of concerns that may relate to the protection of children;
  - to ensure a point of contact for child protection concerns is in place and is made aware to children and adults involving in the activities;
  - to empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
  - to talk to children about their contact with staff or others and encourage them to raise any child protection concerns.
to create and contribute to an openness environment that enables children to feel comfortable to share and discuss their rights and concerns.

ECPAT Foundation recognises that the ultimate responsibility for the protection of children lies with adults. Children are considered active participants whose hopes and aspirations are respected, whose protection is of paramount importance. Their involvements in activities come with a responsibility to protect themselves from harms. However, children must never be expected to make adult decisions.

ECPAT Foundation will share its Child Protection Policy and Procedures with other organisations and individuals it works with, or anyone who requests a copy. Practical work plan will be developed to involve new partners in Child Protection Policy orientation, and to provide support to partners and local networks if they wish to develop their own policy and procedures.
ECPAT Foundation recognises that as a child rights organisation it has a moral and legal responsibility to ensure that children are safe when they are in the organisation’s care-directly or indirectly. We are committed to defining and upholding the highest standards of behavior at all time, both inside and outside the work environment.

Bearing in mind that:

- ECPAT Foundation is a children’s rights organisation committed to combating the commercial sexual exploitation of children;
- ECPAT Foundation provides resources and support to groups working directly with young people, many of whom are from vulnerable or marginalised groups, live or have lived in difficult circumstance, and/or at risk, and
- Every member of the Board and employee of the Foundation or visitor is in a position of responsibility, trust, confidence and authority;
- All staff are required to comply with the conditions laid down in the Statement of Ethical Conduct (also referred as the Code of Conduct) they signed before commencing work with ECPAT Foundation.

All ECPAT Foundation Representatives;
- Refrain from any involvement in any form of child abuse, criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of the Foundation
- Staff are expressly prohibited from having a sexual relationship with someone under the age of 18 years old and from paying for any
sexual services with anyone over the age of 18 years old
- Refrain from the use of any inappropriate media and child pornography
- Not to share rooms with children during field trips. It is accepted that in some rare cases this may be necessary, but this must be discussed and agreed in advance. In no case shall a member of staff share a bed with a child that they know by virtue of their work with ECPAT Foundation.
- Not fondle, hold kiss, hug or touch minors in an inappropriate or culturally insensitive way.
- Should never to do things for children of a personal nature that the children can do for themselves, for example, taking a bath, dressing or changing clothes, etc.
- Should never act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- Should never discriminate against, show differential treatment towards, or favor particular children to the exclusion of others.
- Should not spend excessive time alone with a child, away from others behind closed doors or in a secluded area.
- Not take a child to their home or visit a child at their home where they may be alone with that child and not Allow a child to stay overnight at their home unsupervised.
- Should not be intoxicated under the influence of alcohol or drugs prior to assuming responsibility for any child.
- Should not hit or otherwise physically assault or physically abuse children, even where this may be culturally acceptable.
- Should not exploit children for their labor (e.g. domestic servants) or for sexual purposes.
- Should not give out their personal phone numbers, email, Facebook or other social media account to children that they work with. This is to prevent the staff from developing a personal relationship with children, which can post child protection risks. Staff should give out the Foundation’s
The Foundation should assure children that support from the staff members is readily available through appropriate communication channels.

Area 4: Reporting Mechanisms (for Concerns and Cases) and Referrals

ECPAT Foundation has developed a flow chart of Reporting Mechanisms including the reporting form to identify who has the responsibility and authority to make decisions and carry out actions in relations to child protection issues. As has been previously stated, staff are required to work within the framework of this flow chart. In the absence of the person who has authority to make decision, if a child is in a life threatening situation, the most senior staff member available has authority to make any decisions necessary in order to protect the child from the immediate danger. Any decision made and actions taken should be reported to the Named Child Protection Officer (NCPO), the Programme and Administrative Coordinator and the Manager of the Foundation.

- Staff have a responsibility to notify the NCPO of any concerns that they may have about the safety and well being of any child or the worrying behavior of any adult, irrespective of how they know the individual.
- It is important for all staff and others in contact with
children to ensure that a culture of openness exists to enable any issues or concerns to be raised or discussed.

- Staff will be informed of and have access to the Named Child Protection Officer (NCPO). This person will be accessible to discuss concerns and dilemmas related to child protection and to receive any child protection related referrals.

- Managers are accountable for ensuring that procedures are in place for reporting and responding to concerns, including clear links to external sources of support where available.

- The Foundation will ensure that it supports children, staff or other adults who raise concerns or who are the subject of concerns.

- The welfare of a child is of prime importance to the Foundation. If sexual abuse is proven or suspected, every effort is made to assist the child in coping with any trauma or guilt he or she may be experiencing. This may include psychological counseling or another form of assistance deemed necessary and appropriate.

- The employee should be informed that charges have been made against him or her and given an opportunity to respond. As a result of these charges, the Foundation has an obligation to initiate an internal investigation. The employee is encouraged to participate in the investigation by providing information and the names of witnesses to be interviewed. At the conclusion of the investigation, the employee should be informed of the results of the investigation and what corrective action, if any, will be taken.

- All information in relation to child protection concerns – including the nature of the referral and those concerned – will be kept confidential. Any information shared will be done so on a ‘need to know’ basis and with the knowledge of those concerned.
The Reporting and Monitoring Form for Sexual Offences against Children must be filled out by the Named Child Protection Officer within 48 hours of reporting.

CPO should be familiar with local laws. S/he should have on hand contact details of the government’s reporting agency, the Provincial Child Protection Committee and/or the multi-disciplinary team. In some cases, direct contacts with the national level reporting and referral mechanisms may be useful.

### Area 5: Access by External Visitors (Donors, Media and other NGOs) & Communications

**External Visitors/Donors/ Sponsors Visit**

- All visitors who may be working with children or communities where children are present should be aware and agree to abide Child Protection Policy, particularly the Code of Conduct and sign the acknowledgement of receipt of the Policy.
- Staff, community and children will be briefed in advance as the length and purpose of visit of all external.
- All external visitors should be accompanied at all times by a representative from ECPAT Foundation.
- All visitors or Donor should not invite or take children out of community and not invite children to visit him/her aboard.
- A sponsor, family and his or her sponsored child should not exchange home addresses but should communicate through the
Foundation or partner organisations.

- At all times children should be treated with respect, their informed consent sought to being involved and their privacy and dignity preserved.

**Communication or Use of Visual Images**

- Staff must not disclose information that identifies sponsored families or children to unauthorised persons or make it available to the general public without the informed consent of the family and, when appropriate, the child.
- No Photograph or image of an identifiable child may be used in any ECPAT Foundation publication to illustrate any aspect of the sexual exploitation of children.
- Nor may an image of an identifiable child be used in any ECPAT Foundation publication if it might reasonable lead the viewer to believe that child is a victim of sexual exploitation. This prohibition stands regardless of consent given by either of the child, any adult legally responsible for their care, or any agency which may own the photograph.
- In ECPAT Foundation publications where the images are clearly not portraying aspects of sexual exploitation (for example, child and youth participation activities, non-formal education projects), the image of an identifiable child may be used if fully informed consent has been obtained from both the child and their parent or legal guardian.
- We respect the dignity of the subject.
  - We will always seek to ask permission when taking photographs or video footage of individuals.
  - Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility or from the children directly when they are of sufficient age and understanding.
  - Wherever possible, we explain to the subject the likely use of the images.
» We never take pictures of people who say they don’t want to be photographed.

♦ We do not exploit the subject.

» We do not manipulate the subject in a way which distorts the reality of the situation (e.g. we do not ask them to cry for the camera).

» If necessary to protect confidentiality, the names of children and families will be changed. Never would a child’s full name and contact details be published.

» We show people helping, and working for, themselves, not as victims.

♦ We use images truthfully.9

» Case histories/descriptions are not fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

» We do not use an image of one thing and describe it as, or imply it is, an image of another (e.g. we do not use an image of one project to illustrate the work of another).

» Where possible, we use a balance of images (e.g. positive and negative) to reflect the reality of a situation.

» If we use an image in a general way (e.g. illustrating a project similar to the one being described) we make this clear in the caption.

» We do not use an image in a way which deliberately misinterprets the true situation.

» If an image represents an exceptional situation, we do not use it in a way which suggests it is generally true.

» We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

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9. Source: Save the children-UK’s child Protection policy.
- We maintain standards of taste and decency consistent with our values and those of our supporters.
  - We do not use images which are erotic, pornographic or obscene.
  - We do not use images of dead or naked bodies, only in exceptional circumstances.
  - We do not make gratuitous use of images of extreme suffering.

**Child Sexual Abuse Materials**

- ECPAT Foundation opposes the use of child pornography/child sexual abuse materials for educational purposes as an unnecessary violation of the child victim’s privacy.

- It is against ECPAT Foundation policy for its staff or members to be in possession of child pornography, unless this is done with the specific permission and cooperation of the local police and in a strictly controlled environment such as a hotline or a similar monitoring, reporting or tracking operation, which also involves law enforcement.
Implementation, Revision and Monitoring of Policy
This section looks at how the policy can be communicated to everyone who represents ECPAT Foundation to ensure they understand their roles and responsibilities.

**Implementation of Policy**

ECPAT Foundation will take the following measures to support effective implementation of this policy:

- Child protection will be communicated as ‘everybody’s responsibility.’
- Emphasis will be placed on managers’ responsibilities to ensure that protection measures are put in place.
- Recruitment procedures will include police and reference checks on suitability for working with children.
- Induction of representatives will include mandatory briefing and training on child protection issues.
- Wide distribution and dissemination of a summary of the policy with access to the full policy electronically in local languages.
- All representatives will be required to sign an Acknowledgement and consent to agree to the terms of this Policy prior to their appointment.
- Every workplace will display contact details for reporting possible child abuse concerns to the Named Child Protection Officer.
- The Foundation will integrate child protection measures into all core internal processes (e.g. planning, programme design, risk management, monitoring and accountability mechanisms, performance management etc.).

**Advocacy**

ECPAT Foundation is committed to:

- Promoting the rights of children and seeking their protection from all forms of violence and exploitation, through mainstreaming child rights programming and within its advocacy work on other issues.
Seeking to learn from and share with others experiences gained within the organisation and best practice examples of child protection, ensuring representatives knowledge is enhanced in this area.

Monitoring;
All recorded incidents will be incorporated into a Monitoring Form after receiving the final report of any allegation.
These forms should be submitted and viewed by a Child Protection Committee, made up of at least 3 Executive Directors.

A summary of the information should form the basis of an annual report to the Board for information and progress on implementation of this Policy. All confidential information will be kept by the NCPO in a safe and confidential place.

Revision of Policy;
This policy will be reviewed by the Named Child Protection Officer once every three years, or sooner if required by law or new practice.
Appendixes

Appendix 1: A Flowchart of Reporting Mechanisms
Appendix 2: Reporting and Monitoring Form for Sexual Offences against Children
Appendix 3: Professional Code of Conduct
Appendix 4: Statement of Commitment to the ECPAT Foundation
Child Protection Policy
Appendix 5: Statement of Commitment to the ECPAT Foundation
Child Protection Policy for Visitors
Appendix 6: Youth Media Consent Form
Person raising concern

Inform Named Child Protection Officer (NCPO)

Verbal report and discussion with assigned Management person

Internal Incidents:
involves the organisation or its’ associates

- Internal Investigation - may include setting up a committee to investigate the allegation
- Temporary suspension of alleged person
- Assistance provided to the child victim, e.g. social services
- Informing the reporter - his/her involvement in the case stops
- Provide support to the reporter, e.g. innocent proven guilty
- Referral and report case to appropriate organisation

External Incidents:
involves the community, and external organisation or someone else not related to an organisation

- Contact local social welfare office and get assistance from NGOs working on child protection or inform law enforcement = Make a Referral
- Check whether reporter wants to remain anonymous
- Follow up to assist family and community if needed

Appendix 1: A Flow chart of Reporting Mechanisms
## Appendix 2: Reporting and Monitoring Form for Sexual Offences against Children

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<thead>
<tr>
<th>Name and Details of Child (including identity papers and numbers):</th>
<th>Name of person and organisation completing report form &amp; who spoke with the child about the incidence:</th>
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<tbody>
<tr>
<td></td>
<td>Date of Report:</td>
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<td></td>
<td>Case Number:</td>
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<tr>
<td>Where does the child stay, and who is responsible for them:</td>
<td>Who is the abuser/abusers? (Record as much information as possible-where names are not known includes descriptions).</td>
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<tr>
<td>Is this safe? (If not, alternative living arrangements need to be organised):</td>
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<tr>
<td>What happened?</td>
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<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What were the circumstances? (i.e. place, time etc.)</td>
<td>Who else was there?</td>
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<tr>
<td>Who else knows about the incident? (Full detail, including names and other agencies involved)</td>
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<tr>
<td>What would the child like to happen next? (What supports/services the child would like?)</td>
<td></td>
</tr>
<tr>
<td>What services does the child need? (Such as medical and support) who should provide these?</td>
<td>Who will follow up the case, and what is the timescale?</td>
</tr>
<tr>
<td>What action needs to be taken? (Specify by who and when)</td>
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<tr>
<td>Date of Assessment:</td>
<td>List of attendees attending a meeting of this assessment:</td>
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<td>---------------------</td>
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Record of follow up, subsequent action and information:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Action/Information:</th>
<th>Record made by:</th>
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ECPAT Foundation recognises that as a child rights organisation it has a moral and legal responsibility to ensure that children are safe when they are in the organisation’s care—directly or indirectly. We are committed to defining and upholding the highest standards of behavior at all time, both inside and outside the work environment.

To this end, the statement below applies to Employees, board members, consultants and visitors and all others who come into contact with children through ECPAT Foundation. Bearing in mind that:

- ECPAT Foundation is a children’s rights organisation committed to combating the commercial sexual exploitation of children;
- ECPAT Foundation provides resources and support to groups working directly with young people, many of whom are from vulnerable or marginalised groups, live or have lived in difficult circumstance, and/or at risk, and
- Every member of the Board and employee of the Foundation or visitor is in a position of responsibility, trust, confidence and authority;
- All staff are required to comply with the conditions laid down in the Statement of Ethical Conduct (also referred as to as the Code of Conduct) they signed before commencing work with ECPAT Foundation.
All ECPAT Foundation Representatives;

- Refrain from any involvement in any form of child abuse, criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of the Foundation.

- Staff and board members are expressly prohibited from having a sexual relationship with someone under the age of 18 years old and from paying for any sexual services with anyone over the age of 18 years old.

- Refrain from the use of any inappropriate media and child pornography.

- Not to share rooms with children during field trips. It is accepted that in some rare cases this may be necessary, but this must be discussed and agreed in advance. In no case shall a member of staff share a bed with a child that they know by virtue of their work with ECPAT Foundation.

- Not fondle, hold kiss, hug or touch minors in an inappropriate or culturally insensitive way.

- Should never to do things for children of a personal nature that they can do for themselves, for example, taking a bath, dressing or changing clothes, etc.

- Should never act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.

- Should never discriminate against, show differential treatment towards, or favor particular children to the exclusion of others.

- Should not spend excessive time alone with a child, away from others behind closed doors or in a secluded area.
Not take a child to their home or visit a child at their home where they may be alone with that child and not allow a child to stay overnight at their home unsupervised.

Should not be intoxicated under the influence of alcohol or drugs prior to assuming responsibility for any child.

Should not hit or otherwise physically assault or physically abuse children, even where this may be culturally acceptable.

Exploit children for their labor (e.g. domestic servants) or for sexual purposes.

Should not give out their personal phone numbers, email, Facebook or other social media account to children that they work with. This is to prevent the staff from developing a personal relationship with children, which can post child protection risks. Staff should give out the Foundation’s contact information instead. The Foundation should assure children that support from the staff members is readily available through appropriate communication channels.

Non-compliance with the above shall be taken seriously. This will involve a thorough investigation and referral of cases to the police and/or social services if child rights laws have been violated.

Signature:............................................................................................... 

Name............................................................................................................

Date..............................................................................................................
Appendix 4: Statement of Commitment to the ECPAT Foundation Child Protection Policy

Board of directors, managers, salaried workers, hourly workers, volunteers or anyone working on behalf of ECPAT Foundation.

I, _____________________________, have read and understood the standards and guidelines outlined in this Child Protection Policy (CPP). I agree with the principles contained therein and accept the importance of implementing child protection policies and abide strictly while working with/for the ECPAT Foundation.

_____________________________  
(Signature of commitment taker)

_____________________________  
(Name)

_____________________________  
(Date)
Appendix 5: Statement of Commitment to the ECPAT Foundation
Child Protection Policy for Visitors

Information for People Visiting Projects

Would you like to visit ECPAT Foundation project? You may well have the opportunity to do so. Children really enjoy getting to know visitors from different places. And by visiting a project on site, you can see the developmental progress of the children and the project first hand. A visit is always an enriching experience and it can help to build bridges between different cultures.

This informational sheet is designed to provide you with some helpful information. At the end of the day, a lot of work needs to go into a project visit to make sure it is a positive experience for everyone involved. In addition to the important guidelines that we have instituted to protect children, we also have some organisational tips for your project visit.

As an organisation dedicated to children’s rights ECPAT Foundation bears special responsibility for the girls and boys of this world. It is our highest priority to ensure the well-being, protection and safety of the children in our projects at all times.

10. Adapted from Kindernothilfe’s Child Protection Policy
As ECPAT Foundation visitor/donor, you will come into contact frequently with children during the project visit you are planning, and so we would like to inform you about our guidelines for protecting children and visiting our projects over the next several pages. We kindly request, that you read them through carefully and sign to confirm that you are not only aware of them, but that you will also follow them.

Naturally you can contact us at any time should you have any questions. Please also feel free to bring up anything you might be unsure of due to an unfamiliarity with other cultures. We are happy to help. In any case, we would like to take this opportunity to wish you an unforgettably positive experience – not only for you, but also for the employees, children and young people involved in the project.

**General rules during your visit:**

- Donors are guests and visitors to the project and not delegates from ECPAT Foundation. Accordingly, we kindly request that you refrain from getting involved in project matters and avoid conflicts or complaints with project staff. You should also refuse any request for money as a rule.
- Please observe project rules during your visit. Comply with local employees’ requests. We are happy to address any critical experiences or observations with you once you get back.
- The visit should be tailored to the children’s general day-to-day routine so that it is not a disruption for the rest of the community.
- Please refrain from smoking or consuming alcoholic drinks while on project premises or in the presence of children.
- Respect children’s religious beliefs and do not attempt to influence them in any way.
When you come into contact with children, a project staff member must be present at all times. Our project partners require this for legal reasons related to liability.

Activities outside the project (e.g. field trips with a sponsored child) could be cause for unpleasant suspicion, even if these concerns prove to be unfounded.

If you would like to take a picture of anyone, particularly children, during your project visit, you may do so only after obtaining permission from the people in charge of the project and the children. This has to do in part with tightened legal requirements locally, though it also serves to protect children.

When taking pictures, always respect the child’s human dignity and need to be protected. Do not take pictures of children who are inappropriately clothed. Please also respect the child’s personal rights by not posting any photos online after your trip (Social Media, etc.).

We request that you wear clothing that is appropriate for the country you are visiting and that you avoid drawing any unnecessary attention to your personal wealth by what you wear (such as expensive jewellery) or by spending conspicuous amounts of money.

In general, you should refrain from giving gifts to children or families involved in the projects. An alternative to individual gifts could be holding a small party or donating some equipment to the project (such as contributing game or sports gear) that all of the children in the project can enjoy. If you have any questions, we are happy to offer some advice before your trip.

ECPAT Foundation performs its important work for the benefit of disadvantaged children in light of the specific state, religious and sociocultural background of the country. This includes treating people’s feelings, values and customs carefully, not damaging their sense of self-worth and not widening the gap between rich and poor.
With your visit, you can help to build bridges of understanding and support ECPAT Foundation’s work. We would like to take advantage of this early opportunity to wish you a pleasant and safe journey filled with many unforgettable people and experiences.

With my signature I confirm that I am aware of ECPAT Foundation’s information regarding project visits and that I will abide by it.

First and last name:........................................................................................................................................

Position & Organisation:....................................................................................................................................

Address:............................................................................................................................................................

Location/Date: .....................................................................................................................................................

Signature:.............................................................................................................................................................
Appendix 6: Youth Media Consent Form

I………………………………………………………………………………… (Name) of …………………………………………………………………
………………………………………………………………………………………………………………………………........................................
………………………………………………………………………………………………………………………………..........................................
...........…………………………………………………………………………………………………………………........(Address and Country)
give permission for any photos, video or interviews taken of me by the organisers or any media during the 
_____________________________________ (Name of Media Activity) ___________________________
(Date) to be used for advocacy, news stories and human interest stories on the Internet, television or print 
publications. These materials will only be used to promote the objectives of the Media Activity and contribute 
to creating more awareness on the issue of commercial sexual exploitation of children and child and youth 
participation.

In return, all media interviews will be conducted during the media sessions and in the presence of the media 
team working at the consultation/media activity. I will have the right not to respond to any questions that I 
do not want to answer.

Signed:…………………………………………………………………………Date: …………………………………

11. Source: ECPAT International Youth Partnership Project’s Child Protection Framework
ECPAT FOUNDATION

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