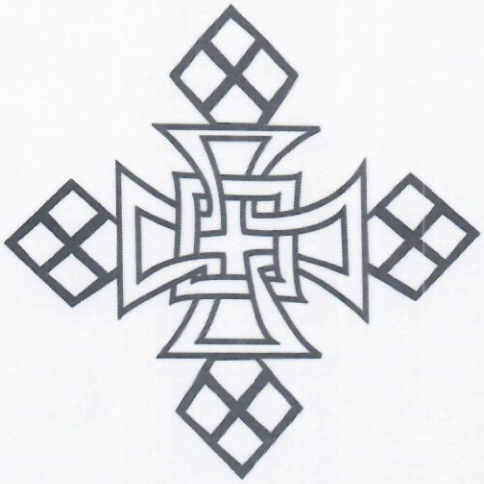


CBCE- GS SAFEGUARDING POLICY

JULY 13, 2023

CBCE -GS

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ACRONYMS

ACRWC	African Charter on the Rights and Welfare of the Child
CBCE-GS/ECS	Catholic Bishops Conference of Ethiopia –General Secretariat
ECC	Ethiopian Catholic Church
CEDAW	Convention on the Elimination of Discrimination against Women
FDRE	Federal Democratic Republic of Ethiopia
HRM	Human Resource Management
PSEA	Protection from Sexual Exploitation and Abuse
TIP	Trafficking in Persons
UNCRC	United Nations Convention on the Right of the Child

CBCE-GS/ECS SAFEGUARDING POLICY

FORWARD

Ethiopia is a country rich in tradition and values, although experiences harmful attitudes and practices – in particular to children and vulnerable adults. CBCE-GS/ECS in line with our mission and values to integral human development, we believe in the inherent rights, freedom, dignity and equality of all people, including children and people who are vulnerable to harm and abuse.

CBCE believes that everyone with whom we come into contact, regardless of sex, age, gender, identity, disability, sexual orientation, ethnic origin, religion has the right to be protected from all forms of harm, abuse, neglect and exploitation. CBCE-GS is promoting a healthy and safe working environment and has a zero-tolerance to Trafficking in Persons (TIP), sexual harassment, exchange of money, goods and services for sexual favor and all other types of exploitation, abuse and harm to program participants. In order to achieve this, leadership and commitment are essential to do awareness-raising, standardizing approaches and swiftly manage cases under its responsibility. Ethiopian Catholic Church leadership states clearly that abuse is unacceptable and takes action in its power to prevent as well as care for those who have been subject to it.

Our aim is an environment for all staff, partners and collaborators free of all forms of abuse: physical, emotional, sexual exploitation and harassment and spiritual – and we are committed to prevent and respond appropriately to neglect, exploitation, and harmful traditional practices – while holding ourselves fully and swiftly accountable in the event of allegations and incidents.

As President of the Assembly of the Catholic Bishops of Ethiopia I, therefore, kindly request all to be abide by this safeguarding policy.

This policy does not intend to replace any existing organizational policies rather to reinforce and provide an umbrella, which references specific policies on priority areas including Child protection policy previously approved by the Conference.

+His Eminence Cardinal Berhaneyesys D. Souraphiel.C.M.
Metropolitan Archbishop of Addis Ababa
President of catholic Bishop's Conference of Ethiopia (CBCE)

Catholic Bishops' Conference of Ethiopia (CBCE) General Secretariat (ECS)

COMMITMENT STATEMENT

CATHOLIC BISHOPS' CONFERENCE OF ETHIOPIA (CBCE)
GENERAL SECRETARIAT/ECS

COMMITMENT STATEMENT TO SAFEGUARD PROGRAMME PARTICIPANTS (CHILDREN, VULNERABLE ADULTS AND PROGRAM PARTICIPANT)

CBCE-GS Vision, Mission and Values state that we believe in the intrinsic dignity of every person, celebrate difference and aim to create relationships of mutual respect wherein the rights and dignity of every person are respected.

CBCE-GS - Work is inspired and informed by the Gospel Values and Catholic Social Teaching, one of the fundamental principles of which is the dignity of each individual. The right to freedom from all forms of exploitation and abuse is implicit in this principle.

CBCE-GS recognizes that abuse of power has led, and continues to lead, to many forms of exploitation and ill-treatment. The nature of our work creates a power differential between those employed by or working for CBCE-GS and program participants.

CBCE-GS -also acknowledge that there are specific needs, vulnerabilities and risks that exist specifically for unprotected children and is committed to make every effort to ensure all are safe and protected both in its international program work and outreach program in CBCE- GS.

CBCE-GS is committed to ensuring its policies are adhered to fit its purpose and that its staff, contracted parties and other third parties including visitors and volunteers are always appropriate in their action. It also require that all institution in the Church structure demonstrate a similar commitment at all level.

Name ABBA TESHOME FIKRE WOLDETENSAE

Position SECRETARY GENERAL

Signature [signature]

Date July 13/2023

Catholic Bishops' Conference of Ethiopia (CBCE) General Secretariat (ECS)

POLICY MANAGEMENT INFORMATION

Title	CBCE-GS Safeguarding Policy
Author (Responsible)	CBCE-GS Safeguarding Office
Owner (Accountable)	CBCE-GS
Division	Office
Contact	CBCE-GS Secretary General / Executive Director
Version No.	1.0
Status	Approved copy
Approved by	The Catholic Bishops Conference of Ethiopia
Date Approved	July 13, 2023
Applicable to (informed)	All CBCE-GS/ ECC SDCO Representatives including members of the governance (Board), managers, coordinators, full- time and part time staff, volunteers/interns, consultants, suppliers, contractors and visitors to our programs both in their personal and professional lives.
Communicated on	TBC
Last reviewed	July 2023
Frequency of Review	Every Three years
Date of Next Review	July 2026
Related/associated Policies and Procedures	This policy is complementary to the set of standards of behavior that all CBCE-GS/ECS employees are required to adhere to the: • ECC Child protection Policy • ECC Gender Policy • HR Manual • Code of conduct • Any other manuals, codes or related policies defined by the Bishops Conference, Board of Governance, Senior Management, Human resources and supervisors. This Policy is also a response to CBCE-GS/ECS's accountability to the communities it works with and it is therefore to be operational as part of the broader CBCE-GS/ECS Framework.

1. Introduction

The Catholic Church in Ethiopia existed since mid of the 18th century. The existing secretariat established in the current form since 1965 under the leadership of Catholic Bishops Conference of Ethiopia. It formerly called Ethiopian Catholic Secretariat (ECS). Recently it is renamed as Catholic Bishops' Conference of Ethiopia General Secretariat (CBCE-GS).

Even though the Church existed without registration for many years the FDRE with its new proclamation, obliged faith-based organizations in the country register under the Ministry of Peace. Accordingly, CBCE registered on February 8, 2018 and received its registration no.0010111. This registration was renewed for the second time in 2023

CBCE-GS takes responsibility to act and to invest in making all programs and projects safe for children and vulnerable persons and strengthen mechanisms in these operational areas. Robust policies and mechanisms have been developed to raise awareness among our representatives, program participants and partners, done it is our utmost in preventing all forms of exploitation, abuses and harm from happening in all institutions under the Church and respond promptly, appropriately and decisively to any and all incidences with due attention to the needs and rights of survivors.

CBCE-GS policies are rooted in the Gospel values and in Christian and human ethics to strive for the dignity of the human person. Each human person is created in the image and likeness of God and has an inalienable dignity that should always be safeguarded. Consequently, human life is sacred and human dignity and rights of people, in particular the most vulnerable, must be protected from all forms of abuse.

Safeguarding is the responsibility of CBCE-GS to ensure that staff and programs in all our institutions, within jurisdictions of the bishops' conference of Ethiopia to honor and protect the rights and dignity of all people especially children and vulnerable adults **to live free from abuse and harm, Including sexual exploitation and harassment.**

CBCE-GS is committed to upholding the rights of women, children, youth in line with international legal instruments including the United Nations Convention on the Right of the Child (UNCRC), the African Charter on the Rights and Welfare of the Child (ACRWC), and the Convention on the Elimination of Discrimination against Women (CEDAW). Furthermore, it is equally committed to upholding and promoting the rights articulated in the Federal Democratic Republic of Ethiopia (FDRE) constitution pertaining to children, women, youth, the disabled, and other vulnerable groups.

CBCE-GS is committed to creating and nurturing an environment where risks of exploitation and abuse are easily and immediately identified and managed in a uniform, coherent and comprehensive manner through the creation of clear, robust and effective processes and procedures across all institutions, programs and projects under the Catholic Church.

2. Purpose

The purpose of this policy is to set a clear standard for those included in the scope of this policy regarding their obligations when working with CBCE-GS to treat people with respect, to actively prevent all forms of abuse, exploitation and harassment, (including all forms of sexual misconduct and human trafficking). It also includes the obligation to report concerns immediately through the appropriate feedback and complaint handling mechanism.

It further aims to affirm that CBCE-GS ensures that no additional risks or harm is caused to beneficiaries as a result of activities or actions of representatives whether by deliberate or inadvertent actions or failures. It therefore aims to highlight proactive measures to ensure that program activities identify the potential risks and work to eliminate and mitigate those risks in all settings.

This policy also sets out the preventative measures that shall be taken to minimize the risk related to representatives[1] abusing power and causing any form of harm (for example exploitation or abuse) to any program participant or member of the wider community in its engagement. As well as it identifies procedures and mechanisms to respond to safeguarding concerns or allegations.

This policy therefore aims to outline the standards, core principles, organizational commitments, roles and responsibilities, rights and obligations of staff, management and governing body and representatives. It also elaborates measures that will be put in place in situations where the policy is breached.

3. Policy statement

At CBCE-GS in line with our mission and values to integral human development, there is a great believe in the inherent rights, freedom, dignity and equality of all people, including children and people who are vulnerable to harm and abuse.

CBCE-GS recognizes the fact that employees and other representatives working for/or on behalf of the organization, who are in positions of power and granted high levels of trust (in relation to the people we are trying to reach, other organizations and one another),shall not abuse the trust and shall meet their obligation and responsibility to maintain the highest professional and ethical standards in their day-to-day conduct.

All representatives of CBCE-GS are expected to promote and, where appropriate provide mechanisms to include the voice of children and other program participants (beneficiaries) as part of creating a safe environment. Additionally, they are explicitly prohibited from engaging in any activity that may result in adding risk on program participants and communities.

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[1] Representatives- Staffs, Board members, interns, volunteers, or any representatives of partners, suppliers or service providers that work on behalf of or represent the organization

All forms of exploitation and abuse will not be tolerated and shall be reported swiftly within the standard system and procedures. It is the responsibility of all those working on behalf of CBCE-GS to raise any concerns they have or concerns, which are reported to them according to this policy.

CBCE-GS believes that everyone with whom into contact, regardless of sex, age, gender, identity, disability, sexual orientation, ethnic origin, religion has the right to be protected from all forms of harm, abuse, neglect and exploitation.

CBCE-GS has a zero-tolerance to Trafficking in Persons[2] (TIP), sexual harassment, exchange of money, goods and services for sexual favor and all other types of exploitation, abuse and harm to program participants. The organization is committed to prevent and respond appropriately to sexual harassment of our staff or affiliate[3] by other staff or affiliate. Any violations of this policy will treated through adherence to the safeguarding policy adopted by the Bishops'Conference.

CBCE-GS is fully committed to implement all key pillars of safeguarding program participants and the communities served by raising awareness, preventing the incidences of exploitation, abuse and harm. It encourages to report safeguarding incidences as well as responding fully and appropriately to all incidences.

It is further committed to ensure that safeguarding framework is accessible and clearly communicated to representatives, partners, donors, visitors, program participants (including children, vulnerable adults) through appropriate channels and in languages, they understand. The representatives must be fully aware of the causes and consequences of exploitation and abuse and are ready to respond appropriately to incidences when necessary.

It ensures safe-programming approaches are mainstreamed in all stages of programs, projects (both humanitarian as well as development), operations, activities, advocacy and communication work to ensure any potential risks and to mitigate/reduce the potential for any harm against program participants.

The highest governing body of the Church, the General Assembly (GA) of Bishops Conference lead by the president gives directives on the Safeguarding policy development and implementation. Whenever the GA is not summoned, the Permanent Council is responsible to cover the role of the GA.

Council for Child Protection and Safeguarding lead by the delegate Bishop from the conference will oversee the implementation of this policy and allocation and utilization of resources, designing and implementation of strategic and operational plan.

Senior Management of CBCE-GS will follow up the day-to-day activities and approves all associated costs reflected in operational plan of project and programs. It manages the office,

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[2] Trafficking in Persons[2] (TIP)The Protocol to prevent, suppress and punish trafficking in persons, especially women and children, supplementing the United Nations Convention Against Transnational Organized Crime

[3] *Affiliate is defined as a person, organization, institution who is in some /way connected to another person/organization/ or institution.*

creates, and strengthen partnership with donors and partners. It facilitates regular training and capacity building of the staff as well as creates smooth implementation of the policy and working environment for the staff.

All CBCE-GS Personnel and representatives (including board members, priests and other religious leaders, Staff, volunteers, consultants, visitors, and partners, and contractors) are required to report any suspicion of abuse or exploitation involving our representatives or other humanitarian workers, even when they may not have all the facts at hand.

CBCE-GS further commits to strengthening complaints handling mechanisms to ensure that stakeholders (including program participants, children, and adults) as well as representatives have access to safe, confidential, transparent and context-appropriate reporting channels that allow for easy disclosure of complaints/concerns.

CBCE-GS will ensure the safety and protection of victims, survivors, reporters, whistle-blowers, investigators and those affected in all stages. Measures will also be put in place to build in-house capacities for investigating and responding to safeguarding concerns/allegations of exploitation, abuse and harm to our program participants.

All representatives working in any position or capacity with CBCE-GS must be provided with copies of this policy and are expected to adhere to the principles, behaviors and procedures contained herein. Failure to comply with the policy may be a gross misconduct and grounds for termination of employment/agreement/association within the organization. Misconduct that is criminal in nature will be reported to the relevant authorities except in situations where doing so may pose significant risk/consequences to the survivor, their family members or the complainant.

4. Scope

The scope of the implementation of this safeguarding policy is for all institution under Catholic Church jurisdiction in Ethiopia which includes the CBCE-GS coordination offices from the diocese to last structure at parish and chapel level and the Ethiopian Catholic Church Social Development Commission offices registered by Authority for Civil Society Organization (ACSO) registration No. 0756 in all regional states and city administrations on an overlapped geographic coverage of 13 diocesan offices, religious congregations sun offices and project sites.

This Safeguarding policy applies consistently and without exception across all our program/project partners, self-sustainability institutions like share companies owned by the Church and their employees. CBCE-GS is also committed to work only with organizations/entities partners, suppliers and service providers, including consultants who are equally committed to the dignity of individuals and equally vigilant about preventing and addressing harassment, abuse, and exploitation.

CBCE-GS expectation is that all staff and those who represent the organization to uphold the safeguarding commitments in both their professional and personal lives and while on leave or vacation. Safeguarding brings together the Prevention of Sexual Exploitation and Abuse (PSEA) by representatives, Child abuse and exploitation of minors, and Sexual harassment against staff.

All representatives will be required to sign the Self-declaration forms attached to this policy as part of their contract and agree to abide by the behaviors and procedures outlined. This policy applies equally to all affiliates, board members, visitors, men and women of religious community, all consecrated persons and laity in all dioceses, all paid full and part-time employees, volunteer, consultants, contractors and suppliers. Staff members and representatives who suspect or hear of such incidences, concerns or suspicions of sexual exploitation, abuse, child abuse or trafficking of persons by a fellow aid/NGO worker (whether in the same agency or not) should report the incidence to local law-enforcement authorities and other responsible bodies (including protection and assistance service providers). As far as the reporting does not do more harm to the survivor or their families and relatives than any positive outcome that can possibly be achieved as a result of reporting the incidence to authorities.

This policy does not intend to replace any existing organizational policies but rather to reinforce and strengthen the protection and safeguarding engagement of the church. This policy is liable to amendment and updated in regular basis after serving for minimum of three years.

5. Definition of Key Terms

Abuse:

Abuse is a deliberate act of ill treatment that can harm a person's safety, well-being, dignity and development. It often involves individuals who have a relationship of responsibility and care for the victim including project staff, parents, guardians, teachers, community workers, health-care providers, religious leaders, friends or other children.[4]

Beneficiary/Program participant:

Someone who directly receives goods or services from CBCE-GS program or otherwise comes in contact with CBCE-GS as a result of our programs, operation and activities of our programs, operation and activities.

Child:

Anyone under the age of 18[5]

Child Abuse:

Child Abuse consists of anything, which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and

[4] Adapted from: *Better Care Network; Save the Children and UNICEF.*

[5] U.N Convention on The Rights of the Child 1989

healthy development into adulthood. A child may experience one or more of the following kinds of maltreatment[6]:

a) **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs (where the parent or care giver is in a position to do so).

b) The World Health Organization adds the category of **Commercial or other exploitation of a child**, which refers to the use of the child in work or other activities for the benefit of others. This includes, but is not limited to child labor. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development[7]. Children being recruited into the army would also come into this category.

Child Labor:

Child Labor is work that deprives children of their childhood, their potential, and their dignity, and that is harmful to a child's physical or mental development. It is work that:

- is mentally, physically, socially or morally dangerous and harmful to children
- interferes with their schooling by:

a) depriving them of the opportunity to attend school;

b) obliging them to leave school prematurely; or

c) Requiring them to attempt to combine school attendance with excessively long and heavy work.

CBCE-GS/ECS staff and affiliates are prohibited from hiring children under the age of 15 regardless of any perceived benefit to the child or family—and prohibited from funding programs in which child labor, as defined above, is occurring. Hazardous work[8] is prohibited for all children, including children aged 15-17 years. This includes construction and manufacturing work.

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[6] This policy incorporates material taken from Keeping Children Safe, The Keeping Children Safe Coalition. Please refer to the toolkit (Tool 3) for further information.

7 'World Report on Violence and Health' (World Health Organization 1999 & 2002)

[8] Hazardous work is work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Consent:

Informed consent is an ongoing agreement, which is freely given based upon a clear appreciation and understanding of the facts, implications and future consequences of an action. In order to give informed consent, the individual concerned must have all relevant facts at the time consent is given and be able to evaluate and understand the consequences of an action. They also must be aware of and have the power to exercise their right to refuse to engage in an action without justification and/or to not be coerced (i.e. being persuaded based on force, coercion or threats, either direct or implied).

Exploitation:

Exploitation is the use of force or other forms of coercion, abduction, fraud, deception, abuse of power or position of vulnerability; or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person.[9]

Harm:

Harm is a term used widely to refer to the physical injury that unintentional process or activity that affects that child physically or emotionally. This includes for example left out sharp construction materials, unsafe locations, uncovered toilet pits, unfriendly classrooms and playground, distributing expired food items, uncovered electric wire, etc.

Mandatory Duty to Report:

Any CBCE-GS representative who becomes aware of an incident or an allegation of exploitation or abuse, of a child or an adult, has a mandatory duty to report this immediately.

Partner:

Any entity[10] formally engaged by CBCE-GS (under a grant, contract, cash contribution or memorandum of understanding) to implement programmatic deliverables for the purposes of improving outcomes of vulnerable populations.

Protection:

The responsibility and measures taken to prevent and respond to abuse and exploitation of any child or vulnerable adult. This includes building awareness, promoting training,

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[9] United Nations. *UN Protocol to Prevent, Suppress and Punish Trafficking in Persons, 2004.*

[10] Entity may be local non-profit; community-based, faith-based or civil society organization; international non-profit or for-profit; academic institution; local or national government.

identifying and responding to all complaints, monitoring and evaluating protection structures, and taking personal responsibility.

PSEA:

Protection from Sexual Exploitation and Abuse (PSEA): All measures that protect people from sexual exploitation and abuse by staff.

Safeguarding:

Different organizations have their own definition of the term safeguarding. Considering the nature of our work, the various categories of our beneficiaries, CBCE-GS adopts the definition of safeguarding as "all reasonable steps we take to prevent harm, particularly sexual exploitation, abuse and sexual harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur". This includes our policy, the different actions we take to prevent the exploitation and abuse of our beneficiaries as a result of coming in contact with our organization, our staff, our partners and programmes, from happening; the procedures we put in place for reporting safeguarding concerns, the measures we take to provide protection and assistance to the survivors of the abuse, exploitation, violence or harassment, should they occur.

Sexual Abuse:

The threatened or actual physical intrusion of a sexual or sexualized nature, including inappropriate touching, by force or under unequal or coercive conditions, sexual assault and rape. It may also include threatened or actual non-physical intrusion (unwanted and/or uninvited exposure to pornography, texts, images, and so on, the sharing of images, texts and so on, demands for sexualized photographs etc.).

Survivor:

A person who has experienced or has been exposed to a safeguarding concern.
"Survivor" is generally preferred in the psycho-social support sector – in contrast to the term victim - because it implies resilience.

Sexual Exploitation:

Any actual or attempted abuse of a position of vulnerability, differential power, trust, or dependency, for sexual or sexualized purposes. This includes the offer or promise of monetary, social, political benefits as an incentive or form of coercion[11].
Sexual exploitation of a child, who is under the age of consent, is child sexual abuse and a criminal offence. An underage child cannot legally give informed consent to sexual activity. According to all applicable laws of Ethiopia (including civil, family and criminal codes), the minimum age of consent for a child is 18. It is therefore important to note that

[11] Secretary General's Bulletin Special Measures for Protection from Sexual Exploitation and Sexual Abuse 2003 ST/SGB/2003/13

any sexual activity with a child, who is under the age of 18, is considered a criminal act and will be dealt with as a crime under this policy and relevant Procedures.

Sexual Harassment:

Any unwanted and/or uninvited conduct of a sexual or sexualized nature, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual. It can include a one-off incident or a series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female colleagues can be either the victim or offender.

Subject of Concern:

The person/s against whom a complaint has been received i.e. the person who has allegedly committed the act or failed to act in a way that protects program participants.

Victim:

A person who has experienced or has been exposed to a safeguarding concern.

Vulnerable Adult:

Are individuals aged 18 years and over who are at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis, social or economic status as well as relationships of dependency and/or hierarchy they are in.

6. Guiding Principles

The Guiding principles in of this safeguarding policy emanates from the Holy Scripture which is inspired and informed by the Gospel Values and Catholic Social Teaching of the Catholic Church. One of the fundamental principles of which is the dignity of each individual. The right to freedom from all forms of exploitation and abuse is implicit in this principle. In addition the international declarations, national laws and regulations are taken as a guidance to develop the policy document.

The approach to safeguarding policy is guided by a number of key international principles and standards as set out in the Universal Declaration of Human Rights (UDHR, 1948); the UN Convention on the Rights of the Child (UNCRC, 1989); the UN Convention for the Elimination of all forms of Discrimination against Women (CEDAW, 1979).

The organizational aim is also to uphold the universal declarations commitments made under the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel and the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (PSEA) (ST/SGB/2003/13)12. The provisions enshrined

[12] UN Secretary-General (UNSG), Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse, 9 October 2003, ST/SGB/2003/13, available at: https://undocs.org/ST/SGB/2003/13

in the Federal Democratic Republic of Ethiopia (FDRE) constitution as well as the civil and criminal codes pertaining to children, women, youth, the disabled, and other vulnerable groups further guide us.

7. Roles and Responsibilities

7.1 Responsibility of the Assembly of the Bishops Conference and the Council:

The CBCE, highest governing body of the Church, the General Assembly (GA) of Bishops Conference lead by the president gives directives on the Safeguarding policy development and implementation. Whenever the GA is not summoned, the Permanent Council is responsible to cover the role of the GA.

Council for Child protection and safeguarding are accountable for this Safeguarding Policy and require regular reports from leadership on policy implementation and risks to inform their guidance for the organization. They are responsible for the regular revaluation, monitoring and review of the policy framework (including the Complaints mechanisms).

7.2 Responsibility of Senior Management:

The responsibilities of the Senior management is oversee the policy, to have systems and procedures in place, to create awareness among the stakeholders, to assign human resources, to receive and investigate cases and take action upon the decision made.

The following specific responsibilities are the detailed as below:

1. Maintain oversight of safeguarding within the organization.
2. Ensure the organization and all program/operations/locations/Diocese have systems and procedures in place that are in line with the policy to prevent and respond to safeguarding concerns.
3. Ensure that there are mechanisms in place that all representatives under CBCE-GS are aware of the safeguarding policy, their responsibilities and code of conduct.
4. Participate, as assigned in the Management of safeguarding cases (this includes the Head of Safeguarding and Child Protection office.) depending on the seniority of the focal person.
5. Provide guidance for the final decisions on findings after investigation
6. Make sure suppliers of goods and services to CBCE-GS, partner and consultant confirm their knowledge of and adherence to the principles of this policy as part of their contractual relationship with CBCE-GS. Partners must be made aware from their initial contact with CBCE-GS of the required safeguarding standards to protect children and vulnerable adults from SEA within the specific context they will be working in.

7.3 Responsibility of Managers, Supervisors and Human Resource

The Organization respective position holders need to ensure that the policy implementation is incorporated into all management systems, standard operating procedures and processes that an environment is established where the rights of all program participants (including women and children) are respected. Managers and Human Resource should also ensure that all recruitment of CBCE-EGS recruitment is in line with the current recruitment procedures.

1. Managers and administration must ensure that all CBCE-GS employees, affiliates, program participants and community understand and comply with CBCE-GS's Safeguarding Policy and sign Code of Conduct that is consistent with the policy.
2. Human Resource Managers are also responsible for ensuring robust safe recruitment process and induction, whilst Managers and Supervisors are responsible for ensuring staff has a thorough awareness and sensitization to this policy and the issues raises.
3. Managers must ensure that all staff with specialized duties towards this policy has the appropriate experience, training, and support available to them, including staff responsible for receiving and handling sensitive reports and staff responsible for investigations. Managers will ensure performance management of staff, support in the promotion of safe organizational culture to prevent all forms of exploitation and abuse including sexual harassment, exploitation and abuse, and child neglect.

7.4 Responsibility of Child protection and safeguarding Office

The office barrier is the focal person that is responsible to take care of the day today activities of the office, receives and compile the cases and directly to the senior management for further investigation, report to the council and CBCE in the organization. If trained will collaborate with the investigation team. There will be also a secured filing system in place that will be managed exclusively by the mandated person.

1. Promote awareness of the policy; strategies and best practice are implemented in every entity within CBCE-GS jurisdiction.
2. Act as a source of support and information for all staff on safeguarding issues.
3. Receive all concerns about the conduct of CBCE-GS staff and affiliates that constitute a breach of this policy. Where there is a concern/disclosure of harm or abuse of a child or vulnerable adult, determine whether or not it may be criminal in nature and require notification to external agencies.

4. Maintain clear records of any concerns that are reported and the actions taken to address these concerns.
5. Monitor the implementation of complaints mechanisms; coordinate the planning and implementation of activities to raise community/program participants' awareness on safeguarding policy framework (including code of conduct and complaints mechanism).
6. Ensure that confidentiality is maintained at all stages of any process when dealing with safeguarding concerns. Information relating to concerns and subsequent case management are shared on a need-to-know basis only and must be kept secure at all times.

7.5 Responsibility of All staff & organizational representatives

Everyone who has an engagement with or works for CBCE-GS (all employees, including paid and non-paid staff, senior management, the clergy, interns, volunteers, contractors, suppliers, vendors and partners) have the responsibility to be abide by this policy. The organization has the responsibility to ensure that all CBCE-GS program participants (Beneficiaries), their communities and everyone who in one way or another comes in contact with our Staff and representatives are safeguarded at all times.

1. All CBCE-GS Employees and representatives share an obligation to prevent report and respond to all forms of exploitation and abuse including Sexual exploitation and abuse, and child neglect and sexual harassment among and staff and representatives of the CBCE-GS. It is the responsibility of all CBCE-GS Employees and affiliates to read understand, sign and uphold CBCE-GS's safeguarding Policy and Code of Conduct.
2. All staff and representatives should be a model and act in respectful manners, promote respectful behavior and environment that is open to hearing concerns, and report any concerns immediately in accordance with this policy.
3. All staff and representative should participate in orientation/ training sessions on this policy and related safeguarding issues (including PSEA awareness sessions) that is organized internally by CBCE-GS or other training events available outside of the CBCE-GS as directed.
4. Shall be aware of situations that may present risks to beneficiaries, plan and organize the workplace to minimize risks.
5. Cooperate fully and confidentially in any investigation of concerns when needed.
6. Identify and avoid potential situations, which may lead staff behavior misinterpreted.
7. Make children as well as vulnerable adults (including Women) and caregivers aware of what acceptable and unacceptable behavior is, and what they can do if they observe misbehavior by staff and representatives.

7.5.1 Staffs' Responsibility against Prohibited Behavior

Staff to staff and staff to program participant are prohibited from

1. Harassment, including sexual harassment of staff or affiliates, by other staff or affiliates is prohibited.
2. All forms of exploitation and abuse, including (sexual) exploitation or abuse of program participants and community members by staff and affiliates, are prohibited.
3. A policy explicitly prohibits staff and affiliates from exchanging money, employment, goods, or services/assistance for sex, including sexual favors.
4. A policy explicitly prohibits staff and affiliates from engaging in trafficking of persons, in all forms.
5. The organization staff and representatives are to uphold the safeguarding commitments in both their professional and personal lives and while on leave or vacation.

8. Prevention and Awareness

CBCE-GS endeavors to create the safest possible environment for all people, especially children and vulnerable adults who come into contact with the other person in the organization. We do this by implementing the following practices:

8.1 Code of Conduct

CBCE-SG has clear requirements regarding the behavior of organization representatives. Anyone who represents the organization will be required to sign the Safeguarding Code of Conduct (see Annex II) and adhere to the guidance within. Managers have a responsibility to ensure that staff is aware of the Safeguarding Policy and Code of Conduct, that they sign the policy Declaration form (see Annex III) and that these are stored in a secure location with restricted access.

8.2 Safe Recruitment

CBCE-GS ensures that appropriate steps will be taken during recruitment and selection of employees and representatives (including Board Members and Volunteers, and the transfer of the clergy/religious leaders), to make sure that issues relating to safeguarding are considered and addressed. CBCE Human Resources and all who engage in staff recruitment throughout the recruitment process must follow a Safe Recruitment Checklist, formats (see Annex V), and this involves incorporating safeguarding considerations within:

- Job advertisements
- Job descriptions
- Interviews
- Reference checks
- Sign Policy and Code of Conduct Form (see Annex III)
- Contract clauses
- Self-Declaration Form
- Police clearance/vetting

- Qualifications and identification check
- Safeguarding as part of induction
- Induction For Sub Recipients

8.2.1 Standard Safeguarding clause in all contracts and agreements

As part of our procurement process, the selection process for consultants, contractor and suppliers includes the requirement for consultants, contractors, service providers and suppliers to sign adherence to the safeguarding code of conduct. They are also required to sign a self-declaration form and standard safeguarding clause (see Annex III & V).

8.2.2 Members of Clergy or Religious Leaders

Letters of good standing must be sought from the Bishop or Congregation/Order leader when assigned, transferred within the Church. This is in addition to the relevant issues stated in safe recruitment steps as outlined above.

8.3 Induction & Mandatory Orientation

CBCE-GS will ensure that safeguarding is included as part of induction/mandatory orientation program for new staff. Moreover, a minimum of one safeguarding training/refreshment session must be conducted for all staff. Additional sessions can be included to ensure that everyone has attended the session. The personnel files with detailed checklist has to be established for all.

8.3.1 CBCE-GS/ECS Awareness Raising (Internal):

CBCE-GS will create safeguarding awareness by conducting mandatory training on Prevention from Sexual Exploitation and Abuse (PSEA) and Safeguarding. The learning objectives of safeguarding training for staff are:

- To understand the specific risks program participants face in our work.
- To understand the power dynamic that play in our work and the communities in which this takes place and how this can be exploited
- To understand our responsibilities and obligations when working with vulnerable people and communities.
- To learn and recognize best practice, policies and processes aimed at mitigating the risk of abuse occurring.
- To understand, recognize and know how to respond to instances of PSEA/Safeguarding concerns and consequences of non-compliance and breach of the policy.
- To recognize the barriers to reporting for adults and children with regard to safeguarding concerns

8.3.2 CBCE-GS Awareness Raising (Communities):

CBCE-GS's safeguarding policies should be promoted throughout our engagement with Program participants. This could be communicated through Social media platforms, meetings, posters, leaflets, theatre/drama, T-shirts, radio messages, text message or any other IEC materials locally and culturally appropriate methods that are able to reach the most vulnerable and marginalized groups including children and persons with disabilities. Feedback from communities on CBCE-

GS's role, staff behaviors, and complaints should be collected, reviewed and where applicable adopted as best practice.

CBCE-GS should present feedback to communities on what changes have been made resulting from complaints. Staff working directly with communities must receive training on how to receive complaints and disclosures.

CBCE-GS enforce institutions that suppliers, service providers provide orientation to their staff that are interacting directly with program participants

8.4 Risk Assessment/Management

CBCE-SG is committed to promote safe programming by actively including risk assessment and management at organizational and project level as an ongoing part of all our work by:

- Conducting thorough risk assessments of all programs and activities prior to commencement to identify risks and develop mitigation strategies to reduce and manage risks to all people, especially children and vulnerable adults.
- Aligning risk assessment procedures to good safeguarding standards and to the policy commitments.
- Monitoring risks to ensure assessment-identified risks has to be reviewed, emerging risks incorporated and that mitigation strategies needs to be put in place and implemented and are effective through the program cycle.
- Ensuring to have safe and accessible feedback and complaints mechanisms so that any concerns can be reported and act upon.
- Ensure Monitoring, feedback and complaint mechanisms are in place and accessible for all.
- Ensuring that institutions under the CBCE-GS have mechanisms in place to actively prevent child abuse, trafficking, and sexual harassment/ exploitation and abuse; Communicating policies and expectations of the representatives' behavior to communities that work with to raise their awareness and provide information on how they can engage.
- CBCE Shall review it's safeguarding risk at minimum once in a year and update its risk register, mitigation plan and mitigation measures whenever reports/highlight new risk.

8.5 Data Protection

CBCS-GS is committed to apply the highest levels of protection in processing of personal data as follows:

- Restricted access and securities on all systems that hold personal data (including protection from malware)
- Safeguarding cases can only be accessed by authorized staff on a case-by-case basis
- Ensure that all pictures of children and program participants taken in relation to work are decent and respectful. Images of anyone that in any way has a negative impact on their dignity or privacy are not acceptable. Stories and images of children shall be shared based on the child's best interest.
- Obtain free, prior and informed consent for interviews and before taking images (e.g., photographs and videos) of people including from parent or guardian of children

- Protect children's identity in any media involving under 18's. For example, by ensuring information, including combinations of information, which could be used to identify a child, is not published in images and/or interviews.
- Apply a safeguarding lens to all promotional communications and fundraising activities and prioritize the protection of community members who share stories for communication or advocacy purposes.

8.6 Concerns in the Community

It is common practice that concerns in the community (not involving CBCE-GS staff and representatives) is addressed through protection programming. In all locations (Diocese) where there is ongoing protection programs (including child protection and Gender-Based Violence-GBV/Women-Empowerment);if the organization staff and representatives come across protection concerns (such as the neglect and abuse of a child with in a household or a domestic gender-based violence against a woman/a girl) staffs are encouraged to report cases to the respective safeguarding focal points to handle the case. Alternatively, in their absence, to local law-enforcement and protection authorities. However, with due consideration of the potential outcomes of the reporting as well as with consent (when appropriate) of the alleged survivor.

Staff and representatives should consider whether reporting the abuse of a child at home by his/her parents would result in a possible remedy to prevent and address the abuse; or in the case of a domestic violence the reporting would not result in further abuse by the perpetrator due to absence of law-enforcement or local-service providers action.

Similarly, if the case involves acts of a criminal nature, although as a requirement by the criminal law of the FDRE all individuals witnessing a crime should report to law-enforcement bodies. In circumstances where law-enforcement action is limited, or where due to high level of corruption and rampant misbehavior by law-enforcement officers, if the reporting of such cases to law-enforcement may result negative outcomes to the alleged survivor and depending on the needs of the survivor and availability of local services, may be better to report such a case to social service providers for assistance.

9. Receiving and responding to complaints and concerns

By creating safe environments it si possible to reduce the potential for things to go wrong. However, in the event when there is a concern, it is important that response is appropriate, professional and limits any further possible stress or impact. The organization is therefore committed to do the following:

- Take all complaints/Reports and concerns seriously
- Conduct initial risk assessments and put in place measures to maintain safety of all those involved pending investigation
- Respect confidentiality in relation to all complaints and concerns

9.1 Receiving/Reporting of complaint and concerns

CBCE-GS will adopt accessible reporting channel/ means for receiving information on safeguarding issues (E.g. verbally or in written hot line, e-mail, suggestion box, whistle-blower, etc...) and procedures. Staff and program participants will be consulted on appropriate, preferred and accessible reporting channels with due considerations for safety and confidentiality concerns.

Anyone can raise a concern to CBCE-GS about an incident experienced, witnessed or disclosed. This can be done thorough preferred reporting channels to the designated Safeguarding Focal Person. In the absence of the focal person and/or if he/she is part of allegation, the case can be reported to senior management.

Each reported safeguarding cases have to be considered individually and in accordance with safeguarding policy, Human Resource management manual, canon law and civil law.

9.1.1 Mandatory duty to report safeguarding complaints and concerns

The Staff and representatives have a mandatory duty to report all concerns or allegations about breaches of safeguarding and other organizational policies.

All *CBCE-GS* staff, board members, and affiliates are obligated to report any concerns or suspicions of any forms of harassment, child abuse, and sexual exploitation trafficking in Person described above involving staff, board members, affiliates, partners, program participants, suppliers, service providers or aid workers associated with another organization. The concern may be a result of witnessing the incident, being told of it, or being the object of it.

Regarding the behavior of staff and affiliates who work on behalf of CBCE-GS as well as those who work for other organizations- Staff and affiliates have to report concerns of abuse and exploitation by a fellow aid/NGO worker (whether in the same agency or not).

The need to report safeguarding concerns may arise when:

- One witness or suspects abuse or exploitation, or grooming type behavior
- One receives a concern, allegation, or complaint that indicates abuse or exploitation
- A survivor discloses abuse or exploitation.

All such required reporters should report all concerns through *any* of the following channels *(preferred/ designated reporting channels) e.g.:*

- *Human resources contact:* _____
- *The Senior Management contact:* _____
- *Safeguarding designated staff contact:* _____
- *The Organizations' anonymous reporting channel:* _____

The reports of alleged safeguarding violations should include as much information as is readily available, such as:

- Date, time and location of the incident
- Nature of what happened
- Any immediate help or actions required

Staff who fails to report a concern may be subject to disciplinary action. Although rare, intentional, deliberate, false/malicious allegations are a serious disciplinary offence and will be investigated.

CBCE-GS manages safeguarding reports (and other complaints) in a manner that prioritizes the safety of the complainant and those affected at all stages.

CBCE-GS is committed to ensuring that- program participants and members of communities in which they live are aware of what staff behavior is acceptable and how they can raise their concerns or questions in a confidential and secure manner. Also will ensure communication is systematic throughout project planning; and community-based feedback, complaints and response mechanisms are available.

9.1.2 How Complaints and Concerns are handled

CBCE-GS manages safeguarding concerns and allegations in accordance with this policy by prioritizing the investigation processes demonstrates a commitment to confidentiality and the safety of all parties involved in an investigation.

Upon receipt of a safeguarding concern or allegation, CBCE-GS will:

- Form and train investigation team/committee. However, as per the reported case, sensitivity, and availability of staff additional members could be added to provide professional advice.
- Need to have staff trained on how to undertake an investigation of sensitive complaints or the organization knows how to access investigative support (via external expertise/organizations)
- Act, avoiding unnecessary delay by prioritizing the safety of the survivor.
- The senior management assigns investigation manager and the manager assigns internal or external investigator committee by providing terms of reference. The investigation report is presented to the manager and further sent to the senior management for final decision.
- Hold an investigation committee meeting within 24 hours to: - assess the concern and consider if further investigation is required (based on an indication that there may have been a breach of our code of conduct)
- Time frame will be limited as per the reported cases for further investigation and decision
- In the event that the allegation relates to a member of the committee, the complaint will be referred for review by an external expertise
- All complaints and investigations will treated confidentially to the extent possible, and information will disclosed strictly on a need-to-know basis.
- In instances where there is a legitimate belief that an investigation could put the reporter, survivor, witnesses or anyone else in danger, CBCE-GS will take reasonable steps to protect the safety and security of those perceived to be at risk.

- CBCE-GS will commit to the protection of whistleblowers and prohibits any form of retaliation against any individual reporting an allegation or participating in an investigation in good faith.
- Maintains a register of allegations, investigation outcomes and disciplinary actions taken.
- Where a CBCE-GS representative is the subject of an allegation, safeguarding team, senior leadership, HR to discuss whether suspension is required until an investigation completed. Suspension does not imply guilt but protects all parties.
- Investigate the allegation in a manner appropriate to the content of the report
- When appropriate, keeps the person raising the concern/allegation updated of progress and resolution, unless: the report is anonymous and affects the privacy of the survivor.
- Observe the policy commitments on confidentiality (if children have been involved, it will be informed to parents or caregivers, if appropriate). Strong action will be taken against anyone who knowingly shares confidential information about the case.
- Staff must comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation.
- Where safe to do so, and when in accordance with the wishes of the victims, survivors and whistle-blowers, all alleged sexual exploitation, abuse and harassment incidents that involve a criminal aspect should be reported through law of the state.

9.1.3 Concerns Involving Members of the Clergy

In dealing with cases of abuse that have been denounced to them the Bishops are to follow as thoroughly as possible the discipline of canon and civil law, with respect for the rights of all parties. It is important to cooperate with civil authorities within their responsibilities.

1. There must be a prompt response to all allegations of abuse where there is any reasonable belief that an incident occurred, especially in allegations of sexual abuse of a minor committed by a cleric.
2. If the alleged abuse is against a cleric it is brought immediately to the attention of the Local Ordinary who will follow up according to the mandates of Canon Law regarding clerics accused of abusing a minor.
3. If the alleged abuse is against a member of a religious community or a secular institute, the safeguarding officer will also inform the responsible person of that Congregation Community/Institute.
4. In cases of an allegation against clergy or religious the person will bring this information to the Local Ordinary and a preliminary investigation will be carried out according to canons 1717-1719[13]
5. The responsibility for dealing with cases of sexual abuse of minors belongs, in the first place, to Bishops or Major Superiors. If an accusation seems true the Bishop or Major Superior, or a delegate, ought to carry out the preliminary investigation in accord with CIC can. 1717, CCEO can. 1468, and SST art. 16.

[13] CIC canons 1717-1719, and CCEO canons 1468-1470

6. If the accusation is considered credible, in case of clergy, it is required that the case be referred to the Congregation for the Doctrine of Faith(CDF)[14]

9.1.4 Onward Reporting

CBCE-GS/ECS report statistics and anonymous individual serious reports to the relevant regulatory bodies and donors as required. As a rule, names or personal details of alleged survivors, perpetrators, individuals who report the concern or allegation, or others involved might not be shared. If it is necessary to disclose information to third parties this has to be decided on a case-by-case basis and, as far as possible, with the agreement of the individuals involved, except in cases of criminal activity. (Refer Annex XI Investigation Check list)

9.1.5 Confidentiality

It is essential that confidentiality must maintained at all stages of the process when dealing with safeguarding concerns. Information relating to a concern and subsequent case management will be shared on a need-to-know basis only and will be kept secure at all times. Accordingly;

1. *CBCE-GS* acknowledges and respects the courage and trust associated with reporting allegations of misconduct. To the extent possible, *CBCE-GS* seeks to maintain the confidentiality of allegations, survivor/victim, reporter, witnesses and subjects of complaint, understanding confidentiality can be critical to safety/security, reputation and well-being.
2. It is important for all reporters to understand, however, that *CBCE-GS* could be legally mandated to follow up on certain allegations (with donors, or authorities in the case of a potential criminal offense) and that strict confidentiality cannot always be guaranteed due to the organization's moral and/or legal obligation to report and investigate.
3. In instances where there is a legitimate belief that an investigation could put the reporter, survivor, witnesses or anyone else in danger, *CBCE-GS* will take reasonable steps to protect the safety and security of those perceived to be at risk.

9.2 Response to Safeguarding Reports

1. There must be prompt response to all allegation of abuse where there is any reasonable belief that an incident occurred especially in allegation of sexual abuse of minors committed by a cleric.
2. CBCE-GS will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).
3. CBCE-GS will apply appropriate disciplinary measures to staff after investigation if found in breach of policy. (Refer HRM manual, Code of conduct, National Laws of the Country, ECC Child Protection Policy, and Canon Law)

[14] CDF: there is established protocol in place for the handling of credible allegations of sexual abuse of a minor committed by a cleric.

9.3 Supporting Survivors

CBCE-GS will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Where CBCE-GS expertise in safeguarding is limited, the organization shall liaise with other organizations that have expertise in this field. CBCE-GS will maintain networks with agencies that offer support, advice and trainings in safeguarding in order to continually develop its capacity in this field.

CBCE-GS staff should know the identity and contact details of the relevant Child Safeguarding Officer and have contact details for statutory authorities including Social Services and the Police, as appropriate. This information should gathered during a general mapping exercise, identifying services of the Church and others in the area of operation. These contact details should also share with program participants and representatives so that they can seek advice and support, or report concerns directly to trusted authorities. It is essential to ensure that the victim's safety and welfare are addressed.

- The survivor's needs and interests must be at the center of the investigation process
- The survivor has the right to decide to participate in the investigation or not
- If a survivor does not want the incident(s) investigated, an investigation should only proceed after due consideration for the survivor's safety and well-being
- With the survivor's consent, provide the survivor with regular updates regarding the progress of the investigation and the outcome of the investigation if it is (substantiated/unsubstantiated).

The needs and supports of victims can be summarized under the following four sub-headings:

9.3.1 Safety -

Responding to safety needs should considered at the local mapping stage and may include, for instance, relocating the victim to a 'safe house' if necessary. The guiding principle is that the safety of the victim is always the most important consideration. Any allegation or concern regarding the abuse of a child and vulnerable adult must be treated seriously. For this reason, it is vital that anyone raising a concern should strictly follow reporting procedures. Particular care should be taken in regard to confidentiality and the sharing of information with appropriate people.

9.3.2 Health -

Medical intervention should arranged to promote the victim's health and wellbeing. Emergency medical attention may needed. In the case of sexual exploitation/abuse, she/he may have sustained injuries, which may not be visible. If there is information to suggest that sexual activity has occurred within the previous 72 hours, referral for medical treatment must be immediate if emergency treatment to prevent any risk of HIV infection is to be effective.

9.3.3Psycho-social -

Crisis counseling and support is needed to help the victim deal with the self-blame, guilt, shame and fear, which are often common effects of sexual abuse. In the case of sexual

abuse, individuals and family may also need support in dealing with the community stigmatization, which may occur as a result of it.

9.3.4 Legal/ justice -

The decision-making process and the steps to take to refer to national authorities should be detailed in the reporting procedures. CBCE-GS may need to seek legal advice during a referral (or the victims may need access to legal advice but not know how to seek it). CBCE-GS can refer the victim to (preferably free) legal services.

During the process of referral to authorities, CBCE-GS recognizes the barriers to reporting as well as the potential for additional exposure to harm. CBCE-GS will assess the local protection environment and, where possible, assist and accompany victims during the reporting/referral process.

CBCE-GS Child Protection and Safeguarding Officers will not only offer advice and support to fellow staff and program participants, but must also receive advice and when needed, in order carry out their roles to effectively. This may include psychosocial support, or legal advice, as required.

Annex I Glossary

Vulnerable adults: are individuals aged 18 years and over who are at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis.

Types of Abuse

Physical abuse: is Non-accidental use of physical force that inadvertently or deliberately causes a risk of or actual injury or suffering. Physical force includes but is not limited to hitting, shaking, kicking, pinching, pushing/pulling, grabbing, burning, female genital mutilation, torture, and other physical acts.

Emotional abuse: Refers to Harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection, resulting in adverse effects on the behavior and emotional state of an individual or the behavior and development of a child or young person.[15]

Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.[16]

Types of Exploitation

1. Sexual Exploitation: The actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

2. Child Labor: The term "child labor" generally refers to any economic activity performed by a person under the age of 15.

3. Survival Sex: Occurs when a child or vulnerable adult living in poverty or in an emergency chooses to engage in or is coerced into sex as a last resort for survival. It is transactional sex in exchange for food, water, drugs, shelter, money and any other essential needs for integral human survival.

Harm: Harm Psychological, emotional, physical and any other infringement of an individual's human rights.

Neglect/Negligent Treatment: Allowing either for context and resources, the failure to meet the basic physical and/or psychological needs deliberately or through negligence of a child or individual under the responsibility of the care giver/guardian. Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally-appropriate clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or providing inappropriate medical treatment. (e.g., administering medication when not authorized); or failing to provide a

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[15] Caritas Internationalis. *Child Protection Policy Framework.*

[16] United Nations. *Glossary on Sexual Exploitation and Abuse*, Second Edition, 24 July 2017.

safe physical environment (e.g., exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to child-proof a space that children will occupy, etc.).

Service Provider: entity that provides services in exchange for payment, term most frequently used for specific categories of businesses such as consulting, legal advice, and telecommunications.

Survivor: The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

Survivor-Centered Care: care that is responsive to a survivor's needs and preferences, and seeks to protect survivors from stigma, discrimination, retaliation or other harmful consequences.

Trafficking in Persons (TiP): Shall mean the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation[17].

Victims: The person who has been abused or exploited.

[17] The Protocol to prevent, suppress and punish trafficking in persons, especially women and children, supplementing the United Nations Convention Against Transnational Organized Crime

Annex II Code of Conduct

DECLARATION OF INTENT BY THE PERSONNEL OF ETHIOPIAN CATHOLIC CHURCH TO ABIDE BY THIS CODE OF CONDUCT

I understand that the CBCE-GS has zero tolerance for abuse and exploitation

1. I will work actively to promote the best interests of children and adults.
2. I recognise and will uphold CBCE-GS's safeguarding commitment in both my professional and personal life.
3. I will act in line with CBCE-GS's Safeguarding Policy I will encourage children and adults to feel comfortable enough to point out attitudes and behavior they do not like and to know where and how to make a complaint where necessary
4. I will support an environment that is open to receiving safeguarding concerns and complaints and be aware of how I should respond in the event of a safeguarding disclosure to me (see annex VIII-Guidelines for Receiving a Disclosure)
5. I will report any safeguarding concerns in accordance with the Safeguarding Policy.

I understand and will abide by:

1. Staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.
2. Staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defence.
3. Staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favours.
4. Staff and associates are prohibited from engaging in sexual relationships with program participants.
5. Staff and associates are prohibited from any form of humiliating, degrading, or exploitative behaviour toward children, women, and adults who may be vulnerable.
6. Staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.
7. Staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
8. Staff and associates are prohibited from engaging in trafficking in human beings, in all forms.

Specific considerations for children:

1. Treat all children with respect
2. All staff has to avoid unsupervised interactions with child program participants.
3. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate

4. not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
5. Wherever possible, ensure that another adult is present when working near children
6. Not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
7. Not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
8. Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
9. Not use physical punishment on children
10. Not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
11. Comply with all relevant legislation, including labour laws in relation to child labour
12. Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
13. Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with CBCE-GS.
14. Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

These behaviours are not intended to interfere with normal family interactions

When photographing or filming a child or using children's images for work-related purposes:

1. Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
2. Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided (See annex XIII)
3. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
4. Ensure images are honest representations of the context and the facts
5. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

Annex III: Policy Declaration Form

All CBCE-GS/ECS Staff and representatives must sign the following declaration:

Please return completed Declaration Forms to -

- Office of the Human Resources [Location /Diocese / office]

I have read and fully understand the following:

- ***CBCE-GS Child protection policy*** ☐
- ***CBCE –GS Safeguarding Policy*** ☐
- ***CBCE-GS Safeguarding Code of Conduct*** ☐

I agree to accept and apply the above Safeguarding Policy and Code of Conduct in their entirety.

I understand the potential consequences if I do not follow the above Safeguarding Policy and Code of Conduct. There will be disciplinary action, which may include termination of my contract. This will apply for any breach including if I:

- Do not follow this Code of Conduct
- Fail to keep people safe from harm or abuse
- Fail to report incidents (whether suspected, alleged or witnessed)
- Fail to report any form of sexual exploitation or abuse by others.

Signed: _____

Name (capital letters): _____

Title: _____

Date: _____

Official Use Only:

Form Received by _____

Date: _____

Title: _____

Signature: _____

Annex IV Safeguarding Incident Report Form

This form can be used to guide your conversation/quickly capture information about any actual or suspected incidents of sexual exploitation, sexual abuse, or any form of child or vulnerable adult abuse.

Note: If you are unable to complete all the sections, fill in what you do know. You must not seek to find any information that you do not know. This form will be part of the follow-up process by the relevant case team.

If there is more than one alleged survivor, please complete a separate report for each alleged survivor. The reporter's identity **will not be disclosed** except on a "need-to-know" basis.

This information should then be shared with your Safeguarding Focal Point or through the reporting channels as outlined in this policy.

Details of Person Completing the form	
Name /Optional	
Job Title/optional	
Relationship to CBCE-GS/ECS *(e.g. employee, staff, volunteer, partner staff)*	
Contact Details *(e.g. telephone number and email)*	
Locations & Dates	
Current location of the person making/who made the report to you	
Location alleged incident occurred *(as much detail as possible e.g. City/Town/ Village, Address(es))*	
Today's date	
Date alleged incident was disclosed to you if different to today's date	
The victim/survivor's details	
Does the alleged survivor reporting wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as AS – Alleged Survivor).* **If not, please** *capture as much information as you can below.*	
Name/Optional	
Gender	
Date of birth *(if unknown, please specify if you think/know the individual(s) are under the age of 18, including*	

actual/approximate age and sex (if known) .	
Relationship of alleged survivor to CBCE-GS/ECS *(e.g. employee, staff, partner staff, volunteer, program participant)*	
Job Title *(if applicable)*	
Current Location	
Contact details	
If the alleged survivor disclosed to you directly, how did you receive this information? e.g. *by telephone/email/letter/in person*	
Other relevant details about the alleged survivor: *e.g. family circumstances, physical and mental health, any communication/language difficulties.*	

Details of the person who reported this matter you (if different to the alleged survivor)

Does the person who made the report wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as PR – Person Reporting)* **If not, please** *capture as much information as you can below.*

Name	
Gender	
Date of birth *(if unknown, please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age (if known)*	
Relationship of person reporting to CBCE-GS/ECS *(e.g. employee, staff, partner staff, volunteer, program participant)*	
Job Title (if applicable)	
Current Location	
Contact details	
If a disclosure was made to them, how did they receive this information? *e.g. by telephone/email/letter/in person*	

How was this information disclosed to the person reporting?	☐ A disclosure made directly to them by the alleged survivor. ☐ A disclosure or suspicions passed on to them from a third party ☐ It is their own suspicions or concerns

Details of the Implicated Person

(sometimes known as 'subject of concern' or 'alleged perpetrator')

If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as iP – Implicated Person) If not, please capture as much information as you can below.

Name	Gender
Position	

Other relevant details about the implicated person:

e.g. Do they line manage the alleged survivor?

Further information

Details of the allegation/suspicion(s). *State exactly what you were told or observed. Include details of any witnesses to the incident and any other information that could be helpful in addressing this matter. Use the persons own words as much as possible*. **Please use as much space as necessary and attach any supporting evidence:**

Time and Date alleged incident (s) occurred *(as specific as possible):*

How long has the issue being going on? *(e.g. happened once, multiple occasions, months, years):*
Has this incident been reported to external authorities? *(e.g. police). If criminal activity is suspected, please seek expert advice and ensure that the decision to report includes a risk assessment of all potential protection risks to all concerned, including the survivor and the implicated person.* **If the incident has been reported, what has been done?** Has the survivor sought legal advice? Yes No
Has any immediate action been taken to provide the alleged survivor with support *(e.g. counselling, medical assistance)***? If so please describe.** *If no, provide information to the complainant regarding the nearest medical care and psychosocial support services, or get the consent of the survivor to pass on their details to refer them.*
Has any immediate action been taken in respect of the implicated person? *(E.g. suspension)***? If so please describe.**
What would the alleged survivor like to happen?

Signed: _____

Full Name: _____

Job Title: _____

Date/Time: _____

Annex V Recruitment Checklist

SAFE RECRUITMENT CHECKLIST

Position _____ Candidate_____ Date_____

No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming
During the recruitment phase (*prior to appointment*)				
1	**JOB ANALYSIS**	a) Level of access to vulnerable groups b) Level of responsibility to implement Safeguarding and Complaints Follow-up		
2	**JOB ADVERT**	a) Has a line on Safeguarding (and Code of Conduct) and the Inter-agency misconduct disclosure scheme where relevant been included in the advert		
3	**JOB DESCRIPTION**	a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description b) Has the job description reflected responsibilities specific to safeguarding implementation c) Is the level of contact with vulnerable people clearly defined		
4	**INTERVIEW QUESTIONS**	a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding		
5	**INTERVIEW – CLOSING**	a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these b) Has the candidate been given informed consent to carrying out safeguarding background checks (i.e. suitability to work with vulnerable groups) c) Where relevant has the candidate been reminded of police vetting		
6	**REFERENCES**	a) 2 references received (at a minimum a reference from the previous employer must be received before finalizing recruitment) b) Has the referee's identity been confirmed (through organization, organization e-mail) c) Have relevant questions on Safeguarding been included as		

No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming
		part of reference checks		
7	**CHECKING IDENTITY AND OTHER ITEMS**	a) Have you asked to see the successful candidates original photo ID (Passport or Driver's License) b) Have you asked to see relevant certificates of qualifications		
8	**VETTING**	a) Received signed Self-Declaration Form[18] b) Has police vetting relevant to the role been processed? c) Police Vetting Risk Assessment		
9	**CONFIRMING APPOINTMENT**	a) If deployment must proceed before full background checks have been carried out, contract states that employment is subject to satisfactory background checks and contract will be terminated if checks are not satisfactory. b) Contract for volunteers and temporary staff contains clause stating that misconduct will result in immediate termination of contract		
After appointment (*during the induction period*)				
9	**SIGNING DECLARATION FORMS**	a) Received signed Children and Vulnerable Adults Safeguarding Policy Acknowledgment form		
10	**SIGNING CODE OF CONDUCT**	a) Received signed Code of Conduct		
11	**RISK ASSESSMENT**	a) If the results of the police check have not yet been received, consider limiting duties of the candidate in the meantime e.g. only supervised access to children and young people b) Regular performance appraisals		
12	**FURTHER REFERENCES**	a) Has the second reference been received? If following the Misconduct Disclosure Scheme, references should cover past 5 years.		
11	**TRAINING**	a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policies		

[18] Self-declaration involves requiring an individual to provide information to be used as part of a decision on their suitability for a particular role with children.

Annex VI Reference Check form

CANDIDATE'S REFERENCE FORM

CBCE-GS is in the process of selecting a candidate for the (title of the position) position in our organization.

The candidate we are considering for this position is **(insert name of the candidate).** The candidate has provided us with your name and contact details for reference. We request your kind cooperation in providing us feedback on your evaluation of the candidate's job-related performance and behavioral readiness by answering **all** the questions below. We appreciate the time taken to fill out the evaluation. Thank you!

Date:	
Candidate's name:	
Candidate's position:	

PART 1. GENERAL QUESTIONS

1. What was your relationship with the candidate?
   ☐Direct supervisor ☐Subordinate ☐Peer colleague
   ☐Other (please specify)
2. For what period did you work with this individual?
   From---------- ----------Up to ----------
3. Please describe the type of work for which the candidate was responsible for.
4. How would you describe the candidate work style? Organizational skills? Ability to work independently? Reliability?
5. In your opinion, what is the candidate's social interaction?
   i. Relationship with colleagues/supervisors and others
   ii. Candidate's willingness to work in a team environment
6. How would you describe the candidate's ability to multi-task?
7. What is the candidate's commitment towards his/her job?

8. Please describe the candidate's strengths on the job. What characteristics do you most admire about the candidate?
9. In your opinion, where do you think the candidate needs improvement?
10. What is your overall assessment of the candidate, and would you recommend him/her for this position?

Part 2. SAFE RECRUIMENT QUESTIONS

11. During the period of employment, has the candidate been the subject of substantiated (proven/confirmed) misconduct investigation concerning harassment, exploitation, or abuse? ☐No ☐Yes
12. Was there ever any substantiated (proven or confirmed) misconduct uncovered by such an investigation during the period of employment? ☐No ☐Yes
13. Has disciplinary action been taken against (candidate) regarding their professional conduct? ☐No ☐Yes
14. If yes to any of the above, please provide the nature of the misconduct and /disciplinary action.
15. Do you have any concerns about (candidate willingness or ability to comply with the organization's Code of Conduct or Safeguarding policy? Sexual exploitation or abuse? ☐No ☐Yes
16. Do you have any concerns about the individual's willingness or ability to work with vulnerable individuals or groups in an appropriate and professional manner? ☐No ☐Yes

Name of reference:	
Position:	
Organization:	

FOR OFFICE USE ONLY			
Taken by:		List check date:	
Position:		Department:	

Annex VII SELF-DECLARATION FORM

Self-Declaration Form[19]

In order to comply with CBCE-GS Safeguarding Policy, this form must be completed and signed by all employees, representatives and third parties and returned to CBCE-GS Human resource management office.

Full Name (Capital letters): _____

Position _____

Address (Capital letters): _____

Date of Birth: _____ **Place of Birth:** _____

1. Do you have any prosecutions pending or, have you ever been charged or convicted of a criminal offence relating to the exploitation, Harassment or abuse of a child or adult?

Yes ☐ No ☐

If yes, please state below the nature and date(s) of the offence(s)

Date of offence: _____

Nature of offence: _____

_____

2. Have you ever been the subject of disciplinary procedures, or have left or been asked to leave employment or voluntary activity due to inappropriate behaviour? (Please tick)

Yes ☐ No ☐

If yes, please give details including date(s) below:

Name of Employer: _____ Date of incident(s):_____

Nature of incident(s)/inappropriate behaviour: _____

_____

Declaration:

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that CBCE-GS/ECS will keep this information securely in accordance with Data Protection best practice/legislation. I hereby declare the information I have provided above is accurate.

Signed: _____ Date: _____

For recording official receipt of signed declaration:

Received by: _____

Date of Received _____

_____

[19] Self-declaration involves requiring an individual to provide information to be used as part of a decision on their suitability for a particular role with children.

ANNEX VIII Guidelines for Receiving a Disclosure

Do:

- ✓ Stay calm
- ✓ Listen carefully and take the information seriously
- ✓ Tell the person that you have taken what s/he has said seriously and that you have heard them and understand what s/he is telling you
- ✓ Only ask questions if you need to clarify what is being said to you – don't ask about explicit details
- ✓ Allow the person to tell their story at their own pace
- ✓ Reassure the individual that, in disclosing the abuse, they have done the right thing
- ✓ Let them know what you can do to help and explain the next steps you will take
- ✓ Assure that you will uphold confidentiality, but that the information will need to be shared with others and explain how it will be shared
- ✓ Make a detailed note of what you have been told using the guidelines provided within the Policy
- ✓ Use the individual's own words to describe the incident
- ✓ Report the disclosure to the {insert contact details here}

Do Not:

- X Dismiss the concerns
- X Panic
- X Probe for more information or ask questions other than for clarification of facts
- X Promise not to tell anyone or say you'll keep it a secret
- X Make negative comments about the accused person
- X Make assumptions or speculate
- X Disclose details of the allegation to anyone else other than the identified person for reporting

Annex IX Reporting flow chart

Safeguarding Reporting Flowchart[20]

An employee sees, hears, or suspects that:
another employee/someone representing the organization[21] abuses, exploits or harasses a program participant, community member or another employee

The employee must:

- Take steps to ensure the immediate safety of the survivor, as necessary
- Report the case immediately using any of the designated reporting channels[22] (as per the Safeguarding Policy all staff have an obligation to report)
- NOT investigate
- Keep all information confidential and not talk to others about it

Immediately report via one of the internal channels.

On line form	What's app NO.	CBCE-GS/ECS secretary General and/or Executive Director	HR Manager	Safeguarding Focal Point
(Add web Address)	(XXXXXX...)	Tel. No.	Tel. No.	Tel. No.
Received by safeguarding FP	Received by safeguarding FP	Email address	Email address	Email address

Designate Staff's Documents and reports (escalate) to the director within maximum of 24 hours

Director:

- Will document the report if they receive the report directly (using Safeguarding Incident Form)
- With the Safeguarding FP, determine if the allegation is plausible (capable of being true)
- Assess immediate risks to all affected parties
- Ensure referrals to medical, legal, and psychosocial services for affected parties, occur as necessary
- Report to donor and local authorities, as necessary
- Appoint an investigation team

[20] Reporting flow chart adapted from CRS Ethiopia.

[21] Board members, interns, volunteers, or any representatives of partners, suppliers or service providers that work on behalf of or represent the organization

[22] In cases where the director may be implicated in the complaint, reports can also be made directly to the board/a board member or to an appropriate external channel such as, Caritas Internationalis (CI complaints handling officer) for Caritas member organizations.

Annex X Safeguarding Clause for Suppliers &Service Providers Safeguarding Code of conduct

Clause:
The Service Provider/Supplier agrees to comply with the CBCE-GS Supplier & Service Provider Code of conduct set forth.

Supplier & Service Provider Code of Conduct:

As a supplier/service provider of CBCE-GS (NAME OF SUPPLIER/SERVICE PROVIDER) commits to the following:

- **Prohibit all forms of harassment, sexual harassment, exploitation and abuse,** including sexual exploitation and abuse, and trafficking in persons. All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- **Have systems in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse**, including sexual exploitation and abuse, and trafficking in persons.
- **Prohibit forced, bonded, and involuntary labour and child labour.**
- **Do not recruit or employ children under the age of 15 years**. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- **Provide accessible and confidential reporting options for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation** described above.
- **Commit to protecting reporters or whistle blowers from retaliation.**
-

CBCE-GS - reserves the right to conduct due diligence audits or assessments to monitor compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns identified.

Should you become aware of any cases of exploitation, abuse or trafficking as it relates to the implementation of this agreement; CBCE-GS requires you to report through any of the following channels:

- Position of Senior Staff member/ person in charge of safeguarding to whom Suppliers/ Service Providers should report to_____
- Email : xxx (if applicable)_____
- Phone/hotline : xxx (if applicable)_____

CBCE- GS reserves the right to terminate any relationship for non-adherence to the above-mentioned requirements.

Annex XI – Administrative Investigations – Quick Checklist

	INVESTIGATING PERSON/TEAM
√	Investigator/s must ensure objective, fair and impartial process
√	Consider using external person, or identify person/s internally – possibly local or from another part of the organization
√	Ensure skills and experience appropriate to the task – especially where children or vulnerable adults are to be interviewed
√	Consider issues of gender and culture – who will interviewees, feel most comfortable with?
	INVESTIGATION PROCESS
√	Plan and prepare well
√	Identify all those who need to be involved in carrying out and supporting the investigation
√	Agree roles and responsibilities
√	Establish clear aims and objectives for the investigation
√	Consider support needs of those involved, especially children and vulnerable adults, and how these are to be met
√	Establish the scope of the investigation – consider possible extent of the alleged abuse, management issues, and so on
√	Gather background information on the complaint(s)/ allegation(s) – what exactly is alleged and by whom?
√	Identify who will be interviewed and in what sequence
√	Plan the interviews – structure, contents, where and when they will take place, translation, recording, confidentiality, etc.
√	Gain any consents necessary
	INVESTIGATION REPORT
√	Ensure a clear, detailed report containing findings that are supported by the evidence and corresponding recommendations
√	Include all relevant documentation as appendices, including interview transcripts or detailed summaries of these

Annex XII Group Consent form for photograph and video

Participants to this training Acknowledges and agrees that photographs taken during this training may be used by the CBCE-GS and representatives for the purpose of publication on social media channels and other platforms for communication and information sharing purpose.

If you agrees to this, please acknowledge that with your name, organization, date and signature.

If you do not agree, please also indicate below.

If any member of the group does not agree to photos being taken, CBCE-GS will not take any photos during the training sessions.

On the last day of the training, a group photo may be taken but only with those participants who gave their consent.

Signed by-

Name of the CBCE-GS Staff member _____ **Date** _____

Training on _____

SR. No.	Full Name	Organization /from	Date	Signature	Agreement/ Consent Yes /No.

Annex XIII Media Consent Form Adult and Child

We would like to interview you so that we can share your story with there to help us show the impact of our work. We would also like to record video, photograph, and /or make audio recordings of you.

I gave my consent to CBCE-GS and representatives the right to use the following, unless this consent is withdrawn:

- Still photographs of me
- Video footage of me
- Audio record of me
- Quotations and written accounts of my story

The CBCE-GS and representatives may use any of the above items for general publicity including but not limited to ,our website, publications ,support emails, our social media channels information leaflets, events stakeholder's publicity and external media outlets , or in connection with the above , in any way it sees fit and without and restrictions. This will be deleted and no longer used after 5 years.

Your consent is entirely voluntary. You can say 'NO' or withdraw the consent at any time without giving us a reason. If consent is withdrawn, CBCE-GS and representatives will cease to use your image or recording in any future materials and remove it from our website or other digital platforms. In the case of prior publications (article, post, reports, broachers etc.), the removal may not be possible if publication and dissemination has already taken place. However, if consent is withdrawn, we will cease to use your story, image or likeness going forward.

If you would prefer to keep your identity private and use a pseudonym, you or the staff member /representative can suggest a name.

I understand that my images, words, and name may be used in and in connection with materials that will be available globally, on my behalf, on behalf of my heirs, next of kin and successors, I agree that CBCE-GS may document my story use video/photo recordings of me without me reviewing them first.

Yes / No (please Circle)

Full Name_____ Signature _____

Pseudonym (If applicable) _____

Address_____ Tel. No._____

Date _____

For staff Use only

Country/ location/ project_____

Name of CBCE-GS/ representative Present _____

Child's Consent

I have understood all the information provided to me.

I agreed that CBCE-GS and representatives might document my story and use video/photo/audio recordings of me without me reviewing them first.

Yes / No (please Circle)

Full Name_____ Signature _____

Address_____ Tel. No._____

Date _____.

Parental consent – for children under the age of 18

I confirm that am the parent/guardian of _____

I gave my consent to CBCE-GS collecting and sharing my Child's story, audio, video, photographs in the ways described above

Yes / No (please Circle)

I understand that I will not be paid for the story or image that are taken.

Full Name_____ Signature _____

Address_____ Tel. No._____

Date _____.

Declining or withdrawing consent will not affect your relationship with the CBCE-GS in anyway.

If you have any question, concern or wish to withdraw your consent, please contact:

Name of CBCE-GS staff member _____ Title/Position_____

Telephone NO._____ Email _____

Or/ alternatively, send an e - mail through Safeguarding@CBCE-GS.org

Annex XIV Visitors Form

VISITORS FORM

FORMAT NO:									
SR. NO	DATE	NAME OF PERSON	VISITOR FROM	MEETING WITH	TIME		TIME SPINT		ACTIVITES DONE DURING STAY
					IN	OUT	HOURS	MINUTES	