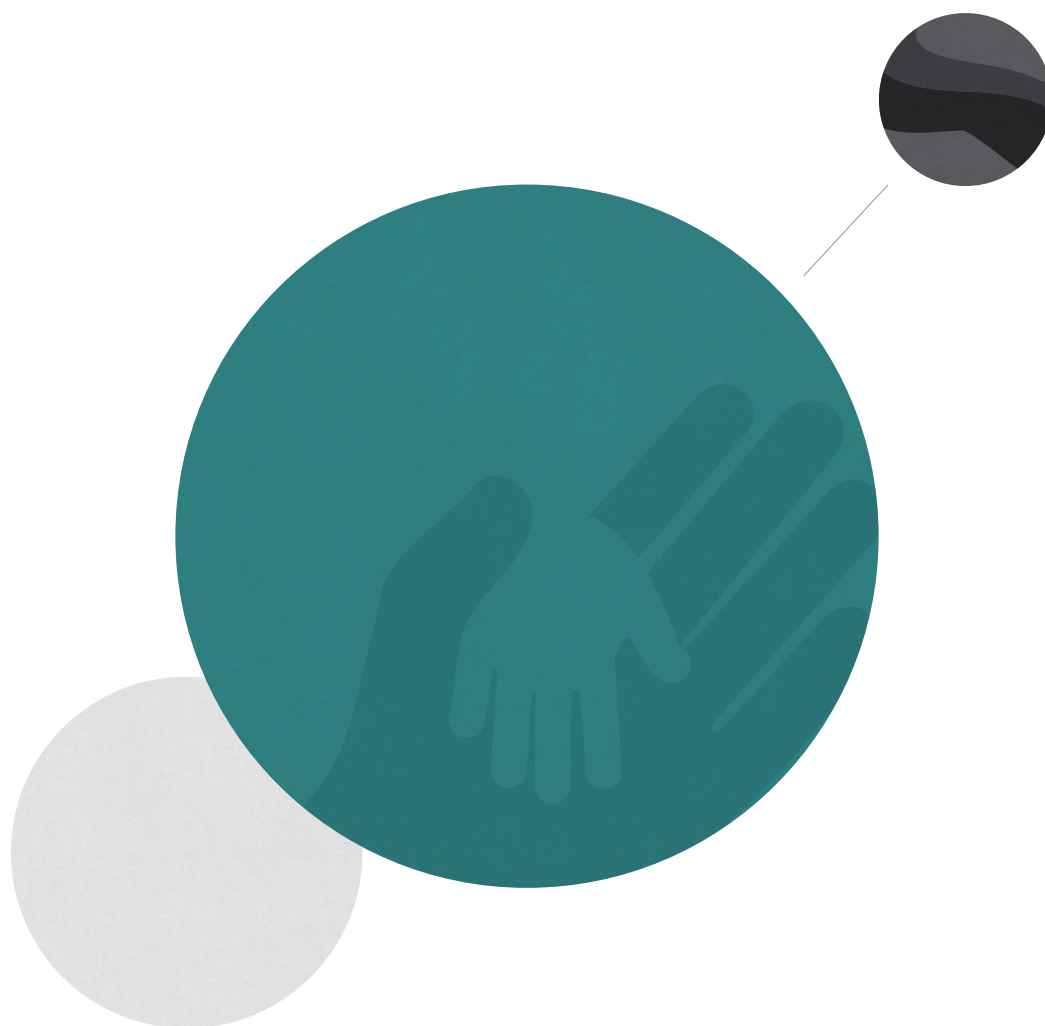


Child Safeguarding Policy

2021



I

Understanding the Child Safeguarding Policies and Their Principles

1. Purpose of Policies

The mission of ChildFund Korea (“ChildFund”) is to help children grow their dreams and become happy by treasuring each and every human being. ChildFund gives all its efforts to protect, respect and realize the rights of children by cooperating with children, families and local communities under its mission and the UN Convention on the Rights of the Children.

ChildFund Alliance, an alliance of NGOs from 11 countries including ChildFund Korea, became a member of the Keeping Children Safe in November 2016, established the Guidelines on Child Safeguarding Policies and encouraged its members to comply with such Guidelines and introduce related policies.

The purpose of these Child Safeguarding Policies (“Policies”) is to give the highest priority to the rights and values of children and protect them from harm, in the entire course of projects ChildFund carries out. ChildFund will fulfill its social responsibilities and obligations related to advocacy of rights of children by faithfully carrying out these Policies.

2. Principles on Carrying out Policies

These Policies are based on the UN Convention on the Rights of the Children and operate under the following principles:

① Respecting the rights of children

ChildFund shall dignify children and put the rights of children at the center of everything it does regarding children, so that the rights of children will be protected, respected and realized. ChildFund shall honor the four core principles of the UN Convention on the Rights of the Children - nondiscrimination; the highest interest in children; survival and growth; and expression of opinion and participation.

② Environment for open discussion

ChildFund shall share these Policies and create an environment where people can openly raise questions and discuss about the Policies and the issues related thereto.

③ Timeliness

ChildFund shall immediately report and respond to any matter it suspects a violence against children that is latent and repetitive.

④ Protection of secrecy

When ChildFund investigates any violation of these Policies, it shall access only the information absolutely necessary and keep related records and information related to the process of investigation under strict secrecy.

⑤ Partnership

When ChildFund carries out a project with a partner, it shall cause the partner to recognize and comply with the Policies.

3. Definitions

The terms used in these Policies shall be defined as follows:

- ✔ Under the purpose of these Policies and the UN Convention on the Rights of the Children, a child shall be any person younger than 18 years of age.
- ✔ Violence against children shall refer to all acts which threaten survival and growth of children or have potential to do so, regardless of their intention. Such violence shall include physical, mental and sexual abuse, abandonment, punishment, exploitation, etc.
- ✔ Physical violence shall refer to an act that creates actual or anticipated pain and danger through physical violence and cruel acts.
- ✔ Physical violence shall refer to an act that creates actual or anticipated pain and danger through physical violence and cruel acts.

- ✔ Mental violence shall refer to inadequate speeches or acts that are offensively or aggressively damaging to a party under a relationship where one party has superiority to the other party. Mental violence may occur also in the on-line environment, such as the social media, text messages, etc. and includes restricting movement, insulting, discriminating ridiculing, hostile treatment, denial of medical treatment, etc.

- ✔ Abandonment shall refer to a situation where the rearer fails to satisfy physical and mental requirements of a child; fails to protect the child from danger; or being indifferent to the access to social services (birth registration, medical treatment, education, etc.), even though the rearer or child has enough resources.

- ✔ Sexual violence shall refer to any and all sexual acts committed against children. Sexual violence shall include: monitoring children or having children be exposed sexually for one's sexual satisfaction; demanding sexual exposure from children; having sexual intercourse with children; engaging children in prostitution; brokering child prostitution; and so on. Although countries may have different standards on the adult age, any and all sexual acts involving a child under 18 years of age shall be treated as violation of these Policies. Specific examples of sexual violence shall include, but not limited to, the followings:

- incest, early marriage or rape
- sexual jokes
- child pornography: any and all sexual expressions of a child's body
- enticed or virtual sexual intercourse: an adult's act of enticing a child to meet or having a virtual sex, using an information and communication technology
- sexual tourism: any and all tourism for the purpose of having sexual intercourse with children. Also defined as commercial exploitation of sexuality of children or child prostitution.

- ✔ Exploitation shall refer to using a child for one's interest or satisfaction. Exploitation shall include, but not limited to, exploiting labor or sexuality (including sale or kidnapping of a child for sexual exploitation or abuse) or military draft of children. Exploitation hinders a child from growing physically or mentally.
- ✔ Partner shall refer to an organization or person who works with ChildFund to carry out a project for children.
- ✔ Child safeguarding shall refer to organized policies, procedures and acts aimed at ensuring no harm will be done to children. Any and all entities related to ChildFund shall protect children, cause no one to violate the rights of children and cause 000 to appropriately respond to 000.

4. Subjects

The subjects of these Policies shall be classified into: the Board of Directors (“BOD”) and employees; and the partners. These Policies shall apply to any and all persons in and outside Korea who belong to ChildFund. ‘Any and all persons who belong to ChildFund in and outside Korea’ shall refer to the employees of ChildFund and all partners who handle information related to children or engage in face-to-face activities with children.

Subjects of Child Safeguarding Policies

- Members of BOD and employees
- * Those who are listed below, other than the members of BOD and employees of ChildFund, shall be referred to as the partners.
- Interns (including the work-for-tuition students) and apprentices
- Public service workers
- Volunteers
- Partners and their employees
- PR spokespersons and supporters' groups
- (Personal, corporate or group) sponsors
- Advisor groups and advisors
- (Corporate and personal) contractors
- Journalists and other persons involved with media
- Other partners

These Policies shall be translated into applicable languages, so that they can be easily understood and applied by all employees and partners in the world. All employees and partners shall give a higher priority to complying with these Policies (which is established based on the UN Convention on the Rights of the Children), even if the laws, traditions or practices in the project location country stipulate otherwise.

5. Roles and Responsibilities

ChildFund shall ensure that all its employees and partners can understand and comply with these Policies.

- ① BOD shall ensure that all employees and partners of ChildFund can understand and comply with these Policies.
- ② Executives (including the Chairman) shall ensure that these Policies are applied to all matters related to management of ChildFund.
- ③ All employees of ChildFund in all countries shall understand and comply with these Policies and ensure that all partners can understand and comply with these Policies.
- ④ All subjects of these Policies must report and respond to violations of these Policies.
 - › All subjects shall understand internal procedures of reporting and responding to violations.
 - › All subjects shall immediately report any issue that they suspect to be in violation.
 - › All subjects shall respond to the violation with the best interest and safety of children in mind.
 - › All subjects shall faithfully investigate any and all reported violations under secrecy.

6. Relationship to Regulations and Directives

These Policies shall have higher priority over all regulations and directives of ChildFund. All regulations and directives of ChildFund shall comply with these Policies.

II**Prevention and Execution****1. Employment**

ChildFund shall select and hire employees who are appropriate to work with the children, under the values and principles of these Policies.

- ① When hiring an employee, ChildFund shall check the candidate's criminal background and may cancel the employment if the candidate has any criminal background related to children.**
- ② An employee shall agree to these Policies by signing applicable documents.**

2. Training

All subjects to these Policies shall be informed and trained of these Policies and the Code of Child Safeguarding.

- ① The employees shall be regularly trained on these Policies per their roles and positions.**
 - > Concept and international standards of Child Safeguarding
 - > Training and pledge on the Policies and the Code of Child Safeguarding
 - > Execution and application of the Policies
 - > Internalization training
- ② The newly hired employees shall be given an orientation on these Policies.**
 - > Concept and international standards of Child Safeguarding
 - > Training and pledge on the Policies and the Code of Child Safeguarding

③ The partners of ChildFund shall be trained on these Policies and the Code of Child Safeguarding before they handle information related to children or engage in any face-to-face activity with children.

- › Training and pledge on the Policies and the Code of Child Safeguarding

3. Welfare Projects (Domestic/Foreign)

ChildFund shall protect children, establish procedures that will protect the rights of children as prescribed by the UN Convention on the Rights of the Children and comply with these Policies, in the entire process of planning, executing, monitoring and evaluating welfare projects in Korea and overseas.

① Project Plan

- › The welfare projects of ChildFund shall be comprised of the best activities for children and shall start with the children's participation under the principle of evidence-based practice.
- › The entity that executes a project shall design the project to be safe by identifying the conditions of applicable local community and evaluating the project's intended and unintended influences and risks to the children and the local community.
- › Especially, the projects designed to help abused or exploited children shall include immediate interventions and long-term and specific activities aimed at fundamentally solving root causes and preventing such causes from occurring.

② Implementation of Projects

- › The processes and results of any project ChildFund carries out shall not violate the rights of children and serve the best interest of children.
The partners involved in the activities shall be informed of these Policies, and they shall be informed about their rights and obligations in advance.
- › The employee in charge of a project is obligated to protect children and shall monitor the partners whether they violate the principle of Child Safeguarding.

- › In principle, a child's private information shall remain undisclosed. Any disclosure of such information shall be made upon acquiring prior written consent by the child and his/her guardian.

3 Project Monitoring and Evaluation

- › ChildFund shall check if the rights of children were protected and these Policies were complied with, when it monitors and evaluates a project. Also, ChildFund shall monitor whether any violation of these Policies is appropriately responded to and give its best efforts to prevent such violation from occurring again.

4. Protecting Children's Private Information

Any and all entities subject to these Policies shall maintain a higher sensitivity to the protection of private information of children they acquire and protect such private information.

Protecting Children's Private Information

- ✓ Only the minimum amount of private information shall be collected as agreed by the applicable child and his/her guardian regarding collection and use of private information, as prescribed by the Personal Information Protection Act.
- ✓ The information of a child shall be destroyed immediately upon termination of support to him/her, as prescribed by the Private Information Protection Policies of ChildFund.
- ✓ When providing private information of a child to any third party, the provider must acquire a consent on such provision from the child and his/her guardian.
- ✓ When providing any electronic file that includes a child's private information, such file shall be individually provided to only those who are in charge of applicable businesses, and passwords shall be set to assure secrecy.

- ✔ When any partner (including volunteers and apprentices) handles businesses that involve handling of a child's private information, the employee must inform such partner of these Policies and collect from such partner the Agreement on Compliance.
-

- › No information of a sponsored child but the basic information (name, address, age and family member) shall be provided to his/her sponsors.
- › The sponsor shall not use the basic information provided to him/her for any other purpose than understanding the sponsored child better or arbitrarily disclose such information to others.
- › The sponsor shall not indiscreetly expose the private information or photographs of a child he/she acquired through personal meetings or exchange of correspondences.

5. Interaction with a Child

All subjects of these Policies shall give the highest priority to protection of children when interacting with them. The interaction shall include those taking place in all forms, such as personal, written and electronic.

① Rules - before interacting with children

- › When any partner is to interact with a child, the employee must inform such partner of the Policies and collect from such partner the Agreement on Compliance.
- › ChildFund shall consider political and cultural circumstances and degree of risk in the area of project to determine whether any visit by the partners to an overseas project country is appropriate.
- › No individual interaction between a partner and a child shall be allowed, unless approved by ChildFund in advance.

② Rules - during interaction with children

- › A partner shall not be allowed to meet a child alone. The personal meetings shall be held in locations designated by ChildFund (which shall be public spaces) under the participation of the employee of ChildFund.
- › The subjects of these Policies shall not belittle or discriminate children or their families based on religion, race, culture, age, gender, disability or politics; engage in improper physical contact (e.g. hugging or kissing); or give corporal punishment.
- › When photographing of a child is necessary, it shall be done after acquiring an approval of the child and his/her guardian.
- › No promise (of invitation, re-visit, gift or financial support) that cannot be honored shall be made to any child.
- › The partners shall not exchange any contact information with the child or his/her family. When a child's contact information (such as telephone number, e-mail address or SNS account) is acquired in the course of appropriately sanctioned activities, such information shall be destroyed immediately upon termination of applicable activities, and the acquirer shall not personally contact the child. When any piece of information was provided by the child or his/her family, it shall be shared with the employee of ChildFund immediately.
- › Absolutely no cash shall be offered or no goods shall be indiscreetly offered to any child at the meeting. When any partner wishes to provide separate or additional support, he/she/it shall consult with an employee of ChildFund.
- › When any partner discovers a child being abused or mistreated during his/her meeting, he/she must inform an employee of ChildFund immediately.

6. Marketing and Communication

① Dignity of a Child

- › The dignity and rights of a child must be respected during the entire process of any marketing activity on the media (including, but not limited to, coverages, reports, publicities and fund-raisers).

2 Prior Consent

- › The employee of ChildFund shall inform the persons of media of these Policies and collect from such partner the Pledge on Protection of the Rights of Children For Media.
- › When covering or taking a photograph of a child, the employee of ChildFund shall collect a signed Consent of Collection and Use of Private Information from the child and his/her guardian. Such Consent shall include provisions describing the followings:
 - purpose of photo-taking and use thereof and
 - scope of media exposure for the child's private information.
- › The prior consent must be made by a child and his/her guardian entirely free from any interference or guidance of any third party. The photo-taker must clearly explain to them about his/her identity, purpose of photo-taking and use of the photo.
- › The photo(s) taken may not be used for any other purpose than what was consented to.
- › Specific private information, such as the real name of a child, his/her school and residential address, shall be treated as agreed by the child and his/her guardian with regard to the scope of media exposure.

3 Safe Environment

- › The photo must be taken under a safe environment for the child's physical and mental health.

4 Prevention of Post-event Damage

- › When engaging in any marketing activity using the media, employees of ChildFund shall prevent adverse effect to the child by carefully considering the outcome of such marketing event.

5 Authenticity

- › No photo or information of any child shall be manipulated or distorted for a particular purpose.

6 External Organization

- › When an employee enters into any agreement with others on behalf of ChildFund for use of the media (as a part of the marketing activity), he/she must stipulate in such agreement that the applicable information shall not be used for any other purpose than what was originally agreed to, and what legal actions will be taken upon violation of such stipulation.
- › When a third party carried out any activity without entering into the aforementioned written agreement, the aforementioned stipulations must be verbally notified to the third party.

III

Monitoring and Reporting

1. Reporting and Responding

① Reporting

The employees of ChildFund shall report any actual or suspected violation of these Policies to the Cyber Audit Section of Audit Department. Any aforementioned report shall be made using the Suspected Child Safeguarding Policies Violation Report.

All issues, including, but not limited to the followings, related to violation of the rights of children can be reported:

- › when any right of children is violated in the course of carrying out a project;
- › when one poorly manages any private information of children; or
- › when one uses photographs of children without proper consent.

Especially the following issues must be reported immediately, no later than 24 hours from the moment they occur or their occurrence is identified:

- › when witnessed or heard a situation where violence against a child is suspected;
- › when the employee him/herself is suspected to have committed any act of violence; or
- › when a child informed an employee that he/she was subjected to an act of violence.

An employee shall report any violation of these Policies or failure to report and respond as prescribed by these Policies, such as:

- › inhibiting open discussion about these Policies and implementation thereof;
- › failing to explain these Policies to the Partners who are to jointly carry out projects;
- › disclosing the fact that an employee reported the other employee's violation; or
- › knowingly failing to report the others' violation.

The partners shall also report to the police any act of violence against children that violates these Policies and is identified or suspected in the course of their participation in any activities of ChildFund, as prescribed by the child abuse reporting process. When the partners make the above report, they shall inform the employees of ChildFund.

② Investigating and Responding

① Investigation

When any violation of these Policies is reported, the Audit Department shall start investigating the violation as soon as possible, and:

- › always treat all reported matters carefully regardless of their relative seriousness;
- › support the person who was affected by the reported violation (the child, the employee, etc.) or the reporter;
- › cooperate with the parents or guardian of applicable child and other experts.

When the partners report their findings to the police, ChildFund shall actively cooperate with the applicable investigation.

② Response

The Audit Department shall investigate the reported violations of these Policies, prepare a report thereof, with evidences attached, and submit them to the management (executives and leaders of applicable departments). The initial action to a reported violation shall be made no later than 72 hours from the time of report.

The violator of these Policies shall be treated as follows:

- › if he/she is a director or an executive: the BOD shall determine a penalty up to dismissal from office according to the seriousness of violation;
- › if he/she is an employee: the HR Committee shall determine a penalty up to dismissal from office according to the seriousness of violation, and he/she shall be treated according to the laws of applicable jurisdiction; and
- › if he/she is a partner, all relationships, including agreements, with such partner shall be terminated, and ChildFund shall report such partner to the authority of applicable jurisdiction and cooperate with such authority in treating such partner according to the law.

2. Protection of Private Information and Prevention of Infringement

All communications took place in the entire process of reporting and responding shall be recorded in writing, and such records shall be kept confidential to ensure safety of all persons related to the applicable issue. The employees shall keep the reported issues confidential throughout the entire processes of reporting and responding to the issues related to these Policies, to ensure physical and mental health and stability of the victims and the witnesses; and to prevent any secondary damages from occurring.

3. Inspection of Compliance to Policies

Inspection of Compliance to Policies



1 Regular Monitoring and Internal Audit

ChildFund shall regularly monitor and conduct internal audits on whether these Policies are faithfully complied with in the course of its organizational management and business execution. When conducting the regular monitoring, ChildFund shall not only seek for violations and issues that require correction, but also positive issues that can become examples of compliance.

② Frequent Monitoring

Each Department shall frequently monitor partners and overseas offices it is responsible for whether they are complying with these Policies, and establish the internalization plans for them.

③ Amending Policies and Applying the Amended Policies to Regulations and Work Manuals

When these Policies are amended as determined by the results of monitoring and internal audit, the amended Policies shall be applied to corresponding Regulations and Work Manuals.

The Code of ChildFund Korea on Child Safeguarding

Those who must comply with the Child Safeguarding Policies of ChildFund Korea (“Policies”) shall comply with the following Code of Child Safeguarding to protect the rights of children:

- ✔ I will recognize dignity of children and put the rights of children at the center of everything I do with regard to children.
- ✔ I will create an environment where the children can express their opinions and I will listen to their opinions.
- ✔ I will carry out all my activities involving children after fully assuring their safety and minimizing all risks they may face.
- ✔ I will be highly sensitive to the protection of private information of children I acquire and will not disclose such private information to any third party without the consent of the child or his/her guardian.
- ✔ I will not exercise any form of violence, including, but not limited to, physical, mental or sexual violence, abandonment, corporal punishment and exploitation, against children or treat them inappropriately.
- ✔ I will not make any demand that violates these Policies in return for support, or receive any bribe or gift.
- ✔ I will not handle or distribute any information that violates these Policies.
- ✔ As a worker who strives to protect the rights of children, I will behave under the sense of responsibility and will not damage the reputation of ChildFund not only in public, but also in private.
- ✔ I will report any violation of these policies or the Code of Child Safeguarding according to the applicable procedures.

Pledge of Compliance to Child Safeguarding Policies

To : Chairman of ChildFund Korea

I, [name], have fully understood the Child Safeguarding Policies of ChildFund Korea. I agree with the above Child Safeguarding Policies and promise that I will faithfully comply with them.

- I will recognize dignity of children and put the rights of children at the center of everything I do with regard to children.
- I will create an environment where the children can express their opinions and I will listen to their opinions.
- I will carry out all my activities involving children after fully assuring their safety and minimizing all risks they may face.
- I will be highly sensitive to the protection of private information of children I acquire and will not disclose such private information to any third party without the consent of the child or his/her guardian.
- I will not exercise any form of violence.
- I will not make any demand that violates these Policies in return for support, or receive any bribe or gift.
- I will not handle or distribute any information that violates these Policies.
- As a worker who strives to protect the rights of children, I will behave under the sense of responsibility and will not damage the reputation of ChildFund not only in public, but also in private.
- I will report any violation of these policies or the Code of Child Safeguarding according to the applicable procedures.

Date	
Name	
Signature	

For Partners

Agreement on Compliance

As a [description] who is working together with ChildFund Korea, I, [name], have fully understood the Child Safeguarding Policies of ChildFund Korea.

I agree that I shall faithfully comply with the Child Safeguarding Policies, so that no right of a child will be infringed in the entire course of my work together with ChildFund Korea.

- I will recognize dignity of children and put the rights of children at the center of everything I do with regard to children.
- I will create an environment where the children can express their opinions and I will listen to their opinions.
- I will carry out all my activities involving children after fully assuring their safety and minimizing all risks they may face.
- I will be highly sensitive to the protection of private information of children I acquire and will not disclose such private information to any third party without the consent of the child or his/her guardian.
- I will not exercise any form of violence.
- I will not make any demand that violates these Policies in return for support, or receive any bribe or gift.
- I will not handle or distribute any information that violates these Policies.
- I will report any violation of these policies or the Code of Child Safeguarding according to the applicable procedures.

Date	
Name	
Signature	

Pledge on Protection of the Rights of Children

To : Chairman of ChildFund Korea

Whereas, the media, as a creator and leader of public opinion, understands that any wrong report may cause irreversible damages and imprint wrong images.

Whereas, the parties hereto wish not to infringe any right of children by a report made in good intent.

Now, therefore, to accomplish the aforesaid, [name] hereby acknowledges the followings and promises that [name] will comply with the Child Safeguarding Policies of ChildFund Korea:

- A child must be protected and has his/her own rights. He/she is not an absolutely weak or incapable person, but a human being that autonomously acts exercising his/her own rights.
- When reporting a child's story, the media shall promote his/her rights and must inform the circumstances that the child faces from a correct perspective and using an accurate judgment.
- When investigating and reporting about a child, the media must protect his/her rights and must not infringe such rights.

Date	
Name	
Signature	

Incident Reporting Form

1. About you

Name	
Role in ChildFund	
Detail of the organization involved	
Your relationship with the affected child or children	

2. About the child of young person involved

Name		Male or female	
Age		Contact number	
Who the child lives with			
Address			

3. The concern, suspicion or complaint

Describe what has prompted your concern or suspicion of maltreatment or violence against a child	- suspicion:
Describe exactly what the child said	- Time, date and place of incident:
Have you informed the parents or legal guardians or any child protection agency?	- Type of concern(type of maltreatment, abuse, etc.):
Action taken	

Date	
Name	

아동보호 정책

**Child
Safeguarding Policy**

발행처 초록우산 어린이재단 복지사업본부

발행일 2018년 3월

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디자인 (주)디자인지

※ 사전 승인 없이 보고서 내용의 무단 전제 및 복제를 금함

