

INTRODUCTION

CHILD SAFEGUARDING POLICY AND PROCEDURES

1. PURPOSE

Gugma sa Kabataan, Incorporated strives to promote and safeguard children's best interests, aims to prevent and respond to any actions, whether deliberate or inadvertent, among its practices, policies or processes that would expose children to the risks of any kind of harm including abuse, neglect or exploitation.

This policy is constructed in accordance with the Republic Act 7610 of 1992 otherwise known as Special Protection of Children Against Abuse, Exploitation and Discrimination Act.

This policy applies to all Gugma sa Kabataan's staff, representatives, community volunteers, service providers, partner organizations who have direct access to children and child's information. Further, this policy forms part as annex to the existing Employment Handbook and Standard Operations Manual of the Foundation.

This policy will be translated to local dialect and copies will be provided to community partners and supporters accordingly.

2. POLICY

Safeguard Children

Gugma sa Kabataan, Incorporated is committed to safeguarding the interests, rights, and wellbeing of children with whom it is in contact, to conducting its programs and operations in a manner that is safe for children, and to appropriately respond to concerns about children's safety. All Gugma sa Kabataan, Incorporated representatives must not engage in any of the following behavior towards children: physical, emotional, or sexual abuse, neglect, sexual exploitation, commercial exploitation, or child labor. Any engagement in such activity with children constitutes a violation of this Child Safeguarding Policy and is to be reported. Policy violations by any are taken seriously and the Foundation will take actions deemed appropriate within the parameters of its policy and existing national and local laws.

In carrying out and promoting the Child Safeguarding Policy, Gugma sa Kabataan, Incorporated will:

- 2.1. Promoting awareness on Child Safeguarding Obligations and Responsibilities: Ensure that all staff and partners of Gugma sa Kabataan, Incorporated are fully acquainted on laws and policies on child safeguarding to minimize the risks to children.
- 2.2. Reporting Cases of Child Abuse: Ensure that all staff, partners and service providers understand the process of reporting cases of child abuse and take steps when, where and whom to contact when suspected cases arise.
- 2.3. Responding to Cases of Child Abuse Appropriately: Gugma sa Kabataan, Incorporated will take actions in accordance to this policy and existing local and national laws, in cooperating any investigations to child abuse cases reported.

3. DEFINITIONS

- 3.1. "Child" refers means every human being below the age of eighteen (18) years of age¹ and those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition²
- 3.2. Child Abuse refers to the maltreatment, whether habitual or not, of the child which includes: psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment; any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being; unreasonable deprivation of his basic needs for survival, such as food and shelter; and, failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.
 - 3.2.1 Physical Abuse refers to the use of physical force by another person that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).
 - 3.2.2 Emotional Abuse refers to any humiliating, degrading or intimidating treatment, such as bullying (including cyber bullying), constant criticism, persistent shaming, solitary confinement and isolation.
 - 3.2.3 Neglect refers to failure to meet a child's basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.
 - 3.2.4 Sexual Abuse refers to the use of a child in a sexual act by another person, including indecent touching, voyeurism and exhibitionism. Sexual abuse, includes incest, early and forced marriage, rape, involvement in pornography, and sexual slavery, includes forcing or enticing a child to take part in sexual activities, including the act of grooming a child with the intention of establishing a sexual relationship.
 - 3.2.5 Sexual Exploitation is a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. The terms "child prostitution" and "child sex tourism" are forms of sexual exploitation.
 - 3.2.6 Commercial Exploitation, the abuse of a child where some form of compensation is involved whereby the perpetrators benefit in some manner. This involves exploiting a child in work or other activities in violation of their rights, for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social emotional development.
 - 3.2.7 Child Labor refers to engaging a child to a work that deprives them of their childhood, their potential and their dignity, and that is harmful to physical and mental development.

¹As defined by the Article 1 of the United Nations Convention of the Rights of a Child

²Definitions of "children" and "child abuse including sexual abuse and sexual exploitation" are extracted from Section 3 of Republic Act 7610 otherwise known as "Special Protection of Children Against Abuse, Exploitation and Discrimination Act."

- 3.3. Child Sensitive Information. Any information that can be used to trace a child's identity, including their name, address, government issued identification number, date and place of birth, mother's maiden name, and any other information that is linkable to that child, such as medical, educational, and financial information.
- 3.4. Child Safeguarding Incident. A policy violation constitutes an abuse power and/or neglect of responsibilities leading to the violation of rights of children to shelter from harm, including but not limited to any form of violence, sexual exploitation, neglect, or abuse, which may include serious physical or psychological harm, injuries, or death.
- 3.5. Representatives include all staff, volunteers, students, interns, consultants, members of the Project Governing Board and the Foundation's Board of Trustees who work with children in behalf of Gugma sa Kabataan, Incorporated Foundation and have direct access to children's information.
- 3.6. Supporters include sponsors and individual donors, and visitors or guests such as private/ civic organizations and media.
- 3.7. Gugma sa Kabataan, Incorporated Management. These positions include the Board of Trustees of Gugma sa Kabataan, Incorporated and its Executive Director.
- 3.8. Focal Point Person. Trained staff members who are designated to receive complaints about unethical behavior towards children and relay them to the Executive Director in a confidential and discreet manner.
- 3.9. Enquiry Team. The enquiry team is an impartial, gender-balanced group of colleagues appointed to look deeper into the policy violation. It is the responsibility of the enquiry team to provide a due process in accordance to foundation's policies and national/local laws. Further, the enquiry team will only collect factual information and details to include but not limited to incidence and witnesses' statements. It is not the job of the enquiry team to determine the alleged person's guilt or innocence but only to collect the facts, maintain confidentiality, and present findings to the Board of Trustees and top management.

Enquiry team is composed of the following:

- Member of the Board of Trustees.
- Child Protection Officer as the designated child safeguarding focal
- Management staff who are trained and skilled in conflict management and child-friendly participation.

4. RESPONSIBILITIES

- 4.1. All Gugma sa Kabataan, Incorporated representatives are responsible to adhere and implement this policy and are expected to remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable them to promote strong safeguarding practices.
- 4.2. All Gugma sa Kabataan, Incorporated have an obligation to report violations of this Child Safeguarding Policy in a timely manner, including that a child has been harmed or is at risk of being harmed, according to the reporting requirements detailed in the accompanying procedure to this policy. All representatives must cooperate fully and confidentially in any investigation of concerns or allegations.

- 4.3. Gugma sa Kabataan, Incorporated Management are accountable for the implementation of this Child Safeguarding Policy and Procedure, including decisions on how best to apply the policy in the local context.
- 4.4. Reporting. All Gugma sa Kabataan, Incorporated staff and representatives are obliged to report any violations to this policy to the management for necessary due processes to take place.
- 4.5. Exceptions. None

PROCEDURES DOCUMENT

The procedures outlined in this document are intended to describe the practical actions performed by Gugma sa Kabataan, Incorporated's representatives to apply the Child Safeguarding Policy. They provide minimum requirements and guidance for GsK Representatives toward being a safe organization for children and ensuring that appropriate action is taken if a policy violation occurs. Agreements with Partner organizations and Business Partners will define safeguarding responsibilities.

1. Gugma sa Kabataan, Incorporated representatives must always observe child safeguarding standards when relating with all children and families. Gugma sa Kabataan, Incorporated representatives should not place themselves in compromising or vulnerable positions and should know that even if a child behaves inappropriately, the representative (as the adult) is always the responsible party. Inappropriate behavior towards children, including failure to uphold Gugma sa Kabataan, Incorporated's Child Safeguarding Policy, is grounds for enquiry, discipline, even up to dismissal and criminal prosecution and or termination, when proven guilty.
2. Hiring of New Staff and Consultants.
 - 2.1. Gugma sa Kabataan, Incorporated exercise its right to perform background check when hiring new staff and engaging partners and representatives in its program operations. Prospective and incoming staff and partners should be informed well of this policy on child safeguarding.
 - 2.2. Gugma sa Kabataan, Incorporated will not knowingly employ anyone with a conviction for child abuse, pedophilia, or a related offense on violence against women and children.
 - 2.3. All Gugma sa Kabataan, Incorporated representatives must sign Gugma sa Kabataan, Incorporated's Code of Conduct and an acknowledgement page of the child safeguarding policy indicating their full understanding and that they will abide by Gugma sa Kabataan, Incorporated's Child Safeguarding Policy throughout their employment, tenure and/or association with Gugma sa Kabataan, Incorporated.
3. Visits
 - 3.1 Visits by sponsors, partners, member of the press, external auditors, researchers, civic society representatives and others, they should coordinate their visits and its purpose with Gugma sa Kabataan, Incorporated.
 - 3.2 All visitors must be informed of Gugma sa Kabataan, Incorporated's Child Safeguarding Policy and its procedures prior to the visit. All visits should be supervised by Gugma sa Kabataan,

- Incorporated staff. Gugma sa Kabataan, Incorporated reserves the right to cancel or postpone any visit if schedules are not in favor to the child, its family or the community.
- 3.3 Gugma sa Kabataan, Incorporated assigned staff must ensure that translation and transportation are available to the visitor/s. Visitors should then be properly advised that reimbursements of expenses are anticipated.
 - 3.4 Gugma sa Kabataan, Incorporated reserves the right to screen/background check any visitor prior to field visits. If the agency deems a criminal background check necessary, the agency shall acquire permission from the visitor to perform a criminal background check prior to a field visit, where permitted by local law.
 - 3.5 Children should always be accompanied by their parents or duly assigned legal guardian during the whole visit. Under no circumstances will staff leave the child and parent/guardian alone with a visitor at any time during a visit. Additionally, the Gugma sa Kabataan, Incorporated staff must be vigilant to ensure that no direct contact information (including electronic, phone, address, etc.) is exchanged between the visitor and the child/family during the visit.
 - 3.6 A record of all visits must be kept on file by the assigned staff. He/she must also provide a written report of every sponsor visit within 10 days of the visit.
 - 3.7 Actual/suspected cases of any abuse, inappropriate behavior and/or policy violation by a visitor are to be reported immediately to a Focal Point Person. Children must be able to access designated Focal Point Persons and related information in ways that are child friendly. Appropriate action must be taken.
 - 3.8 Gugma sa Kabataan, Incorporated has the right to refuse any unannounced and uncoordinated visits.

PREVENTION OF CHILD SAFEGUARDING INCIDENTS

Gugma sa Kabataan, Incorporated will conduct risk assessments for programs and activities involving children or those having a direct impact on children, to ensure that it meets the standards for safeguarding children. Other activities in addition to programming may include but are not limited to research, advocacy, media campaigns and events involving children.

Prevention of Child Abuse

When conducting risk assessments, consideration must be given to factors such as age, gender, disability, language, culture, and all aspects of inclusion that may affect the risks and vulnerabilities associated with children participating in programs. Migration measures and plans must be implemented to address and minimize these risks.

To ensure that no systems or processes cause harm to children, documented self-assessments must be conducted for all GsK work processes and activities that impact and involve children directly or indirectly.

Two-Adult Rule must be used because it: (1) significantly reduces the risk of an incident of abuse; (2) protects against false accusations; (3) reduces liability and claims of negligence; and (4) offers added support in the case of an emergency.

Representatives must never:

- Act in ways that may be abusive or place children at risk of abuse.
- Hit, physically assault, or physically abuse children or threaten to do so.
- Engage in actions that are physically inappropriate or sexually provocative.
- Partake in sexual activities or have a sexual relationship with a child, irrespective of the age of majority or consent or local custom.
- Engage in a sexual relationship or sexual activity with an enrolled person or someone benefitting from Gugma sa Kabataan, Inc. program or activity.
- Stay alone overnight with one or more children participating in Gugma sa Kabataan, Inc. programs who are not a part of their family, whether in their house, on project premises or elsewhere.
- Have a child participant who is not part of their family stay overnight at their home.
- Sleep in the same bed as a child participant or sleep in the same room as a child participant who is not part of their family.
- Exchange personal contact information or ask for children's personal information.
- Call, text or communicate with child participants outside of the project or on a personal basis.
- Develop relationships with children that could be deemed exploitative or abusive.
- Share or transfer enrolled child or child program participant data outside of Gugma sa Kabataan, Inc., without encryption.
- Store enrolled child or child program participant data on a personal device.
- Use language, make suggestions, or offer advice to children that is inappropriate, offensive, or abusive.
- Do things for child participants of a personal nature that they could do for themselves, such as dressing, feeding, and washing.
- Improperly disclose children's sensitive information.
- Condone or participate in behavior toward children that is unsafe or illegal.

CHILD SAFEGUARDING FOR CHILDREN PARTICIPATING IN OFFICIAL TRAVELS OUTSIDE THE COVERED AREAS AND ABROAD

Children's participation is integrated into the project and foundation's activities. This can be in the form of conferences, consultations, seminar, either through physical presence or using the virtual platforms outside the child's area. Planning for the participation of children that requires travelling outside the community and abroad should take into consideration the best interest of the child, looking into all angles of implications and what results will it brought to the child. Risk assessment must be thoroughly before finalizing the plan for the child's travel outside of the community.

Gugma sa Kabataan, Inc. through the assigned staff or the child protection focal will undertake and ensure that the following standards and processes are observed:

1. Pre-departure. When planning to bring children outside the area to participate in program and organization's activities, the child protection focal person will conduct risk assessment and identify options should risks are identified. Gugma sa Kabataan, Inc. through the staff assigned must discuss the invitation and plan to the parents or guardians of the child and ensure their understanding of the activity its purpose and planned itinerary. A consent form must be secured from the parents and guardians. Parents or guardians must be given all contact numbers of the accompanying person/s. Further, an assent form must be secured from the child after discussing with him/her the activity, purpose and proposed itinerary. Travel medical and accident insurance must be given to all travelling children and accompanying adults.
2. During the travel. Gugma sa Kabataan, Inc. ensures that a designated adult chaperone will always be with the child in all the activities. A designated chaperone shall be a program staff, a board of

trustee or a parent leader with more than 6 months of engagement in the organization upon the travel and have been trained on child protection and child safeguarding. The designated chaperone be provided with contact details for 24-hour emergency support within the organization for the duration of the child/children's visit, as well as external emergency contact details. At least one chaperone is assigned to a maximum of 2 children, with consideration to the gender composition of the children. Should the children composed of both boys and girls, chaperones will also be female and male. Girls will be with female chaperone and boys will be with male the chaperone.

3. After Activity/Travel. Gugma sa Kabataan, Inc. assigned staff or the child protection focal person will conduct debriefing session with the child. Any stories (and pictures) about the child participating the activity will not be published or released without the consent of both parents and the child.

Child Safeguarding Focal Point Person

The Child Safeguarding Focal Point Person is integral to the Child Safeguarding framework and will be the primary contact person for coordination and implementation of the policy and procedures and will receive and coordinate the response to complaints about violations of the Child Safeguarding Policy and Procedures. All responsibilities are detailed in the Child Safeguarding Focal Point's job description.

Gugma sa Kabataan, Inc. will appoint a Child Protection Officer/Focal Point who will ensure that all Gugma sa Kabataan, Inc. representatives are fully equipped with knowledge and skills in accordance with their specific child safeguarding responsibilities, contact with children, and use of child sensitive data. The Child Protection Officer ensures that all staff will undergo child safeguarding refresher training every 3 years.

REPORTING AND HANDLING OF CHILD SAFEGUARDING POLICY INCIDENTS AND VIOLATIONS

All Gugma sa Kabataan, Inc. staff and representatives are required to report alleged violations of the Child Safeguarding Policy and any concerns that a child has been harmed or is at risk of being harmed to the management for necessary due processes to take place. All allegations made must be reported and reviewed for appropriate follow-up, including conducting an inquiry when appropriate. Any allegations of abuse made against Partner Organization, including Business Partners, will be addressed and monitored by Gugma sa Kabataan, Inc.

The Gugma sa Kabataan, Inc. Whistleblower Policy ensures that any Representatives, Partner Organizations, Guests, and Supporters who in good faith report a protection concern will be fully supported.

All Gugma sa Kabataan, Inc. staff and representatives are obliged to report any violations to this policy to the management for necessary due processes to take place.

1. All Gugma sa Kabataan, Inc. representatives are required to immediately report any suspicions of policy violations or unethical behavior to Child Protection Focal person or the Executive Director.
2. The report of an allegation can be done anonymously and discreetly, and identity of the reporting person is kept confidential.
3. Regardless of who is reporting an allegation (staff member, child, parent, etc.), the allegation must be reported directly to Gugma sa Kabataan, Inc. or the Executive Director who will document in detail what happened, including the date, location, and the name of the witness/es and transmit the report to President of the Board of Trustees within 24 hours.
4. Procedures for reporting suspected cases of child abuse to external agencies are to follow local and national guidelines.

5. Gugma sa Kabataan, Inc. staff must protect the gathered information with the greatest care and confidentiality. It may be that the person reporting the possible abuse does not want the information shared with others. All information gathered and developed is held in the strictest confidence and will be disclosed only on a need-to-know basis to report, investigate, and resolve the matter.
6. Gugma sa Kabataan, Inc. representative who has been brought under investigation by the official law enforcement authorities for the abuse of a child will be temporarily suspended and will have no access to children during the course of the investigation.
7. The employee will be informed that allegations have been made against him/her and given an opportunity to respond within 48 hours.
8. The individual alleged will have the opportunity to present his or her view of the events in question before any determination of guilt or innocence has been reached.
9. The enquiry team will develop a detailed written investigation report based on established local procedures. All investigation reports are to remain confidential throughout and after the investigation. Once the investigation is completed, a full written report including findings and recommended actions will be shared with/approved by the Board of Trustees President. In consultation with the Board of Trustees, the Executive Director and appropriate legal counsel, a resolution will be determined and appropriate action taken.
10. Gugma sa Kabataan, Inc. will not tolerate any form of coercion, intimidation, reprisal or retaliation against any employee who makes a report regarding possible violations or unethical behavior or any person who provides information or assistance in an investigation.

Self-Reporting an Allegation

If an allegation is made against you, directly to you, you should make a written record of the allegation and advise your manager and/or the Child Safeguarding Focal Point Person immediately. The Child Safeguarding Focal Point Person will inform Executive Director. Possible situations that should be reported include such things as:

- You accidentally hurt a child, or a child is harmed in any way.
- A child appears to be sexually aroused by you.
- A child misunderstands or misinterprets anything you have done in a way that could be construed as a breach, or potential breach, of the policy.
- You are involved in activities that might be misconstrued as a breach of the Child Safeguarding Policy.

How to Report an Allegation of Harm of a Child?

RESPONSES TO POLICY BREACHES

GsK will appoint Child Safeguarding Focal Point who will be responsible for supporting the Child Safeguarding Policy's direct implementation in a continued effort to ensure that the Foundation is safe for children.

There are different potential breaches of the GsK's Child Safeguarding Policy:

1. Allegations that an GsK Representative, Supporter, has abused, harmed, or exploited a child.
2. Allegations that an GsK Representative or Supporter has breached the Child Safeguarding Policy but has not abused, harmed, or exploited a child. Examples include failure to provide safeguarding information on a job advertisement, not conducting a pre-visit briefing for a visitor, not storing children's data with a password on IT equipment and using GsK's IT network to look at pornography. While a child in contact with an GsK program has not been

directly abused, harmed, or exploited, the policy has been breached and safeguarding risks exposed.

3. Concerns about a child not enrolled in GsK but who may live in a community reached by the organization or have some other connection that makes a GsK's Representative concerned about the child's safety.