

NTFP Child Protection Policy
Say 'YES!' To Keeping Children Safe

Functional Area	Child Protection Policy Unit
Owner	Executive Director of NTFP
Approved by	Members of NTFP
Date of Approval	02 June 2017
Date of next review	
Applicable to	All NTFP Staff, NTFP Associates and NTFP Visitors; NTFP , Inc, branch offices and subsidiaries
Related Policies	Global Code of Conduct and Whistle Blowing Policy
Procedures	-Sponsor Visits to the Field -Reporting and Responding to Child Protection Issues in NTFP - NTFP's Child Protection Policy Implementation Standards Child Protection Policy
Strategy	Child Protection Policy and Global Implementation Strategy

As an international child-centered community development organization whose work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), NTFP is committed to ensuring the fulfilment of children's rights including their rights to protection. NTFP is committed to protecting children from harm and ensuring children's right to protection under Article 19 of the UNCRC is fully realized. We take seriously our responsibility to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form. In addition, we will take positive action to prevent those who abuse children from becoming involved with NTFP and take stringent measures against any NTFP Staff, NTFP Associates, NTFP Visitors or NTFP Managers who abuse a child. Our decisions and actions in response to Child protection concerns and breaches of this policy will be guided by the principle of 'the best interests of the child'.

A. Definitions under the Child Protection Policy

1. In line with the UNCRC, for the purposes of this policy, a Child is defined as any person under the age of 18 years (UNCRC Article 1).
2. Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their wellbeing, dignity and prospect of safe and healthy development into adulthood.
3. Child protection is defined in this policy as the responsibilities and preventative and responsive measures and activities that Plan undertakes to protect children ensuring that no Child is subject to Child abuse as a result of their association with us, their contact with NTFP Staff, NTFP Associates and Plan Visitors and/or their participation in any NTFP activity, including our projects and programs.

In addition, it incorporates our responsibility to ensure that where there are concerns over a Child's welfare or where a Child has been subject to Child abuse, actions are taken to address this; concerns are reported and responded to appropriately and in line with the relevant global and local procedures; and incidents are analyzed so as to ensure continued learning and growth in the field of organizational child protection.

4. NTFP Staff refers to individuals who receive a regular salary for work in any part of NTFP, including all offices.

5. NTFP Associates refers to a range of paid and non-paid individuals who have committed to work with or support NTFP. It includes, among others, members of boards, volunteers, including community volunteers, ; interns; sponsors; researchers; donors, consultants and contractors; staff and/or representatives of partner organizations and local governments (when operating in partnership agreement with NTFP).

6. NTFP Visitors refers to a range of persons who are visiting our programs and may come into contact with children through NTFP, including journalists, media, researchers, and celebrities.

7. NTFP Managers refers to NTFP Staff who have responsibility for line managing or supervising the work of NTFP Staff.

B. Scope of the Child Protection Policy

The Child Protection Policy applies to all NTFP Staff, NTFP Visitors and NTFP Managers who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy. It is intended that this policy will set a minimum global standard for all NTFP Staff, NTFP Associates and NTFP Visitors. This commitment will be evidenced through signing the policy.

C. Principles

This policy is informed by a set of principles that are derived from the UNCRC and include:

1. All children have equal rights to protection from abuse and exploitation.
2. Each child has a fundamental right to life, survival and development. NTFP's child centered community development approach provides a basis for ensuring the realization of children's rights to be protected from harmful influences, abuse and exploitation.
3. All children should be encouraged to fulfil their potential, and inequality and discrimination should be challenged.
4. Children will be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.
5. Everybody has a responsibility to support the care and protection of children.

D. NTFP's vision for Child Protection

NTFP creates safe environments for children in all aspects of its work whether fundraising or program implementation, where children are respected, protected and empowered as their capacities evolve to contribute actively to the development of Child protection measures within NTFP.

This policy aims to ensure that NTFP Staff, NTFP Associates, NTFP Visitors and NTFP Managers, as appropriate to their engagement with NTFP, are skilled, confident, understand, accept and are well supported in meeting their Child protection responsibilities and engage positively with children and communities in ways that enhance the achievement of NTFP's overall program goals and commitments.

E. Responsibilities for those covered by the scope of the Child Protection Policy

Everyone who works with and engages with Plan has a responsibility to ensure that children are protected. The responsibilities detailed below are mandatory for those who fall within the scope of the policy.

NTFP Staff, NTFP Associates, NTFP Visitors and NTFP Managers must:

1. Never abuse and/or exploit a Child or act/ behave in any way that places a child at risk of harm.
2. Report any Child abuse and Child protection concerns they have in accordance with applicable local office procedures and this policy. NTFP Staff may also use NTFP's Whistle Blowing policy in this event.
3. Respond to a Child who may have been abused or exploited in accordance with applicable local office procedures and this policy.
4. Cooperate fully and confidentially in any investigation of concerns or allegations of Child abuse.
5. Contribute to building an environment where children are respected and encouraged to discuss their concerns and rights.
6. Always treat children in a manner which is respectful of their rights, integrity and dignity, considers their best interests and does not expose them to, or place them at risk of, harm. For example: when taking images/pictures during visits, interacting with children or generating stories of children, ensure that this is done in a manner consistent with the appropriate Plan policies and procedures.
7. Never ask for or accept personal contact details (this includes email, phone numbers, social media contacts, address, webcam, Skype etc.) from any Child or family associated or formerly associated with Plan's work or share their own personal contact details with such individuals. [For NTFP Staff, the exception is where this has been explicitly authorized for business purposes in a manner which is in line with local NTFP policies and procedures, has the consent of the Child's parents or guardian and is supervised by the relevant line or supervising manager].
8. Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard NTFP policies and procedures and/or has the explicit consent of NTFP. Media include paper, photographs and social media.

9. Never make any contact with a Child or family members associated with NTFP's work that is not supervised by a (or another) member of NTFP Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails and letters.

NTFP Staff must:

10. Comply with the behaviors detailed in NTFP's Global Code of Conduct.

11. Only arrange visits by sponsors to meet with sponsored children in a protected space as chosen by the NTFP Country Office. This may include in their homes with the consent of the Child's family and on the advice of the Country Office staff who always accompany the visit.

12. Only provide the personal contact details of sponsors to former sponsored children aged 18 or over (not the other way round) to enable them to make direct contact after the Child's graduation from the sponsorship scheme with the prior approval of the sponsor, the former sponsored child and a favorable risk assessment collated and approved by NTFP.

NTFP Managers:

13. All NTFP Managers must ensure that, whilst engaged with NTFP, NTFP Associates sign up to either NTFP's Code of Conduct¹ or to guidance on appropriate behavior towards children that is appropriate to their engagement with NTFP and is developed by a NTFP Manager using the Code of Conduct as a guide.

14. NTFP Director must ensure that each NTFP entity has in place local procedures that are consistent with this Child Protection Policy and with the document Reporting and Responding to Child Protection Issues in NTFP to respond to incidents of Child abuse. Local procedures should be developed with the assistance of local advisers in accordance with local law. It should also be ensured that this policy and local procedures are made available in local languages and child-friendly formats.

15. All NTFP Managers must ensure that NTFP Staff who have reported Child protection concerns or are accused of Child abuse are given appropriate care, support and protection in dealing with all aspects of the case including any safety concerns and potential reprisals which may arise from the incident or from the reporting of such concerns.

F. Personal Conduct outside Work or Association with NTFP

does not dictate the belief and value systems by which NTFP Staff, NTFP Associates, NTFP Visitors and NTFP Managers conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of this policy.

NTFP Staff, NTFP Associates, NTFP Visitors and NTFP Managers are required to bear in mind the principles of the Child Protection Policy and heighten their awareness of how their behavior may be perceived both at work and outside work.

G. Implementation, Monitoring and Sanctions

The Boards of NTFP are ultimately accountable for this policy. The Executive Directors and Macom of NTFP are responsible for its implementation.

The monitoring of adherence to this policy is made through the mandatory tracking of the Child Protection Policy Implementation Standards and NTFP's Code of Conduct by all parts of NTFP.

Breaches of this policy and failure to comply with these responsibilities may incur the following sanctions:

- For NTFP Staff or NTFP Managers - disciplinary action leading to possible dismissal.
- For NTFP Associates or NTFP Visitors - up to and including termination of all relations including contractual and partnership agreements with NTFP.
- Where relevant - appropriate legal or other such actions.

Where concerns exist about the conduct of NTFP NTFP, NTFP Associates, NTFP Visitors and NTFP Managers in relation to Child protection and/or where there has been a breach of the Child Protection Policy, this will be investigated under this policy by consideration of referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by NTFP in accordance with disciplinary procedures.

This may result in disciplinary action for NTFP Staff and NTFP Managers.

Be aware that if a legitimate concern about suspected Child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations of Child abuse.

This policy has been reviewed and is recommended for approval by:

Mrs. Yim Leang Y

Acting Chair Board of NTFP