

# Child Safeguarding Policy

## Museum for the United Nations – UN Live

### Introduction

The Museum for the United Nations – UN Live (UN Live) fundamentally believes in the inherent rights, freedom, dignity, and equality of all people, including children. UN Live supports fundamental human rights, including the human rights of children. We understand that children are often unable to claim their basic human rights and can be extremely vulnerable in relation to abuse, given their dependence on adults and lack of status and power. We strive to prevent abuse and promote the safety, protection, welfare, and development of children, and contribute to a world in which the voices of children are heard, and they can enjoy their full and equal human rights.

In the delivery of our work, UN Live recognises its duty of care to safeguard and protect all children and is committed to putting these principles into practice. Indeed, UN Live is committed to upholding the rights of children and safeguarding them against actions (intended or unintended) that place them at risk of all forms of violence and harm, including child abuse and exploitation.

UN Live's organisational values and work is underpinned by the United Nations' Convention on the Rights of the Child<sup>1</sup>, and it is UN Live's policy to create and proactively maintain an organisational culture and operational environment which prevents and deters any actions and omissions, that place children at risk of any kind of abuse. All those associated with the delivery of UN Live's work are expected to promote – and where appropriate provide – mechanisms to include the voice of children as part of creating a child safe environment. Additionally, they are explicitly prohibited from engaging in any activity that may result in child abuse. We will take positive action to prevent child abusers becoming involved with UN Live in any way and will not tolerate child abuse in any form. It is therefore the responsibility of all those working on behalf of UN Live to raise any concerns they have, or concerns reported to them, in accordance to this policy.

### Zero-tolerance policy statement

This policy demonstrates UN Live's commitment to protect children from all harm and abuse, including sexual exploitation and abuse, neglect, harassment, intimidation, and bullying. At UN Live, this means we have zero tolerance for all such forms of mistreatment, and ensure all concerns are fully responded to and where necessary prompt action (including taking disciplinary action, if applicable) is taken. It means that we hold our people and partners accountable to the same standards and subject them to the same processes.

The policy has been developed to prevent child abuse and enhance child safeguarding within UN Live's work. It aims to create an open and transparent environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, giving primacy to the best interests of the child.

### Working definitions and terms

For the purpose of this Policy, the following working definitions are used.

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<sup>1</sup> <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

**Child/Children.** In line with the United Nations Convention on the Rights of the Child, this refers to anyone under the age of 18 years old, regardless of the considered “age of maturity” in the country in which they reside.

**Child Safeguarding.** The responsibility, policies, procedures, and practices employed to safeguard children who are associated with or come into contact with UN Live from all forms of harm, abuse or exploitation. Our aim is to ensure that everyone associated with UN Live is aware of and responds appropriately to issues of violence, exploitation, abuse and neglect towards children.

**Abuse.** Anything which individuals, institutions, or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. Used in its widest sense, this includes the categories of abuse outlined by the World Health Organization (WHO)<sup>2</sup> as:

- physical abuse;
- emotional abuse;
- neglect and negligent treatment;
- sexual abuse;
- sexual and commercial exploitation.

**Staff/Employees.** Refers to anyone who works for or on behalf of UN Live on a full time, or part-time or volunteer basis.

**Partner.** Any organization, including staff and representatives, with which UN Live is carrying out joint work.

### **Specified Policies on zero-tolerance**

#### **1. Risk assessment/risk mitigation**

- 1.1. Risk assessments must be conducted throughout all programme activities, both online and offline - from proposal to design, implementation up until exit - to ensure standards of child safeguarding are embedded. This includes activities carried out by contractors and partners. Mitigating actions must be assigned to all risks identified, and such actions routinely monitored for the duration of implementation.
- 1.2. Risk assessments must be performed for all activities involving child participation, monitoring & evaluation, research, marketing, new business development, programme development & implementation, information technology, policy, and other operational & campaigning activities otherwise not specified.
- 1.3. All activities must promote the safety, inclusion, and equitable participation of all children across all their intersecting identities. This includes (but is not limited to) disability, racial & ethnic heritage, national status, tribal affiliations, religious beliefs, languages, gender or gender association, sexual orientation and identity and/or medical/physical conditions. All programmes and activities shall be assessed to ensure consideration of such factors from inception through exit.
- 1.4. UN Live respects and upholds the right of children of all abilities to participate in programme activities. Where children with disabilities participate in programmes, all necessary accommodations will be made to ensure their inclusion and safety.

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<sup>2</sup> [https://apps.who.int/iris/bitstream/handle/10665/65900/WHO\\_HSC\\_PVI\\_99.1.pdf](https://apps.who.int/iris/bitstream/handle/10665/65900/WHO_HSC_PVI_99.1.pdf)

To ensure accommodations for inclusion are properly met, children and their caretakers will be consulted on design and implementation of programming.

- 1.5. The design of activities includes participation from cross-cutting functions within the organization to ensure a holistic assessment of child safeguarding risk from inception through exit. New learnings identified will be used to improve the safety of all programmes and emergency responses.

## 2. Safe recruitment

- 2.1. UN Live will adopt safe recruitment processes that help keep children safe, including robust safety checking. UN Live will only recruit representatives who are suited to work with children. Strict child-safe recruitment practices apply to all candidates, which include (but are not limited to) comprehensive background screening in the jurisdictions where the individual has resided, thorough interviewing procedures, and reference checks with previous employers.
- 2.2. The Child Safeguarding Policy is a binding commitment that the employees agree and is committed to following all safeguarding policies and procedures, both in their professional and personal interactions with children.

## 3. Partners

- 3.1. All agreements with partners must include the requirements of this policy. If a partner elects to use its own policy, the partner policy must be of equal or higher standard for protecting and recognizing the rights of children.
- 3.2. All partner agreements must include language about safe recruiting, reporting suspected or known policy violations, and conducting risk assessments to ensure the safety of children during its programming activities.
- 3.3. UN Live holds partners accountable to equal or higher standards of child safeguarding. If the partner chooses to comply with the child safeguarding policy of a donor or funder, UN Live will ensure that that the partner complies with these requirements.
- 3.4. UN Live project managers as well as operations managers who hold responsibility for any partner relation must conduct a rigorous due diligence with new partner organisations, to ensure all partners who support UN Live programme delivery have safeguarding policies and standards at the same – or higher level – as UN Live before commencing a new partnership.

## 4. Behaviour protocols/code of conduct

- 4.1. Those associated with the delivery of UN Live's work must adhere to the following criteria, in both online and offline settings:
  - 4.1.1. Conduct themselves in a manner consistent with UN Live's values and the Child Safeguarding Policy.
  - 4.1.2. Treat all children with respect regardless of their race, colour, gender (including gender diverse children), language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation, or other status.
  - 4.1.3. Immediately disclose all charges, convictions, and other outcomes of an offence that they were subject to, relating to child exploitation and abuse, including those under traditional law, which occurred before or during their association with UN Live.

- 4.1.4. Never use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate, or culturally inappropriate,
- 4.1.5. Never engage in any form of sexual activity including paying for sexual services or engaging in other transactional forms of sexual services with any person under 18 years old (or under the local age of consent when higher than 18).
- 4.1.6. Never engage in any sort of child abuse whether sexual, physical, emotional, neglect, grooming, harassment, or exploitation via digital or other means.
- 4.1.7. Never engage in family violence which can include (but is not limited to) female genital mutilation, child marriage, trafficking, and child labour.
- 4.1.8. Wherever possible, ensure that another adult is present when working near children.
- 4.1.9. Not sleep close to unsupervised children unless absolutely necessary however where necessary, immediately report this to UN Live management, specifically UN Live's CEO.
- 4.1.10. Never visit a child's home alone or invite unaccompanied children into their own home or accommodation unless they are at immediate risk of injury or in physical danger.
- 4.1.11. Comply with all relevant legislation, including labour laws in relation to child labour.
- 4.1.12. Never use physical or humiliating punishment or sanctioning on children.
- 4.1.13. Never consume alcohol or illicit drugs when working with or in contact with children.
- 4.1.14. Never discriminate against or act in favour of certain children to the exclusion of others.
- 4.1.15. Never seek to make contact or spend time with any child connected with UN Live programmes or activities outside of the designated programme or activity time.
- 4.1.16. Never abuse their position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or sexual favour from a child.
- 4.1.17. Never engage in physical contact with a child that is: unprofessional, abusive, unnecessary, or excessive, that makes a child feel uncomfortable or unsafe, or in a culturally insensitive way (necessary physical contact would include attending to an injured child or removing a child from a dangerous situation).
- 4.1.18. Never engage in child labour including hiring of 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.
- 4.1.19. Never do things for children involved in UN Live programmes, activities or events of a personal nature that they can do for themselves such as toileting, bathing or changing their clothes.
- 4.1.20. Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child sexual exploitation material through any medium.

- 4.1.21. Never condone or participate in behaviour with children which is illegal, unsafe, or abusive.
  - 4.1.22. Immediately report concerns for the safety or wellbeing of a child, or a possible breach of the Child Safeguarding Policy in accordance with the reporting procedures (see section 7).
  - 4.1.23. Immediately speak with UN Live management about any concerns they have of their involvement in any situation where their words, actions or behaviour may be interpreted as a breach of this policy.
  - 4.1.24. Act professionally towards children with whom they interact with, whilst at the same time showing genuine care and compassion.
  - 4.2. UN Live commits to cultivating an environment where people feel safe to raise concerns and incidents with the designated safeguarding officer. Whistleblowers or victims must in particular experience a safe environment to air concerns and/or incidents. We establish this through openly communicating about how such incidents may occur, and encouraging an open space for discussion
- 5. Communications and representation of children in materials, images, video etc.**
- 5.1. Engagement with children and their caretakers for the purposes of marketing, media/communications and advocacy must be done with assent and informed consent and must not exploit the child or their caretakers, nor increase their vulnerability or place them at risk.
  - 5.2. Children have the right to control the narrative of their stories and to be represented with dignity and respect. The use of images or video of children and details about their lives for media, advocacy and other purposes, must never include images, video, or information that would allow a child or children to be identified, particularly by ensuring that a child's full name, specific location and image are never combined. As and if UN Live collaborates with children and young people who are known to the public (e.g., as ambassadors of UN Live content or campaigns or in advising positions) UN Live can, under explicit mutual agreement with the individual in question, make relevant exemptions from this guideline.
  - 5.3. To ensure the privacy and safeguarding of children when photographing or filming a child or using children's images or stories for work-related purposes including promotion, fundraising and development education:
    - 5.3.1. Ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
    - 5.3.2. Obtain informed consent from the child and a parent or guardian of the child before photographing or filming a child or obtaining their story. An explanation of how the photograph, film or story will be used must be provided;
    - 5.3.3. Ensure photographs, films and videos 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;
    - 5.3.4. Ensure images and stories are honest representations of the context and the facts;
    - 5.3.5. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form.
  - 5.4. All children's data are stored in a secure location, with restricted access to authorized users only.



- 5.4.1. All images and stories, along with accompanying details of individuals, will be used and kept according to relevant European data and privacy laws.
- 5.5. UN Live strictly prohibits the acquisition and use of images or video depicting child abuse or exploitation.

## **6. Management responsibilities**

- 6.1. Each member of staff agrees to familiarise themselves with this policy and comply fully with its standards and code of conduct and are responsible to report any suspected or known concern about the safety of children.
- 6.2. While all UN Live staff are responsible for adhering to this policy, certain staff have added responsibilities for safeguarding at a strategic and operational level. UN Live Senior management and programme managers are accountable for this policy and its implementation. Senior management is responsible for promoting awareness of this policy with people they manage. This includes identifying individuals who particularly work with children and ensuring that they receive appropriate levels of child safeguarding training commensurate with the risk profile of their role. Senior management must also prioritise child safeguarding awareness raising for themselves and their teams including volunteers, contractors, partners, and communities involved in UN Live programmes and provide budget lines for such activities. Senior management should offer staff support to help implement this policy.

A team consisting of UN Live's CEO, a senior staff member and a programme manager will form a UN Live Safeguarding Committee and be placed in charge (upon yearly review) of overlooking all reported cases to ensure fairness and direct actions are taken place in all incident reports.

## **7. Reporting/responding to concerns**

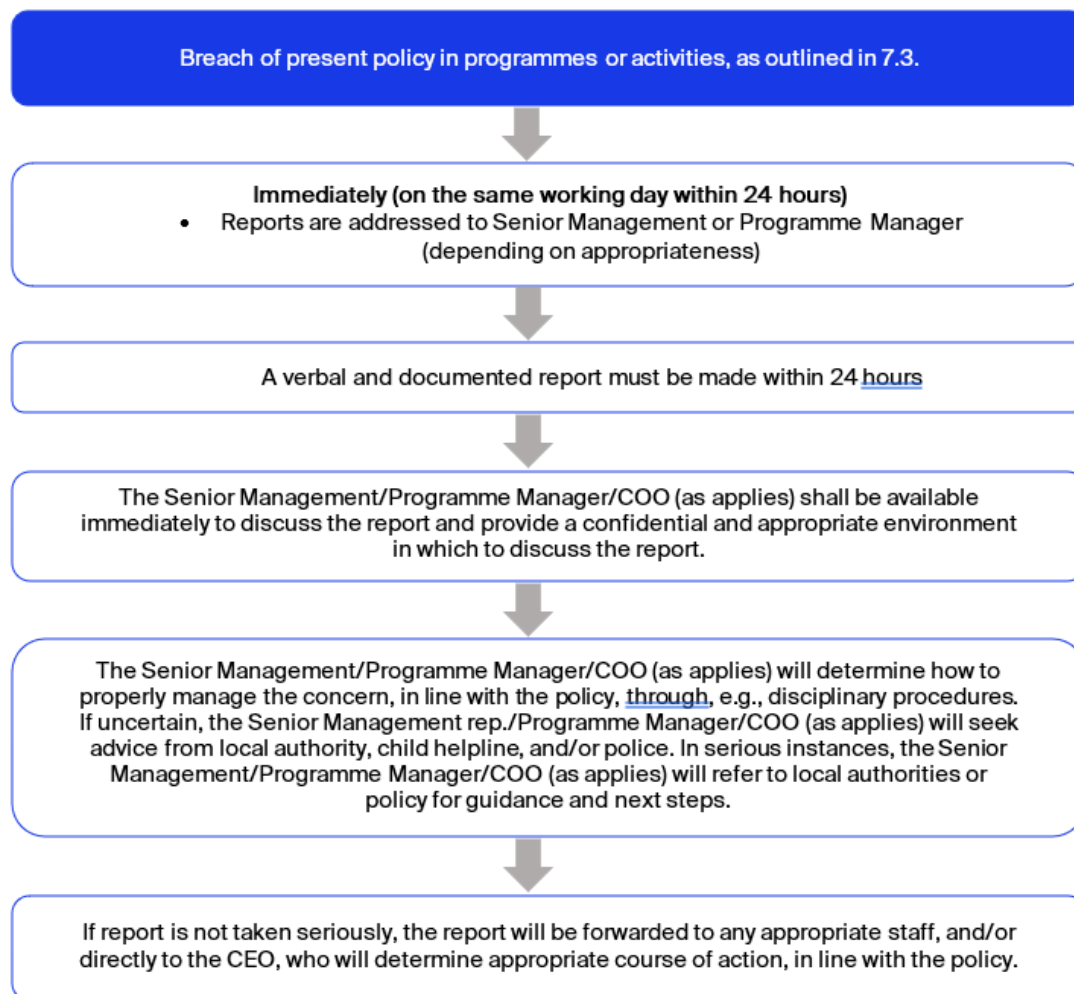
- 7.1. The UN Live safeguarding committee consisting of UN Live's CEO, a senior staff member and a programme manager) is responsible for training both partnerships' responsible employees as well as all project managers in ensuring they understand the reporting system once they receive an incidence report.
- 7.2. If there has been a breach of the present policy in programmes or activities, reports are made. Reports are addressed to the COO. If the report is not taken seriously, the report should be forwarded to any other appropriate staff member, and/or directly to UN Live's CEO.
- 7.3. Internal reporting is required when:
  - 7.3.1. Someone becomes aware, concerned, or suspicious that a child has been exposed to intentional or unintentional injury, violation, discrimination, physical or psychological violence, sexual abuse or exploitation.
  - 7.3.2. Someone is notified or receives a report about abovementioned exposure.
  - 7.3.3. A child tells someone about violation or abuse.
- 7.4. A breach of the present policy must be reported immediately. Notification must normally be made on the same working day or within 24 hours.
- 7.5. A verbal and documented report must be made within 24 hours or as soon as possible
- 7.6. Senior management/Programme Manager/COO (as applies) shall be available immediately to discuss the report and provide a confidential and appropriate environment in which to discuss the report.

- 7.7. Senior management/Programme Manager/COO (as applies) will determine how to properly manage the concern, in line with the policy, though, e.g., disciplinary procedures. If uncertain, Senior management/Programme Manager/COO (as applies) will seek advice from local authority, child helpline and/or police. In serious instances, the Country Manager/Programme Manager/COO (as applies) will refer to local authorities or police for guidance and next steps.
- 7.8. UN Live does not expect all those associated with the delivery of its work to be child safeguarding experts or to have conclusive facts before making a report. People are required to report any knowledge or concern, founded or otherwise, that they may have of a child safeguarding incident occurring. Those with knowledge or suspicions should not gather evidence, speak to other colleagues or the child involved, or investigate the incident themselves.
- 7.9. Noting that the wellbeing of children is always of paramount importance, UN Live is committed to the confidentiality, safety and wellbeing of all involved in any report of a child safeguarding incident, including the individuals who have reported the incident and the individual against whom the allegation is made. When responding to allegations, UN Live will ensure all those involved are treated fairly, and that the rights of each individual are respected during the investigation and any applicable disciplinary process. Confidentiality must be maintained throughout the reporting process. Employees who breach confidentiality will be subject to disciplinary action up to and including termination of employment, and others who work with UN Live may have their relationship with UN Live terminated.

## **8. Code of conduct and training**

- 8.1. UN Live code of conduct includes child safeguarding policies
- 8.2. All new employees will sign the code of conduct and the child safeguarding policies as a standard.
- 8.3. All new employees will go through mandatory training on children safeguarding and code of conduct.
- 8.4. The COO and the Safeguarding Committee is responsible for ensuring that all new UN Live employees will be trained in the safeguarding policy, including the guideline report for reporting in order to ensure the reporting procedure is transparent and understood from the start.

Figure1: Flowchart on managing reporting of breach of policy



## 9. Review

9.1. The Child Safeguarding Policy will be reviewed yearly by UN Live's Safeguarding Committee ahead of the annual last board meeting of the year. The policy will be adjusted according to developments in international standards as well as any new needs arising from the development of UN Live's programmes.



