

GALLI GALLI

SAFEGUARDING POLICY

(Includes Child Protection, Risk Management,
Code of Conduct & Incident Reporting)

Revision 2079 BS



Galli Galli

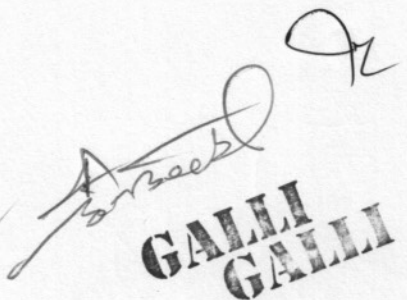
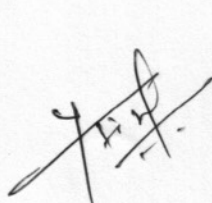
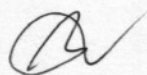
Sanepa, Lalitpur

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Preamble

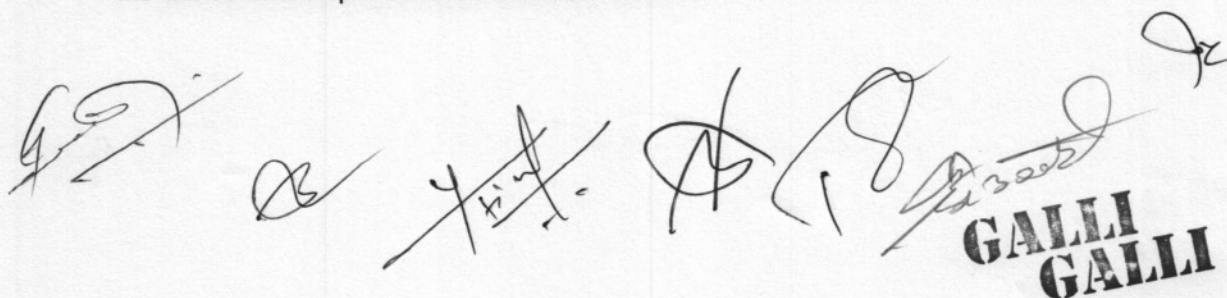
We believe in "All children have a right to protection from intentional and unintentional harm regardless of the form of discrimination". In this policy, protection applies to the duties of Galli Galli / ASER Nepal towards children in its care.

Galli Galli was registered as a non-profit company in January 2013. Since its inception, Galli Galli's goal has been to understand, intervene in, and improve the relationship between citizens and the state/bureaucracy. Galli Galli believes that any successful state-citizen relationship must be founded on practices of dialogue and participatory decision-making through evidence-based service delivery, policy and action. Galli Galli believes that citizens' access to information regarding government services is central to maintaining public faith in democratic government. We are limiting ourselves in interventions through facilitating open access to the information and evidences in public service delivery including education governance and local governance practices.

Currently, Galli Galli is hosting Annual Status of Education Report (ASER) Research in Nepal. The Annual Status of Education Report (ASER) is a Citizen-led Assessments. ASER is a citizen-led assessment (CLA) methodology to assess the literacy and numeracy learning of all children aged 5-16. It is implemented at the household level in the communities. Citizen-led means that all activities are conducted by common citizens. These citizens, usually volunteers, take the opportunity to connect with communities across the country and gather data that can help learning better. ASER Nepal also conducts additional studies to add to the findings of the ASER. In particular, ASER Nepal is deeply interested in generating more data about the learning of skills and digital literacy. GalliGalli is part of People's Action for Learning (PAL), a network of 14 countries from Global South countries in Africa, South Asia and Latin America, those working to ensure every child learns through various learning assessment methods.

Children and young people need protection and safeguarding for many reasons. They may need protection from the effects of poverty, disadvantage, exclusion and violence. But in addition to these economic, social, and political problems affecting large numbers of children, individual children may also be at risk from specific forms of abuse by adults or other children. At the same time, the staff, volunteers, beneficiaries, our partners as well as the organization itself might have different power structures. Thus, it is essential that all staff, volunteers, beneficiaries, visiting partners, and the general public are aware of its central messages and any duties or responsibilities required of those in power to safeguard those within the power-protection by this policy.

Galli Galli and ASER Nepal shall seek the production of a child friendly version of this policy in all its areas of operation so that all parties and beneficiaries are made aware of the duties and responsibilities available to them.



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Article 1: Policy Statement

1. Galli Galli recognises that youth and children are one of the most vulnerable groups in society and all youth and children have the right to be safe and protected. Galli Galli acknowledges that preventing child exploitation and abuse is a shared responsibility. At the same time, if the volunteers, partners, beneficiaries or other stakeholders are also vulnerable due to the different social context and power structures, Galli Galli believes that all the people who might be disadvantaged, excluded, or marginalized, need the protection through certain policy measures.

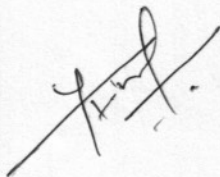
2. Galli Galli is committed to protecting all those required including youth and children from the effects of poverty, disadvantage, exclusion, violence, exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socio-economic status, family or criminal background or physical or mental health whenever possible, and by as possible means as it can.

3. Galli Galli is committed to ensuring that it, and anyone in contact with youths and children in connection with the activities and programs of Galli Galli, is obliged to abide by national laws relevant to child protection and other laws such as laws against domestic violence, workplace violence, untouchability, trafficking in human beings etc.

4. Galli Galli is committed to acting in accordance with the standards set out in the United Nations Convention on the Rights of the Child and the UN Declaration of Basic Principles of Justice for Victims of Crime and Abuses of Power.

5. When dealing with children, Galli Galli staff must recognize their special needs and must:

- take positive steps to ensure the protection of children who are the subject of any concerns;
- be guided by the principle of in "the best interests of the child" in all work involving child clients;


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- work in partnership with parents/caregivers and/or other professionals to ensure the protection of children; and
- listen to and take seriously the views and wishes of children.

Article 2: Purpose of this Safeguarding Policy

1. The purpose of this policy is to protect those in need including children from all forms of abuse and exploitation, in all of Galli Galli's activities and programs.

2. This policy outlines Galli Galli's:

- definitions of terms used in the policy (e.g. "child abuse").
- scope and responsibility to protect all of those who are in need including children from child abuse and other forms of abuse
- recruitment and screening processes
- Code of Conduct
- reporting procedures
- risk management


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Article 3: Definitions

'adult' : a human being aged 18 years or more 'child' a human being under the age of 18 years

'child': for the purposes of this policy, a "child" is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

'child abuse': one or more of the following:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- exploitation

this policy specifies "cruelty to children" or "child abuse" as 'behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.'

'child abuse material': material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse.

'child exploitation and abuse': one or more of the following:

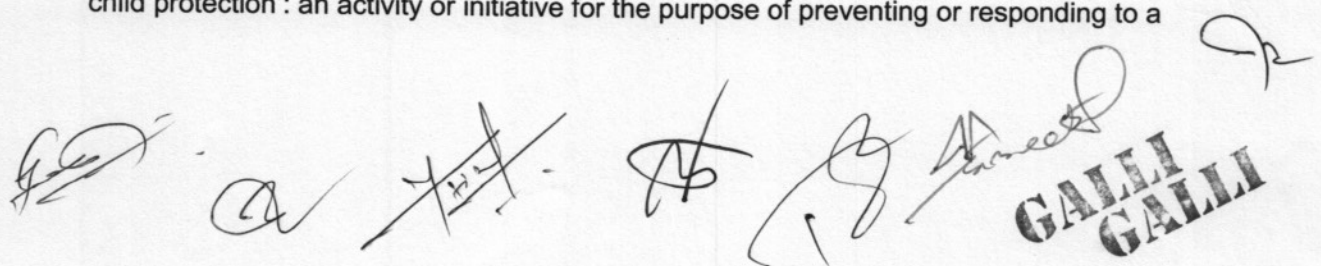
- committing or coercing another person to commit an act or acts of abuse against a child
- possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material
- committing or coercing another person to commit an act or acts of grooming or online grooming

'child exploitation material': material, irrespective of its form, which is child abuse material or child pornography material

'child pornography': any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes

'child pornography material': material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in a sexual purpose or activity, and does that in a way that a reasonable person would regard as being, in all the circumstances, offensive

'child protection': an activity or initiative for the purpose of preventing or responding to a

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specific incident of child abuse. This is a broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organisations - and individuals associated with those organisations - towards children in their care.

'contact with children': working or participating in an activity or in a position that involves contact with children, either under the position description or due to the nature of the work environment. Direct contact with children includes being in the physical presence of a child or children in the context of the organisation's work, whether contact is occasional or regular, short or long term. This could involve project / site visits.

Indirect contact with children includes to have access to information on individual children (in the context of the organisation's work) such as children's names, locations (addresses of individuals or projects), photographs and case studies.

Spontaneous or unexpected contact with children refers to be in the physical presence of a child or children in the context of the organisation's work, without prior arrangement with the Project Manager or Board of Trustees.

'contractor': any person or organisation working jointly with or providing services to Galli Galli, including consultants and partner organisations

'emotional abuse': a parent's or caregiver's inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability whereby a child's self esteem and social competence is damaged

'Employee': for the purpose of this policy and in the specific context of the Galli Galli and ASER Nepal, an employee is:

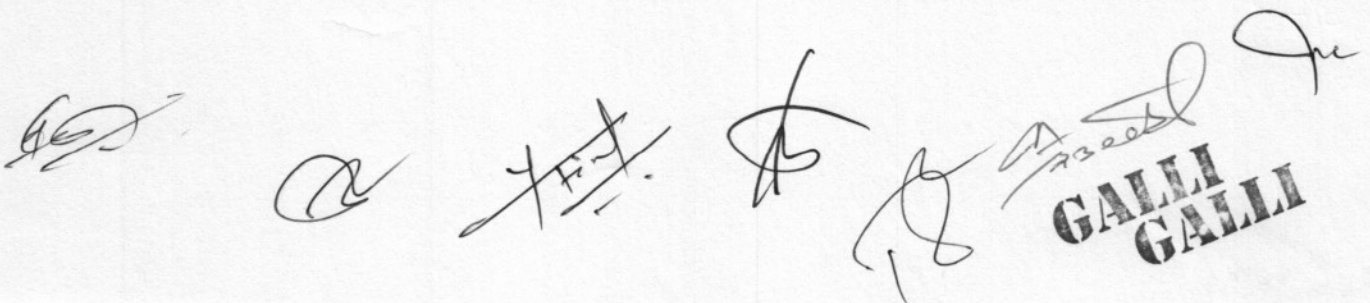
- A member of staff appointed and paid for directly by Galli Galli.
- A member of staff who is seconded by a mission or sending agency; who are not paid by the Galli Galli directly but nonetheless contributing directly to the work, vision and mission of the Galli Galli.

'grooming': behaviour that makes it easier for an offender to procure a child for sexual activity (including online grooming)

'online grooming': the act of sending an electronic message with indecent content to a recipient who the sender believes to be the Safeguarding Committee members/focal person, with the intention of procuring the recipient to engage in or submit to sexual activity with another person including but not necessarily the sender

'neglect': the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.

'partner': for the purposes of this policy and in the specific context of Galli Galli, a partner organisation is any organisation involved in project work with Galli Galli/



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ASER Nepal, whether the project relationship is short or long term, a one-off or regular / ongoing arrangement, and regardless of whether or not any funding is involved.

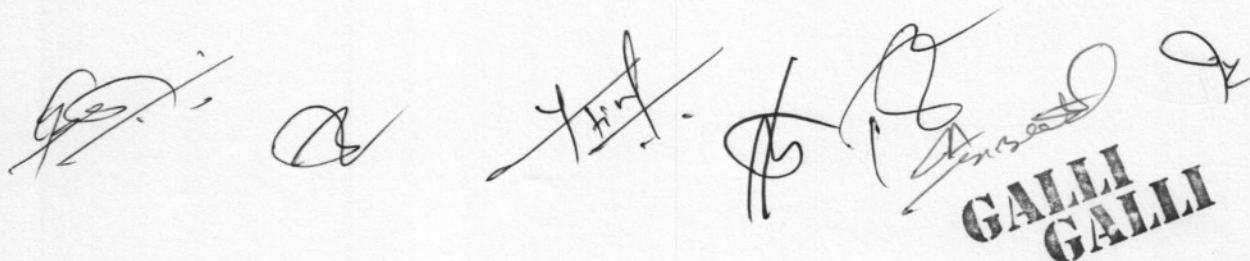
- 'physical abuse': the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling and poisoning.
- 'representatives': every person presenting themselves to a child because of their relationship with Galli Galli / ASER Nepal which includes staff (paid and unpaid), board members, researchers or consultants, and all visiting partners.
- 'sexual abuse': the use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography
- 'safeguarding committee members': personnel selected by Galli Galli who has the overall responsibility for the promotion, awareness and implementation of the Committee's child safeguarding procedure
- 'focal person': any person authorized by a member organization to commit the member or with decision making powers on behalf of the member

Article 4: Scope of this Policy

Policy is defined for this document as a statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.

This policy applies to:

- Board members, staffs, volunteers and consultants of Galli Galli and ASER Nepal; and
- Researchers, visiting partners providing services to or working with Galli Galli and ASER Nepal directly or indirectly.



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A Child Protection Policy provides a framework of principles, standards and guidelines on which to base individual and organizational practice in relation to areas such as:

- Creating a 'child safe' and 'child friendly' organisation (in relation to environmental safety as well as protection against physical, psychological and sexual abuse)
- Prevention of abuse
- Guidelines for appropriate and inappropriate Behaviour/attitude
- Personnel recruitment and training
- Recognizing, reporting and reacting to allegations of abuse
- Guidelines for communications regarding children

WHY DO WE NEED A CHILD PROTECTION POLICY?

'Any organization should have a child protection policy if its direct or indirect beneficiaries include individuals under the age of 18'

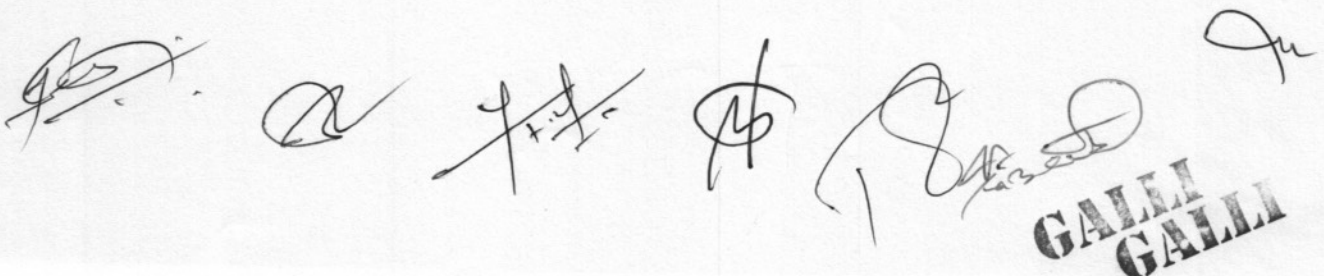
Organizations working with vulnerable children have been, are and will continue to be vulnerable to harboring abuse until the issues are brought into the open. Organizations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.

Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organization's reputation. This will have serious implications for fundraising (thus undermining an organization's entire portfolio of work, even beyond the scope of the particular project concerned) as well as damaging the reputation of the organization sector as a whole.

Article 5: Child Safe Recruitment and Screening

1. Galli Galli follows child safe recruitment and screening for:

- Board members, staffs, volunteers and consultants of Galli Galli and ASER

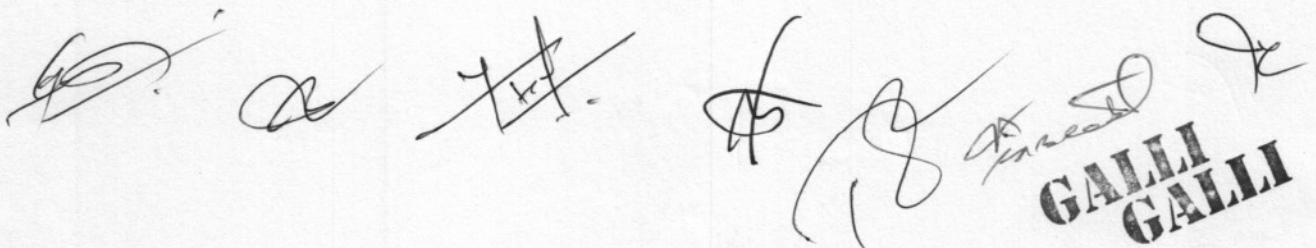
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Nepali; and

- Researchers, visiting partners providing services to or working with Galli Galli and ASER Nepal.

2. Anyone in these categories will be provided with a copy of the Policy, briefed on the Policy as part of their orientation or induction and required to understand the requirements of the Policy (see **Safe Recruitment Procedure** at Annexure 1).
3. The thorough and standardised processes outlined below applies to the recruitment of all Galli Galli and ASER Nepal employees, formal advisers, trustees, officers, interns and volunteers whether unpaid or paid, full-time or part-time, temporary or long-term, having direct or indirect contact with children:
4. At least two employment references (excluding family members and personal relations who have known the applicant for less than two (2) years) with names, addresses and telephone numbers shall be taken up for each candidate before and employment offer is made. One of these should be a former employer and (if possible), one who can comment on the applicant's work with children, if applicable.
5. All potential employees shall read, accept and demonstrate a written commitment to ASER Nepal's Child Protection Policy, and compliance with its Codes of Conduct. All job interviewing processes shall be standardised; they shall be based on the job descriptions, but also giving attention to child protection issues.
6. During interviews, the interview panel shall identify and pay special attention to the applicant's employment history including 'suspicious gaps' in employment. References will be sought to clarify areas of concern, and if the panel is not satisfied with the explanation for the gaps in employment record, this will be sufficient reason for the rejection of the applicant at that stage of the recruitment process.
7. All members of the interview/recruitment panel shall declare any connection or relationship with any of the applicants before the interview.



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Article 6: Standards of Conduct and Child Protection Code of Conduct

1. Galli Galli provides guidance about ways to minimize risk to children. It has established standards of behavior which must be followed at all times when a person is in contact or working with children. These standards are set out in the Child Protection Code of Conduct (see **Child Protection Code of Conduct** at Annexure 2).

The Code of Conduct shall be designed to promote good practice amongst Galli Galli and ASER Nepal personnel and to prevent child abuse. The Code will be made easily accessible to all staff, volunteers, trustees, visiting partners, and contracted consultants who may have direct contact with children during the course of their work for the organization.

The Code of Conduct will be made available in all situations where the organisation is responsible for bringing children into contact with adults.

2. Board members, staff and volunteers, researchers, visiting partners of Galli Galli and ASER Nepal, providing services to or working with Galli Galli and ASER Nepal who have contact with or work with children must be provided with, sign and must comply with the Child Protection Code of Conduct.

3. Galli Galli must retain a copy of the Child Protection Code of Conduct as signed by each person or maintain a register of those persons who have been provided with and signed a copy of the Code and trained in its obligations.

4. A failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Article 7: Training and Awareness

1. All Board members, staff, volunteers, researchers, visiting partners of Galli Galli and ASER Nepal who may have contact with or who are or may be working with children,



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must participate in regular child protection awareness training.

2. There shall be an induction process for all Galli Galli and ASER Nepal representatives on child protection and child protection issues in order that they understand Galli Galli's guidelines on contact with children, and to exercise appropriately at all times duties of care and responsibility towards children.

3. Galli Galli shall provide opportunities for its existing staff, volunteers, and trustees to receive training of child protection and shall be free to question and learn about child protection issues. Trainings on behaviour guidelines will be provided for all those with direct contact with children. Child-friendly versions of Galli Galli's child protection policy and procedures will be made available to all Galli Galli and ASER Nepal beneficiaries.

4. Employees, trustees, officers and volunteers who have access to information about children such as personal contact information including their addresses, specific cases or incidents, photographs or any other details of a child's personal life must be trained to fully understand what constitutes acceptable and unacceptable sharing of information regarding children.

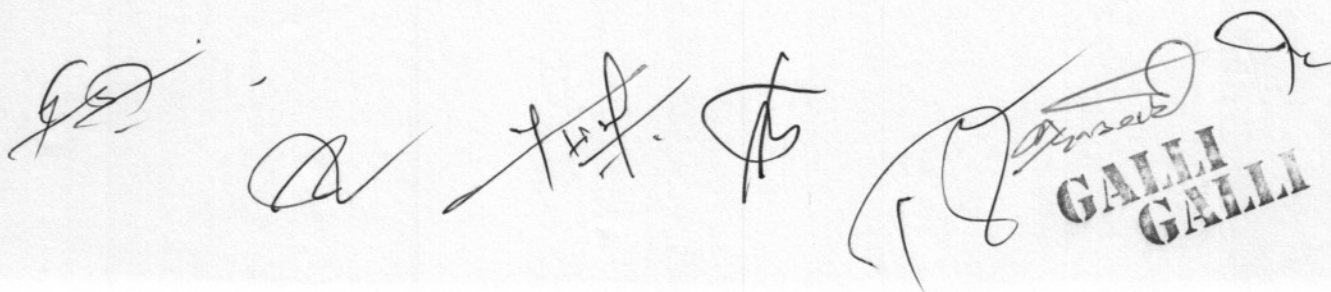
5. Emotional or counselling support will be available whenever child protection issues are being discussed.

6. A regular re-evaluation of circumstances regarding training and policy procedures will be administered, ensuring an up-to-date awareness of child protection issues within the organisation.

Article 8: Procedures for Reporting Child Abuse

1. A report of child abuse may include any disclosure, concern or allegation made by a child, a Board member, staff member, volunteer or contractor or by any other person, of child abuse or a breach of the Child Protection Code of Conduct.

2. Galli Galli is committed to ensuring that the safety and wellbeing of the child and their



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dignity and rights remain the overriding concern at all times. Galli Galli will:

- make every effort to protect the rights and safety of the child throughout the investigation of any report of child abuse;
- treat a report of child abuse seriously and ensure that all parties are treated fairly;
- deal with a child abuse report in a confidential, fair and timely manner; and
- ensure that the interests of anyone reporting in good faith are protected.

3. A member of staff, volunteer or Board member who intentionally makes a false or malicious report may be subject to disciplinary action.

4. A contractor who intentionally makes a false or malicious report may be subject to termination of contract.

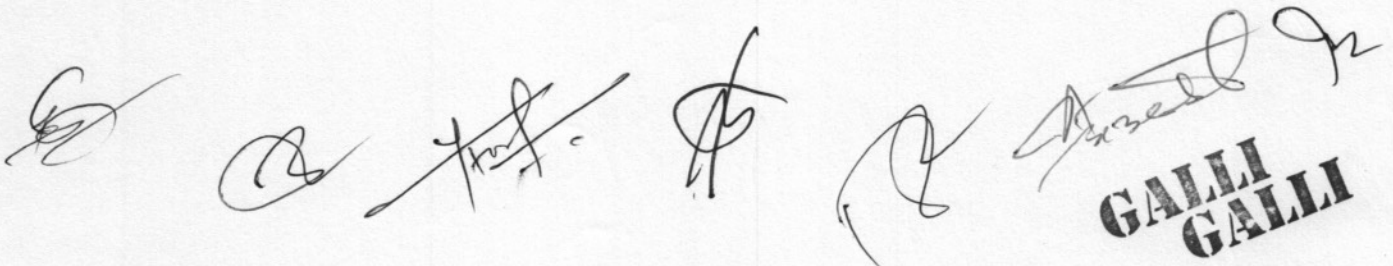
All witnessed, suspected or alleged violations of the Child Protection Policy will be immediately reported to the designated child protection officer, who will record and act on these in a confidential manner in accordance with the standardised processes developed by Galli Galli and ASER Nepal and the best interest of the child.

Galli Galli and ASER Nepal will take appropriate action to protect the child/children in question from further harm during and following an incident or allegation.

There will be a standardised process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the child protection policy which is made available to, and understood by all employees, trustees, officers, volunteers, beneficiaries, visiting partners and consultants.

All employees, trustees, officers, volunteers, beneficiaries, visiting partners and consultants are expected to act immediately and report suspicions, however uncertain, within the same working day to their designated contact or alternate designated person.

When a child expresses concern about a specific person's actions or behaviour to any member of staff or any volunteer, the following shall be done.



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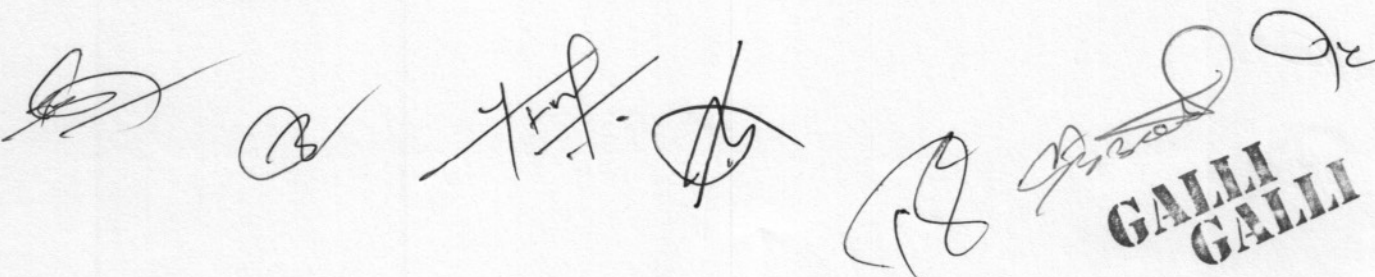
- a. Reassure him/her that reporting the behaviour was the right action
- b. Listen carefully and calmly and ask questions (where necessary) to clarify the allegations so that you will be able to later report the incident correctly
- c. Do not repeat the same questions to the child during the conversation so that the child does not get the impression that they did not give the correct information the first time and are not fully believed
- d. Do not promise secrecy to the child. Inform the child that you may have to report the incident or inappropriate behaviour as it is in the best interest of the child
- e. Take proper steps to ensure the physical safety and psychological wellbeing of the child. This may include referring them for medical treatment or to a counsellor.
- f. Always make a clear distinction between what the child actually said and what you may have inferred. Accuracy is paramount in this stage of the procedure
- g. Never permit personal doubt to prevent you from reporting the behaviour/allegation to the proper officer
- h. Always let the child know what you are going to do next and that you will let them know what happens

The designated persons shall hold relevant contact details for child protection services, police, medical help etc.

All designated officers have a particular responsibility in maintaining the confidentiality of records and cases of allegations or suspicions. This information shall only be made available to the relevant parties.

The guiding principle is that the best interest of the child and the desire to secure the best outcomes for the child shall always govern decisions regarding what actions should be taken in response to concerns and the level of confidentiality to be maintained in specific reported cases.

All employees, trustees, officers, volunteers, beneficiaries and visiting partners shall receive additional support, guidance and supervision during or following an incident or allegation.



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Article 9: Making a report

1. If a member of staff, a volunteer, a contractor or a Board member becomes aware of:

- child abuse through disclosure from a child, third party and/or direct observation; **and/or**
- a breach or possible breach of the Child Protection Code of Conduct

they must immediately report it to the Safeguarding Committee members/focal person.

2. Others, including people in the community or a visitor, can also make a report of child abuse to Galli Galli.

Article 10: Acting on the report

1. Any Galli Galli Board member, staff, volunteer or contractor who becomes aware of a report must:

- discuss concerns with the Safeguarding Committee members/focal person.; and
- complete an incident sheet which details who made the report, and/or other witnesses or persons who may have relevant information (see **Incident Sheet** at Annexure 3).

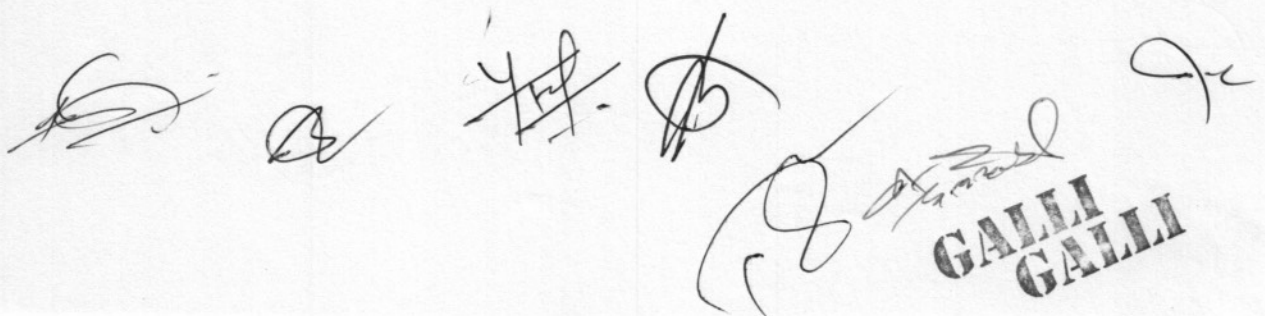
2. the Safeguarding Committee members/focal person .will discuss the concern with the person/s who made the allegations or other witnesses to gather more information so as to be in an informed position to:

- identify immediate and potential risks to the child or young person; and • develop

and implement an action plan to ensure the child's safety. 3. The Action Plan will

include but is not limited to the following: • report the matter to local police and/or the

child protection authority; **and/or** • ensure referral and support for the child; **and/or**



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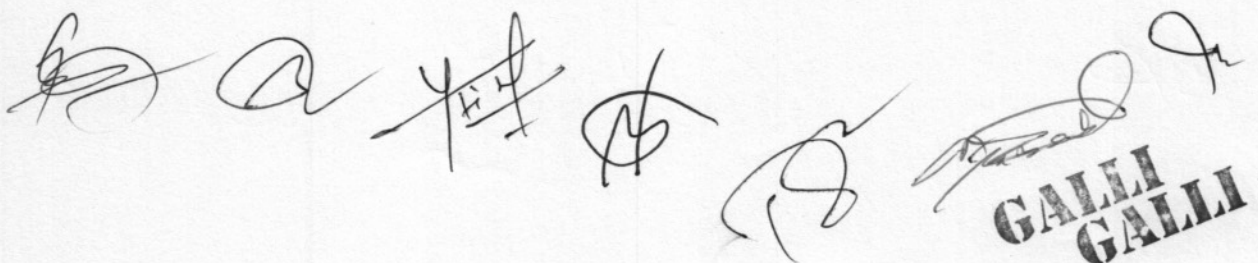
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- manage internally in accordance with its processes if not a criminal matter; or • take no further action.

4. In the event that a volunteer or person seconded from another organisation is alleged to have committed child abuse or breached Galli Galli's Child Protection Code of Conduct, the Safeguarding Committee members/focal person. will immediately notify the relevant volunteer program or organisation which seconded the person to Galli Galli.
5. If an allegation of a violation of the policies, guidelines, principles or practice of child protection is made concerning a named individual from a verifiable source against any employee, trustee, officer, volunteer or visiting partner, they may be suspended from all activity/association with Galli Galli and ASER Nepal pending the outcome of an independent investigation. Staff will continue to receive full pay during this time.
6. Depending on the nature, circumstance and location of the case, Galli Galli and ASER Nepal shall also consider involving authorities such as the police to ensure the protection of children and criminal prosecution where this is appropriate.
7. The decision to suspend is not subject to challenge. When investigating and determining the concerns or complaints, the process will always be fair and any adverse determination will be open to challenge through an appeals process.
8. If it comes to light that anyone associated with Galli Galli / ASER Nepal commits acts in relation to children – whether within or outside the context of Galli Galli / ASER Nepal work – which are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, Galli Galli / ASER Nepal will take immediate disciplinary action and any other action which may be appropriate to the circumstances.

Article 11: Risk Management

1. Galli Galli will identify any child protection risks in all activities (including programs, projects and positions) and adopt strategies for managing perceived risks. A risk

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assessment must:

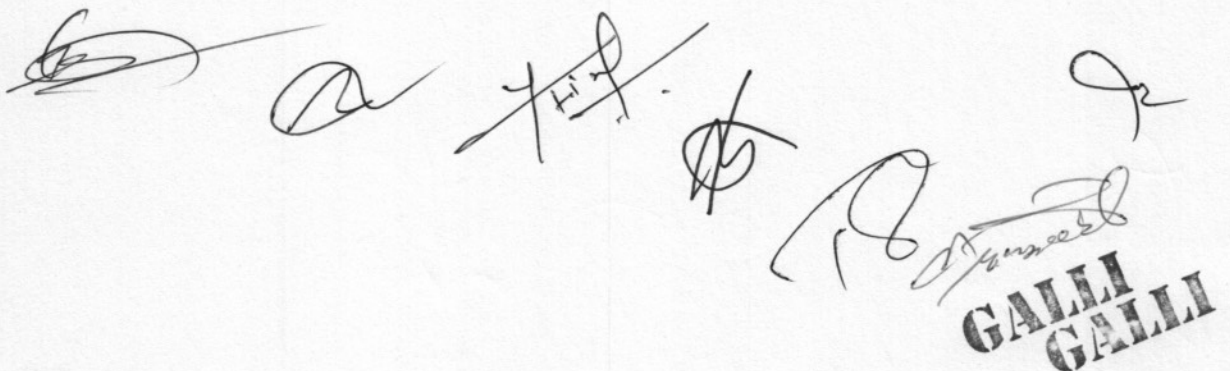
- identify risks;
 - classify any high risk activities; and
 - document steps to be taken to reduce or remove risks.
2. Risk assessments are to be reviewed and updated over the life of the assessed activities.
 3. Galli Galli will not permit any person to work or have contact with children if they pose an unacceptable risk to children's safety or wellbeing.

Article 12: Employment Contract Provisions

Each employment contract must include an entitlement for Galli Galli to dismiss, suspend or transfer to other duties a member of staff who breaches the Child Protection Code of Conduct.

Article 13: Policy Monitoring and Review

1. Monitoring application of the policy is the responsibility of all staff, particularly the Safeguarding Committee members/focal person.
2. The policy will be reviewed every 3 years and earlier if there are changes to relevant national and/or international standards, so that it remains current, effective and appropriate.



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Attachments

- Annexure 1: Safe Recruitment
- Annexure 2: Child Protection Code of Conduct
- Annexure 3: Incident Reporting Sheet
- Annexure 4: Risk Management

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Annexure 1: Safe Recruitment

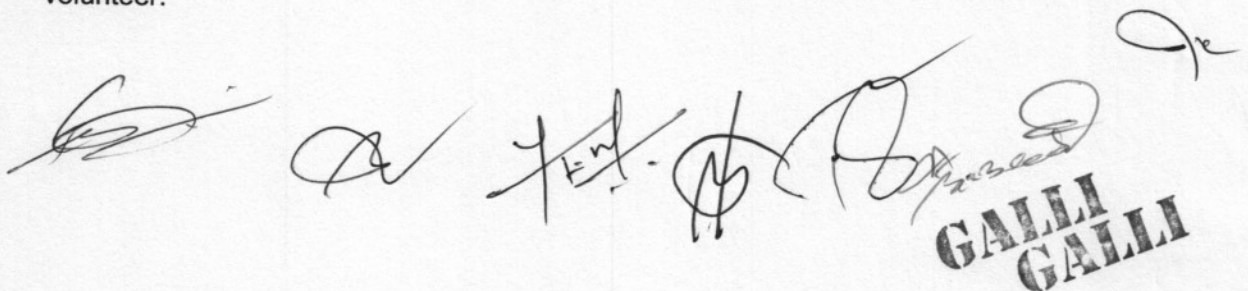
For all Board members, staff, volunteers, and contractors researchers and visiting partners, who will work with or who may have contact with children, the following process applies:

Screening

- Targeted behavioral interview questions that are specific to positions which involve working or having contact with children, will be included in the interview schedule.
- The applicant must be asked and must disclose whether they have been charged with a child abuse or exploitation offence.
- The preferred candidate will be asked to provide contact details for two referees, one of which is the preferred candidate's most recent employer. A referee for a preferred candidate will always be asked if they hold any concerns about the applicant (or if complaints were made about the applicant), in connection with working or having contact with children.

For local staff and volunteers

- The preferred candidate will be required to submit a completed Criminal Record Check in respect of offences in connection with any aspect of child abuse or exploitation.
- The preferred candidate will also be asked to sign a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation.
- If a Criminal Record Check is unavailable or if the application process is taking longer than expected, the preferred candidate will be asked to provide a legally binding declaration signed by their *Village Chief or Applicable Local Authority* attesting to the preferred candidate's good character and stating that the Village Chief or Applicable Local Authority does not have any concerns about the preferred candidate working with children.
- A satisfactory declaration from the preferred candidate and a Criminal Record Check or satisfactory declaration from the relevant *Village Chief or Applicable Local Authority* are a pre-condition of appointment of the preferred candidate as an employee or volunteer.



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For international staff and volunteers

- The preferred candidate will be required to submit a completed Criminal Record Check in respect of offences in connection with any aspect of child abuse or exploitation;
- The Criminal Record Check for a candidate must cover each country in which the person has lived for 12 months or more as a resident in the 5 years preceding the date of review;
- If such a Criminal Record Check is not available, the preferred candidate must provide a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation. The preferred candidate will also be subject to the screening process outlined above.
- A satisfactory Criminal Record Check or legally binding declaration is a pre-condition of appointment of the preferred candidate as an employee or volunteer.

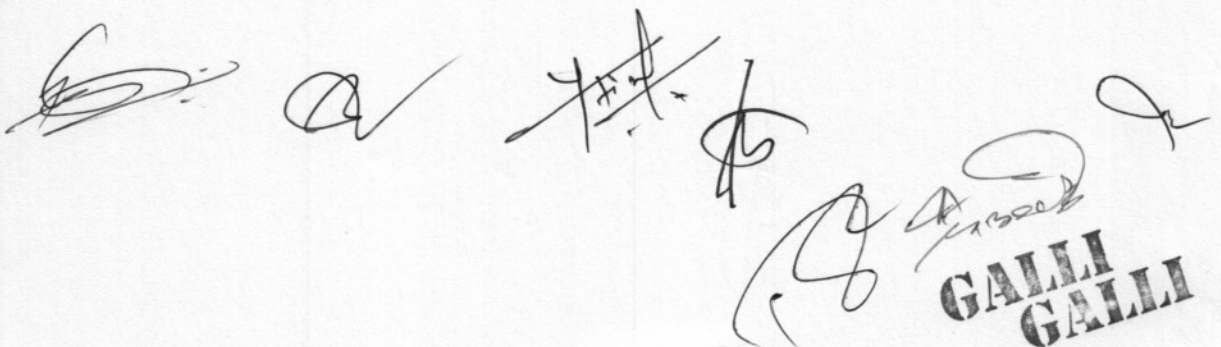
Consent

No Criminal Record Check may be undertaken unless the candidate has consented to it being obtained.

The candidate is to be informed:

- that any certificate arising from the Criminal Record Check and any *Village Chief or Applicable Local Authority* declaration will be used in connection with determining whether the applicant will be offered the position; and
- that the certificate may be made available to funding agencies.

A detailed record of the recruitment is to be maintained (including the response to the request for disclosure of any charges of a child abuse offence, a referee's comments and the outcome of the Criminal Record Check or other process).

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Annexure 2: Child Protection Code of Conduct

Galli Galli

Child Protection Code of Conduct

The Child Protection Code of Conduct applies to Board members, staff, volunteers, contractors and visitors associated with Galli Galli. This code of conduct constitutes a set of standards for appropriate behaviour for guiding people who work for Galli Galli and ASER Nepal whether on a part time or permanent basis. The code of conduct is applicable to anyone acting as a representative of the organisation, whose work requires him/her to be in contact with children or may bring children into contact with other adults. It defines standards of behaviour expected by Galli Galli in order to protect those who are in need including children and youths.

Code of Conducts

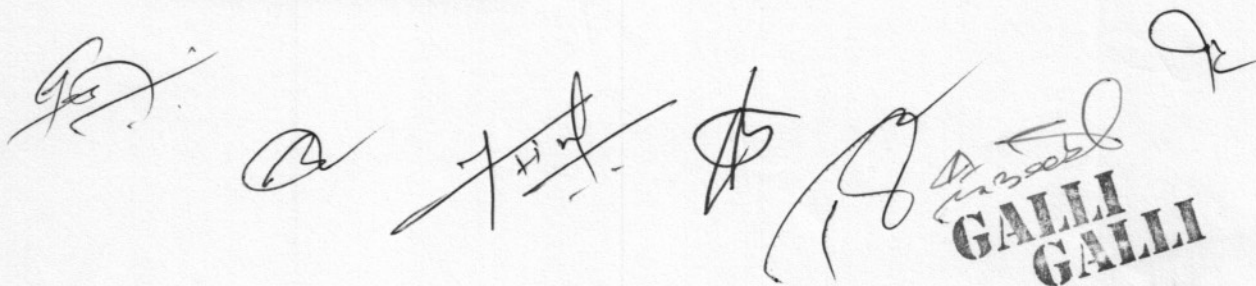
1. Minimise risk situations:

- Try to avoid placing yourself in a compromising or vulnerable position when meeting with children (e.g., being alone with a child in any circumstances which might potentially be questioned by others)
- Try to be accompanied by a second adult when visiting or meeting children
- Always try to meet with a child in a central, public location whenever possible
- Immediately note, and report to the designated Child Protection Officer the circumstances of any situation which occurs which may be subject to misinterpretation. Keep in mind that actions, no matter how well intended, are always subject to misinterpretation by a third party.
- Adults are advised not to be alone with a single child, including in the following situations: in a car (no matter how short the journey); overnight (no matter where the accommodation); in your home or the home of a child. Do not show favouritism or spend excessive amounts of time with one child.

2. Sexual behaviour:

Unacceptable

- Do not engage in or allow sexually provocative games with children to take place; games which may involve kissing, hugging, fondling, rubbing, or touching a child in an inappropriate or culturally insensitive way;
- Do not sleep on the same bed with a child/child except otherwise as may be advised by the immediate senior officer, in the best interest of the child.
- Do not do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.
- Do not develop a sexual relationship with a child.
- Do not expose a child to potential sexual abuses (e.g., using children to run errands in love relationships).



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3. Physical behaviour:

Acceptable

- Wait for appropriate physical contact, such as holding hands, to be initiated by the child.
- Do not use any form of corporal punishment as a way of maintaining or restoring discipline.

4. Psychosocial behaviour:

Acceptable

- Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.

Unacceptable

- Do not use language that will mentally or emotionally harm any child; suggest inappropriate behaviour or relations or any kind
- Do not act in any way that intends to embarrass, shame, humiliate, or degrade a child, not even when punishment is necessary;
- Do not encourage any inappropriate attention-seeking behaviour, such as tantrums, by a child;
- Do not show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

5. Peer abuse:

Acceptable

- Be aware of the potential for peer abuse; develop special measures / supervision to protect younger and especially vulnerable children; avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).

Unacceptable

- Do not allow children to engage in sexually provocative or violent games with each other.

6. Physical environment:

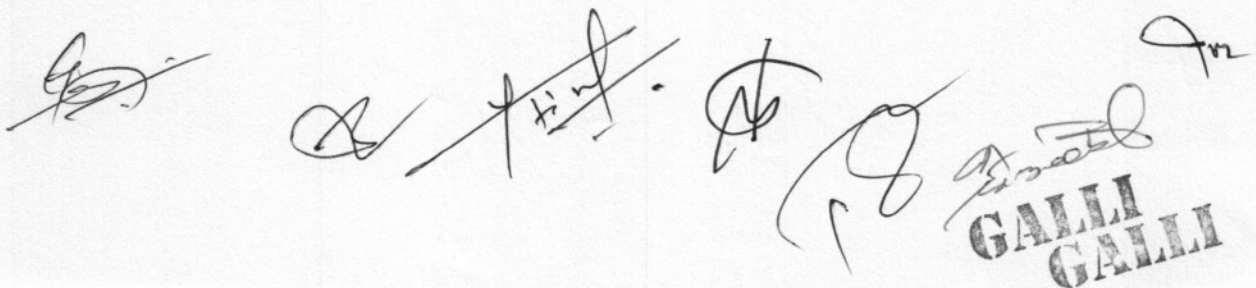
Acceptable

- Develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g. for projects based near water, heavy road traffic, climbing trees, playing with firewood or sharp objects etc).
- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.

7. Oral and visual communication with and about children

Acceptable

- Respect the dignity of each child in any oral, written or visual communication about the children and their situation, and adhere to the specific guidelines on communication outlined in the Child Protection Policy.
- Emphasise the intrinsic value of every child in any written, oral or visual communication; and our belief in the child's ability to take his/her future into his/her own hands.

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- Get informed consent from the child, parent or person with primary responsibility over the child before taking photographs or statement from a child.

Unacceptable

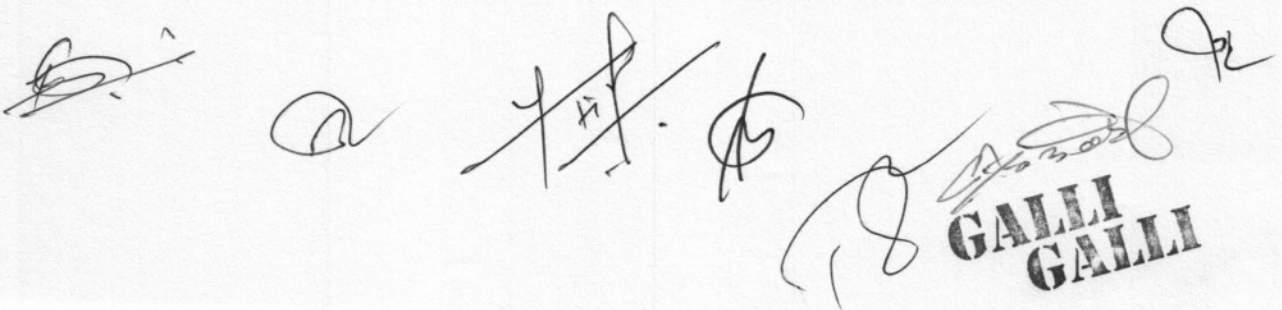
- Do not speak to or about a child in a way which disregards the dignity of the child
- Do not use inappropriate nicknames and descriptions to refer to a child's behaviour or circumstances;

Do not use negative visual images to convey the child's situation without juxtaposing your description with other, more positive images.

My Commitments

I agree that while working with or engaged in activities funded by Galli Galli I will:

- I treat every child with dignity and respect of his or rights regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- encourage children to express their views and opinions and enable them to participate in defining decisions affecting their lives;
- behave in a manner consistent with my position within Galli Galli and act as a positive role model for children;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 17 years) in any form of sexual activity or acts, including paying for sexual services or acts;
- refrain from remaining alone with a child and when directly interacting or working with a child ensure that another adult is present at all times. Where circumstances require a one-on-one interaction ensure that such interaction is visible by at least one other adult at all times;
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Use of children's images for work related purposes', below)
- not use physical punishment on children
- 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;



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- comply with all relevant local legislation, including labour laws in relation to child labour;
- immediately report concerns or allegations of child abuse and exploitation in accordance with Galli Galli's Child Protection Policy; and
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with Galli Galli that relate to child exploitation and abuse.

Use of children's images for work related purposes

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

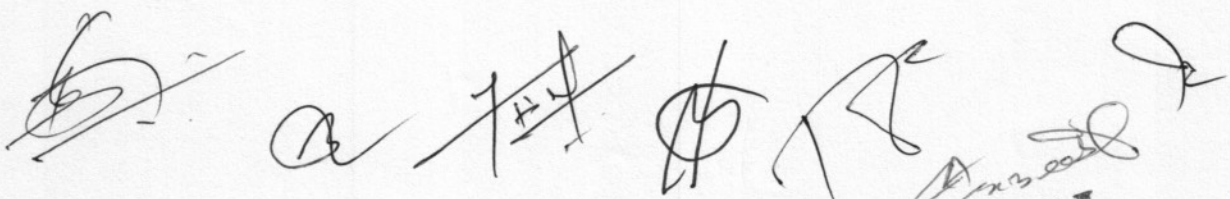
- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- actively endeavour to obtain informed consent from the child and a parent or guardian of the child, or a release form before publishing a photograph or film of a child. As part of this I must explain how the photograph or film will be used;
- 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 appropriately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure the 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.
- The statement stating the purpose of materials will clarify that failure to adhere to the agreed use of the material will result in the immediate termination of the recipient's permission to use the subject material(s) and require immediate return of all materials (including any copies made). The person or organization requesting the material will sign this statement.

I understand that the onus is on me, as a person associated with Galli Galli, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

I acknowledge that I have been provided with and read the Child Protection Policy and that a failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

Signed: _____

Date: _____


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Annexure 3: Incident Reporting Sheet

Please complete this form if you believe that child abuse or exploitation, or a breach of the Child Protection Code of Conduct, may have occurred or that a child's safety is in danger. All child protection concerns should be reported immediately to the Safeguarding Committee members/focal person. The report must be treated in strict confidence.

Today's date:

Today's Time:

Today's Venue/Address:

Name of Child:

Age of child:

Name of parents or guardian:

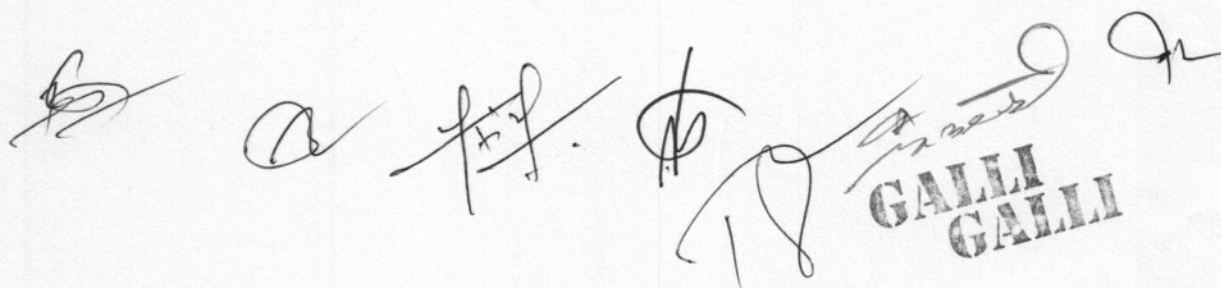
Name of organisation involved:

Details of Concern / Suspicion / Incident:

Please fill out as many sections as possible with as much detail as you can.

1. Describe what happened: time / dates / names of persons) involved/ behaviour or signs observed / any other details.

2. Details of any conversation with the child:

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3. Have you contacted anyone about this concern? Yes No *(Please circle one)*

4. If so, who have you contacted?

Please sign this report and print your name and your position in the organisation.

Signed _____
Name _____
Position _____
Date _____

Office Use

Please sign this report and print your name and your position in the organisation

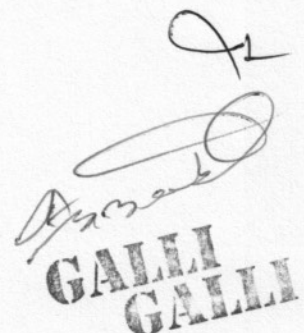
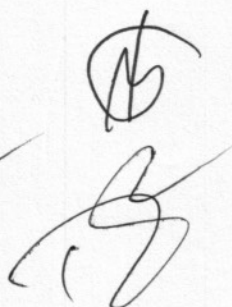
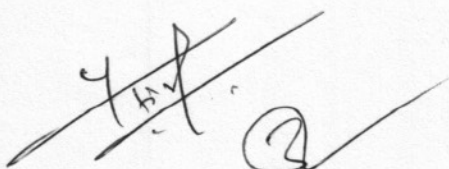
Name of person who received Incident Report: _____

Date received: _____

Action taken: _____

Attach all documentation

Signature and name of person who has dealt with report


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Annexure 5: Risk Management Associated with Children

This is an example of a tool which Galli Galli can use to assess risks to children. Use the following questions to complete the matrix:

- **IDENTIFY RISK** - What are the practical activities of the program which present a risk to children? What could go wrong?
- **PROBABILITY** - What is the likelihood of something going wrong?
- **ACTION** - Identify ways to reduce these risks, and resources required to reduce the risks

Identify Risk to Child	Probability			Action to be Taken	By Whom	By When
	High	Med	Low			

Manage risks using the following suggestions:

- Identify ACTION
- Identify resources required to reduce the risk
- Have a procedure in place for when things go wrong

Monitor a Program Risk Assessment by asking the following questions:

- Do the risks still exist?
- Have they been reduced, controlled and managed by the existing plan?
- Are there new risks?
- What actions and resources are needed to reduce, remove and control these emerging risks?

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Annexure 6: Statement of Commitment

STATEMENT OF COMMITMENT

To Galli Galli and ASER Nepal's Child Protection Policy

**Galli Galli and ASER Nepal: staff, trustees, officers, formal advisers,
interns and volunteers**

"I[name], have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing child protection policies and practice while working with or representing ASER Nepal.

In accordance with Galli/Galli ASER Nepal's Child Protection Policy, I hereby declare that I will not use any information on children which I may have obtained during my visit to ASER Nepal — be it audio-visual materials or case stories given to me directly or indirectly—for public presentations without the prior consent of ASER Nepal.

(Print name)

(Job title / role)

(Signature)

(Date)

Please return to:

Child Protection Officer
Galli Galli

.....

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Annexure 7: Terms of Reference (TOR) for Safeguarding Focal Point

Child safeguarding focal point

Terms of reference (TOR)

Introduction

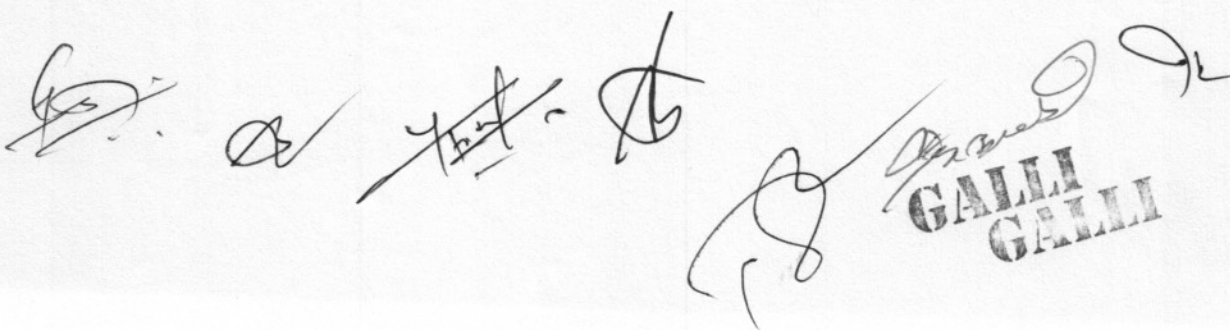
The following Terms of Reference are Galli Galli's safeguarding focal point. A focal person should be designated to look after the concerns related to safeguarding. The person should not be nominated from the higher rank of the organization which makes the procedures more than longer as expected that may demean the victims. Hence, there should be easy access of focal persons with whom everyone in the organization, project partners, volunteers and concerned stakeholders could report and seek for justice as far as possible. As the implementation process is often challenging in different spheres of life, child safeguarding issues must be exceptional. The issue should be given high importance.

Objectives

Received concerns of Children abuse, possible abuse or potential abuse in each day of an organization play an imperative role to ensure safeguarding of children. To prevent Children from different forms of violence, harm, abuse and also to assure their welfare and safety, followings are the key roles, obligations and Procedures Galli Gall follows.

Roles and Responsibilities

- Be a focal person for child abuse and safeguarding issues.
- Seek consultations from management whenever required,
- Coordinate with local agencies whenever necessary.
- Coordination with some organizations working for the welfare of Children to exchange ideas.
- Record information on incident recording (IR) form.
- Ensure confidentiality while recording information on incident recording (IR) form.
- Make referrals when required.
- Conduct different forms of training including refreshment training on child safeguarding within the organization also engaging victims if possible, to combat against such evils.



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Procedure:

- Keep safeguarding guidelines in mind.
- Take issues, case, concern, allegation with regard to child abuse.
- Explain child safeguarding procedure to the one who complained, parents or a child.
- Create a case file and record all the necessary information.
- Do not give false promises or hope to anyone with regard to the case without taking further steps.
- Request complainant to fill up the incident recording form.
- Seek support and contact emergency services if a child has the risk with regard to health and security.
- Take further steps and action for internal investigation when the issues come from staff, volunteers and board based on the organization's policies.
- Always ensure confidentiality of complainant and victim.
- Think of case referral, whenever it is necessary.

Things to be considered while responding to the situation

- Please listen to the complaint received being impartial.
- Repeat questions about the cases with victims without promising words in his/her favour
- Ask open ended questions being calm and do not show any judgemental reaction.
- Keep notes of everything said and record the facts observed.
- Do not forget the safeguarding procedures of organization.

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Annexure 8: Consent Form for Photos/Videos

Consent Form

Galli Galli is a Kathmandu based non-profit company. It has done a series of policy related discussions programs and learning assessment research - including the mapping of public service delivery at the local level, election related awareness campaign, youth mobilization etc. Galli Galli has 5 major working areas: (i) Media and Human Rights Research, (ii) Citizen-State Relations and Public Service Delivery, (iii) Citizen-led Assessment and (iv) Peace Education Research and (v) Digital Rights and Open Data.

While working on above mentioned working areas Galli Galli conducts researches, surveys, interviews, take photographs and videos for the reporting and educational purpose only.

If a person is aged 18 over years please tick here and fill up all the required information below

☒ I have been briefed about Galli Galli's program and its purpose. I agree to give my consent to GalliGalli to use my story, photographs, audio and video recording for reporting and educational purposes.

Name:.....

..... Age:.....

Signature:..... Date:.....

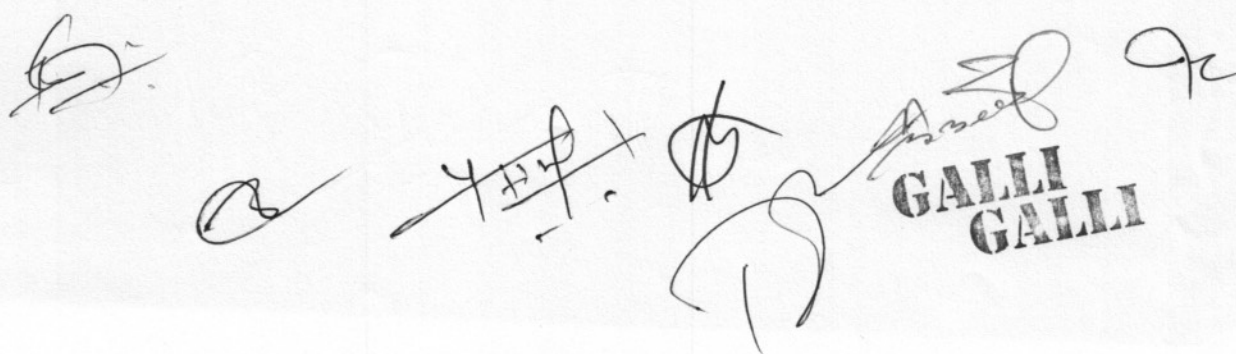
If a child is under 18 please tick here and fill up all the required information below

☒ I have been briefed about Galli Galli's program and its purpose, therefore I, as a parent/caregiver/guardian (above age 14) of the child, agree to give my consent to GalliGalli to use the story, photographs, audio and video recording for reporting and educational purposes.

Name:.....

Relationship to child:.....

Signature:..... Date:.....

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Annexure 9:

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