

Sitare Foundation's Child Safeguarding Policy

Our values and principles

Sitare Foundation does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Sitare Foundation to engage in any form of child abuse, maltreatment or poor safeguarding practice. A child is anyone under the age of 18, and all children have an equal right to protection regardless of any personal characteristic, including their age, gender, ability, culture, racial origin, religious belief and sexual identity.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, suppliers and business partners. It applies during or outside of working hours, every day of the year.

What is Child Abuse?

Child abuse consists of anything, which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood.

This policy covers all forms of child abuse. Sitare Foundation recognises six categories of child abuse, which are sexual abuse, physical abuse, emotional abuse, neglect, exploitation, and child labor. Other sub-categories may be adopted from time to time. The policy also covers any poor safeguarding practice, which results in or creates a risk of child abuse or harm.

Sexual Abuse

Sexual abuse is the involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

Physical Abuse

Physical abuse is the non-accidental use of physical force that deliberately or inadvertently causes a risk of/actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.

Emotional Abuse

Emotional abuse involves doing harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g. bad name calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.

Neglect

Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and /or shelter. Neglect is also failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to childproof a space that children will occupy etc.). It can also be Sitare Foundation staff, partners, contractors, suppliers and sub-grantees failing to apply minimum requirements as set out in mandatory procedures.

Exploitation

Child exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. For Sitare Foundation child exploitation includes modern slavery and trafficking of children and children forced or recruited into armed conflict. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity;

- in exchange for something the victim needs or wants, and/or
- for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology. Within Sitare Foundation child sexual abuse and exploitation also includes child early and forced marriage.

Child Labour

Child Labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It is work that:

- is mentally, physically, socially or morally dangerous and harmful to children; and
- interferes with their schooling by:
 - depriving them of the opportunity to attend school;
 - obliging them to leave school prematurely; or
 - requiring them to attempt to combine school attendance with excessively long and heavy work.

If a young person, under the age of 18 is part of an apprenticeship scheme within the statutory law of the country and does not meet any of the above, this would not be considered by Sitare Foundation as child labour. However, any partner, supplier, contractor or sub-contractor must inform Sitare Foundation of the name of any apprentice who will be directly involved with our work.

For Sitare Foundation it is not acceptable for any staff or representatives to engage anyone under the age of 18 to work as domestic help in their place of work or at home.

Child labour may also be a form of child slavery. Child slavery is the transfer of a young person (under 18) to another person so that the young person can be exploited.

Zero Tolerance

- At Sitare Foundation, we have a culture of zero tolerance for all forms of abuse and mistreatment, including Sexual Exploitation and Abuse, Harassment, Intimidation and Bullying.
- This means that every single concern is fully responded to and where necessary prompt action (including conducting an investigation and taking disciplinary action, if applicable) is taken.
- It means that we will hold our people to account against the same standards and subject them to the same processes, as everyone else regardless of their position or reputation within the organization.

Child abuse and exploitation is a violation of fundamental child and human rights. It may also be a criminal act. Sitare Foundation has a zero-tolerance approach when it comes taking action to protecting children from all forms of exploitation and abuse. We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure child exploitation and abuse is not taking place anywhere in our own business or in any of our supply chains or partnerships.

Sitare Foundation is also committed to ensuring there is transparency in our own business and in our approach to preventing and responding to any child safeguarding violations throughout our supply chains, and relationships with third parties, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- United Nations Convention on the Rights of the Child (UNCRC);
- UN Secretary General's Bulletin: Special Measures for Protection from Sexual Exploitation and Abuse;
- UK Modern Slavery Act 2015;
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and
- International Labour Standards on Child Labour and Forced Labour.

Where the guidance in this policy conflicts with any applicable laws or regulations, the higher standard must be observed at all times.

Our approach to preventing the abuse and exploitation of children

Sitare Foundation is committed to preventing child abuse and exploitation, including through the following means:

Awareness: Ensuring that all staff, representatives and third parties connected to Sitare Foundation are aware of the high standards of behaviour and conduct expected of them to protect children from any form of abuse and exploitation in their private and working lives.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Sitare Foundation minimise the risks of any form of child abuse and exploitation, including but by no means limited to conducting relevant vetting and background checks of staff as part of their recruitment process.

Reporting: Ensuring that all staff and those who work with Sitare Foundation are clear on what steps to take where suspicions or concerns arise regarding allegations of child abuse or exploitation

Responding: Ensuring that immediate action is taken to identify and address reports of child abuse and exploitation, and to ensure the safety and well-being of the child/ren involved.

To help you identify incidents of child abuse, exploitation and poor safeguarding practice the following are examples of prohibited behaviour and practice, which are not tolerated by Sitare Foundation:

- Physically, sexually, or emotionally harming or threatening to harm a child. This includes beating them or any other form of physical or humiliating discipline
- Engaging in any form of sexual activity with anyone under the age of 18, regardless of age of consent or custom locally
- Exchanging money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviours. This includes exchange for assistance that is due to beneficiaries and their families
- Sending private messages to children you have met through Sitare Foundation, for example private messaging on social media or by mobile phone
- Engage anyone under the age of 18 in exploitative and harmful labour
- Employees engaging in commercial exploitation of children, for example a hotel employee facilitating sexual abuse by hotel guests or indirectly
- Causing the death of or seriously injuring a child due to reckless or careless driving
- Failing to ensure the required health and safety at construction or other sites where services are being provided and work implemented on behalf of Sitare Foundation
- Failing to follow the law or required procedures and regulations which result in the death or harm of a child

The commitment we expect from you

Sitare Foundation expects the same high standards from all of our partners, contractors, suppliers and all third parties working with or for Sitare Foundation, including taking measures to prohibit their staff and representatives from engaging in any child sexual exploitation, sexual abuse or any other form of abuse or exploitation in their working and person lives.

- You must have a zero-tolerance policy on Child abuse and exploitation and take all measures available to you to prevent and respond to actual, attempted or threatened forms of child abuse and exploitation involving Sitare Foundation staff or representatives, or your organisation's employees or representatives that arises during performance of the terms of this Agreement.
- You must ensure that your staff members and those working with Sitare Foundation under your control are fully aware of this policy and encourage them to report incidents of suspected or actual child abuse involving Sitare Foundation staff or representatives, or your organisation's employees or representatives that arises during performance of the terms of this Agreement.
- You must immediately report any suspicion of child abuse or exploitation occurring in Sitare Foundation, your organisation or the organisations you work with, that arises during the performance of the terms of this agreement with Sitare Foundation. Failure to report will be treated as serious and may result in termination of any agreement with Sitare Foundation.
- When you or any staff working for Sitare Foundation under your control suspect or become aware of a child safeguarding concern in relation to work for Sitare Foundation, you are obliged to:
 - act quickly and immediately report suspicions or knowledge of a safeguarding concern or incident to a relevant contact at Sitare Foundation (the founders, Director of Operations, HR leads) or report to childsafeguarding@sitare.org

- keep any information confidential between you and the person you report this to. e) You will cooperate with Sitare Foundation in any investigations of concerns reported under this Agreement, and keep Sitare Foundation promptly updated on any concerns reported under this Agreement, including but not limited to actions taken by you in response.

Please contact us at childsafeguarding@sitare.org if you have further questions.