



Writing Through Child Protection Statement

Definitions

Child or Children means every person or persons below the age of eighteen years, although principles within this policy are extended to any young adult participating in a Writing Through workshop who is above the age of eighteen years, but is still attending High School. Child abuse means sexual exploitation or other physical or mental harm deliberately caused to a child. Child Protection Policy is 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. Writing Through Associate means any Writing Through Facilitator, Shadow, volunteer or staff member who has contact with a Child or Children in connection with a Writing Through program.

Statement of Commitment

As an organization working with children, Writing Through is committed to a strict Child Protection Policy to ensure that children participating in its projects are not exposed to abuse, exploitation, violence or neglect. The guidelines in this Child Protection Policy protect both the child from abuse and adults from unfounded allegations. Writing Through is committed to:

- Respecting the rights and dignity of the children, families and communities with whom we work.
- Demonstrating commitment to actively preventing child abuse.
- Taking positive action to prevent child abusers from becoming involved with Writing Through in any way.

1. Persons involved : This policy applies to all Writing Through Associates.

2. Code of Conduct : This code of conduct gives guidelines for appropriate and proper behavior for Writing Through Associates when interacting with children (and young adults).

1. No Child is to be taken away from the relevant project or NGO by a Writing Through Associate, without the prior knowledge and permission of the Director of the relevant NGO or project and in the presence of another adult.
2. No child is to be taken to any Writing Through Associate's home, guesthouse, hotel or accommodation.
3. No Writing Through Associate is permitted to socialize with any individual Child or group of Children outside the NGO premises. Young adults can be met in a public place with the prior knowledge and permission of the Director of the relevant NGO or project and in the presence of another adult.
4. No gifts of any kind are to be given to Children without prior arrangement with the Director of the relevant NGO.
5. Writing Through Associates are not to act in ways intended to shame, humiliate, belittle or degrade children.
6. Writing Through Associates must display appropriate language, actions and relationships with Children at all times. Writing Through Associates must ensure that language and behaviour at all times reflect appropriate male-female relationships, which are respectful of and in line with the culture and customs of the country.

7. Writing Through Associates must not exert inappropriate physical force when dealing with Children. This includes, but is not limited to, pushing, shoving, hitting, slapping or any other action that could cause fear, intimidation or distress.

8. All activities with Children must be conducted in locations where there is visual contact with the outside. In cases where it is necessary to close a door for privacy sake, two adults must be present.

9. All Writing Through Associates should be dressed appropriately when in the presence of Children and young adults. This should be in line with the customs and culture of the country (e.g. covering of shoulders and knees, no wearing of revealing clothing).

10. Writing Through Associates should not consume any alcohol, cigarettes or illegal substances when in the presence of Children, young adults or on the premises of the NGO or project.

Communications about children

11. The lives of Children, their families, and members of their community must be represented with accuracy and dignity. All communications must present Children in a dignified and respectful manner and not in a vulnerable or submissive manner.

12. Children should be adequately clothed in photographs and videos and not in poses that could be interpreted as sexually suggestive.

13. Real names and location of vulnerable children should be changed and it should be indicated that they have been changed.

14. Any photographs or videos taken of Children or young adults should be given to the Founder, Deputy Director or Operations Coordinator at Writing Through, to be approved, before being shared on social media or elsewhere. No photographs or videos taken should portray the students in an inappropriate manner, and should always be taken with the prior permission of the Child and the director of the relevant NGO or project.

Reporting and investigating abuse or suspected abuse

15. It is mandatory for any Writing Through Associate who has knowledge of, suspects, or has witnessed a potential child protection issue to immediately report to the Founder or Writing Through staff member, directly.

I, _____, confirm that I have read and understood the above Child Protection Policy and agree to be strictly bound by its terms. I certify that I have never had any civil or criminal claims, charges, allegations or judgments against me in any jurisdiction involving inappropriate behavior with children or behavior that would constitute a violation of this Child Protection Policy.

By: _____

Date: _____