



Rädda Barnen

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PROCEDURE

CHILD SAFEGUARDING

- SAFE AND SECURE PROGRAMMES FOR CHILDREN

SAVE THE CHILDREN SWEDEN'S CHILD SAFEGUARDING POLICY

Approved by: The Board of Trustees
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Policy to be updated: (within 2 years)
Responsible for follow-up: HR Director
Applies to: All members, volunteers, representative and employees, plus partners



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SAVE THE CHILDREN SWEDEN'S CHILD SAFEGUARDING POLICY FOR SAFE AND SECURE PROGRAMMES FOR CHILDREN

Background

Save the Children is the world's leading children's rights organisation. One of the absolute fundamentals we have to ensure is that our programmes are safe and secure for children. We are firmly determined to do everything in our power to ensure that every child in our programmes feels safe. Child Safeguarding means that we have a set of internal policies, procedures and practices to ensure that Save the Children Sweden provides safe and secure operations for children.

This policy relates to the Child Safeguarding Protocol of the global Save the Children Association. The Protocol was adopted in March 2010 and describes the policies and procedures that all member countries and Save the Children International are required to introduce to make sure that all the children with whom we are in contact are respected and that their right to freedom from all forms of intentional or unintentional injury, discrimination, violation, violence, and sexual assault and exploitation in the organisation's programmes is recognised.

Save the Children Sweden's work aims to ensure that the rights of all children are recognised in accordance with the UN Convention on the Rights of the Child. Article 19 of the Convention describes how the State Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. Save the Children Sweden considers that all the above entails a violation of children's rights and that all children have the same right to freedom from such violations.

This policy is a complement to Save the Children Sweden's Ethical Guidelines and Guidelines for Voluntary Work Within Save the Children Sweden, and covers Save the Children Sweden's responsibility for protecting all children in our programmes from all forms of injury, abuse and exploitation. The Ethical Guidelines set out the professional conduct and good practice expected of Save the Children Sweden's staff and representatives¹ in relation to children. The Guidelines for voluntary work set out what is expected of all members and volunteers working within Save the Children Sweden.

Fundamental values

Save the Children Sweden shall be a safe and secure organisation for children. We have zero-tolerance approach to all forms of discrimination, violation, violence, sexual abuse and exploitation of children, and do not accept any behaviour that breaches this policy. This means that all staff, all representatives and partner organisations have an obligation to have read the policy, and to share the basic philosophy and follow the obligations defined by Save the Children Sweden.

Save the Children Sweden is strongly committed to children's right to freedom from all forms of violation, violence, abuse and exploitation, and our basic philosophy is that:

- a child is any person under the age of 18²
- all children are of equal value and have the same rights, and must never be discriminated against, irrespective of the child's or parent/guardian's skin colour; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin; property; functional variation; sexual orientation; civil or other status

¹ All active members, volunteers and employees, including board members, at local association, district and national level

² Being mistaken about the child's age is not a valid defence in the event of a breach of this policy.

- all children have a right to freedom from discrimination, violation, violence, injury, sexual abuse and exploitation
- Save the Children Sweden works to ensure that children are aware of their right to be free from discrimination, violation, injury, sexual abuse and exploitation, and we shall inform them of this right
- Save the Children Sweden has an obligation to ensure that all our staff and all our representatives as well as staff in partner organisations, no matter where they are based, apply best possible practice in their behaviour towards children in both their professional and private lives.

Scope

Every child in our programmes shall be protected from all forms of violation, injury, physical, psychological and sexual abuse, and sexual exploitation through compliance with the present policy and its annexes.

The children in our operations and their families/caregivers shall be aware of and understand the importance of this policy and Save the Children Sweden's Ethical Guidelines. They shall be informed of how deviations from the policy are to be reported.

This policy must be clearly visible and accessible to all staff, all representatives and partner organisations. There must also be a child-friendly version.

Contact persons for *Child Safeguarding* shall be designated at the head office and regional offices.

The rights of the child are of primary importance. Every effort must be made to protect the rights of the child in any investigation. The safety and security of the child come first.

The policy is applicable to:

1. All staff, irrespective of whether they work full or part time, internationally or within Sweden
2. Staff who are employed on short-term contracts, e.g. consultants, researchers, etc.
3. Active members, volunteers, and board members at local association, district and national level ("representatives")
4. Children who are active and/or participate in our programmes, who must be aware of and understand the importance of the policy
5. Staff and representatives of partner organisations, and individuals, groups and organisations with a formal/contractual relationship with Save the Children Sweden that involves contact with children - unless it has been agreed that the partner organisation may apply its own child safeguarding policy³
6. Donors, journalists, politicians and other people who visit Save the Children Sweden's programmes or offices and who may come into contact with children.

³ Partner organisations must apply the policy or have drawn up their own policy of equivalent standard. The agreed procedures for reporting and investigating suspicions of contraventions of the policy, including issues concerning molestation and exploitation of children, must be clearly indicated in the cooperation agreement.

How Save the Children Sweden defines⁴ abuse of children

Physical abuse: The act in which a person causes a child physical injury, illness or pain, or subjects the child to neglect or similar. This may involve the person hitting the child with or without an implement, pinching, kicking, pushing, throwing, shaking, pulling the child's hair, scratching or biting the child, stepping or stamping on the child, or forcing objects into the child's mouth. Physical abuse also includes poisoning, burning, scalding, scratching, and trying to drown or suffocate the child. Any form of corporal punishment is considered physical abuse of children.

Psychological abuse: Psychological abuse includes severe punishment, ridicule, criticism, mockery, disparagement, rejection, freezing out, unreasonable demands, forced isolation from social contacts and age-appropriate activities, and constant refusal to listen to what the child has to say. Certain harmful experiences shall also be considered psychological abuse, for example if the child is forced to witness (see or hear) violence in his/her immediate environment or live in an environment where there is frequent violence or threats of violence. All forms of physical abuse of children, including sexual abuse, involve psychological abuse.

Sexual abuse: Covers all forms of sexual acts forced on a child by another person. Sexual abuse means that the other person is exploiting the child's position of dependence, and the act is based on the other person's needs, violates the child's integrity, takes place against the child's will, or is something that the child cannot understand, is not mature enough to undertake or cannot give informed consent to.

Sexual exploitation: Actual or attempted abuse of a child's vulnerable position for sexual purposes based on a position of power or trust. This includes, but is not limited to, promising the child monetary, social or political gain through sexual exploitation.

Sexual abuse online (through the internet): Covers all forms of sexual abuse, physical and non-physical, forced on a child by another person through the internet. Save the Children Sweden shall pay attention to, prevent, and act and report on this form of abuse of children.

We, at Save the Children Sweden shall do everything can to prevent, and report and act on the above events.

All staff and all representatives of Save the Children Sweden and our partner organisations shall strive:

- to plan⁵ and organise their work and workplace in such a way as to minimise the risk of children being exposed to abuse, exploitation, injury or other violation of their rights
- to promote an environment characterised by openness concerning children's vulnerability to abuse and exploitation, where all questions or views can be explored and discussed
- to empower children and their families/caregivers and talk to them about their rights, what is acceptable and unacceptable, what they can expect from their interaction with Save the Children Sweden and what they can do if any problems arise
- to work proactively to protect children, not least in connection with disaster relief work.

⁴ Taken from the definitions of child abuse drawn up by the Swedish Committee on Child Abuse in 2001

⁵ See document: Risk assessment for Child Safeguarding

Our commitment and responsibilities

All staff and all representatives of Save the Children Sweden and our partner organisations are committed:

- to do everything to protect children from injury, discrimination, violation, all forms of physical and psychological violence, sexual abuse or exploitation
- to treat children as individuals and with respect - irrespective of the child's or parent/guardian's skin colour; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin; property; functional variation; sexual orientation; civil or other status
- to respect a child's integrity and never compromise his/her physical and/or psychological health
- to respect children's views and concerns, and give them space to express their views in situations that affect them in ways appropriate to their age and maturity
- never to expose children to situations that they cannot understand, are not sufficiently mature to deal with and to which they cannot give their consent
- to act respectfully in relationships with children by avoiding talking to or touching them in ways that may be perceived as inappropriate or offensive, or making suggestions that may be perceived in the same way
- not to initiate relationships with children that may in some way be seen as exploitation or molestation
- never to act with the intention of making children feel guilty, degraded, devalued or shamed, or otherwise expose a child to emotional abuse
- always to treat children fairly and never to discriminate or favour particular children to the detriment of others
- never to act as a negotiator in or participate in the financial agreement process between a family - where a child has been exposed to discrimination, violation, injury, abuse or sexual exploitation - and a perpetrator
- never to overlook or participate in children's behaviour that is illegal, dangerous or wrong
- never to sleep in the same bed or room as the children we meet in our work, unless this is necessary for the safety of the child and has been agreed in advance with a superior or independent third party. This arrangement must be put in writing, explained and notified to the responsible regional contact person, who will forward it to the central contact person
- only to help children with intimate and private matters if they cannot do these things for themselves, for example going to the toilet and getting dressed
- to make sure that there is always at least one other adult colleague/representative able to see or hear what is happening when one is in direct contact with children. We must not work alone with children unless the task requires this (including using means of transport) and it has been agreed in advance with the responsible manager or the Board of Trustees' contact person because it is in the interests of the child's safety⁶
- never to initiate a relationship or sexual contact with children or young people participating in Save the Children Sweden's operations
- not to initiate, as an adult, sexual contact with anyone under 18, irrespective of the national age of consent; being mistaken about the child's age is no defence⁷.

⁶ Work in therapy is excluded. For more information, see Q&A on working alone

⁷ Particularly sound judgement is required in the case of relationships between consenting parties aged 18 outside Save the Children's operations.

All staff and all representatives of Save the Children Sweden and our partner organisations have an obligation:

- to act in accordance with this policy in both their professional and private lives
- to sign a Statement of acceptance⁸ on employment or engagement to confirm that they have familiarised themselves with and understood the importance of the policy and will act in accordance with it
- to immediately and in accordance with Save the Children Sweden's reporting procedures⁹ to report suspicions that a child has been exposed to some form of discrimination, injury, violation, physical or psychological violence, sexual abuse or exploitation
- to know where they should turn with any suspicions of abuse, and make sure that the suspicions are investigated
- to respond to children who may have been exposed to injury, violation, psychological or physical violence, sexual abuse or exploitation in accordance with Save the Children Sweden's reporting procedures and what is in the best interests of the child and the child's safety
- to cooperate fully and confidentially in the investigations of suspicions and accusations
- to undergo introductory training and the mandatory Child Safeguarding training relevant and appropriate to the position/assignment¹⁰
- to define, minimise and avoid situations that may expose children to risks
- to identify and avoid any situations where the behaviour of staff may be misinterpreted
- to ensure, e.g. when photographing and videoing children, that the child and parents/caregivers have agreed and that the images are taken with respect, that the children are suitably clothed and that sexually charged poses are avoided¹¹
- to ensure that images or documentation of a child have been approved by the child and the parents/caregivers and do not put the child at risk of any form of exploitation
- to ensure that images and/or information about children and parents involved in Save the Children Sweden's activities are not posted on social media, e.g. Facebook, without the agreement of the child and the parents/caregivers
- to ensure that a child who is to take part in an activity without being a beneficiary, e.g. in a campaign, prize ceremony, panel or some other event, or in social networking online, is protected by this policy.

Reporting

The following section clarifies what is meant by incident reporting, near miss reporting (A Near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so), notification of concern or reporting to the police.

All reporting must take place immediately, within 24 hours.

⁸ Annex 2: Police Records

⁹ Annex 1: Procedures and reporting procedures

¹⁰ Mandatory training: Employees of Save the Children Sweden shall complete SCI's Child Safeguarding training. Active members and volunteers shall complete the Child Safeguarding online training. Partners can be offered training as required.

¹¹ See *Guidelines for Child Safeguarding in our communications work*

Incident reporting

If there has been a breach of the present policy in our own programmes, reports are made in and to our own organisation, in accordance with our reporting procedures¹².

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report
- A child tells you about violation or abuse

To whom?

- Regional contact person, immediate manager or at childsafeguarding@rb.se. If you don't know to whom you should turn, look under the member pages or mail childsafeguarding@rb.se for help. Use the form: *Child Safeguarding - Incident reporting*

Near miss reporting

Near miss reporting is an important part of ensuring that Save the Children's operations are safe and secure for children, but also an important element in continuously strengthening and improving our own operations and our procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- Near miss reporting is a way to continuously improve our operations and reduce the risk of incidents
- You must submit a near miss report if you discover failings in our operations that could have breached the Child Safeguarding policy but where no child has come to harm as yet

To whom?

- Regional contact person or immediate manager. If you don't know to whom you should turn, look under the member pages or www.rb.se/tryggaretillsammans or mail childsafeguarding@rb.se for help. Use the form: *Child Safeguarding - Near miss reporting*

Notification of concern

All staff and all representatives of Save the Children Sweden and our partner organisations must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this is not within our own operations. In this case, we do not follow the incident reporting procedure described above, but notify our concern to social services in the municipality where the child lives.

Reporting to the police

If the law has been broken in connection with harm to a child, even if this is not within Save the Children Sweden's own operations, this must be reported to the nearest police station.

¹² Annex 3: Procedures and reporting procedures

What happens next?

Save the Children Sweden will assess and deal with all notifications based on the procedures in place.

All cases of reporting will be handled professionally, in confidence and in the most appropriate way possible. In this context, “in confidence” means that notifications are dealt with by responsible managers or other appropriate persons within the organisation (such as the designated contact persons) before a decision is taken on possibly referring the matter to social services or the police.

Where there is suspicion that a matter is of a criminal nature, it will be reported to the police, provided this does not put the child at risk.

All reports made in confidence will be dealt with in the best interests of the child, whatever the outcome of the investigation.

Consequences of breaching the policy

Measures under employment law may be taken with respect to staff who are in breach of the policy or the Ethical Guidelines. Members may have their membership revoked¹³.

All staff and all representatives of Save the Children Sweden and partner organisations must be aware that any claims that they have abused or exploited children will be investigated:

- a) in accordance with the legislation concerning the investigation and prosecution of crimes in the country in which they work
- b) by means of Save the Children Sweden’s internal investigation process in accordance with established reporting procedures (Annex 3) in the case of suspected breaches of the present policy.

Responsibility for implementation, compliance, measurement & continuous improvement

The following posts have responsibility for implementing and following up the policy within their areas of work:

- Managers
- HR Director
- Contact persons

Policy follow-up

The HR Director is responsible for following up the policy.

Annexes

Annex 1 - Procedures and reporting procedures

Annex 2 - Statement of acceptance

Annex 3 - Accountability in the organisation

Supporting & related documents

Documents that support the policy and its implementation:

- Save the Children Sweden’s Ethical Guidelines
- Child Safeguarding Protocol
- Guidelines for voluntary work within Save the Children Sweden
- Child Safeguarding in our communications work
- Description of task - Regional and local contact persons
- Risk assessment for Child Safeguarding
- Q&A on working alone

¹³ By-laws for Save the Children Sweden, § 3 Section 4, page 3

ANNEX 1

PROCEDURES AND REPORTING PROCEDURES

FOR CHILD SAFEGUARDING REPORTING

Purpose

This procedure is linked to Save the Children Sweden's Child Safeguarding Policy.

This procedure is applicable to Save the Children in Sweden. All matters within international operations must follow Save the Children International's procedures and reporting procedures¹.

All reports will be handled based on the procedures described in this document. All reports made in confidence will be dealt with in the best interests of the child, whatever the outcome of the investigation.

All cases of reporting will be dealt with professionally and in confidence, based on what is most appropriate. "In confidence" means that all reporting is dealt with by responsible managers or other appropriate persons within the organisation, for example designated contact persons, before a decision is taken on possibly referring the matter to social services or the police.

Where there is suspicion that a matter is of a criminal nature, it will be reported to the police, provided this does not put the child at risk.

Save the Children Sweden's reporting lines show how incidents, near miss and suspicions are to be reported. These reporting lines cover Save the Children Sweden's staff, representatives² and partner organisations.

An employee who deliberately makes a false or malicious accusation of abuse will face disciplinary measures.

Reporting procedures

1) What must be reported?

There are two types of reporting procedure within Child Safeguarding, namely incident reporting and near miss reporting.

A. Incident reporting

If there has been a breach of the Child Safeguarding policy in our own operations, reports are made in and to our own organisation.

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report
- A child tells you about violation or abuse

¹ Link to SCI's CSG page.

² All members, volunteers and employees, including board members, at local association, district and national level

B. Near miss reporting

Near miss reporting is an important part of ensuring that Save the Children's operations are safe and secure for children but also an important element in continuously strengthening and improving our own operations and our procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached the Child Safeguarding policy but where no child has come to harm as yet
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents

Your responsibility

Save the Children's employees or representatives of the organisation who suspect, observe or are informed of a deviation from the policy shall:

- 1) Inform Save the Children Sweden's designated contact person immediately
- 2) Not pass on details to others unless they have been delegated responsibility for forwarding or responding to notifications.

Situations that arise and come to attention outside Save the Children Sweden's own programmes fall outside the scope of the reporting procedure (incident and near miss reporting). The Child Safeguarding policy still requires us to act in these situations, but there are different channels that must be used.

The following section clarifies notification of concern and reporting to the police.

Notification of concern

All staff and all representatives of Save the Children Sweden and our partner organisations must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this is not within our own programmes. In this case, we do not follow the incident reporting procedure described above, but notify our concern to social services in the municipality where the child lives.

Reporting to the police

If the law has been broken in connection with harm to a child, even if this is not within Save the Children Sweden's own programmes, this must be reported to the nearest police station, provided this does not put the child at risk.

2) When must reporting take place?

- All deviations from the policy must be reported immediately.
- The notification must normally be made on the same working day or within 24 hours.

3) To whom must the report be made?

- Regional contact person, immediate manager or at childsafeguarding@rb.se. If you don't know to whom you should turn, look under the member pages or on Save the Children Sweden's website www.rb.se/tryggareillsammans, or mail childsafeguarding@rb.se for help.
- If your suspicions concern the person to whom you should report, you must turn to the next responsible person, such as your line manager's immediate manager, the contact person at head office, or contact childsafeguarding@rb.se.

Your responsibility

The manager/responsible contact person shall:

- a) Be available immediately to discuss the suspicions or report
- b) Provide a confidential and appropriate environment in which to discuss the matter.

4) How do I make a report?

- A verbal and documented report must be made within 24 hours.
- The discussion with your manager/contact person shall focus on:
 - i. Description of the matter
 - ii. The risks to the child/children
 - iii. Action/next steps.
- Use the relevant form: *Child Safeguarding - Incident reporting* or *Child Safeguarding - Near miss reporting*. Ensure that detailed notes are made of all events and note what the child said in his/her own words (if this is possible).
- The manager/responsible contact person shall inform the contact person at the head office or his/her manager of the notification immediately. In the absence of these persons, the HR Director shall be contacted directly. If for any reason these information paths cannot be used, the matter shall be submitted directly to childsafeguarding@rb.se.
- If the matter requires immediate action, both head office and the responsible manager/contact person shall be contacted as soon as possible during the investigation.

Your responsibility

The manager/responsible contact person shall:

- a) Make sure that discussion of the matter addresses all three areas under point 4
- b) Make sure that a written report is provided by the employee or representative who notified the matter
- c) Be responsible for head office being contacted in cases where the matter requires immediate action
- d) Immediately seek medical assistance for the child/children if the situation requires.

The contact person at head office shall:

- a) Be reachable immediately for the manager of the office concerned to discuss the case
- b) Document discussions
- c) Follow up the details of the response to a report where immediate action was necessary
- d) Make sure that the report is saved in a central confidential archive at the head office for documentation purposes.³

5) Action/Next steps

- As soon as a report has been made, it is crucial that the manager reports in order to discuss subsequent actions and assess how the child/children can best be supported and protected.

Your responsibility

The manager/responsible contact person shall:

- a) Contact the contact person at head office to discuss suitable measures.

The manager concerned shall:

- a) Assess whether it is a police matter, requires further investigation internally or should be reported to another organisation
- b) Take a decision on further investigation.

Contact persons from head office and the office concerned shall:

- a) Draw up action plans to address the needs identified, based on the best interests of the child/children.

Following up the procedure

The HR Director is responsible for following up the procedure.

Definition of term

We have decided to call the policy “Child Safeguarding” [Swedish: Tryggare Tillsammans] to make it accessible throughout Save the Children Sweden’s programmes.

Governing documents

Documents that inform or govern this procedure:

- Child Safeguarding - Save the Children Sweden’s Child Safeguarding Policy
- Child Safeguarding Protocol

³ The Swedish Personal Data Act means that personal data will not be collected systematically.

A. REPORTING FORM FOR INCIDENT REPORTING

If there has been a breach of the Child Safeguarding policy in our own programmes, reports are made in and to our own organisation.

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation.
- You receive a notification.
- A child tells you about violation or abuse.

1. About the child/children <i>(A separate sheet is required for each child, since details of violations or abuse are never the same for individual children in a group.)</i>	
Name:	Gender identity:
Age:	
Address:	
With whom does the child live?	
2. About your concern	
Why are you concerned: Suspicion/observation/accusation/disclosure <i>(This section concerns information on how you became aware of the alleged abuse and when the abuse took place, including date, time and place. Where the allegation is being made by a third person, provide details of the person if possible.)</i>	
Type of concern/accusation: <i>(This section should contain information on the type of abuse that is alleged to have taken place: offensive, discriminatory, physical, sexual, psychological, exploitative; it may cover more than one category. Write down exactly what was said, or what the child said and what you said.)</i>	

Information concerning the alleged perpetrator, if known: (name, role, type of work, location, etc.)
Your observations: (e.g. the child's emotional state, any physical injuries)
Does the child need to see a doctor?
Other relevant information: (e.g. disability, language, circumstances)
Are any other organisations affected? (State other organisations working with this child)
Were other children involved or possibly aware of the incident? (name, number, age, gender)
What corrective actions have been taken in relation to other children who were/may have been involved? (Have you written an additional report for these children?)

Have you reported to the parent(s) or caregiver(s)?

(name and contact details of person(s), and date and time when you contacted them or tried to contact them)

Have you reported to other staff within Save the Children Sweden or another organisation?

(Enter the name of the organisation and the person to whom the report was made, date and time.)

Advice from the other organisation:

Corrective actions taken by Save the Children Sweden and time frame for response: *(What actions have you taken locally, referrals, reports, to whom and when.)*

Your name and your role in Save the Children Sweden:

Your relationship to the child/children in question:

Signature and position of person making the report:

Date and place:

Name of contact person or manager to whom the report has been sent, and date:



B. REPORTING FORM FOR NEAR MISS REPORTING

Near miss reporting is an important part of ensuring that Save the Children's operations are safe and secure for children but also an important element in continuously strengthening and improving our own operations and our procedures. Reporting must be carried out irrespective of the level of risk; anything that increases the risk of harm to children must be reported.

- You must submit a near miss report if you discover failings in our operations that could have breached the Child Safeguarding policy but where no child has come to harm as yet.
- Near miss reporting is a means of continuously improving our operations and reducing the risk of incidents.

1. About the risk or shortcoming in our operations

(A separate sheet must be completed for each risk to ensure follow-up and corrective action.)

Describe the risk *(What is the shortcoming, in what way our programmes failing, how was the shortcoming discovered?)*

Where/Affiliation: *(Describe relevant affiliation: Activity / Local association / Project / Programme / Region / Section / Department.)*

When did the near miss occur?

Who is responsible for the programmes?

Are any other organisations affected? *(State other organisations working on this operation.)*

Any proposed corrective action:

Other relevant information:

Have you reported to other staff within Save the Children Sweden or another organisation?
(Enter the name of the organisation and the person to whom the report was made, date and time.)

Advice from the other organisation:

Corrective actions taken by Save the Children Sweden and time frame for response: *(What actions have you taken locally, referrals, reports, to whom and when.)*

Your name and your role within Save the Children Sweden:

Signature and position of person making the report:

Date and place:

Name of contact person or manager to whom the report has been sent, and date:

FOLLOW-UP

To be completed by responsible contact person in consultation with the person responsible for the operation in question

Describe the corrective action decided on:

Time plan for corrective action *(date by when the failing shall be remedied)*

Shortcoming/risk remedied: *(date)*

ANNEX 2 - STATEMENT OF ACCEPTANCE

FOR CHILD SAFEGUARDING REPORTING

Signed declaration for all staff and all representatives¹ of Save the Children Sweden and our partner organisations

I hereby certify that I have read and understood Save the Children Sweden's Child Safeguarding Policy.

I undertake to abide by all aspects of Save the Children Sweden's Child Safeguarding Policy, including the personal and professional obligations it entails.

I understand that a serious breach of Save the Children Sweden's Child Safeguarding Policy may be grounds for Save the Children Sweden to terminate my employment and/or any connection with Save the Children Sweden.

I also understand that certain behaviours that breach Save the Children Sweden's Child Safeguarding Policy may have consequences under criminal law.

As part of the appointment process, I undertake to provide an extract from the police records registry, if such a request is permitted by law, before taking up employment/an engagement/position of trust.

Signature _____

Print name _____

Date _____

¹ All active members, volunteers and employees, including board members, at local association, district and national level

ANNEX 3 - ACCOUNTABILITY IN THE ORGANISATION

FOR CHILD SAFEGUARDING REPORTING

Area of responsibility	Person responsible
1. Ensuring that the vulnerable child is protected from any further irregularities and has received medical attention if required.	Contact person
2. Deciding whether the matter shall be subject to further investigation internally or be referred to an external organisation, or whether the case is of a criminal nature and shall be reported to the police.	Responsible section manager
3. Ensuring that Child Safeguarding becomes a clear part of the recruitment process for new staff and volunteers from the advertising stage, through interview and taking up references, and until a contract of employment is signed. Both the Child Safeguarding Policy and Ethical Guidelines represent part of the contract of employment and must be signed separately.	HR partner/Recruiting manager (employee)/Chair of local association (volunteer)
4. Ensuring that all staff and volunteers within Save the Children Sweden will reflect Save the Children Sweden's commitment to creating safe and secure operations for children by having appropriate control procedures in place for new appointments to flag up warning signs in persons who are unsuitable to work with children: <ul style="list-style-type: none">○ An extract from the police's criminal records registry (Sweden) or another relevant authority (foreign postings) is requested in connection with a new appointment. Extracts shall be updated every two years.○ Highlight Child Safeguarding in introductory training and in follow-up seminars.○ Complete relevant online training in Child Safeguarding.	Recruiting manager (employee)/Chair of local association (volunteer)
5. Ensuring that all partner organisations or organisations that have a formal/contractual relationship with Save the Children Sweden, and whose staff have contact with children, have included the following requirement in the contract: <ul style="list-style-type: none">○ That staff shall act in accordance with the present policy or in accordance with the partner organisation's own policy/ethical guidelines that is/are of an equivalent standard	Responsible manager (partnership)/Chair of local association

- | | | |
|-----|--|---|
| 6. | Ensuring that a risk assessment has been carried out for activities/programmes involving direct or indirect contact with children. | Responsible section manager/ Chair of local association or district |
| 7. | Designating contact persons for head office/regional office/coordinator for member organisation. | Responsible section manager/ Chair of local association or district |
| 8. | Ensuring that contraventions of the policy are investigated in accordance with established reporting paths. | Contact person |
| 9. | Monitoring application of the policy. | Contact person |
| 10. | Ensuring that everyone who visits Save the Children Sweden's operations is informed of and follows the policy. | Person responsible for the operation |
| 11. | Ensuring that local procedures are established. | Contact person |
| 12. | Ensuring that the policy is translated into the most widely used languages as required. | HR section |
| 13. | Ensuring that all managers and board members are provided with the policy and kept up to date with any changes. | HR Director |
| 14. | Reviewing and updating the policy as required. | HR Director |
| 15. | Reporting to the Board of Trustees and managers on a regular basis. | HR Director |
| 16. | Maintaining a confidential central archive of all reported notifications. | HR Director |