

# INTERNATIONAL CONFERENCE ON CHILD PROTECTION CHILD SAFEGUARDING POLICY

## Policy Statement

The International Conference on Child Protection places children at the core of its activities, ensuring their safety, well-being, and best interests are top priorities. The principles of transparency, accountability, quality, non-discrimination, empowerment, and active participation are always upheld during the conference to ensure the safeguarding of children. The Safeguarding Policy complies with legal requirements and international standards, reflecting dedication to child protection.

## Scope

The ICCP Safeguarding Policy applies to all adult attendees of the conference. It is mandatory for all adults involved in the conference to sign this document as a commitment to ensuring the safety and protection of children at the summit.

## Principles guiding the policy

1. Child-Centered Approach:  
Prioritize the best interests of children in all aspects.
2. Do No Harm:  
Ensure activities never harm children.
3. Best Interests of the Child:  
Always consider a child's well-being and safety.
4. Transparency:  
Maintain openness and clear communication.
5. Accountability:  
Establish mechanisms to report and address concerns.
6. Quality:  
Deliver high-quality safeguarding services.
7. Non-Discrimination:  
Treat all children equally and fairly.

#### 8. Empowerment:

Equip children to protect themselves.

#### 9. Participation:

Involve children in decisions and activities.

#### Code of Behaviour

Following this code of conduct will allow all adult attendees to avoid most situations in which they may be compromised.

#### Do's :

- Treat all children and young people equally.
- Listen to and respect all children.
- Respect the child's privacy.
- Involve all children in an inclusive non-discriminatory manner
- Provide encouragement, support and praise (regardless of ability).
- Use appropriate language.
- Offer constructive criticism when needed.
- Treat all children and young people as individuals.
- Respect child's personal space.
- Encourage feedback from the children.
- Use age-appropriate teaching aids and materials
- Be cognizant of a child's limitations to best offer support
- Create an atmosphere of trust.
- Respect differences of ability, culture, religion, and race

#### Good Practice :

- Be inclusive of children and young children with special needs.
- Plan and be sufficiently prepared both mentally and physically for interactions with children.
- Report any concerns, incidents and accidents to the designated safeguarding focal person.
- Observe appropriate dressing and behaviour.
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved.
- Don't be passive in relation to concerns i.e. don't 'do' nothing.
- Don't let a problem get out of control.
- Avoid being alone with children in closed rooms, it is advisable that you interact with children in open areas. Employing the "Two-adult" rule is encouraged to ensure safeguarding is upheld as well.

- Maintain awareness around language and comments made. If you Think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

#### Don'ts / Inappropriate Behavior:

- Do not physically, emotionally, sexually harm/abuse or threaten to harm a child.
- Do not use language that may cause child to lose self-esteem or confidence.
- Do not socialise inappropriately with children.
- Do not use your personal social network profile to communicate with or share images or videos of children.
- Do not place a child in any environment that is unsafe or deemed to be unsafe.
- Do not do things of a personal nature for a child that they can otherwise do themselves
- Do not use any drug substances e.g alcohol in the premises in the presence of children
- Do not promise to keep it a secret incase a child reports an incident, rather, tell the child you will inform someone who can help

#### Consent & Ascent

Informed consent from parent, legal guardian or organization with parental responsibility for children attending the conference must be obtained in advance. In the same breadth, an ascent form must be signed by the children participating in the summit.

#### Data Protection & Confidentiality

1. All collected data will be treated with the utmost confidentiality and respect for children's privacy.
2. Only authorized personnel will have access to child-related data.
3. Data will be stored securely and used solely for safeguarding purposes.
4. Children's and families' personal information will never be shared without explicit consent or legal obligation.
5. Any breach or suspicion of data misuse should be reported using the safeguarding mechanism.

#### Reporting Mechanism

Reporting Channel: To report any safeguarding concerns or incidents during the conference, attendees can use the dedicated Safeguarding Hotline, accessible 24/7 throughout the event. The hotline number will be prominently displayed in conference materials and at the venue. A safeguarding focal person will also be present at the venue at all times.

1. Reporting Details: When making a report, provide precise details about the incident, including the date, time, location, and any individuals involved or affected. Clear and accurate information is crucial for effective response.

2. **Anonymity:** You may choose to remain anonymous when reporting, and your identity will be protected. However, providing contact information can be helpful for follow-up, if needed.
3. **Immediate Response:** Once a report is received, our Safeguarding Team will take immediate action to assess and address the concern, ensuring the safety and well-being of the child involved.
4. **Confidentiality:** All information related to safeguarding reports will be treated with the highest level of confidentiality to protect the privacy of all parties.
5. **Regular Updates:** The Safeguarding Team will provide periodic updates on the progress of the investigation and resolution of the reported incident.

### Reporting Procedures

All concerns must be reported, regardless of how they came to your attention. The results of the investigation will be shared with the associate, child, and their family as appropriate. In cases of false allegations, appropriate follow-up steps will be taken, including support for the accused. If abuse is proven, efforts will be made to assist the child in coping with any trauma, such as medical or psychological treatment.

1. **Observing a Concern:** If any adult attendee observes or becomes aware of any situation or behavior during the conference that raises concerns about the safety or well-being of a child, they should immediately report it.
2. **Reporting Point:** Contact the designated Safeguarding Officer, whose contact information is provided in the conference materials or available on-site.
3. **Providing Details:** When reporting, provide as much detail as possible, including the nature of the concern, location, and any individuals involved or affected.
4. **Safeguarding Officer's Response:** The Safeguarding Officer will promptly assess the situation and initiate necessary actions to address the concern, ensuring the child's safety.
5. **Confidentiality:** All reports will be handled with the utmost confidentiality, respecting the privacy of all parties involved.
6. **Follow-Up:** The Safeguarding Officer will provide feedback and updates as appropriate and ensure that the concern is resolved in accordance with the safeguarding policy.
7. **Collaboration:** If necessary, local authorities may be involved to investigate and address more serious concerns, following legal procedures and guidelines.

### Disciplinary Action

It should be noted that incidents will be taken seriously, and immediate action taken to ensure the safety and well-being of all involved parties. All reported incidents will be thoroughly investigated, and appropriate action taken based on the findings. Depending on the severity of the incident, consequences may include warnings, removal from conference activities, or

banning from future ICCP events. In cases of criminal behavior or child safeguarding breaches, law enforcement will be involved, and legal consequences will be pursued.

MY COMMITMENT

I have read the complete ICCP safeguarding Policy. I fully understand and agree to follow all procedures contained within. If at any time I fail to follow the guidelines set forth by the Child Safeguarding Policy, I understand that I am subject to the consequences and disciplinary action prescribed in the policy.

Adult Attendee

Name:

Date:

Sign:

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