

## **CHILD PROTECTION POLICY OF FOR VIETNAMESE STATURE FOUNDATION (VSF)**

Child protection policy is a tool for VSF staff and managers to prevent and respond to abuse, neglect, exploitation and all forms of violence against children; and make sure VSF becomes a safe organization for children.

### **Guideline 1: Awareness raising**

VSF equips all employees, sponsors, partners, volunteers and other stakeholders to understand and implement the following responsibilities for child protection:

- 1.1 All staff, managers, volunteers and consultants must be instructed and provided with a copy of VSF's child protection policy.
- 1.2 All staff, managers and volunteers need to be properly trained at least once every 2 years in order to well fulfill the responsibilities of protecting children. However, with a number of volunteers/interns and staff, improving the capacity of child protection needs to be more frequent (according to their job characteristics).
- 1.3 All staff, managers, volunteers/interns and experts/consultants who sign contracts with VSF are required to certify in the contract as follows:  
"During the implementation of this contract, I agree that all adults who have had direct contact with children or children's information must always act in the best interest of children and adhere to child protection policy. If I detect any risk to children, I will inform VSF immediately".

### **Guideline 2: Behavior protocols**

#### **1.1 Acceptable behaviors: Staff of VSF MUST:**

- a. Be cautious in dealing with children, including the use of language, dress and behavior; respect children and children's rights.
- b. Use positive (non-physical and mental violence) methods to manage children's inappropriate behaviors.
- c. Always act responsibly for every child's behavior, including when the child behaves in a sexually inappropriate manner, and adults must always avoid placing themselves in a compromising or susceptible situation in a relationship with children.
- d. Whenever possible or practicable, always adhere to the principle of "Two adults" staying with children while carrying out the activities of VSF.



- e. Comply with investigation inquiries related to children protection (internal and external); make available any materials or other information necessary for the completion of the investigation.

**1.2 Unacceptable behaviors: Staff of VSF MUST NOT:**

- a. Behave in an inappropriate physical manner, or create sexual relationships with children (under 18 years old).
- b. Cuddle, kiss, hug, or touch children in an inappropriate or culturally sensitive way.
- c. Use provocative words, make inappropriate instructions or deliberately insult children to make the children embarrassed, reduce the children's self-esteem or despise them.
- d. Accept or engage in unlawful, unsafe, or abusive behavior towards children, including such offenses as: mental abuse, or the practice of harmful rites to children.
- e. Take children alone to another place to participate in activities organized by VSF (unless absolutely necessary, must have the consent of his/her parents or guardians)
- f. Publish information on media or digital media that includes the children's names, personal addresses, home addresses, and their families.

**Guideline 3: Child protection on mass media and social media**

**1.1 In all forms of communication, the image and dignity of children always need to be respected**

- a. VSF's staff always assess the impact of communication on the safety, well-being and rights of children.
- b. The dignity of children must be respected, must not treat children as desperate victims
- c. Children are adequately clothed and not in inappropriate poses.
- d. Data on children of all ages need not to be disclosed if the children are sexually abused or are in bad condition of health unless there are consents of the children or their guardians.
- e. Any interview or communication between the media and children requires the presence of VSF's staff.

**1.2 When writing, photographing, or filming about children, there is a need for consensus**

This means that the child understands the purpose of writing articles, taking pictures and the children can approve those activities either verbally or in writing. In the following situations, a written consent of their parents, guardians or liable people is required for the children and the children themselves (at the appropriate age):

- a. The identity of the children can be identified or
- b. The disclosure of the children's identities or health condition poses a threat to the privacy, dignity or safety of the children.
- c. Other circumstances if required by law.





## Guidance on reporting responsibilities

All staff members are responsible for reporting ANY suspicious signs of child abuse at all levels (or all matters related to child protection), especially if the problem related to employees, volunteers, interns, experts/consultants, partners, donors of VSF.

**1.1 Child Protection Incident Reporting Process:** Report a problem to one of the following addresses, within 24 hours of receiving the information.

- a. Line management and coordinator
- b. Director of VSF
- c. Chairwoman of Management Board of VSF

**1.2 All staff members are responsible for reporting** violations of children's rights to protection, even if the matter appears to have been "resolved" in the project area. VSF identifies various incident levels to determine how to respond based on liability and legal risk.

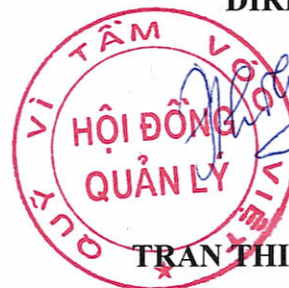
**1.3 In all child protection incidents, VSF will make every effort to:**

- a. Mitigate further harm from occurring to any children by the abusers.
- b. Ensure the best interests of children, especially when the children are survivors of violence.
- c. Fulfill the organization's responsibilities in supporting legal procedures to investigate and handle suspects and perpetrators.
- d. Be prepared to respond and reduce risks, especially to ensure the rights and safety of employees, be prepared to respond to the media, the public and partners.

**1.4 Information disclosure:** VSF is committed to protecting the privacy of relating individuals in child protection incidents. However, it is likely that we will share general information about the incident with the purpose of learning or accountability, preventing future incidents or as required by law.

Hanoi, January 02<sup>nd</sup> 2016

DIRECTOR



TRAN THI NHU TRANG