

## 1 PURPOSE

The International Water Management Institute (IWMI) recognizes that it has a duty of care towards protecting children engaged within its programs and activities and commits to creating and maintaining positive environments that protect children from all forms of exploitation and abuse. The IWMI Child Protection Policy and Procedures is intended to establish standards, practice, and responsibility to protect children from exploitation and abuse.

## 2 SCOPE

2.1 This policy applies to all IWMI staff, temporary staff, consultants and third-party in staff-like roles, trainees, volunteers, interns, and students (“Staff” or “staff members”) and the Board of Governors. Third parties, including consultants, contractors, vendors, representatives, and partners are expected to adhere to the standards set out herein.

2.2. IWMI recognizes that it may not be able to mandate this Policy for certain partners such as governments and independent external agencies. IWMI can, based on a careful risk analysis, elect not to work with such partners, put specific conditions into partnership agreements, or end partnerships based on a partner’s failure to follow the standards described in this Policy.

2.3. This Policy applies to all Staff, both during and outside of working hours, and regardless of where the questionable behavior occurred. Staff shall follow this policy when performing their official duties and responsibilities and in their personal conduct inside and outside of the workplace. Everyone who is covered by this Policy must be aware that their conduct and activities outside the workplace, even if unrelated to their official duties, can compromise the good reputation and best interests of IWMI.

2.4. We respect the laws, culture, traditions, and practices of the communities in which we work. We comply with legislation in all operating jurisdictions wherever it is safe to do so. This includes local, national, and international child welfare and protective legislation. If our policies and procedures differ from local laws and this Policy has more rigorous expectations, this Policy must be followed.

## 3 POLICY STATEMENT

IWMI Staff must work proactively to protect children from all forms of physical, sexual and emotional abuse, discrimination and exploitation. IWMI Staff, which includes all employees, consultants, Board of Governors, interns, volunteers and partners or organizations subcontracted by IWMI are expected to work with integrity while executing their responsibilities and are prohibited from engaging in exploitation, sexual activity and abuse with children.

IWMI Staff are prohibited from exchange of money, employment, goods or services for sex, including sexual favors, harassment, and all other forms of child exploitation.

IWMI Staff are prohibited from any form of humiliating, degrading, aggressive or exploitative behavior towards children.

Any engagement in such activity with children constitutes a violation of the IWMI Child Protection policy.

## 4 POLICY DETAILS

### 4.1 Guiding Principles

- **Zero tolerance of child exploitation and abuse:** IWMI does not tolerate child exploitation and abuse. IWMI will not knowingly engage – directly or indirectly – anyone who poses an unacceptable risk to children.

- **Care for the vulnerable:** to ensure that all children have the opportunity of protection from abuse regardless of their gender, ability, race, ethnicity, circumstances or age, IWMI Staff, which includes all regular IWMI staff, as well as consultants, Board of Trustees, interns, volunteers and partners or organizations subcontracted by IWMI, will demonstrate care for the most vulnerable and marginalized. Vulnerable children will require particular attention in order to assure their safety needs.
- **Taking responsibility:** IWMI Staff are committed to a shared responsibility for the protection of the child.
- **Risk management approach:** While it is not possible to eliminate all risks of child exploitation and abuse, careful management can reduce the risks to children that may be associated with IWMI research and programs. These should be identified by thorough risk assessments prior to initiating programs.
- **Rights of the Child:** IWMI recognizes that there are many different ways of thinking and taking care of children and making sure they are protected. As an international organization, however, we endorse the United Nations Convention on the Rights of the Child general principle that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which affords equal rights to protection for children from abuse.
- **Criticality of reporting suspected allegations:** IWMI staff will report any concern or suspicion of exploitation and abuse of children
- **Confidentiality:** Information regarding allegations of child abuse will only be shared and handled on a need-to-know basis, that is, only individuals who have legitimate reasons to access the information will be informed.

#### 4.2 Behavior Protocols

- IWMI Staff should maintain an appropriate relationship with all children and families with whom we partner and work. Sexual contact with children is explicitly prohibited.
- IWMI Staff should not place themselves in compromising or vulnerable positions and should know that even if a child behaves inappropriately, the representative (as the adult) is always the responsible party.
- IWMI Staff should always be visible when working in proximity with children and, wherever possible, ensure that another adult is present.
- IWMI Staff should exercise sensitivity to local customs relative to appropriate conversation and physical contact with children. Never touch a child inappropriately or in a culturally insensitive manner.
- IWMI prohibits the hiring of children in executing IWMI projects and programs.
- IWMI Staff must observe all guidelines set out in the procedures section with regards to appropriate use of child images (photography and video) and personal information.
- IWMI staff members should immediately report any suspicions of policy violations or inappropriate behavior towards children to the direct supervisor or HR contact person. If an IWMI staff member knowingly chooses not to report an incident, then she/he/they may have their contract terminated and/or be removed from any association with IWMI.

## 5 PREVENTION

### 5.1 Risk management procedures in research program planning and implementation

An assessment of the risks facing vulnerable children will be included in risk assessments in program planning and implementation. High risk factors may involve staff working with children on the following types of projects (not limited to):

- education activities for children, including in preschools, primary and secondary schools
- recreational activities including in children's events, youth groups or the organization of sports for children;
- health activities, particularly those that focus on mothers' or children's health;
- research activities involving direct contact with children (for example, interviews); and
- staff working in highly isolated, remote or inaccessible locations.

IWMI Project Leaders or Country Representatives/Managers in conjunction with the IWMI Institutional Review Board (IRB) will conduct risk assessments that cover all activities that have contact with children. The assessments will identify risks, classify any high-risk activities and document steps being taken to reduce or remove risks. Risk assessments will be reviewed and updated throughout the lifecycle of the activities.

## 5.2 Appropriate use of child images and personal information

IWMI's overriding principle is to maintain respect and dignity in the portrayal of children, families and communities. Pictures, images, or other likenesses of children and / or information related to children must not compromise their care and protection. IWMI commits to the following requirements when using images of children:

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain informed consent from one of the child's parents or guardian of the child and provide an explanation of how the photograph or film will be used.
- All such photographs will have a release on file signed by the individual subject(s) or their guardians. Releases are not required in shots of crowd scenes or if an individual's identity is not discernible.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Treat with the utmost importance the confidentiality of the children in IWMI's work and never provide a child's personal details to unauthorized person(s).

## 5.3 Recruitment, Self-Declaration, Disclosure and Background Checking

IWMI will not knowingly permit any person to be employed or engaged as a consultant, intern or volunteer if the individual is known to be convicted for child abuse or a related offense. Where permitted by local law and locally available, criminal background checks will be obtained for all new hires who may work around children prior to finalizing a contract.

All IWMI employees are required to sign a Self-Declaration and Disclosure form; a screening measure taken to ensure that inappropriate people are not employed by IWMI.

All IWMI staff are required to sign acknowledgement of and acceptance of the Child Protection policy and agree to abide by the policy throughout their engagement, tenure and/or association with IWMI.

# 6 REPORTING PROCEDURES

## 6.1 Reporting Child Abuse

- Any suspicion or disclosure of child abuse must be immediately reported to any of the following: Country Representative/Child Protection focal point; Head of Human Resources; IWMI whistleblower hotline or CGIAR whistleblower hotline. All incidents must be reported and managed in accordance with the IWMI Child Protection Incident Reporting Process (see **Flowchart 1**).
- IWMI's hotline contact information.
  - Website: [www.lighthouse-services.com/iwmi](http://www.lighthouse-services.com/iwmi)
  - Toll-Free Telephone:
  - English speaking USA and Canada: 844-560-0009
  - Spanish speaking USA and Canada: 800-216-1288
  - E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)
  - Fax: (215) 689-3885 (must include IWMI name with report)

## 6.2 Guidelines for reporting Child Abuse allegations:

- a) All allegations and concerns of abuse must be taken seriously, irrespective of the identity of the alleged perpetrator and victims, and regardless of how ‘unbelievable’ the situation may seem.
- b) All IWMI staff must report any of the following situations:
  - any allegation of or concern about actual or suspected situations of abuse involving a child or children known to IWMI
  - any allegation of or concern about actual or suspected staff or third-party representatives and/or criminal activity involving the abuse of a child or children whether or not they are known to IWMI.
- c) No staff member can agree to keep information regarding actual or suspected abuse ‘private’ as a personal confidence. Reports must be made, and decisions and actions taken, according to the Child Protection Incident Reporting Process. A written record of all child protection reports, including any decisions made, must be kept up to date and filed. This should include details of any referrals made to specialist agencies.
- d) All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse) and be shared on a strictly ‘need to know basis’.
- e) Where it is suspected that a crime may have been committed, the names of those who are alleged to be a risk to children should be passed on to local law enforcement agencies for investigation in accordance with relevant legislation. This will normally be passed on by the most senior manager in the office to the local police agency.
- f) Where an IWMI staff member is the subject of an investigation, an Internal Child Protection Investigation Panel will be convened by the Head of Human Resources at HQ/HR, in consultation with the relevant Country Representative/Manager. The composition of the panel depends on the nature of the allegation or concern but will routinely consist of a representative from Human Resources and a member of senior leadership.
- g) When a child protection investigation involving a staff member concludes, decisions and actions must be taken in accordance with the Child Protection Incident Reporting Process.
- h) If a report of abuse is made or concerns are raised, even if the situation is ultimately found to be untrue, no retaliatory action will be taken against the person making the report in line with IWMI’s “Whistleblower Policy”. If, however, the report is found to be malicious, Human Resources in consultation with senior leadership will decide on the course of action relating to disciplinary action.
- i) Each regional and/or regional office should maintain a *Child Protection Briefing Note* which includes information about specialized child welfare and law enforcement agencies and the appropriate mechanism under the national law for reporting concerns so that this information is readily on hand.
- j) Any difficulties or confusion regarding how to apply the Child Protection Incident Reporting Process should be referred to HQ/HR for further assistance and guidance.

The procedures are outlined in Flowchart 1.

## 7 RESPONSIBILITIES

### IWMI Staff

- IWMI Staff are individually responsible for familiarization with and adherence to the IWMI Child Protection policy
- IWMI Staff must comply with the Child Protection reporting procedures, including but not limited to immediately reporting any suspected policy violations in accordance with the outlined reporting process (see 8. Process Map or Flowchart)

### HQ Level

IWMI HQ is responsible for creating this policy and disseminating it throughout all IWMI offices.

It is the responsibility of IWMI HQ/HR to:

- Provide technical input/advice on the reporting and allegation management process
- Document policy violations preserving institutional memory in all cases.
- Assure that the Child Protection Code of Conduct is signed by all IWMI staff, consultants, interns and volunteers with HQ as their duty station.

## Regional Office Level

The Country Representative is responsible to ensure that all IWMI staff, consultants, interns or volunteers have a copy of the Child Protection policy with a signed acknowledgement of policy on file locally with a copy to HQ/HR.

It is the responsibility of the Country office to:

- Communicate violations of this policy to the IWMI Head of Human Resources and /or Director General.
- Assure that the Child Protection Code of Conduct is signed by all IWMI staff, inclusive of consultants, interns and contractors.

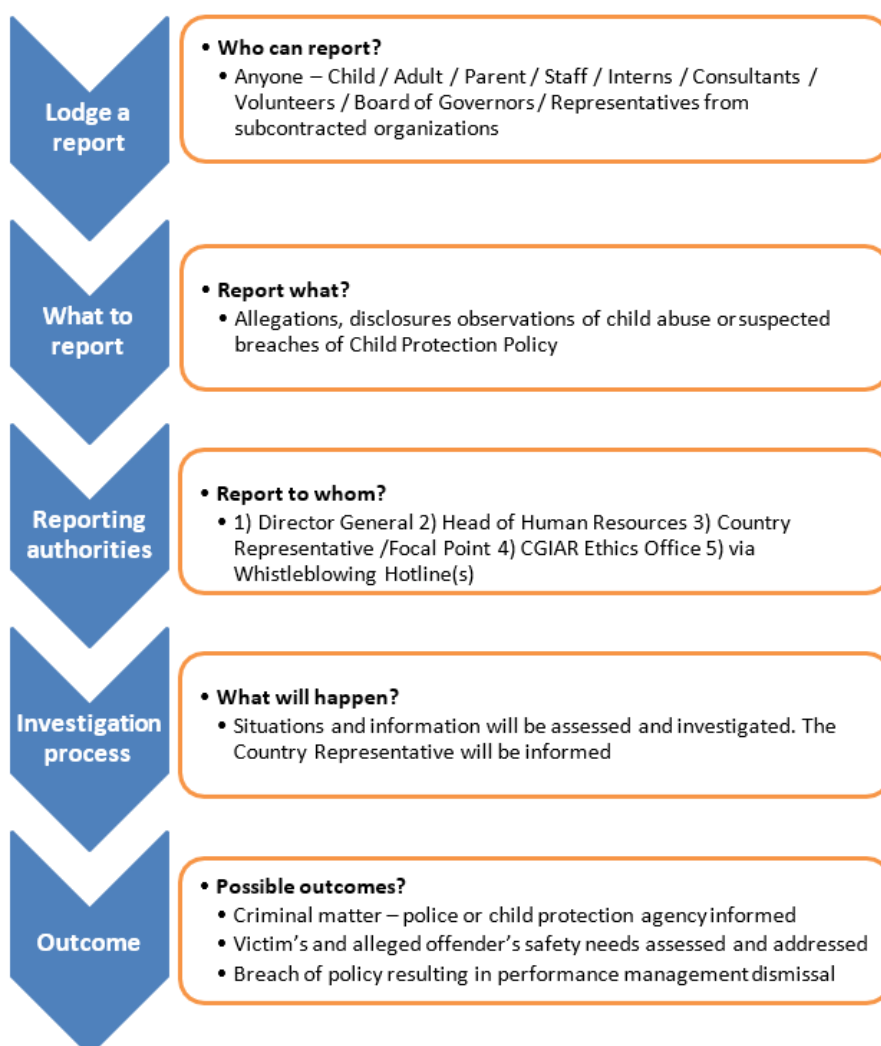
## Training

Line managers, in collaboration with HR, are responsible for ensuring:

- All staff receive instruction on Child Protection policy during induction.
- All staff acknowledge information is received and understand policy by reading and returning signed copy of the IWMI Child Protection Code of Conduct to HR.
- Keep signed copy of IWMI Child Protection Code of Conduct on file.

## 8 PROCESS MAP OR FLOWCHART

### Flowchart 1: Child Protection Incident Reporting Process



## 9 DEFINITIONS AND ACRONYMS

### Definition

**Child:** In accordance with the internationally ratified United Nations Convention on the Rights of the child, IWMI defines a child as any person below the age of 18, regardless of the age of legal majority or age of consent locally.

**Child abuse** is the physical, sexual, neglect or emotional mistreatment of a child resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

**Harassment** consists of unwelcome comments or behaviors that are offensive, demeaning, intimidating, or physically harmful.

**Sexual exploitation** consists of misusing a position of power to pressure or demand others to provide sexual favors.

**IWMI Staff and staff member** include all regular staff, as well as consultants, Board of Governors, interns, volunteers and others engaged by our partners or organizations subcontracted by IWMI and limited to those working directly for and on behalf of IWMI programs and/or projects.

## 10 REFERENCES AND ASSOCIATED POLICIES

- IWMI Child Protection Code of Conduct
- IWMI Child Protection Toolkit
- IWMI Code of Conduct
- United Nations Convention on the Rights of the Child
- IWMI Whistleblowing policy
- CGIAR Safeguarding Policy
- Research Ethics Policy
- IWMI Visual communications guide for photographers, videographers, and communicators

### Policy Supplement: IWMI CHILD PROTECTION TOOLKIT

1. IWMI Child Incident Report Form
2. IWMI Child Protection Code of Conduct
3. IWMI Child Protection Risk Assessment
4. Developing a Local Contact and Referral List
5. Monitoring and Evaluation of Child Safeguarding Policy and Procedure

Document Version Number	1
Document Name	IWMI Child Protection Policy & Procedures
Effective Date	11 July 2023
Revision Date	2025
Document status	Approved by the IWMI Management Team 11 July 2023
Document owner	IWMI Human Resources

# IWMI CHILD PROTECTION TOOLKIT

## 1 IWMI Child Incident Report Form

This form should be used to record any suspicion, allegation or disclosure of child abuse, concern for the wellbeing of a child, or breach of the Child Protection Code of Conduct.

1. Name of child involved (If safe to name)	
2. Name and position of person making the report	
3. Contact details of person making report	
4. Name of the person against whom the report is made	
5. Does this incident require a report to be made to police/other authorities?	
6. Details of anyone who saw what happened	
7. Does this report involve a breach of the Child Protection Code of Conduct?	
8. Capacity in which child is known to you	
9. Nature of the incident – include times, date, location and what happened: (This should be a factual account of information you have witnessed or received. Do not include assumptions or opinions of others. Continue on separate sheet if necessary.)	
10. If applicable, provide details of any injuries and if the child received medical attention:	
11. If applicable, provide an accurate account of what the child has told you happened:	
12. Provide details of any follow up provided in particular support and/or referral provided to the child, if any	
13. Is child aware of this referral? Yes ( ) (No) If no, please explain why.	
Date:	
Signed:	
Name:	

**Print completed form, sign and submit report to any of the following:**

1. Director General
2. Head of Human Resources
3. Country Representative/Safeguarding/Focal Point
4. CGIAR Ethics Office, 5. or via Whistleblowing Hotline

## 2 IWMI Child Protection Code of Conduct

The Child Protection **Code of Conduct** outlines, safe, acceptable and professional behavior in relation to children.

The International Water Management Institute (IWMI) is committed to the safety and protection of children in all its work as outlined in the IWMI Child Protection Policy and Procedures. This Code of Conduct builds on the Key Principles of that Policy by providing clear boundaries for the behavior of all IWMI staff (as defined in section 9), when interacting directly or indirectly with children, and serves as a guide to make decisions in the best interests of children in their professional and private lives.

I have read and understand IWMI’s *Child Protection Policy* and agree that in the course of my association with IWMI, **I must:**

- treat children with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- use any computers, mobile phones, video cameras, cameras for social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use, support or tolerate physical punishment of children
- not hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- not seek to make contact or spend time with any child connected with IWMI programs or activities outside of the designated program or activity time
- comply with all relevant local legislation, including labor laws in relation to child labor
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offense that relate to child exploitation and abuse.

**When photographing or filming or using children’s images for work-related purposes, I must:**

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child’s parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts, and
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that by signing this Code of Conduct my responsibility extends beyond my own action to any consultant, volunteer, or intern, I am supervising to avoid any actions or behavior that could be construed as child exploitation or abuse.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



### 3 IWM Child Protection Risk Assessment

#### STEP 1 –Child Protection Risk Assessment

Table 1 provides the specific child protection risk factors which must be considered in project planning and project implementation. In order to rate the level of risk, the likelihood and consequences of the risk should also be considered. This risk assessment should be completed prior to project implementation and reviewed annually.

The questions in identifying child protection risks are:

- What are the practical details of the program?
- What could go wrong?
- What is the likelihood of something going wrong?
- What are the possible consequences?

Table 1: Risk factors and features

Specific Risk Factors to be Considered	Risk Features
Age/vulnerability of child	Very young children Children who have been abandoned, orphaned children with disabilities Children who have already been abused or sexually exploited No caregiver/parental supervision Children who have been displaced
Location/setting	Isolated areas Disaster areas or in war or civil unrest Overcrowded refugee camps Project located away from community Secluded or inaccessible locations Staff visit child’s home Children visit staff member’s home Physical danger in environment e.g., water, traffic
Activity	Working with children One-to-one activities, physical contact, personal hygiene tasks Direct engagement with children Staffing by volunteers
Staff	Not screened carefully through interviews, police checks and reference checks Recruited quickly for immediate deployment e.g., in emergency situations Not supervised adequately Not made aware or received training in regards to Child Protection Policy and Procedures Not signed Code of Conduct
Supervision	Staff works alone unsupervised Lack of formal supervision Lack of accountability or transparency in practice Informal activities such as where visitors can attend unsupervised a project involving children
Organizational Structure	Organization closed or unaware in regard to child protection issues Low level of commitment to child protection issues by management/Staff No promotion of child protection measures or message Culture of not raising concerns or reporting inappropriate behavior of Staff
Local risk factors	Lack of enacted and/or enforced child protection and criminal laws presence of child sex tourism, child sex trafficking or child labor

## STEP 2 – Consider the Likelihood and Consequences of Risk Occurring

The likelihood of the risk occurring should then be considered and the level of risk of each of the identified risk factors evaluated. The risk factors should then be prioritized according to their level of risk.

The questions to be asked in Step 2 include:

- What are the sources of the risk?
- What are the consequences?
- How likely are they to occur?
- What controls, such as policies, procedures and strategies are already in place?
- What kind of harm; what kind of damage could be done?

Table 2: Likelihood rating

Rating	Likelihood	Description
5	Almost Certain	Expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances
3	Possible	Could occur at some time
2	Unlikely	Not expected to occur
1	Rare	May occur only in exceptional circumstances

The consequences of the risk need to be considered, particularly regarding the impacts on:

- Children
- Project beneficiaries
- IWM staff
- IWM program delivery and reputation

Therefore, as well as rating the level of risk, the consequences of the risk should also be rated to assist in child protection risk management. For example, while it may be unlikely that any staff member invites a child to stay in their home; the consequences of allowing this to occur may be severe. The consequence of the risk identified should be rated as outlined in Table 3.

Table 3: Consequences rating

Rating	Consequence(s)	Description
5	Severe	Life changing/traumatic for children and organization that would stop achievement of organizational/operational objectives
4	Major	Direct physical/psychological negative consequences to children and/or organization/Staff
3	Moderate	Potential damage to program delivery or organization which Requires adjustment to policy or practice
2	Minor	Potential short term negative effects on children and/or organization
1	Negligible	Minimal or no consequences to children and/or organization

## STEP 3 – Rate Risk Level

Measure the risk level by combining Likelihood and Consequence ratings as described in Table 4

Table 4: Calculate risk

Likelihood		Consequences				
		Negligible -1	Minor -2	Moderate -3	Major -4	Severe -5
Almost certain	-5	M	H	H	VH	VH
Likely	-4	M	M	H	H	VH
Possible	-3	L	M	H	H	H
Unlikely	-2	L	L	M	M	H
Rare	-1	L	L	M	M	H

Very High (VH) – requires close attention by senior management and a detailed action/plan

High (H) – needs close management attention

Medium (M) – specify management responsibility and monitor conditions closely

Low (L) – manage by routine procedures

### STEP 4 – Strategies to Minimize the Risk

Strategies should then be developed to minimize the risk of harm or abuse occurring. This Step assumes compliance with the standard procedures as outlined in the Child Safeguarding Policy. Additional strategies to mitigate unacceptable risk should focus on the additional measures that may be necessary.

Project management Staff and the IWMI HR Safeguarding Officer should be consulted in developing additional risk mitigation strategies. Additional strategies may include:

- Monitor and evaluate only (low risk)
- Avoid the activity if the risk is considered too high
- Modify policies, procedures or plans to reduce the harm if a risk eventuates
- Accept the risk and prepare for consequences. When implementing strategies to reduce risk consider:
  - How the changes will be made (policy/procedures)?
  - Who will make the changes?
  - How will they be reviewed?

Source: *Child Wise; “Choose with Care – A Handbook to Build Safer Organizations for Children”, 2004*

### STEP 5 – Risk Monitoring

Monitoring risk is an essential part of risk management. When reviewing a child protection risk assessment, consider the following:

- Do the risks still exist?
- Have they been adequately reduced, controlled, and managed by the existing strategies?
- Are there new risks?
- What strategies do we need to implement to reduce, remove, and control these emerging risks?

Table 5: Example Child protection risk assessment

Activity	Risk Factors (Step 1)	Likelihood of Risk Occurring and consequences of the Risk (Steps 2&3)	Strategies to Reduce Risk (Step 4)	Risk Monitoring (Step 5)
Example: School sanitation project located in a community that is isolated, secluded and project has indirect engagement with children	Staff may develop relationships with families and children and invite them to stay in their home.	Likelihood: Possible. Consequences: major to severe.	Ensure all staff inducted in Child Protection Policy, and Code of Conduct.	Monitor compliance with strategies and require risk assessment to be conducted by Team Leader/Project Manager.
	Offer children treats and money. May be approached by families/ children asking for money.	Likelihood: Possible. Consequences: major to severe	Specify clear accountability requirements	Audit staff understanding of Policy and Procedures
	Photos taken of children that may not be respectful	Likelihood: Possible. Consequences: major to severe.	Provide feedback on Staff behavior from other Staff and/or community members	
			Ensure no Staff works alone or unsupervised where possible	

## 4 Developing a Local Contact and Referral List

This guide should be used to draft a local contact and referral list. Focal points are asked to follow this guide in developing a local contact and referral list:

- Examine the existing process of reporting child abuse in the region and what services exist.
- Become familiar with local laws and penalties in relation to child abuse and if there exists any mandatory reporting requirements. These should then be included on the list.
- Consider cultural interpretations of child abuse.
- Conduct an audit of what services exist in the region to report child abuse and to support children and their families.
- Record contact details of local police (including any specialized unit such as sexual violence), and child protection authorities (including any hotline phone number) where they exist.
- Record contact details of child welfare support agencies such as counselling and social services, women and children's groups, local and international agencies involved with child protection or human rights (e.g UNICEF, Save the Children), hospital, child shelters/safe houses, health professionals and primary health services, schools, legal services, local government services, youth groups and churches.
- Record contact details for foreign embassies and international police services.
- Contact details of IWMI HR focal point.
- Complete the local contact and referral list and include any local and IWMI reporting procedures that must be complied with.
- Ensure the list is easily accessible and is reviewed and updated annually.
- Include name, phone, mobile, email, fax and address where possible.
- When reporting a potential concern or incident, avoid fax and leaving phone messages with another person apart from the authorized person.
- Respect confidentiality and do not include the identity of alleged child or victims.

## 5 Monitoring and Evaluation of Child Safeguarding Policy and Procedure

Key Area	Indicators	Evidence	Responsibility to coordinate and/or analyze
Awareness of Child Protection Policy and Procedures	Staff knowledge of and compliance with the child protection principles and practices.	Mandatory Training /Induction process complied with	IWMI HR / IWMI Leadership
Policy and Procedures clear and easily understandable	Staff regularly considering Policy and Procedures when planning and implementing projects	Staff surveyed;	IWMI HR with support of Country Representatives
Awareness of Child Protection (CP) Code of Conduct	CP Code distributed and promoted widely, inclusive of consultants and interns.	Induction process. Staff surveyed to assess understanding and compliance with CP Code of Conduct	IWMI HR/Safeguarding Officer – reporting to Senior Management
Consequences of breaching CP Code clear and linked to organizational disciplinary proceedings	Training on CP Code and Managing Complaints Process	Monitoring of complaints and breaches to assess whether breaches are acted upon	Director General/Head of Human Resources
Awareness of Complaints Management Process	Staff understand what steps to take when concerns arise regarding the safety or wellbeing of a child. Complaints Management Process easily accessible by Staff	Central record of reports and responses submitted. Included in induction process	IWMI HR/ Child Protection Officer
Appropriate follow up to protect and support a child	Country Representatives and Project Leaders familiar with Local Contact & Referral List	Record of reports and follow up. List regularly updated	IWMI HR / Child Protection focal point
Compliance with Child Safe Recruitment, Selection & Screening procedures	Recruitment processes include child safe procedures when selecting Staff for high risk project roles (direct contact with children)	Review of IWMI HR procedures, including specific recruitment procedures. Record of these procedures being completed. Regular training/updates provided for Staff on child safe recruitment procedures	IWMI HR and Hiring Managers
Provision of training and induction	Staff attend a child protection training and/or induction session	Records of attendance	IWMI HR in collaboration with Country Representatives
Risk Management assessments being conducted	Team Leaders and Project Managers conducting child protection risk assessments	Signed Code of Conduct; filled risk assessment form; Institutional Review Board (IRB) assessment and approval	IWMI Project Leaders and/or Country Representatives/Managers; Research Ethics Coordinator (IRB-REC)
Policy and Procedure Review	Undertaken at least every 3 years	Report provided and Policy and Procedures updated	IWMI HR