

**Child Protection Policy
For Free the Kids, Inc.
and Pwoje Espwa Sud**

TABLE OF CONTENTS

PREFACE.....	1
INTRODUCTION.....	2
SCOPE.....	2
DEFINITIONS.....	2
PRINCIPLES AND VALUES.....	2
GOAL.....	3
PURPOSE.....	3
COMMITMENT OF FTK AND PES.....	3
GENERAL PROCEDURES.....	4
GUIDELINES FOR REPORTING SUSPECTED OR ACTUAL ABUSE OF CHILDREN.....	4
TRAINING.....	6
ANNEX 1 – FREE THE KIDS, INC. AND PWOJE ESPWA SUD CHILD PROTECTION CODE OF CONDUCT.....	8
ANNEX 2 – FORMS OF CHILD ABUSE.....	10
ANNEX 3 – RECOGNIZING THE SIGNS.....	11
ANNEX 4 CROSS CATHOLIC OUTREACH CHILD PROTECTION POLICY.....	13

PREFACE

Free the Kids, Inc. (“FTK”) and Pwoje Espwa Sud (“PES”) share a common mission to help Haiti’s abandoned and vulnerable children by nurturing them so they will live more productive lives. In connection with the fulfillment of this mission, in the past, both FTK and PES have had various policies for the protection of children and codes of conduct related to the protection of children. A need was felt to create one document, a Child Protection Policy (“CPP”) which would be well-defined and structured and that would provide a framework of principles, standards and guidelines for individual and organization practice while working directly or indirectly with children.

FTK and PES believe that it is always unacceptable for a child to experience abuse or neglect of any kind and recognize our joint responsibility to safeguard the welfare of all children with whom representatives of FTK and PES are in contact. This CPP is intended to ensure the safety and protection of all children involved in FTK and PES projects and activities.

This Child Protection Policy was adopted by FTK and PES to be effective February 20, 2013. The Board of Trustees of FTK shall review the Policy no less frequently than on an annual basis and may amend, change or add to the CPP as the Board of Trustees deems advisable and appropriate. Any amendments, changes or additions will be promptly explained to appropriate Covered Individuals and Entities (as defined under the section of this Policy entitled “Scope” which appears on page 2).

FTK and PES receive a portion of their support from Cross Catholic Outreach. As a recipient of support from Cross Catholic Outreach, FTK and PES shall make available to its staff and volunteers the Cross Catholic Outreach Child Protection Policy (“the “Cross Policy”). A copy of the Cross Policy appears as ANNEX 4 to this CPP and the terms of the Cross Policy are incorporated into the FTK and PES Child Protection Policy by this reference.

INTRODUCTION

FTK and PES support the rights of children and are committed to their safety and well-being. FTK and PES' Board of Trustees, Executive Committees, staff members and those working with FTK or PES share a common responsibility and commitment to the awareness, prevention and reporting of and responding to child abuse in the course of their work.

This CPP sets out common values, principles, and beliefs and describes the steps that will be taken to meet our commitment to protect children.

SCOPE

This policy applies to all full-time, part-time and casual employees of FTK and PES, members of the Board of Trustees and Executive Committees of FTK and PES, interns, volunteers, and contractors of FTK and PES, all visitors to PES, and any individual temporarily or permanently residing on the grounds of PES (“Covered Individuals and Entities”).

DEFINITIONS

Child: For the purpose of this policy, the definition of a child is “every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. This is in accordance with Article 1 of the United Nations Convention on the Rights of a Child.

Child Abuse: Child abuse includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity (WHO, 2013). Child abuse includes, but is not limited to, the subtypes described in ANNEX 2.

PRINCIPLES AND VALUES

The following principles and values reflect FTK and PES’ stance on child protection:

Zero Tolerance of child abuse: FTK and PES do not tolerate any form of child abuse, nor do they tolerate possession or access to any material that is abusive toward children. Where appropriate, guidance and training on child protection risk management is provided to Covered Individuals and Entities. FTK and PES will not knowingly engage anyone who poses a direct risk to children.

Recognition of children’s interests: FTK and PES recognize that some children are at greater risk of abuse. Of particular vulnerability are children with disabilities, children in conflict situations as well as children in natural or post natural disaster situations.

Sharing responsibility of child protection: When working on projects in association with firms that do not have a child protection policy, FTK and PES will ensure that associate firms agree to adopt FTK and PES’ CPP and Child Protection Code of Conduct (ANNEX 1) for the duration of the project.

GOAL

To protect children from all forms of abuse in the course of our services.

PURPOSE

The purpose of this CPP is to:

- Provide a management strategy to prevent child abuse and protect children in the course of our work and
- Provide Covered Individuals and Entities with clear guidelines on what to do in the case of suspected child abuse.

COMMITMENT OF FTK AND PES

FTK and PES' commitment to child protection will be guided by the following:

Awareness: we will ensure that all Covered Individuals and Entities are aware of the problem of child abuse and the risks to children.

Prevention: we will ensure through awareness and good practice that Covered Individuals and Entities minimize the risks to children.

Reporting: we will ensure that Covered Individuals and Entities are clear on what steps to take where concerns arise regarding the safety of children.

Responding: we will ensure that action is taken to support and protect children where concerns of abuse arise.

Further to the above, FTK and PES will:

- Not permit a person to work with children if it has been identified that such person poses an unacceptable risk to children's safety or well-being;
- Take all child abuse concerns raised seriously;
- Take positive steps to ensure the protection of children who are the subject of any concerns relating to child abuse;
- Support children, Covered Individuals and Entities and other adults who raise concerns regarding child abuse;
- Act appropriately and effectively in instigating or cooperating with any subsequent process of investigation;
- Be guided through the child protection process by the principles of 'best interests of the child';
- Listen to and take seriously the views and wishes of children; and
- Work in partnership with Covered Individuals and Entities or other professionals to ensure the protection of children.

GENERAL PROCEDURES

The following general procedures will mainstream the FTK and PES CPP and Child Protection Code of Conduct:

- Both the CPP and Child Protection Code of Conduct are and shall be made an integral part of the recruitment of staff, interns and contractors and the orientation of all Covered Individuals or Entities.
- Contracts for persons newly employed by FTK or PES shall contain a provision authorizing immediate dismissal if they breach the CPP or the Child Protection Code of Conduct.
- Any agreement between FTK or PES and associate firms which concerns services directly or indirectly affecting children shall require assurance that appropriate child protection policies and procedures are in place.
- A copy of the Child Protection Policy shall be posted on the FTK and PES websites.
- Contact details for reporting possible child abuse shall be provided to all Covered Individuals and Entities and shall be posted prominently throughout the PES campus.
- A reporting procedure shall be in place to investigate and deal with possible child abuse.

GUIDELINES FOR REPORTING SUSPECTED OR ACTUAL ABUSE OF CHILDREN

Reporting Principles

Reporting suspected or actual child abuse is mandatory for all Covered Individuals and Entities.

No Covered Individual or Entity will prejudice their own position or standing with FTK or PES by responsibly reporting someone who they believe is violating the CPP or the Child Protection Code of Conduct.

Responsible reporting also means that any person making a report should bear in mind that all concerns are allegations until they have been investigated. For this reason, it is important for anyone raising a concern to follow the specific reporting guidelines set out below. In particular, confidentiality is expected within the reporting chain.

Reporting Procedures

All Covered Individuals and Entities must raise their concerns with respect to suspected or actual child abuse with a Supervisor (see ANNEX 1 for a definition of “Supervisor”). Any information provided to a Supervisor will be handled with strict confidentiality (except that the Supervisor with whom the concerns are raised shall promptly share the information with the other Supervisors except for any Supervisor who is the alleged perpetrator of the suspected or actual child abuse).

A Covered Individual or Entities' discussions held with a Supervisor should focus on:

- Evidence that there is or has been child abuse or any other breach or violation of the CPP or the Child Protection Code of Conduct;
- The identified risks to the child/children;
- Measures to safeguard children and minimize risk; and
- Action/next steps

The Supervisor to whom the alleged child abuse or breach or violation is reported shall then promptly meet in person or by telephone with the other Supervisors (except any Supervisor who is the alleged perpetrator of the suspected or actual child abuse or the suspected or actual breach or violation of the CPP or the Child Protection Code of Conduct). At that meeting, the discussion must include:

- An assessment of the reported concerns and support needs.
- Whether, and at what stage, the issue should be reported to external bodies.
- Appropriate response, e.g. disciplinary process or urgent action if children are judged to be at risk.

Supervisors should feel able to consult and seek support from FTK's attorney, if necessary.

Specific Reporting Guidelines

Any concerns, allegations or disclosures regarding alleged child abuse or alleged breach or violation of the CPP or the Child Protection Code of Conduct must be recorded in writing, signed and dated, and communicated as soon as possible to a Supervisor. Records should be detailed and precise, focusing on what was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.

Any concern, disclosure or allegation is alleged rather than proven at this point. All such records should be treated as extremely confidential. They should be distributed only to the persons specified in these reporting guidelines. It is the responsibility of each individual in possession of the information to maintain confidentiality.

However, confidentiality cannot always be guaranteed. It must be made clear that the steps set forth in this policy are an obligation. Explanations should be given that the possible outcomes arising from the reported concerns, disclosure or allegation may include reporting to external bodies including, but not limited to, law enforcement bodies.

In certain instances, there will be an obligation for FTK and/or PES to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children, it may be necessary to immediately report concerns to appropriate external bodies. Decisions

regarding reporting to external bodies shall be based on the laws of the jurisdiction in which the alleged abuse, breach or violation occurred.

Responding to Concerns

In order to protect children, it may be necessary to take immediate action to ensure that the CPP and the Children Protection Code of Conduct are not breached or violated again and/or that further abuse cannot take place.

The best interests of the child and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns.

From the effective date of the adoption of this policy, all new FTK and PES staff, interns and contractors shall have a provision in their employment or engagement agreements authorizing immediate dismissal if he/she breaches or violates the CPP or the Child Protection Code of Conduct. The Supervisors will ultimately decide what sanctions will be taken as the result of such breaches and violations.

Some concerns with respect to alleged child abuse or concerns or regarding breaches of the CPP or the Child Protection Code of Conduct have to be reported to local authorities and police. In these circumstances, based on local law and guidelines, FTK and PES will assess on a case-by-case basis what steps to take. If the concerns are reported to local authorities, FTK, PES and their staffs, Board of Trustees and Executive Committee will assist the authorities wherever possible, but may also need to make arrangements, possibly through an appropriate diplomatic representation, to seek representation for the person who has had allegations made against him or her.

Legislation

When handling any child abuse complaint, allegation of child abuse or concerns regarding breaches or violations of the CPP or the Child Protection Code of Conduct, FTK and PES will take into account and comply with the relevant applicable legislation of both Haiti and the United States (and, if the alleged incident took place in another country, the relevant applicable legislation of the country in which the incident took place).

TRAINING

FTK and PES are committed to educating staff and others of the CPP and the Child Protection Code of Conduct and how to reduce risks and create child safe environments. FTK and PES will promote child safe practices which keep children safe and will provide information about child protection to the children served by FTK and PES. This information will include children reporting child abuse if they have concerns about any Covered Individual or Entity.

As part of its child protection training, FTK and PES will:

- Provide comprehensive written documents including or related to the CPP and the Child Protection Code of Conduct to all new and existing Covered Individuals and Entities.
- Incorporate extensive information on the CPP and the Child Protection Code of Conduct in the orientation for new Covered Individuals and Entities.
- Provide existing Covered Individuals and Entities with information regarding the adoption of the CPP and the Child Protection Code of Conduct.

ANNEX 1 – FREE THE KIDS, INC. AND PWOJE ESPWA SUD
CHILD PROTECTION CODE OF CONDUCT

All full-time, part-time and casual employees, members of the Board of Trustees or Executive Committees, interns, volunteers, visitors, contractors and any individual temporarily or permanently residing on the grounds of Pwoje Espwa Sud, shall:

- 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 in any form of sexual activity;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children to your home or room without the permission of the PES Chief Operating Officer, the FTK and PES Founder, the FTK Executive Director or the FTK Chairman of the Board of Trustees (collectively, the “Supervisors” and, individually, a “Supervisor”), unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case you must obtain a Supervisor’s permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, or video or digital cameras appropriately, and never exploit or harass children or access child pornography through any medium (see also “Use of children’s images for work-related purposes”);
- Refrain from physical punishment or discipline of children;
- Refrain from hiring 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;
- Comply with all relevant and applicable U.S. and Haiti legislation, including labor laws in relation to child labor;
- Immediately report concerns or allegations of child abuse to a Supervisor in accordance with appropriate procedures; and
- Abide by all of the terms of the Child Protection Policy for Free the Kids, Inc. and Pwoje Espwa Sud.

For any of the above listed acts which allow for exceptions with the consent or permission of a Supervisor, no Supervisor may provide such consent or permission for his own acts. In such cases, a Supervisor must obtain consent or permission from one of the other Supervisors.

- * A copy of the Child Protection Policy for Free the Kids, Inc. and Pwoje Espwa Sud should have been previously delivered to you; however, if you need a copy, please request the same from any Supervisor.

Use of children's images for work-related purposes

When photographing or filming a child, a Covered Individual or Entity must:

- Before photographing or filming a child, access and endeavor to comply with local traditions or restrictions for reproducing personal images;
- Before photographing or filming a child, obtain consent from the child or a Supervisor. As part of this, you must explain how the photograph or film will be used;
- Ensure photographs, films, videos or 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 do not reveal identifying information about a child when sending images electronically.

Covered Individuals and Entities must use common sense to avoid actions and behaviors that could be construed as child abuse, and must immediately report any suspected cases of child abuse to a Supervisor.

ANNEX 2 – FORMS OF CHILD ABUSE

Child abuse includes but is not limited to the major subtypes described below:

Physical Abuse is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a caregiver or other person who has responsibility for the child. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child.

Emotional Abuse (or psychological abuse) is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance.

Neglect is the failure of a caregiver to provide for a child's basic needs. Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision);
- Medical (e.g., failure to provide necessary medical or mental health treatment);
- Educational (e.g., failure to educate a child or attend to special education needs);
- Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs).

These situations do not always mean a child is neglected. Sometimes cultural values, the standards of care in the community, and poverty may be contributing factors, indicating the need for information or assistance.

Sexual abuse includes activities by a caregiver such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

Sexual abuse is defined by the United States Child Abuse Prevention and Treatment Act (CAPTA) as "the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children."

Substance abuse is an element of the definition of child abuse or neglect. Circumstances that are considered abuse or neglect include:

- Selling, distributing, or giving illegal drugs or alcohol to a child.
- Use of a controlled substance by a caregiver that impairs the caregiver's ability to adequately care for the child.

ANNEX 3 – RECOGNIZING THE SIGNS

Information Sheet – Recognizing the signs

Who is most likely to abuse a child?

- Someone who is known to the child.
- Someone who the child trusts.
- Someone who the family trusts, i.e. not a stranger.
- Someone who has access to the child.
- Someone who has themselves experienced abuse as a child. (Abel and Osborne 1988).

How to recognize abuse

Listed below are a number of indicators of abuse; however, they may vary by cultural and economic context. It should be noted that this list is not exhaustive but is a guideline to help establish whether some form of child abuse or exploitation has taken place.

Emotional signs of abuse:

- sudden under achievement or lack of concentration;
- inappropriate relationships with peers and/or adults;
- changes or regression in mood or behavior, particularly where a child withdraws or becomes clinging;
- depression or extreme anxiety;
- nervousness, frozen watchfulness;
- obsessions or phobias;
- persistent tiredness;
- running away/stealing/lying.

Indicators of possible physical abuse:

- any injury inconsistent with explanation given to them;
- injuries to body in places not normally exposed to falls, rough games, etc.;
- reluctance to change clothes for, or participate in, games;
- repeated urinary infections or unexplained stomach pains;
- bruises, bites, burns, fractures, etc., which do not have a reasonable explanation;
- infections and/or symptoms of sexually transmitted diseases;
- general bruises, scratches or other injuries not consistent with accidental injury.

Indicators of possible sexual abuse:

- any allegations made by a child concerning abuse;
- excessive preoccupation with sexual matters and detailed knowledge of adult sexual behavior or engaging in age inappropriate sexual play;

- acting sexually provocative or seductive with adults;
- sudden changes in mood or behavior;
- open displays of sexuality;
- lack of trust in familiar adults;
- fear of strangers;
- general bruises, scratches or other injuries not consistent with accidental injury;
- acting-out behavior – aggression, lying, stealing, unexplained running away, drug and alcohol abuse, suicide attempts.

Indicators of possible neglect:

- frequent lateness or non-attendance at school;
- inadequate care.

ANNEX 4
CROSS CATHOLIC OUTREACH CHILD PROTECTION POLICY

Introduction:

Cross Catholic Outreach staff and partners have a common commitment to prevention of child abuse and to the protection of children generally. This policy outlines related values, principles, and beliefs and describes the steps that will be taken to ensure that children are protected from all types of abuse in the delivery of programs funded by Cross Catholic Outreach.

Principles and Values:

"See that you do not despise one of these little ones. For I tell you that in heaven their angels always see the face of my Father who is in heaven." (Matthew 18:10)

- All children have equal rights to protection from abuse and exploitation.
- Child abuse is never acceptable.
- We have a commitment to protecting children for whom we and our partners care.
- Our international partners have a responsibility to meet the minimum standards of protection for children in their programs.
- All concerns raised and especially accusations of abuse are to be taken seriously.

Cross Catholic Outreach's Expectations of International Partners

- Partners will ensure through awareness and good practice, that staff and others minimize the risks to children.
- Every workplace will provide staff and the children under care with detailed instructions for reporting possible child abuse. These instructions should be posted in common areas.
- Partners will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.
- All partners educating and otherwise caring for children will agree to the terms of a Memorandum of Understanding with Cross Catholic Outreach that contains a Child Protection proviso and will also make available to all their staff and volunteers the Cross Catholic Outreach Child Protection Code of Conduct. The proviso is as follows:

"Cross Catholic Outreach has a deep concern for the wellbeing and safety of children. We are opposed to any form of child abuse and/or neglect and are committed to ensuring that no harm comes to children who participate in programs funded by our ministry. Similarly, because your agency receives support from Cross Catholic Outreach, you are expected to do everything within

your power to mitigate the risk that children assisted by your program are exposed to any form of child abuse or maltreatment. The World Health Organization (WHO) defines child abuse or maltreatment as: "all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, 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 (WHO, 1999)."

Cross Catholic Outreach Child Protection Code of Conduct

All staff and others in contact with children will never:

- Hit or physically abuse children.
- Develop a physical or sexual relationship with children.
- Use language or behavior towards children that is inappropriate, abusive, sexually provocative, demeaning, or culturally inappropriate.
- Behave in a manner which is inappropriate or sexually provocative.
- Sleep in the same bed as a child for whom they are caring who is not a member of their immediate family.
- Condone, or participate in behavior of children which is illegal, unsafe, or abusive.
- Hire children for domestic or other labor that is inappropriate given their age or developmental stage, especially when it interferes with their time available for education and recreational activities.

All staff and others in contact with children will:

- Treat all children with respect regardless of race, color, gender, religion, or any other status.
- Be aware of and manage situations that may present risks.
- Ensure that a culture of transparency exists in the workplace so that poor practice or abusive behavior does not go unchallenged.
- Talk to children about their contact with staff or others and encourage them to raise their concerns with the appropriate adult authorities.
- Teach children about their rights, what is acceptable and unacceptable, and what recourse they have if a problem arises.
- Ensure that another adult is present whenever possible if children are in the vicinity.

By signing this Memorandum of Understanding (MOU), you agree to demonstrate Christian love and promote proper respect, wellbeing and dignity for all children, regardless of their race, gender, age, religion, disability, social background and culture. Also, you agree that you will abide by key principles articulated in the U.S. Catholic Conference of Bishops Charter for the Protection of Children and Young People (USCCB, 2005), comparable Christian child protection policies of churches with which your ministry or agency is affiliated, and/or by the written Child Protection Policy of your ministry or agency that incorporates key principles from the abovementioned or similar documents, and that if your ministry or agency has adopted such a Child Protection Policy you will forward it to Cross Catholic Outreach within 30 days of your signing this MOU"