



Exhibit F: Child Safeguarding Policy

Child Safeguarding Policy

Because these projects will be done in a public school, there are requirements that must be met in order to ensure the safety of the staff and children within the school.

The selected bidder must have all their employees and subcontractors that will work in a place where children are present:

1. Pass a background check and provide documentation that they have passed the background check
2. Read and sign the Child Safeguarding Policy (included below)

Background Check

All workers that work in the presence of children must pass and provide documentation that they have no criminal records and are not sex offenders.

If your workers do not already have records of their background checks, we recommend using the following website: <https://www.sterlingtalentsolutions.com/> which is able to provide fast background checks.

Child Safeguarding Policy

The following policy must be read and signed by all workers that will be working in the presence of children.



Save the Children®

Child Safeguarding Short Form Policy

This short form is to be used for non-staff representatives that meet one or more of the following criteria:

- **Are visiting a site(s) or home based visits**
- **A volunteer with one or more of our programs**
- **Represents Save the Children's name at an event**
- **Is contracted with one of our sites and has a governing Child Safeguarding policy with their own organization.**

**Save the Children is committed to
making Save the Children safe for children.**

DEFINITIONS

- A. Child or Children:** Anyone under 18 years of age.
- B. Child Abuse:** Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of child abuse are: physical abuse, emotional abuse, neglect/negligent treatment; and sexual abuse including exploitation.
- C. Representatives of Save the Children:** Employees, volunteers, interns, consultants, Board members, partners and others who work with children on Save the Children's behalf, visit Save the Children's programs, or who have access to sensitive information about children in Save the Children's programs.

Please find below the key elements of Save the Children's Child Safeguarding Policy. The full policy is available upon request.

POLICIES

1. Save the Children is Committed to Children

- Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact.
- Representatives are explicitly prohibited from engaging in any activity that may result in any kind of Child Abuse.
- Representatives are expected to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at risk of any kind of Child Abuse.
- Any violations of this policy will be treated as a serious issue and will result in disciplinary action being taken, including termination and any other available legal remedy.
- In furtherance of this Policy, Save the Children has adopted Procedures, described below, to promote prevention, reporting, responding and training.

2. Save the Children Complies with all Applicable Laws and Regulations

- It is Save the Children's Policy to ensure compliance with host country and local child welfare and protection legislation, or international standards, whichever affords greater protection, and with U.S. law.

3. Save the Children Prohibits Sexual Activity with Children

- Any individual under the age of 18 is a child and is "underage", regardless of the legal age of consent of the country in which s/he lives and/or in which the offense occurs.

- An underage child cannot legally give informed consent to sexual activity.

4. Save the Children's Management is Committed

- Management is committed to taking all appropriate corrective actions, including disciplinary, legal, or other actions in response to any violation of the Child Safeguarding Policy.

5. Policy on Confidentiality in Child Safeguarding Matters

- SCUS has a duty to manage sensitive information in a manner that is respectful, professional and that complies with the applicable law.
- Representatives must keep all information about any suspected or reported incidents strictly confidential, except that Representatives must divulge only that information as set forth in the *We Report Child Safeguarding Incidents* section below and in the manner as set forth in that section.

PROCEDURES

We Prevent Child Safeguarding Incidents

1. Where possible and practical, the 'two-adult' rule, for which two or more adults supervise all activities where children are involved and are present at all times, should be followed.
2. Representatives must never:
 - hit or otherwise physically assault or physically abuse Children;
 - engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally (mistaken belief in the age of a child is not a defense);
 - develop relationships with Children which could in any way be deemed exploitative or abusive;
 - act in ways that may be abusive in any way or may place Children at risk of abuse;
 - use language, make suggestions or offer advice to Children which is inappropriate, offensive or abusive;
 - behave in a manner which is physically inappropriate or sexually provocative;
 - stay alone overnight with one or more Children benefitting from Save the Children programs who are not part of their family, whether in their house, project premises or elsewhere;
 - have a Child beneficiary stay overnight at their home;
 - sleep in the same bed or same room as a Child beneficiary;
 - do things for Child beneficiaries of a personal nature that they can do themselves;
 - condone, or participate in, behavior of Children which is unsafe or illegal;

- act in ways intended to shame, humiliate, belittle or degrade Children, or otherwise perpetrate any form of emotional abuse;
- discriminate against, show unfair differential treatment or favor to particular Child beneficiaries to the exclusion of others;
- spend excessive time alone with Child beneficiaries away from others in a manner which could be interpreted as inappropriate;
- expose Child beneficiaries to inappropriate images, films and websites including pornography and extreme violence;
- place themselves in a position where they are made vulnerable to allegations of misconduct.

This is not an exhaustive or exclusive list!

Representatives should at all times avoid actions that may allow behavior to be misrepresented or constitute poor practice or potentially abusive behavior.

We Report Child Safeguarding Incidents

- If a child is in danger or in harm's way, call 911 or the local authorities immediately.
- "Mandatory Reporters" (those who work directly with children) must report concerns to the appropriate local authority (each state has its own reporting hotline).
- U.S. Programs employees, all Head Start employees and all other Representatives that have direct contact with Children:
- Submit an Incident report by email to incidentreporting@savechildren.org within 24 hours and include:
 - Date, time and location of the incident
 - Type of incident
 - Relevant actions that are happening at the time of the report
 - Any immediate help or actions requested of Save the Children
 - All other Representatives
- Report the matter anonymously to the National Child Safeguarding Focal Point on-line at [SavetheChildren.EthicsPoint.com](https://www.savethechildren.org/ethics) or anonymously via phone **844-287-1892** (in the US).
- **All reports must be made within 24 hours!**

We Respond to Child Safeguarding Incidents

- Child Safeguarding Focal Points coordinate with the National Child Safeguarding Focal Point, and others as appropriate, when conducting any child safeguarding investigation.
- SCUS takes every allegation of a violation of our Child Safeguarding Policy seriously. The National Child Safeguarding Focal Point is responsible to ensure all credible allegations are logged and tracked in the SCUS central database.
- The National Child Safeguarding Focal Point is tasked with following up with the other involved SCUS

personnel to ensure all allegations are properly investigated and all appropriate corrective action and remedial measures are taken.

We Train and Promote Awareness of Child Safeguarding Obligations

- SCUS provides training on the Child Safeguarding Policy and will require appropriate training for certain Representatives.

AGREEMENTS WITH PARTNERS

- Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, "Partners")
- All agreements with Partners must include the requirements of the Policy and must include a provision in which the Partner agrees to comply with this Policy (subject to the Exception Approval Procedure contained in the Policy).
- Partners that receive USAID, Office of Head Start or other relevant agency funding additionally must comply with the relevant agency's child safeguarding requirements.

GUESTS ON PROJECT VISITS

- All Representatives of Save the Children on project visits involving children are subject to the Program Visit Child Protection Guidelines included in the Child Safeguarding Policy – see ANNEX I
- As a condition to their visit, all Representatives visiting projects involving Children in Save the Children programs are required to undergo a thorough background check and sign the Child Safeguarding Policy Acknowledgement attached as ANNEX II prior to the visit.
- Once at the project, there should be a verbal presentation made to the guests regarding appropriate conduct.
- Photos taken by guests at project visits of children served by Save the Children and any other information or materials relating to such children may not be distributed on social media or otherwise or posted publicly in any manner without the prior approval of Save the Children. (See COMMUNICATIONS GUIDELINES in full policy)

ANNEX I

PROGRAM VISIT CHILD PROTECTION GUIDELINES

Standards & Procedures for Child Safeguarding and Site Visits:

1.1 Uphold the agency Child Safeguarding Policy standards through background checks, policy review, signed policy acknowledgements, briefings, and general application to all Save the Children site visitors. Examples of visitors include staff, interns, consultants, volunteers, vendors, policymakers, talent, corporate or foundation partners, board members, etc...

Procedure (Before Site Visit):

- Prior to any contact with children, the Save the Children organizer of the site visit will provide expectations for site visits to visitor(s).
- The organizer of the site visit will provide a copy of Save the Children's child safeguarding policy to site visitor(s) prior to visit. Save the Children visitor(s) must review the policy and return a signed child safeguarding policy acknowledgement to the organizer of the site visit.
- Retain signed copies of child safeguarding policy acknowledgements per standard SC policies and practice.
- If a visitor participates in multiple visits annually, he/she only needs to sign a policy acknowledgement once each year.
- In some cases, staff at sites will have additional Child Safeguarding or Ethics Conduct forms for visitor(s) to review and sign.

1.2 Adhere to the two-adult rule, as outlined in the Child Safeguarding Policy.

Procedure (During Site Visit):

- Children must never be left alone with visitor(s). Save the Children staff must adhere to the two-adult rule: two or more adults are required to supervise all activities where children are involved and are present at all times.

1.3 Protect the privacy and sensitive personal information of children and families.

Procedure (Before Site Visit):

- Site staff must explain the content release form to all participants of the upcoming site visit, including all caretakers, guardians, parents of children at the site.
- If an adult or guardian/caretaker of a child has not signed the form prior to the visit, they cannot be included in photographs, video, quotes or other materials intended for publication, marketing or other use that are gathered during the visit. Copies of the release forms should be filed at the site as per standard SC policies and practices.

Procedure (During Site Visit):

- Do not share children's full names or locations on social media.
- Turn off location devices that automatically populate the location on social media. Please follow Save the Children's

safeguarding guidelines for social media and communications.

Procedure (After Site Visit):

- Do not share children's full names or locations on social media. Please follow SC's child safeguarding guidelines for social media and communications.

1.4 Ensure all site visits are authorized, all site visitors have completed and passed a thorough background check, and visit procedures are followed.

Procedure (Before Site Visit):

- All site visitors must go a thorough background check in advance of the visit. The organizer of the visit must send the Save the Children representative a background authorization form in advance of the visit. The Save the Children visitor must complete, sign and return the form to the visit organizer. The Authorization to Obtain Background Reports form must be signed by hand in pen (electronic signatures are not acceptable). Save the Children does not require an original copy of the form: faxes, scans, and photocopies are fine.
 - The background check is good for a year's time.
 - The background check must be completed and cleared before the visit.
 - The program office for the site must secure parental/guardian permission for the site visit via a signed consent form.

Procedure (During Site Visit):

- If a visitor arrives at a program office or site unexpectedly requesting a site visit, staff should explain that a visit cannot take place because the proper forms and background checks have not been completed and notify the appropriate Focal Point of the request. Under no circumstances should a Save the Children guest visit a child, program or community unannounced.
- Visitors must not stay overnight with one or more children benefiting from Save the Children programs who are not part of their immediate or extended family, whether in their house, project premises or elsewhere.
- Sponsors/children may not visit children's/families' or sponsors' homes, respectively. Sponsor visits should take place in a communal, public location (e.g., not at the child's home).
- Sponsor site visits may not exceed two days.
- In the case of a violation pertaining to sponsor visits, the sponsorship relationship will be terminated if deemed necessary (after reviewed for severity of breach).

ANNEX II

CHILD SAFEGUARDING ACKNOWLEDGEMENT

I acknowledge that I have been provided with and have reviewed Save the Children USA's Policy on Child Safeguarding with the effective date of July 25, 2016 (the "Policy"). **I agree to comply with all aspects of the Policy, and I understand that my ongoing compliance with the Policy is a condition required for my participation in any visits to Save the Children program sites or any other Save the Children related activities.**

This Child Safeguarding Acknowledgement shall have effect for a period of one (1) year from the date on which it has been signed as indicated below.

Please complete the following:

Signature: _____

Print Name CLEARLY: _____

Date Signed: _____

Site Visited: _____

Partner type: ☐ Volunteer ☐ Consultant ☐ Site Visitor

☐ Other (Please define) _____

TO FILE: scan and send all signed forms to CSLibrary@savechildren.org