

CWIN Child Protection and Safeguarding Policy

Revised 2019



Section 1: Overview

Introduction

CWIN is Nepal's pioneering child rights organisation, and has been working for the protection and support of children and young people at risk for the past 30 years. Starting with a simple drop-in shelter for street children, the organisation has since developed many innovative programmes and projects in Kathmandu and other districts. CWIN has also supported the development of allied organisations, such as the rural development organisation, TUKI, and Shakti Samuha, a women's empowerment organisation formed when survivors of trafficking and commercial sexual exploitation, who were rescued and rehabilitated with the support of CWIN, were empowered to work on these issues themselves. As other organisations began to develop and provide services for children at risk, CWIN took the lead in establishing network organisations such as NAOSC to encourage collaboration, prevent duplication of work, and optimise use of scarce resources by the organisations working in the sector.

As a pioneer, CWIN has had to develop principles and policies to guide its work as it evolved. Central to these has been the child-centric approach, where the safety and well-being of all children with whom any CWIN institution or staff member comes into contact has been paramount. At a broader level too, CWIN works both as a watchdog, and collaborates with the government to push for policies that can guarantee the safety and well-being of all children in Nepal, according to the best protections and rights afforded to them by the constitution, and for their implementation through timely and appropriate government programmes.

Against this background, it is important that CWIN itself has and uses a Child Protection Policy and Safeguarding (CPSP) that guides its own actions in the best interests of the children with and for whom the organisation works. Accordingly, CWIN's existing Child Protection Policy has been reviewed and adjusted as follows.

1.1 CWIN's Vision

Our vision is to build a just, prosperous and inclusive society where all children enjoy the fundamental human rights and where the state takes full responsibility to respect, protect and fulfil these rights.

1.2 CWIN's Mission

Our mission is to translate the constitutional spirit of the Federal Democratic Republic of Nepal into rights, dignity, empowerment and protection for the children of Nepal, in partnership with children, and through wider engagement with civil society, private actors, and state agencies.

1.3 CWIN's Child Protection Policy Statement

1.3.1 CWIN recognises the inalienable rights of every child with whom CWIN works to survival and safe development, and protection from all forms of neglect, harm, abuse, exploitation and violence.

1.3.2 The CWIN Child Protection and Safeguarding Policy expresses our commitment towards

1.3.2.1 The well-being of all children coming in contact with CWIN, its staff, and its facilities and institutions;

1.3.2.2 Ensuring that these rights are respected, promoted and protected within the organisation as well as in its programmes, projects and activities, both in-house or in the community; and

1.3.2.3 Laying out in letter and spirit the various guidelines, practices and mechanisms to ensure children's protection from all kinds of neglect, harm, abuse, exploitation and violence.

1.4 Purpose of CWIN's Child Protection and Safeguarding Policy

This policy is designed and adopted to provide a clear framework on child protection:

1.4.1 To guide and regulate all CWIN's staff members, volunteers, and consultants to develop child-centric perspectives, and behaviours oriented towards the rights, safety, and well-being of children in their work and interactions with them;

1.4.2 To act as centralized, general guidelines to influence and monitor the process of integrating child protection into all organisational structures, strategies and work practices; and to aid in the design, implementation and evaluation of CWIN's activities, projects and programmes; either in-house or in the community;

1.4.2 To guide CWIN in making decisions about participating in and associating with activities, projects and programmes which have been designed or organised by other individuals, organisations, networks, donors and governments.

1.5 Scope of CWIN's Child Protection and Safeguarding Policy

1.5.1 The CWIN Child Protection and Safeguarding Policy will apply to all full- and part-time staff members of CWIN Centre and any institution or programme or project administered and managed by CWIN, including Child Helplines managed by CWIN, and Peace Homes. It will also apply to trustees, consultants, interns, volunteers, and/or any other persons associated with CWIN in any official or related capacity.

1.5.2 The policy will include practices and protocols to protect children associated with or in our care, including steps for preventing abuse, guidelines for reporting and investigating incidents, guidelines for induction or in-service training related to child protection, rules followed for using child-related information in print or digital materials, and measures to guide interactions of children with donors or sponsors.

Section 2: Definitions, Principles and Values, and Legal Framework

2.1. Definitions

Child:	A human being below the age of 18 (Article 1, UNCRC). In the context of the policy, the term refers more specifically to children who come into direct contact with CWIN staff, facilities or institutions, or who are participants in an ongoing programme directly mediated by CWIN staff in the community.
Child Abuse:	Child abuse or maltreatment constitutes 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." (Definition drafted by the WHO Consultation on Child Abuse Prevention, 1999.)
Child Grooming:	Making friends with and developing emotional bonds in order to win the child's trust and lower his or her guard to ready the child for sexual activity.
Child Protection:	The beliefs, values, practices, guidelines, and procedures which are applied to protect children from harm.
Core Worker/Child Carer:	Someone whose primary work involves direct work or contact with children, and who may be the only worker present in certain situations, or who has primary responsibility for, or authority over, a child or children present in certain situations, and who is subject to taking up significant responsibilities for child care, safety and protection.
CWIN Centre:	Refers to any CWIN facility or institution or building in which a child is placed for caregiving for a specified length of time.
Persons with Indirect Contact with Children:	Refers to those, including donor organisations or data entry or data managerial personnel, who may have access to children's names, images, or case information, whose handling may affect the wellbeing of the child.

Crisis Intervention:	A series of actions aimed at restoring physical safety or emotional balance, providing emergency healthcare, or undertaking policy or medico/legal compliance requirements in order to ensure maximum possibility of legal redress, to a child in a crisis, as appropriate, following an incident of concern.
Emotional or Psychological Abuse:	Includes various forms of ill-treatment aimed at causing emotional hurt to the child, including nagging, repeated criticism or belittling of the child, persistent probing, using hurtful nicknames or humiliating punishments, placing inappropriate or unreasonable demands or burdens on the child, or in any other way making a child feel worthless or uncared for, or placing the child in solitary confinement for unreasonable periods.
Exploitation:	Refers to the abuse, misuse or manipulation of the child in a way that causes harm to the child, for someone else's advantage, gratification or profit.
Harm:	A negative or adverse effect on, or impairment of, an individual's physical, emotional, or social wellbeing.
Incident of concern:	An incident in which a child's rights, particularly those to safety and protection, may have been violated, which requires reporting to designated persons in the organisation, or to authorities in the justice system.
Informed consent:	"Capacity to freely give consent based on all available information, according to the age and evolving capacities of the child." (Jackson, Wernham & ChildHope, 2005 ¹)
Neglect:	Chronic, continued, or incidental failure to meet a child's basic physical needs such as, but not limited to, food, clothing, shelter, or education; or basic psychological or emotional needs, such as responsiveness and communication; which can result in injury or serious impairment of the child's physical, psychological, or social development.

¹ Jackson, E., Wernham, M., & ChildHope. *Child Protection Policies and Procedures Toolkit*. London: Consortium for Street Children.

Non-Discrimination	Not discriminating against a child by anyone in the organisation, in any activity or programme or caregiving services provided within or outside the organisation, on the basis of age, sex, gender identity, caste, religion, race, colour, geographical origin, language, culture, dress code, socio-economic status, ideology, marital status, occupation, health status, or physical or mental ability, or any other such grounds. This shall not preclude the provision of special support or services (positive action), if this is warranted for particular children, based on the principle of equity (e.g., nutritional supplements for a severely malnourished child, or additional therapeutic services for a child with a disability).
Personnel or Staff:	For the purposes of this policy, the terms “personnel” or “staff” refer to persons employed by CWIN full-time or part-time, or on a consultancy or contract basis, or engaged in voluntary work, or serving an internship, in a CWIN facility or institution or programme, or serving as a Trustee or board member.
Reporting or Referral:	Make a verbal or written report of an incident related to violation of child rights or abuse to a designated authority.
Sexual Abuse:	Encouraging or forcing a child to take part in sexual activities, whether it involves physical contact (non-penetrative or penetrative; for example, touching, kissing, masturbation or penetrative sex) or no physical contact (for example, making children look at, or involve them in producing, sexual images; or encouraging them to behave in inappropriate sexual ways). It refers to “sexual activity they are not able to fully comprehend, give informed consent to and/or for which they are developmentally immature and unable to legally consent to and/or which violates legal and social norms of a given society. We are dealing with sexual abuse when sexual interaction happens between a child and an adult; or between two children, if owing to the difference in age or maturity the two share a relationship of care, dependence or power.” ²

² Child Protection Policy of the Empowering Children Foundation. Retrieved at http://fdds.pl/wp-content/uploads/2017/03/ECF_Child_protection_policy_EN_exerpts.pdf

Violence/Physical Abuse:	“The intentional use of physical force or power, threatened or actual, against a child by an individual or group that either results in or has a high likelihood of resulting in actual or potential harm to the child’s health, survival, development or dignity.” ³ This includes a range of behaviours and/or actions that are aimed at causing or result in hurt, harm, or injury to the child, including but not limited to, hitting, pinching, shaking, burning, pulling the child’s hair, suffocating, or any other act involving unreasonable physical force, or cruel or unnatural punishment such as forcing the child into uncomfortable or undignified positions, or asking him or her to perform a physical task inappropriate by age or physical or mental strength, or confining the child in a limited space for an unreasonable length of time.
Vulnerable Children:	Children who may be particularly vulnerable and require additional care or support, such as very young children, children from exploitative or difficult backgrounds, or children with physical or mental disabilities.
Zero-tolerance	Non-acceptance of any kind of abuse, discrimination, exploitation, harm or violence against any children in care, or associated through any activity carried out by the organisation in any circumstance, and the commitment to conducting an enquiry and taking action against the alleged perpetrator in all such cases.

2.2. Principles and Values

- 2.2.1 The rights guaranteed by the constitution of the Federal Government of Nepal to its citizens are applicable to children. Neither may children be prevented from enjoying these rights, nor may these rights be violated.
- 2.2.2 The principles of **best interests of the child, equity, justice, and non-discrimination** shall guide all actions and decisions affecting the child. Special attention shall be paid to issues of age and gender differentials, and special needs or vulnerabilities as appropriate.
- 2.2.3 Opportunities for child-friendly **participation** within non-discriminatory, **inclusive** spaces; and meaningful consultation using **child-friendly** and **age appropriate** language

³ WHO. (2002). World Report on Violence and Health.

in all matters affecting the child; shall be created, and **respect** accorded to their views, opinions, and feelings.

- 2.2.4 The **survival** and **all-round development** of children shall be an overarching priority for CWIN. CWIN acknowledges that in most cases, this is best achieved in a family setting, and we shall regard institutional care as an option only after making every effort to restore children to their families, during transitional periods, or when the family setting is not possible for sound reasons which are recorded in the child's care plan, and with all information accessible to appropriate government authorities when sought. All placement and caregiving decisions will give priority to the child's safety and well-being.
- 2.2.5 Ensuring that the rights of children are respected and that children are cared for and protected are primarily the responsibilities of the family and the State. CWIN will **collaborate** with families, communities and the State to ensure that **child-centric** laws, policies and best practices are framed and implemented.
- 2.2.6 Any issues that compromise a child's **safety and protection**, including abuse, suspected abuse or disclosure of abuse, will be acknowledged, addressed in a timely fashion according to the **zero-tolerance** approach, and appropriate action taken, including compliance with the law and best efforts to maintain **confidentiality**.
- 2.2.7 Staff will need to be trained to work in accordance with the policy and CWIN will support them to do so.
- 2.2.8 The policy will be applied in conjunction with the CWIN Employees' Code of Conduct and all other policies of the organisation, with children's safety and **well-being** always taking priority.

2.3. Legal Framework

CWIN's Child Protection Policy primarily draws upon a number of legal or policy instruments as framework for its policy. These include international instruments to which Nepal is a signatory such as the Universal Declaration of Human Rights (UDHR) and the United Nations Convention on the Rights of the Child (UNCRC), especially the Articles which particularly relate to the protection of children, including Articles "2 (non-discrimination), 3.1 (the best interests of the child), 3.2 (duty of care and protection), 3.3 (standards of care), 6 (survival and development), 12 (participation), 13 (freedom of expression), 19 (protection from violence), 25 (periodic review of placements), 32, 33, 34, 36, 37(a) (protection from economic exploitation, substance abuse, sexual abuse and exploitation, 'all other forms of exploitation'; torture, cruel, inhuman or degrading treatment or punishment), 39 (physical and psychological recovery and social

reintegration).” The policy is rooted in the Constitution of Nepal, 2015, which includes special provisions for children, such as the 10 clauses under article 39; Article 51 (j) which lays emphasis on the best interests of children; and Article 11(4) guaranteeing citizenship rights by descent for minors whose parents are not known; as well as rights guaranteed for all citizens such as Article 18, which are also applicable to children as citizens. The Act Relating to Children 2018 is also significant.

CWIN also reserves the right to move as appropriate against staff who violate the policy, using whatever laws of the country are applicable.

Section 3: Safe Working Practices

The policy lays down broad guidelines to provide the framework for Child Protection in CWIN. Where appropriate, this policy will also be supplemented by additional specialised policies as appropriate, such as the policy to address children's online safety, or the detailed operational guidelines created for the functioning of CWIN-operated Child Helplines, or Peace Homes providing shelter for children at-risk, in recovery, or in transition facilitated by CWIN; or disaster risk-reduction guidelines.

3.1 PRACTICES AND PROTOCOLS FOR PROTECTION

3.1.1 Steps for Prevention of Abuse

This policy recognises that no policy or Code of Conduct can provide a complete listing of appropriate behaviour in all circumstances. All CWIN staff are expected to own their responsibility to safeguard and promote the wellbeing of children they come into contact with directly or indirectly, and act according to this responsibility. CWIN works with children in unusual situations and crises, which may require adults to take actions which may appear to deviate from the policy (e.g., having to restrain a child in crisis showing acting out behaviour which places himself or herself or others at risk). In such unusual circumstances, caregivers or other staff will act reasonably in the best interests of and for the wellbeing of the child, and record the circumstances and actions taken, and report to and consult with a supervisor, as quickly as possible.

CWIN, working by itself or in collaboration with volunteers, partners, communities or the government will honour its commitment to carry out activities, projects or programmes that are safe for children, and protect children in its care or with whom it comes in contact. The CWIN Child Protection and Safeguarding Policy lays down the following good practices for Safety and Protection of children.

3.1.1.1 Awareness:

- a. All CWIN staff, volunteers, consultants, partners or others associated with CWIN to help it carry out its activities, projects and programmes will be notified about this policy and made aware that they are expected to comply with this policy.
- b. Information on child rights and protection will be made available to children in every CWIN facility in accessible language and graphics, and regular child rights trainings will be carried out. Children will be encouraged to take responsibility for their own safety and bring issues of concern to the notice of their caregivers during weekly and monthly meetings, or whenever appropriate.

- c. The policy will be made available in the local language/s in every CWIN facility and to persons collaborating with CWIN such as interns, volunteers and consultants, in the appropriate language (English or Nepali).
- d. Appropriate training and support will be provided to staff and volunteers at regular intervals to ensure understanding and compliance.
- e. Re-fresher trainings and workshops will be organised for the focal person and management on a regular interval.
- f. Partners and consultants will be engaged only on condition of willingness to comply with the CPSP completely.
- g. All staff governed by the policy will sign a statement that they are aware of the contents of the policy and understand that disciplinary action will be taken against them in cases in which their behaviour is not in accordance with the policy, including termination of employment/volunteer status/internship/partner status/collaborator status/ board membership.

3.1.1.2 Duty of Care:

- a. All CWIN programmes, projects, activities and facilities will take into account the specific child protection needs and challenges prevailing in that particular context.
- b. Every effort will be made in programme planning to anticipate these needs and challenges, and within CWIN's resource limitations, make the best possible accommodations to meet these needs and challenges.
- c. Child safety audits of CWIN facilities will be a regular feature of programme monitoring, and will be undertaken at least once in six months.
- d. If a staff member, in the course of CWIN's activities or programmes in the community, suspects that a child in the community is being abused or neglected, s/he will bring it to the attention of his/her supervisor and the Executive Director, so that the matter may be reported to the relevant authorities in a way that the child's safety and interests are not compromised.
- e. All staff and personnel will always be aware of a blanket "duty to care" for children which precludes actions that may be associated with neglect; harm; emotional, verbal, sexual or physical abuse; or violence; or exploitation.
- f. All staff will ensure that an appropriate standard of demeanour, appearance and behaviour is maintained with regard to their dress, language and relationship with children. Inappropriate clothing, unbecoming language, rude behaviour, or the use of tobacco products or alcohol in the presence of children in CWIN facilities, or the community, during CWIN programmes is strictly prohibited.
- g. Physical contact with children will only be based on an appropriate response to a child's needs at a particular time (e.g., picking up and comforting a crying younger child, or patting the back or holding the hand of a crying older child), of limited

- duration, and appropriate to the age, developmental stage, gender and background of the child. As far as possible, any physical contact should happen when there are other adults around.
- h. When intimate care needs to be provided, for example with toileting or bathing for younger children, or for children with disabilities, or for children with a serious medical condition, this will be part of a written care plan, and with adequate training so that the safety, privacy and dignity of the child can be maintained when s/he has engage with this intimate physical contact. As soon as possible, children will be encouraged to undertake independent self-care, with respect and privacy, according to their age and ability. As far as possible, care plans will be drawn up after seeking the views of the child.
 - i. Medication according to a formal health plan (e.g, treatment according to a doctor's advice and prescriptions) should be undertaken by authorised staff only. Staff shall not randomly offer medication, including over-the-counter medication, without checking with the CWIN nurse or a doctor. Children may self-administer regular medication such as ointments or inhalers, provided this has been written into the care plan, and initially, s/he has been supervised to ensure that s/he know to use these properly.
 - j. Transport arrangements for should be made keeping in mind safety of the children, with permission of a senior line manager, in roadworthy and appropriately insured vehicles, without exceeding the maximum capacity, and as far as possible and practical, with at least one adult in addition to the driver. When these conditions cannot be met, e.g, in a very rural area or an emergency, this should be done with permission from a senior staff member or parents/guardians.
 - k. The nature of the social contact that staff have with the children shall be appropriate according to the role and nature of their work and shall be of the kind that is approved by senior colleagues. As far as possible, staff should keep their personal and professional lives separate, and not encourage overly familiar interactions, or personal relationships which suggest favouritism, or care-taking activities outside the work environment which are not part of an approved plan (for instance, outings, travel for meetings or picnics which are part of a CWIN facility plan). When out-of-facility activities require overnight stays, careful attention will be paid to sleeping arrangements, ensuring safe staff/child ratios and gender mix of the staff. As the settings during such activities are likely to be less formal than the usual workplace, staff will take particular care that their behaviour remains professional at all times.
 - l. In particular, no sexual relationship between a child and staff or personnel will be regarded as acceptable under any circumstances.
 - m. All staff will be aware of the risks involved in being alone with a child where one's behaviour cannot be observed by other adults. Such situations must be avoided.

- n. While CWIN facilities will do their best to provide a setting where caring and loving-kindness is the norm, staff should also be aware of the need to maintain appropriate professional boundaries in their communication, and be prudent and judicious about not raising any awkward or immoderate expectations among the children, or which may be interpreted as grooming. This includes communication with children in all settings (work, home, community settings, and using mobile technology and social media), and more extensive use of technology including phone calls, text messaging, emails, blogs, websites, cameras, video and web-cameras.
- o. The giving of gifts or rewards must be done openly as part of a transparent policy in the organisation for all children (e.g., on birthdays), and not given by individual adults to individual children based on favouritism. Staff must also not accept gifts which may lead the giver to expect preferential treatment.
- p. Occasionally, there may be situations in which a child or young person develops an infatuation for a CWIN staff member. In such cases, there is a higher risk of words and actions being misinterpreted. Hence the staff member must discuss the situation with a member of the senior management, hold his or her own behaviour to an even higher standard of safety and dignity, and treat the child or young person appropriately and with sensitivity.
- q. **Working for the rights of the child is the *raison d'être* of CWIN. Hence, ignorance of specific provisions of the policy is no excuse for dereliction of the duty of care.**

3.1.1.3 Care and Support for Vulnerable Children:

- a. All staff will treat the children in CWIN's care or associated with CWIN's programmes with dignity.
- b. Each child in CWIN's care will be seen as a unique individual with specific characteristics and needs, and an individual care plan will be made for every child. All direct caregivers will be familiar with, and support the child according to the provisions of his or her care plan.
- c. Staff and personnel will take into consideration that many children who associate with CWIN facilities, institutions and programmes may be vulnerable in multiple ways apart from that of age and gender, such as, but not limited to, physical or mental disabilities, exposure to, familiarity with, and use of survival tactics necessary for living on the street, or consequences of physical or sexual abuse. To the extent possible, support will be provided taking into consideration specific vulnerabilities.
- d. Staff will keep in mind the differential power between an adult in authority and a child in care, and ensure that no unhealthy or unacceptable misuse of this imbalance in power takes place. When in doubt, a staff member should ask a designated Child Rights Protector.

- e. Care of children will happen according to the norms laid down for the facility, and according to the specific care plan made for each child. In the case of children with particular challenges, the care plan will include all necessary interventions to aid the child's survival and development (within the limitations of CWIN's resources or available government aid), for instance, additional supplementary nutrition, physical therapy, counselling or psychiatric support, legal aid, etc.
- f. In the case of children suffering from grave physical or mental illness, care will be given/supervised by professional and responsible staff with the skills to provide suitable care.

3.1.1.4 Minimisation of Risk and Harm Prevention:

Appropriate steps will be taken to minimise risks and prevent harm through awareness raising and best practices for all children, and proactive, positive steps taken to help children who are or may be the subject of specific concerns.

- a. CWIN encourages open discussions during internal organisational meetings on the occurrence or possibilities of child harm, neglect, violence or abuse.
- b. Children newly admitted to a facility will be supported with a children's Welcoming Committee, so that the child feels included and supported, and develops a sense of safety and belonging as soon as possible.
- c. Children will be provided with training on their rights and encouraged to take responsibility for keeping themselves, their peers and their environments safe. Information about Child Protection Champions will be easily available and Champions will be accessible.
- d. CWIN recognises that children may sometimes perpetrate violence or abuse. At regular intervals, children will be sensitised about what constitutes bullying, and that bullying and name-calling are unacceptable in any CWIN facility, or during any CWIN programme or activity in the community. Child Rights Champions will be vigilant to ensure that no bullying occurs, or intervene to stop it as soon as possible.
- e. Staff will always report situations in which a child becomes distressed or angry to a senior colleague. As far as possible, there should be more than one adult present during such situations.
- f. Where there is a risk of self-directed violence, such as self-mutilation or suicide, additional care and vigilance, including suicide watch will be instituted as per a care plan designed using a multi-professional team.
- g. Records will be maintained of all interactions of a particular child with persons other than staff, either within or outside the facility, e.g., family members, police personnel, lawyers, doctors, etc. Usually, and as appropriate, these interactions will happen in

- the presence of a CWIN staff member or Child Rights Champion, so that the child feels safe and supported.
- h. Sleeping arrangements for children or sharing of sleeping quarters between adults and children, within a facility or during off-site travel will be made in consultation by at least two adult caregivers.
 - g. Children will not be expelled or forced out of a CWIN care facility arbitrarily by an individual caregiver. Children will be transferred to other facilities only in accordance with a pre-approved transition plan, or in consultation with at least one other caregiver and supervisor.
 - h. All staff need to be aware that they may be working with children who, because of the difficult circumstances or abuse that they have experienced prior to coming to CWIN, may seek to manoeuvre a relationship to obtain attention or favours. Staff are expected to behave responsibly and appropriately, even when a child may be acting in a provocative or seductive manner. Staff will take steps to avoid all compromising and vulnerable situations.
 - i. Staff will follow the Communications, Media and Digital Safety Policy of CWIN and ensure that children are not exposed to unsuitable material on the internet, and films and other material shown to the children are age appropriate.

3.1.1.5 Discipline:

- a. Staff will not use physical force to discipline a child. CWIN has a zero-tolerance approach to corporal punishment. No cruel, unusual or unjust punishments may be used.
- b. All but the mildest disciplining procedures must be done only in consultation with at least two other caregivers, signed off on by a Child Rights Champion, and recorded in the child's file.
- c. Any unusual behaviour intervention plans must be designed in consultation with a counsellor.
- d. In unusual cases, in which a disturbed child is acting out and needs to be restrained for his or her own safety or the safety of other children, this will be done ideally in the presence of at least one other adult, and using previously approved procedures.
- e. Staff in direct contact with children will be made aware of what constitutes corporal and unacceptable punishment and provided with training on alternative disciplining procedures.
- f. Consultation with children during facility meetings may also help children to themselves come up with facility rules for self-governance and consequences for violating facility rules.

3.1.1.6 Adolescent Sexual and Reproductive Health Awareness Education:

- a. The organisation may, as part of its regular programmes, provide Adolescent Sexual and Reproductive Health Awareness education in its facilities or in the community. This will be done in clearly recognisable classroom sessions, as part of planned programmes, using approved materials, by trained staff members. Ideally, two staff members, or a staff member or a designated and empowered Child Rights Champion from among the children, will be present during the session.
- b. In cases where a child needs individual counselling regarding sexual and reproductive health matters, this will be done by a trained person designated to provide this service by the organisation, such as the counsellor or trained nurse or the head of the facility.

3.2 GUIDELINES FOR INDUCTION AND IN-SERVICE TRAINING

3.2.1 Recruitment and Induction of New Employees

- 3.2.1.1 As far as possible, CWIN will recruit employees who already possess the necessary skills and competencies for different positions which may bring staff into contact with children, as core workers or otherwise.
 - a. All formal advertisements to fill vacancies will explicitly mention the need to follow CWIN policies, including the Child Protection Policy.
 - b. Such prospective employees will submit resumes and references, and be interviewed by a team of no less than two designated CWIN employees to determine suitability.
 - c. As early as the first interview, prospective candidates will be informed of the organisation's belief in the values enshrined in the UNCRC, and particularly in the right of children to protection.
 - d. They will be informed of the existence of the CWIN Child Protection and Safeguarding Policy, and the need to adhere to it in letter and spirit at all times during their employment, both within and outside the organisation.
 - e. All prospective employees will also submit at least two references and a self-attested statement that there are no charges against them of crimes related to minors or immoral activities.
 - f. References will be checked, and additional background checks will be conducted to the extent deemed necessary and possible by the senior management of CWIN.
- 3.2.1.2 Because of the range of locations and contexts in which it works, CWIN may, in some cases, employ staff who lack formal academic qualifications or professional

training in positions which involve interaction with, caregiving of or service provision for children.

- a. In the case of personnel who have a non-traditional employment background, a designated CWIN staff member will first interview the prospective employee about his or her previous experience, and help to create a resume identifying experiences, values or skill sets which make him or her a potential candidate for the position.
- b. Provisions 3.2.1.1 b. and c. will be applicable for such candidates also.
- c. Unexplained gaps in the person's history will be documented and investigated.
- d. Statements will be obtained from two community members in good standing about the person's character and conduct.
- e. Two other staff members will review the resume so created, and conduct a second interview to determine whether the prospective employee is suitable and also identify what training or job shadowing experience is required to address gaps in knowledge or to build relevant skills, and create a learning or training plan, including the time frame by which these gaps are going to be addressed.
- f. At the end of the time frame, a review by at least two members of the senior management will determine whether the experiences, values and skill sets acquired during the training period are adequate or need to be further supplemented.
- g. Thus, sufficient steps will be taken and documented to ensure that initial lack of exposure or experience does not prevent the staff member from discharging duties related to childcare, safeguarding and protection responsibly.

3.2.1.3 All new employees are expected to familiarise themselves with the CWIN Child Protection and Safeguarding Policy and state their commitment to the values and practices detailed in it for the implementation and application of the policy, and sign a statement attesting to such familiarity and commitment before the completion of the induction period, or within a month of receiving the job offer, whichever is earlier.

3.2.2 Induction and In-Service Refresher Training

- 3.2.2.1 Induction training for all new employees will include a mandatory training for a minimum of a quarter of a working day on the CWIN Child Protection and Safeguarding Policy in a language in which the employee is comfortable (English or Nepali) by a designated staff member who will clarify any aspects of the policy which are unclear to the new employee. New employees will be encouraged to ask questions at any point in the course of their employment with the organisation to ensure that compliance can take place. This will also ensure that the overall culture of the organisation is open and sensitive to issues of child protection.
- 3.2.2.2 For those employees in direct contact with children, training on behaviour guidelines in interacting with children will be provided within a month of induction. This will include training on what constitutes acceptable and unacceptable sharing of information regarding children.
- 3.2.2.3 Special attention will be paid to help part-timers, volunteers, new board members, etc. access training.
- 3.2.2.4 The organisation will have mandatory annual in-service trainings of varying durations (quarter day, half-day, whole day) and all personnel will be assigned to attend at least one training a year, depending on perceived experience and need. Senior personnel may sometimes attend the longer trainings in order to understand and address challenges faced by newer staff in interpreting or applying the policy. This will also help in reevaluating the policy, and updating information so that training is effective and relevant, and not a ritual.
- 3.2.2.5 The annual self-appraisal and peer-appraisal processes for all staff, volunteers and interns will include a component on assessing awareness and commitment to child protection, adherence to the Child Protection Policy in letter and spirit, and identification of any additional training needs.

3.3 USING CHILD-RELATED INFORMATION IN DOCUMENTATION, RESEARCH AND ADVOCACY

- 3.3.1 The organisation will review its documentation systems to ensure that information about the children in its care, or participating in its programmes is collected in as sensitive a way as possible. It will also seek to be as comprehensive as appropriate (e.g., maintenance of medical or legal records for children in care, obtaining parental consent forms for participation in activities in the community) so that the best decisions can be taken in development of ongoing care plans and transition plans.

- 3.3.2 Records will be maintained and seen only by authorised personnel, and the authorised personnel will be very clearly identified in different CWIN facilities. Records will be placed in secure, locked facilities so that confidentiality can be maintained. Documents with confidential information about children which are stored digitally will be password protected and accessed only by relevant personnel, or with authorisation by the head of the organisation or programme.
- 3.3.3 Comprehensive records will also be maintained about all activities and programmes conducted by or participated in by the organisation.
- 3.3.4 Internal reports of regular programme activities may record the names of participating children and these may be recorded, seen, and used by relevant personnel as appropriate. All photographic records of events will be made with the permission of the participating children. Photographic records will be stored in safe facilities.
- 3.3.5 CWIN will not display or publish photographs of children in vulnerable or humiliating conditions or inappropriate clothing, or use sensationalized text or language. All information shared with media channels will be with the prior permission of senior management, preferably in the form of a previously prepared and vetted press statement.
- 3.3.6 Communications about children will use photographs which are appropriate and respectful when required, only with permission from senior management, and with consent from the children. Special care will be taken to protect the privacy of the children in the best interests of children, for example, by using fictitious names in reports made available to the public, and not publicly disclosing the child's address or other information which can be used to locate and access the child.
- 3.3.7 As cell phones with cameras have become ubiquitous, special emphasis will be given to informing staff, volunteers and interns, as well as visitors and invitees about 3.3.3, 4 and 5. CWIN's own media centre personnel will also be well-briefed and competent to meet the guidelines on sharing of information about children.
- 3.3.8 Research studies involving children may be necessary to meet emerging needs. These will be designed with appropriate sensitivity to the special vulnerabilities of the research participants, and informed consent will be sought for all but the youngest age groups, for whom decisions will be taken by a three-member ethical committee led by the head of the organisation. All access to child participants will be with explicit permission from the senior management and research design will try to ensure that more than one adult (including at least one CWIN staff member whenever possible) is involved in direct data collection as appropriate. Reports

generated from the studies will be approved by senior management before wider distribution.

- 3.3.9 CWIN will cooperate with all relevant government authorities in order to comply with the law of the land and promote the best interests of the children in its care, including sharing information as appropriate, while also taking into account the principles of confidentiality and protecting privacy as far as possible.
- 3.3.10 Advocacy-related or promotional materials related to CWIN's activities, including brochures, annual reports, etc. will necessarily comply with the guidelines related to child protection.

3.4 GUIDELINES ON ETHICAL SPONSORSHIP AND DONOR SUPPORT

3.4.1 CWIN's programmes for children will actively help them to develop agency, self-esteem, confidence, healthy coping strategies, and appropriate support groups, so that unhealthy dependency patterns can be avoided.

3.4.2 CWIN will not use children as advertising tools or as part of tear-jerking campaigns to raise funds. Similarly, CWIN's donors and backfunders will also undertake not to use these strategies. Project proposals will lay out particular challenges, potential solutions and the theories of change driving action plans, and anticipated needs to execute such action plans in order to raise funds. Individual case studies used as illustrations will use fictitious names and changes in details to prevent identification, except where information is already available in the public domain and it is not unethical to use such information.

3.4.3 Individual donors and sponsors will not be linked to individual children. But children may write letters to "Friends of CWIN" or pen pals, which can be shared with all children at CWIN's discretion. Likewise, photographs and letters from individually sponsored children will not be sent to donors/sponsors; rather a newsletter sharing updates from CWIN about activities and programmes in the organization will be shared with them.

3.4.4 No individual gifts may be given by sponsors to children to prevent the development of hopes and expectations on the part of the children or their parents, or jealousy among peers, and to avoid singling out a child in an environment where many children may suffer deprivation.

3.4.5 Donors and sponsors, like other visitors, may visit children in CWIN's care or participate in CWIN's programmes for children in the community only with prior clearance with the CWIN senior management and in the presence of CWIN's staff members. Like

all visitors, they are expected to follow culturally acceptable standards of dress and conduct.

3.4.6 By and large, CWIN's efforts will be addressed towards improving the realisation of child rights for all children in the communities in which it works, and will address the needs of children in need of care and protection only in certain individual cases to supplement caregiving by family or the state. As part of the latter initiative, CWIN may develop a scholarship/education support fund to which donors may contribute, and children may apply for assistance from the fund through their guardians (including CWIN caregivers if staying in a CWIN facility). A set of guidelines for the management of the fund and for the application and selection process has been developed and applied.

3.4.7 Donors and sponsors have no legal rights over the children they may have sponsored nor may they seek to influence an individual child's personal or spiritual development. No efforts to influence or counter the child's freedom to practise his or her own religion may be made.

3.4.8 Children will be provided with ongoing training on how to use social media sites such as Facebook and Twitter safely. Orientation for donors, sponsors, volunteers, interns, etc. will encourage them to interact using CWIN's official social media sites, and request them to agree not to connect with children via personal social media accounts.

Section 4: Practices and Protocols for Reporting and Responding to Incidents in Violation of the Policy

All issues of suspected child abuse will be taken seriously. The Designated Person for Child Protection will ensure that any reports are handled in a timely and effective manner that first ensures the child's safety and the safety of the person reporting a concern, and then undertakes to follow proper procedures for investigation and further action, always keeping in mind the best interests of the child. Attention will also be paid to the rights of the 'person of interest' in the case, especially if the person is a staff member. The principle of confidentiality will be followed, but in a manner that it is not mistaken for secrecy or a lack of transparency.

4.1. Responsible Reporting of Suspected or Actual Abuse of Children

4.1.1. An accusation of abuse or maltreatment by a child will not be dismissed without appropriate investigation, no matter who the 'person of interest' in the matter is.

4.1.2 It is not necessary to keep a record of an allegation if an inquiry is not initiated regarding the allegation. An inquiry will be initiated only if the allegation is submitted in writing.

4.1.3 A signed statement may not be necessary from a child who complains about having been abused since it may be difficult for him or her to give a signed complaint. But the person to whom s/he has confided about the abuse will undertake responsible reporting.

4.1.4 Responsible reporting of suspected or actual child abuse is mandatory for all staff, volunteers, interns, consultants and board members. Thus, all staff of CWIN will be responsible for keeping CWIN safe for children, instead of assuming that someone else will address important child protection issues.

4.1.2 Responsible reporting means that the person making the report will understand that all concerns will be treated as allegations until investigated, that concerns will be raised according to the guidelines set out in the policy, and confidentiality is expected along the reported chain, with information being shared strictly on a need-to-know basis.

4.1.3 Responsible reporting or raising of concerns by a staff member about someone breaking the CWIN Child Protection and Safeguarding Policy can be done without prejudicing his or her own position within the organisation.

4.1.4 Children may contact Child Protection Champions or any staff member with concerns.

4.1.5 As soon as possible, the first adult staff member to know of the concern will fill out a standardised reporting form, with details of initial concerns reported. This is to be done regardless of the staff member's opinion whether the situation is a serious one or not.

4.1.6 Staff will be provided with training on bias, and how to distinguish between facts and opinions in filling out a standardised reporting form, so that they can provide accurate information.

4.2 Structure and Mechanisms for Responding to Suspected or Actual Abuse of Children

4.2.1 Each CWIN facility will have at least 1 adult Child Protection Champion, who will ideally be elected by the children, or may be designated in certain circumstances (for example, if the facility is caring for very young or traumatised children in need of care and protection). If the children in the facility are old enough 10-12 years, there can also be one or two designated Child Protection Champions who will be elected from among the children, and about whom the children feel confident and safe that they can raise their issues with them. The key qualification of a Child Protection Champion is that they should be accessible and children should feel safe to raise their concerns with them; at the same time, they must have measured, balanced personalities which will assist them to respond appropriately and according to the policy guidelines.

4.2.2 CWIN will also have a three member Child Protection Committee (CPC), drawn from among the adult Child Protection Champions, senior management and external experts. There will also be at least one children's representative on the Child Protection Committee. The Child Protection Committee will be child-friendly, familiar with the CWIN Child Protection and Safeguarding Policy, child rights and the relevant legal provisions in the country, and have sufficient experience of working with vulnerable children. Attention will be paid to gender-balance in constituting the Child Protection Committee and the Appeals Committee. Members of these committees will declare to the Executive Director any situation where there could be a conflict of interest, and s/he will make provisions on replacing any members to handle investigative or appeals processes on a case-by-case basis.

4.2.3 One member from among the members of the Child Protection Committee will serve as the Designated Person for Child Protection for CWIN. The Designated Person will serve as the liaison between the child, the Child Protection Committee, the senior management, and the authorities such as police, medical and legal authorities, if they are involved.

4.2.4 After informing the Executive Director and receiving permission, the Designated Person for Child Protection will take the lead to carry out investigations, reporting to the

senior management or board or authorities as required, reviewing the arrangements made to ensure the safety of the child, etc. The Designated Person may seek the support and guidance of the Child Protection Committee and the Executive Director, or external resources such as legal and/or medical services and/or police, in carrying forward the investigation in a free, fair and appropriate manner.

4.2.5 The Child Protection Committee will develop and make available a standardised reporting form, and maintain relevant contact details for sources for emergency medical help, police, social welfare officers, or other appropriate local authorities as laid down by the law, who may be contacted as required if an issue of significant concern is raised.

4.2.6 The Child Protection Committee will also issue a flowchart clearly laying out the standardised reporting and responsibility format to be followed when an issue of concern is raised. Guidelines may be issued by the Committee from time to time on dealing with allegations by a child, ensuring the child's safety, and providing supervision and support to all those affected during the incident and in the subsequent investigation. The Committee will be responsible for liaising with senior management about scheduling refresher trainings. The Committee will also be responsible for developing easily accessible and comprehensible IEC material on children's safety and protection which will be placed in all CWIN facilities.

4.2.7 Senior management of all programmes will be responsible for ensuring that all the staff members in their departments attend one refresher training on Child Protection in a year. Staff members will also be responsible for following up on this, as this will be checked during their annual appraisal process.

4.2.8 Concerns about the actions of the Designated Person may be raised with the Child Protection Committee as a whole, as s/he serves as a representative of the Child Protection Committee, and the Executive Director, who may advise the Child Protection Committee/Designated Person as necessary.

4.2.9 An Appeals Committee will also be constituted by the Executive Director to review any concerns with investigations that may arise. This Committee will serve in abeyance and become functional only if an appeal is raised against decisions or actions by the Child Protection Committee.

4.2.10 The Executive Director may designate a person to assist/take the place of the Designated Person to handle interactions with the media and the police if necessary.

4.3 Steps for Responding to Suspected or Actual Abuse of Children

4.3.1 Guidelines will be issued and staff will be provided with training on how to respond appropriately if a child makes an allegation, including treating the child with respect, reassuring the child through words and actions, careful listening, not repeating questions, not promising secrecy, distinguishing between what the child says and the listener's opinion or interpretation, and ensuring that the incident is reported even if the listener has any personal doubt about the account. Responding to a concern or an allegation will be according to these guidelines.

4.3.2 The staff member will reassure the child and immediately take steps to make the child comfortable and safe, as appropriate in that particular context, according to his or her best judgement. (In some cases and depending on the nature of the concern raised, this might mean not taking any immediately disruptive action, but instead allowing the child to continue with his or her regular activities and closely monitoring the situation.) However, regardless of the nature of the concern, the member will, as quickly as possible, inform the adult Child Protection Champion in the facility and the Designated Person for Child Protection about the concern. Thereafter, decisions about the child's ongoing care, placement and support will be taken by the Designated Person, in a manner which addresses the child's immediate and long-term safety, in consultation with appropriate caregivers/senior management. In case the child has a family, the family will be informed about concerns, and actions being taken, and caregiving decisions will be taken in consultation with representatives of the family.

4.3.3 CWIN will treat suspicions or allegations against a staff member with the same seriousness as suspicions or allegations against any other person. Regardless of whether a serious concern has been raised verbally or in writing, the person raising the concern and/or the person with whom the concern has been raised will fill out details in the designated reporting form according to 4.1.5 and 6 above. All staff members will undertake that such concerns/allegations as well as all investigations will be kept confidential.

4.3.4 If the concern raised is serious, in the judgement of the first responder and later, the Designated Person, efforts will be made to ensure that the child is safe and in a situation where s/he is not required to be in any kind of contact with the 'person of interest' against whom the allegation has been made. Likewise, the 'person of interest' will be prevented from having any further unsupervised access to children during the period of the investigation.

4.3.5 An initial investigation will be undertaken with the permission of the Executive Director. (In case the allegation is against the Executive Director, the initial investigation will be with permission of the Chairperson of the Board, and the Executive Director's

functions will be immediately curtailed to prevent influencing the investigation, and alternate arrangements for the smooth functioning of the organisation will be undertaken by the Board in consultation with other members of the senior management.)

4.3.6 In case the allegation is made by a named individual from a verifiable source and the results of the initial investigations (within two days of the initial report) suggest that there is some substance to be investigated, the 'person of interest' may be placed in a position where s/he is not in contact with any children or asked to proceed on leave without prejudice (with or without pay based on the discretion of the Board) pending outcome of an investigation by the Child Protection Committee, or external authorities as the Child Protection Committee and Executive Director may decide.

4.3.7 If initial investigations reveal the possibility of misconduct which breaks the laws of the country, a First Information Report (FIR) will be filed with the police as soon as possible (but not exceeding a week). The organisation may also carry out its own investigation to determine if there are any organisational actions to be taken, or lapses in systems and structures which need to be addressed. The internal investigation shall not in any way impede any government investigations. CWIN will cooperate with the authorities in ensuring that a free and fair investigation is conducted.

4.3.8 In the case of misconduct by a non-staff member, the person will be blacklisted from having any contact with the organisation or prosecuted by the law, as appropriate to the nature of the misconduct. In case a foreigner is involved in the incident, the relevant embassy and local authorities will be informed.

4.3.9 As part of the structures for implementing the policy properly, a three-member Appeals Committee will also be constituted, consisting of three members, one from middle management, one from senior management, and one from the Board. In case the investigation reveals misconduct on the part of the staff member, and disciplinary action is initiated, s/he may ask to have the documents related to the investigation reviewed by the Appeals Committee. The Appeals Committee will typically not conduct any independent investigation, rather, its document review will be aimed at ensuring that the Child Protection Committee has done a fair job in protecting the rights of the child, the 'person of interest' and the organisation to the best of its ability. In case it has any concerns, it may highlight these issues and recommend that the Child Protection Committee investigate further or address these issues. The recommendation of the Appeals Committee will be treated as final. In case any concerns are raised, the Child Protection Committee will address these within a month and take a final decision. There will be no further appeals within the internal investigation process, regardless of the outcome of any independent investigation carried out by external authorities.

4.3.10 In case the internal investigation reveals misconduct on the part of a staff member, CWIN reserves the right to impose a just penalty, and undertake all or any disciplinary procedures against the employee laid down in the Employees Code of Conduct, including withholding increments, demotion, additional training requirements, suspension, termination of employment and/or prosecution under the law. CWIN reserves the right to take any such actions, even before the completion of any official government investigations and regardless of the outcome of any such investigations. Under no circumstances will persons who have been found responsible for grave misconduct be transferred to another CWIN facility or any other position where s/he may once again be in frequent contact with children. Neither will such persons be re-employed by CWIN. If CWIN is aware that such a person works with another organisation working with children (e.g., as a consultant or volunteer or donor), it should ensure that the other organisation is informed of the negative outcome of its inquiries.

4.3.11 During this process, the Child Protection Committee will also oversee steps to ensure that the child feels as safe and comfortable as possible, and all necessary resources, including counselling, medical or legal assistance is provided. Depending on what might be least disruptive or uncomfortable for the child, the child or the 'person of interest' may be removed from the original situation and alternative placements provided if appropriate. CWIN recognises that the effects of abuse can be long-lasting. To the extent possible, counselling support for the child will aim not only at rehabilitation but support for healing, so that the child can reclaim healthy psychosexual development.

4.3.12 During the investigation process, the 'person of interest' will also be treated with respect from the start of the investigation to its close.

4.3.13 If the 'person of interest' is found innocent, all charges are dropped. The Executive Director will determine whether it is in the best interest of all to restore the person to the former position or reassign him or her. The Executive Director will coordinate communication between all appropriate persons so that reconciliation can take place, and to restore the reputation of the person against whom the concern was raised. In case the investigation is found to have happened because of a malicious complaint, CWIN reserves the right to take action against the person responsible, imposing a just penalty, including and not limited to dismissal. Legal action for defamation may also be initiated.

Appendix 1: Acronyms and Abbreviations

CPC	Child Protection Committee
CPSP	CWIN Child Protection and Safeguarding Policy
CWIN	Child Workers in Nepal – Concerned Centre
FIR	First Information Report
IEC	Information, Education, Communication
UNCRC	United Nations Convention on the Rights of the Child
WHO	World Health Organization

Appendix 2:

Statement of Consent

Read the statements carefully and check the corresponding boxes only when they apply to you. Sign the statement only after all boxes are checked. It is your responsibility to ensure that all boxes are checked and the statement of consent is signed within one month of your reporting to CWIN for your internship, volunteer activity, consultancy assignment, Board membership or employment.

- ☐ I have read completely, or had it read to me completely, CWIN's Child Protection and Safeguarding Policy.
- ☐ I have sought explanations on any words, clauses or provisions in the CPSP that I was not clear about and I now understand all the clauses of the policy.
- ☐ I understand and accept that protecting the rights of children is the very foundation of CWIN's existence. Not remembering particular provisions of the policy is no excuse to act in contravention of the policy.
- ☐ I understand and accept that during my employment, I am to uphold the provisions of the policy at all times within the organisation or while participating in CWIN programmes and activities outside, and take all precautions for children associated with CWIN to be protected from harm, abuse, violence and neglect. In my personal life too, I shall not act in any way that endangers children.
- ☐ I understand and accept that if I observe, or have reasonable cause to know or suspect that a child is being or has been subjected to abuse, violence or neglect in CWIN or during its programmes or activities in the community, it is my responsibility to report this immediately to a Child Protection Champion or the Designated Person or a member of senior management, fill a Standard Reporting Form at the earliest, and cooperate thereafter with any investigations that may follow.
- ☐ I understand and accept that if there are any allegations or complaints that I have violated the policy, CWIN has the right to carry out a full investigation according to the norms laid out in the policy. CWIN may redeploy or suspend me or ask me to proceed on leave during the investigation, and take other disciplinary actions or even dismiss me if they find reasonable cause to decide that the allegations are true.

☐ I understand and accept that if initial investigations suggest that there may have been criminal wrongdoing on my part, CWIN reserves the right to complain to the police or inform other responsible government authorities.

☐ I understand and accept that there is a multi-level structure and systems that will help CWIN to apply the policy in good faith, and hereby indemnify CWIN from any lawsuits pertaining to the application of this policy.

Name of Employee:

Signature:

Date:

Re-read and reviewed on:

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Appendix 3: Specific Concerns (Abuse, Neglect or Violence): CWIN Standard Reporting Form**DRAFT!!!! For Internal Circulation Only**

A.1	Name of Reporter	
2	Name, Title, Contact Information and Telephone Number	
3	Date of Report:	
4	Total number of pages in report, and number of enclosures, including pages in each.	

B.1	Nature of Report	Telephone Call <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Other, specify:
2	Name, Title, Contact Information and Telephone Number of Person Contacted	

C.1.	Name of Child	
2	Date of Birth and Age	
3	Class and School	
4	Disability, if any	Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Other, specify:
5	Names and Address of Parents/Guardian	
6	Child's Present Location, Current Caregiver and Address:	Parent/s <input type="checkbox"/> Sibling/s <input type="checkbox"/> Friend/s <input type="checkbox"/> Guardian <input type="checkbox"/> CWIN <input type="checkbox"/> Other, specify:

D.1	Name of 'Person of Interest':	
2	Title and Address	
3	Related or Known to Child?	Yes <input type="checkbox"/> No <input type="checkbox"/> Specify:
4	Any other relevant information:	

E.1	Date and Time of Incident	
2	Place of Incident	
3	Was more than one child directly involved in the incident?	No <input type="checkbox"/> Yes <input type="checkbox"/> How many?
<p>4. Narrative description (Use the back of the page, and multiple pages if necessary). Attach any photographs or doctor's reports, or any other associated documents and evidences which you have.</p>		