



# CHILD PROTECTION POLICY 2023 - 2024

2023 - 2024

## I. PURPOSE & PRINCIPLES OF POLICY

Bahay Tuluyan is committed to providing an enabling environment for children that is nurturing, safe and child-friendly. It aims to create an open and aware safe environment where concerns for the safety or wellbeing of a child or young person can be raised in a managed and just manner.

The purpose of this policy is to provide a framework for managing, reducing and responding to risks of child abuse, harm, injury, violence or neglect by persons engaged in delivering programs and services to children.

Under this policy, Bahay Tuluyan is seeking to improve child protection through:

1. **Awareness** - ensuring that all those connected to Bahay Tuluyan are aware of the risks to children and young people, the behaviors expected of them and how they can raise concerns.
2. **Prevention** - through training, awareness raising, clear policies and an open, child-friendly environment, reduce the risks to children.
3. **Reporting** - establish clear procedures for raising concerns about child abuse
4. **Responding** - ensure that a robust system is in place to address violations of this policy

The core values of Bahay Tuluyan underlie this policy. These values, listed below, should help to guide the interpretation and implementation of this policy.

- Child rights-based framework
- Child participation & empowerment
- Family culture
- Non-discrimination
- Best interests of the child
- Social justice
- Gender fairness
- Responsive & flexible
- Integrity
- Sustainability

In addition to the core values, this policy aims to uphold the following principles:

- prevention of harm to children
- ensuring the rights and welfare of personnel and fostering a safe workplace culture
- justice and accountability
- recognition and protection of especially vulnerable groups

## II. SCOPE AND LEGAL FRAMEWORK

This policy applies to the following:

<p><b>Who is covered?</b></p>	<p>Children are defined by the UNCRC as persons up to the age of 18 years of age. Bahay Tuluyan also works with young people over 18 years old who are vulnerable and need additional protection.</p> <p>This policy covers children and young people up to the age of 24 years old involved in Bahay Tuluyan’s programs or services in any capacity and for any period of time.</p> <p>For simplicity this policy refers to this whole group as ‘children’ or ‘children involved with Bahay Tuluyan’ even where they may be over 18 years of age.</p>
<p><b>Who needs to comply?</b></p>	<p><b>Personnel</b> of Bahay Tuluyan which includes:</p> <ul style="list-style-type: none"> <li>● Employees</li> <li>● Trustees</li> <li>● Volunteers</li> </ul> <p><b>Relevant Third Parties</b> which includes people who have contact with Bahay Tuluyan programs as:</p> <ul style="list-style-type: none"> <li>● Service providers</li> <li>● Contractors</li> <li>● Visitors</li> <li>● Families of children and young people involved in Bahay Tuluyan’s services</li> </ul>
<p><b>What is covered?</b></p>	<p>All activities of the organization, wherever they take place.</p>
<p><b>When does it apply?</b></p>	<p>Throughout the duration of involvement with Bahay Tuluyan.</p> <p>Bahay Tuluyan reserves the right to investigate and respond to alleged violations of this policy, including, where appropriate, pursuing legal action, even after the termination of involvement.</p>

Bahay Tuluyan complies with the UNCRC and all local laws, including but not limited to the Revised Penal Code, Child and Family Welfare Code (PD 603), the Anti Child Abuse Law (RA 7610), the Anti Child Trafficking Law (RA 9208) and the Juvenile Justice Law (RA 9344).

### III. CREATING A CHILD-SAFE CULTURE

*Bahay Tuluyan commits to creating a child-safe culture within the organization where this policy is widely known and understood and there is an open and transparent culture of discussing and responding to concerns.*

1. Child protection is a priority and this commitment is communicated to people both inside and outside of the organization including by:
  - a. making the CPP available and accessible in all of its centers, on its website, in the Employee Handbook and Children’s Handbook.
  - b. displaying information about the CPP including where and how to report, prominently in offices and children’s spaces. These should be made accessible to children in format and language.
  - c. discussing children protection in regular meetings involving children and staff
  - d. involving children and personnel in developing and reviewing the policy on a regular basis
2. Child protection is regularly and openly discussed within the organization so that everyone knows:
  - a. the rules and who to talk to about concerns;
  - b. knows to be vigilant and regularly check for signs of child abuse;
  - c. to value children’s voices and consider their points of view; and
  - d. that it is ok to report abuse to people outside the organization.
3. Opportunities are provided for personnel to share observations and problems and safely explore views about child protection.
4. New ideas on program design and delivery are encouraged to foster good practice and make changes when there is identified need for improvement.
5. Positive behaviors are recognized & inappropriate behavior is dealt with immediately.
6. Adequate pathways for personnel, families and children to raise issues safely without fear of retribution are provided - encouraging everyone to speak up when they feel unsafe or have concerns for the safety or wellbeing of a child or young person including through:
  - a. providing locked suggestion boxes for children to communicate concerns;
  - b. ensuring contact details are available to all people involved in Bahay Tuluyan programs, including alternate points of contact for complaints;
  - c. providing feedback forms for children to file complaints and/or appreciations and ensure these forms are available to all children;
  - d. conducting briefings before activities informing children about the plans, possible risks and safety measures in place;
  - e. conducting debriefing after activities to give children a chance to share concerns; and
  - f. involving children in confidential evaluations of staff at least twice a year.
7. Risks to children are identified on a regular basis through a process of risk assessment and risk management. An overall general risk register is maintained and updated on at least an annual basis to ensure that risks are robustly considered and, where possible, mitigated. The format of the Risk Register can be found at [Annex A](#). More specific risk analysis for

individual activities and projects is done on an ongoing basis.

8. External scrutiny and recommendations for improvement are welcomed, including but not limited to, from Bahay Tuluyan's partners, funders, supporters, donors and government agencies.

## IV. PERSONNEL RECRUITMENT

*Bahay Tuluyan seeks to ensure that all personnel, whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children should undergo a thorough and standardized recruitment process that seeks to prevent recruiting undesirable candidates.*

### Hiring of Employees

The following procedures are followed in relation to recruitment of employees:

1. Members of the selection committee are aware of child protection issues and have knowledge about child-safe job interviewing techniques. Child-safe questions are asked in job interviews and results are recorded in Recruitment Reports.
2. Job advertisements mention that successful applicants will be required to comply with this policy.
3. As part of the application process, applicants are required to indicate that they agree to comply with this policy and to sign a personal declaration that they do not have any convictions or charges for offenses against children.
4. Selection committee conducts verbal reference checks with at least two referees for each applicant using child-safe questions.
5. All applicants must provide, as a condition of employment, a valid police clearance for each country in which s/he has spent more than 12 months in the past 5 years.

Guidelines about child-safe job interviewing techniques and sample wording for job advertisements are found in [Annex B](#).

### Review for Change in Circumstances

Bahay Tuluyan may review the status of an employee, volunteer, trustee or other relevant person covered by this policy when there is a change in their circumstances or where new information arises about their background, history or behavior. Bahay Tuluyan reserves the right to terminate his/her involvement with the organization or take other appropriate action after such a review. Employees are required to provide an updated police clearance every three years during their employment.

### Appointment of Volunteers

The following procedures are followed in relation to the appointment of anyone involved with Bahay Tuluyan in a voluntary capacity:

1. Members of the selection committee are aware of child protection issues and have knowledge about child-safe job interviewing techniques. Child-safe questions are asked prior to appointment and results are recorded in the applicant's file.
2. As part of the application process, applicants are required to indicate that they agree to comply with this policy and to sign a personal declaration that they do not have any convictions or charges for offenses against children.
3. Reference checks are conducted via phone, email or any appropriate form of electronic messaging with at least two referees for each applicant using child-safe questions.
4. All applicants must provide, as a condition of employment, a valid police clearance for each country in which s/he has spent more than 12 months in the past 5 years.

## V. EDUCATION AND TRAINING

*Bahay Tuluyan seeks to ensure that there are opportunities within the organization to develop and maintain the necessary skills and understanding to safeguard children*

### Training for Personnel

Personnel of Bahay Tuluyan are provided training as follows.

Type of Training	Duration	Participants	Regularity
Introduction & Orientation to Child Protection Policy	3 hours	All Personnel	At beginning of employment/ involvement within first week
Children's Rights	3 days	All employees and full time long-term volunteers	Within 3 – 6 months of beginning of employment/volunteer service
Refresher Training	1 – 2 days	All employees and volunteers	Annually
Specialist Training	Varies	Child Protection Officers or those with specialized roles	At least one training per year
Supplementary Training	Varies	Targeted Personnel	As necessary, based on evaluation

### Training for Relevant Third Parties

Relevant Third Parties, including service providers, visitors, families of clients and contractors are provided with training as follows.

Type of Training	Duration	Participants	Regularity
Basic Orientation to Child Protection Policy	45 mins – 1 hour	All Relevant Third Parties who have or may have direct contact with children	Before any contact with children

## Training for Children & Youth

Children and youth involved in Bahay Tuluyan are provided with the following training

TYPE OF TRAINING	PARTICIPANTS	REGULARITY
Basic Orientation about Child Protection and where to raise concerns	All children involved in BT programs and services on a more than very occasional basis	At beginning of involvement
Children's Rights	Children 13 years old and over who are interested	As available
Refresher Training	All children involved in BT programs and services	Annually

1. Upon the completion of each orientation and refresher training each adult, whether Personnel or Relevant Third Party, is required to sign an agreement to abide by this policy as per [Annex C](#).
2. Employees' understanding of child protection issues and this policy are evaluated during staff evaluations twice a year. Employees who do not demonstrate sufficient knowledge or understanding may be referred to supplementary training. Repeatedly failing to demonstrate sufficient knowledge or understanding even with supplementary training may constitute a ground for termination with cause as per Bahay Tuluyan's Manual of Operations.
3. The Child Protection Officer (**CPO**) is responsible for overseeing the implementation of training including scheduling training. Children's Rights Training and Refresher Training are scheduled for the following year during the 4<sup>th</sup> quarter of each year. The CPO conducts an audit of training conducted during the previous year and submits this by 31 January each year as part of his/her annual Child Protection Report.

## VI. MANAGEMENT STRUCTURE & ROLES

*Bahay Tuluyan has adopted a specific management process to facilitate the implementation of the child protection policy and procedures*

1. A Child Protection Officer (**CPO**) and a Local Child Protection Officer (**LCPO**) for each of Bahay Tuluyan’s three centers is appointed by the Executive Director on an annual basis from within the employees of Bahay Tuluyan. These appointments are made before 31 December of each year or during the year where necessary (eg: upon resignation of the incumbent officer).
2. The names of the CPO and LCPOs are made available through signage in visible places in each of Bahay Tuluyan’s centers.
3. Upon being appointed or re-appointed CPO or LCPO, the employee signs a statement of commitment to the appointment and to the responsibilities outlined below – see [Annex B](#).
4. When selecting employees to fill the roles of CPO and LCPO the Executive Director considers the employee’s proven commitment to child protection, knowledge, experience, integrity and track record. Appointments may be contested and/or appealed to the Board or Trustees by any employee.

The roles in relation to child protection are as follows:

Role	Responsibilities
Child Protection Officer (CPO)	<ul style="list-style-type: none"> <li>★ Assisting selection committee with child-safe recruitment, as necessary</li> <li>★ Managing &amp; overseeing training</li> <li>★ Handling reports including receiving, referring, resolving, leading fact-finding committee</li> <li>★ Preparing annual Child Protection Report</li> <li>★ Instigating &amp; leading review of this policy</li> <li>★ Liaison with government officials in relation to reports – where requested by Executive Director</li> <li>★ Supporting LCPOs to carry out their roles</li> </ul>
Local Child Protection Officer (LCPO)	<ul style="list-style-type: none"> <li>★ Providing orientation to Personnel, Relevant Third Parties, children and youth</li> <li>★ Day-to-day supervision of implementation of CPP within their center/programs</li> <li>★ Assisting concerned persons to make reports, as necessary</li> <li>★ Leading participatory mechanisms with children to give them a chance to talk about how safe they feel – at least twice a year</li> <li>★ Support Personnel to implement this policy including answering questions and providing de-brief as necessary</li> <li>★ Manage suggestion box for children</li> </ul>



Executive Director	<ul style="list-style-type: none"> <li>★ Overall development and implementation of policy</li> <li>★ Make final decisions about reports and resolutions</li> </ul>
Center Manager	<ul style="list-style-type: none"> <li>★ Regular (at least twice a year) check-ins with personnel, one-on-one, about child protection and report any concerns to CPO</li> </ul>
Board of Trustees	<ul style="list-style-type: none"> <li>★ Review and approve annual Child Protection Report</li> <li>★ Provide advice on especially serious cases</li> <li>★ Approve any revisions to the Child Protection Policy</li> <li>★ Review any decisions by Executive Director, as necessary or requested</li> <li>★ Designate a Child Protection Trustee to be responsible for child protection at the board level before 31 December each year</li> </ul>

## VII. BEHAVIOR PROTOCOLS

*Bahay Tuluyan provides these written guidelines for all employees, contractors, trustees, interns, volunteers and visitors detailing appropriate and inappropriate behavior with children.*

### Minimizing Risk Situations

Abuse, violence, neglect, harm and exploitation to children can be avoided if risks are appropriately recognized and managed. All those bound by this policy are responsible for taking a preventive approach and, wherever possible, minimizing any possible risks to children.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Try to avoid putting yourself in a compromising or vulnerable position</li> <li>● Be with another adult or visible, wherever possible - when with children</li> <li>● Avoid doing something that could be misinterpreted by a third party</li> <li>● Immediately report (verbal is ok) any incident to supervisor which may be misinterpreted</li> <li>● Ensure appropriate staffing for all activities (not one staff alone with children)</li> <li>● Secure consent of Executive Director for all activities that take place involving personnel and children involved with Bahay Tuluyan that take place outside Bahay Tuluyan’s premises</li> <li>● Get permission from children and social work before entering children’s rooms, if doing so is necessary, except in an emergency situation</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Condone or participate in behavior that is illegal or unsafe</li> <li>● Be alone with a single child except where absolutely necessary. When it is necessary to be alone with a child, wherever possible this should take place somewhere that is visible to others and not secluded</li> <li>● Show favoritism or spending excessive amounts of time with one child without good cause</li> <li>● Allow children to enter into yours or other personnel’s private sleeping areas, even if located within Bahay Tuluyan premises</li> <li>● Enter into children’s sleeping areas, except if specifically authorized as part of your official duties and for a justifiable reason</li> </ul>

## Language and Behavior

The way adults speak and behave around children can impact on their wellbeing. All those bound by this policy are required to speak and act in ways that are consistent with being positive role models and mentors.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Be aware of power balance between adult/personnel and child</li> <li>● Be aware of the impacts of trauma on children that Bahay Tuluyan works with and that words can be as harmful as actions</li> <li>● Comply with the UNCRC and the laws, customs and traditions of the places where Bahay Tuluyan is working</li> <li>● Model respectful language and behavior for children</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Use language that may mentally or emotionally harm a child including language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of a child</li> <li>● Suggest inappropriate behavior or relations of any kind</li> <li>● Act in a way that tends to embarrass, shame, humiliate, belittle or degrade a child</li> <li>● Discriminate against, act in favor of or give excessive attention on the basis of race or ethnicity, culture, age, gender, disability, religion, sexuality, political persuasion, skin color, language, physical appearance or family background</li> <li>● Engage with children (through jokes, stories, memes, conversations) in a way that implies or uses sexual innuendo or double meanings (including “green jokes”)</li> </ul>

## Relationships beyond professional boundaries

Personnel have relationships with children involved with Bahay Tuluyan as a result of their involvement with Bahay Tuluyan. Such relationships have clear boundaries and these boundaries must be clearly communicated to children and continuously reinforced. Overstepping professional boundaries can make children particularly vulnerable to abuse.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Limit interactions with children involved in Bahay Tuluyan to official activities and events</li> <li>● Maintain healthy boundaries between personal and professional duties</li> <li>● Seek assistance from a supervisor if a child is looking for or requesting more than what you believe is professional</li> <li>● Inform your supervisor of any incidental contact, outside of Bahay Tuluyan activities, with a child formerly or presently involved in Bahay Tuluyan</li> <li>● Keep copies of all your online conversations/interactions with children involved with Bahay Tuluyan and be prepared to show these to your supervisor at any time</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Be intentionally in the physical company of a child involved with Bahay Tuluyan outside of official activities including in public places, private events or homes.* This applies even after the child's official involvement with Bahay Tuluyan has ended, until s/he reaches the age of 18. Where incidental contact takes place, for example, in the community, personnel should continue to be a positive role model and comply with this policy.</li> <li>● Pick up or drive children around other than as part of an approved activity.</li> <li>● Give money, gifts, supplies, food or any other material assistance to a child involved with Bahay Tuluyan without approval</li> <li>● Incentivize a child's participation, compliance, assistance or obedience through special favors (including, but not limited to snacks, online access, use of cell phone, permission to go out)</li> <li>● Provide advice, such as legal, financial, religious, personal etc outside of the programs and services at Bahay Tuluyan that the child is involved in</li> <li>● Provide personal details or a personal disclosure</li> <li>● Marry a person under 18 years</li> <li>● Foster or adopt a child illegally</li> <li>● Engage in online games with a child involved in Bahay Tuluyan</li> <li>● Promise or imply that you will provide assistance to a child, now or in the future (eg: job, residence, travel etc)</li> <li>● Engage in online conversations with children involved with Bahay Tuluyan that are not connected to or necessary for your duties</li> </ul>

**\* Pre-existing friendship exception**

There is one exception to this rule which is the 'pre-existing friendship' rule. This rule has been created to take into account the fact that Bahay Tuluyan has a policy of, where appropriate, giving employment to young graduates of its programs. In such cases the new employees are likely to have pre-existing friendships with children or young people still covered by this policy because of their involvement with Bahay Tuluyan. Bahay Tuluyan does not intend to unduly interrupt such relationships as long as they are not considered to be harmful to any of the parties involved. In such cases, the young person who has been employed is required to register the friendship/s with the Child Protection Officer so that interactions between these friends outside of Bahay Tuluyan's official activities will not be in violation of this policy. Friendships that are covered must have commenced prior to the employment with Bahay Tuluyan and should involve parties that are no more than 5 years apart in age. Only actions taken after registration are covered by this exception.

## Physical Contact

It is recognized that physical contact can confuse children about the nature of professional relationships and should be relevant to the role of the personnel. Physical contact with children should always be respectful, culturally appropriate and used appropriately in responding to the needs of the child.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Support children who are hurt including through providing first aid</li> <li>● Non-intrusive gestures to children who are distressed such as a hand on the upper arm or upper back</li> <li>● Assist with dressing, bathing or other personal care needs for very young children or children with special needs – if you are the designated person for this role.</li> <li>● Only use non-intrusive touch (eg: congratulating a child by shaking hands, giving a high five or a pat on the back, hugs)</li> <li>● Report any inappropriate physical contact or sexual behavior of personnel or children/youth to CPO or local CPO immediately</li> <li>● Where yours or someone else's safety is threatened, you may make legitimate use of physical restraint if all non-physical interventions have been exhausted or are impossible in the circumstances and a child is:               <ul style="list-style-type: none"> <li>○ Attacking another child or adult</li> <li>○ Posing an immediate danger to themselves or others</li> </ul> </li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Hold, cuddle, kiss or touch a child, or allow a child to hold, cuddle, kiss or touch you, in an inappropriate, abusive, unnecessary or culturally insensitive way. This includes touching the groin, genital area, buttocks, breast or any part of the body that may cause distress or embarrassment</li> <li>● Engage in contact that may frighten, embarrass or distress a child or destroy their trust</li> <li>● Engage in sexual activity, or act in a sexually provocative manner with children, including paying for sexual services or acts, regardless of the age or majority or age of consent</li> <li>● Engage in, or allow, sexually provocative games, discussions or banter with children to take place</li> <li>● Do things of a personal nature that a child could do for him/herself including dressing, bathing and grooming. Where a child needs assistance with these tasks (eg: for a very young child in Bahay Tuluyan’s custody), only designated staff should carry these out and avoid any unnecessary contact with sensitive areas of the body.</li> <li>● Allow a child to do personal things to you, including dressing, bathing, grooming or physical pampering. This includes, but is not limited to, plucking hairs and receiving massages, pedicures or manicures</li> <li>● Expose or allow children to be exposed to sexually explicit behavior/images/language whether live or digital</li> <li>● Engage in conversations in the workplace that may constitute sexual harassment or be considered inappropriate for a workplace</li> <li>● Sleep in the same room as a child/youth unless it is an emergency situation. An emergency situation might be when a child is sick in hospital and needs a companion. In</li> </ul>

	<p>such a situation the person accompanying the child must notify the Center Manager who will notify the Executive Director. A second adult should be present wherever possible.</p> <ul style="list-style-type: none"> <li>● Hit or otherwise physically assault or abuse a child</li> <li>● Tolerate the use of any form of physical abuse/assault by anyone else against a child, including by another child or the child’s parents. Standing by without expressing any form of condemnation, trying to intervene or seeking help is considered to be tolerating the abuse. It is noted that reacting during the moment of abuse may not be safe and could even exacerbate the situation for the child. In such a case, personnel are expected to ensure safety first and respond to the abuse at the earliest safe time including by reporting to the CPO or LCPO.</li> <li>● Request, instruct or allow children to intervene in a fight or ask them to settle a quarrel</li> </ul>
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Bahay Tuluyan recognizes that everyone has the right to defend themselves against an attack using proportionate force. Personnel are not expected to place their own safety at risk in responding to violence or aggression by others.

## Behavior Between Peers

The risks of children causing harm to other children are recognized. This includes both intentional and unintentional behavior towards peers. Personnel have the responsibility to, wherever possible, prevent children inflicting harm on other children. Bahay Tuluyan has a separate Anti-Bullying Policy which must be followed by all personnel.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Be aware of potential for peer abuse/bullying</li> <li>● Avoid placing children in high-risk peer situations (eg: unsupervised mixing of older and younger children)</li> <li>● Immediately report behavior that may be abusive or lead to abuse to the social worker or LCPO</li> <li>● Respond to any suspected incidences of bullying or suspected bullying in accordance with Bahay Tuluyan’s Anti-Bullying Policy</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Allow inappropriate games, play or interactions between children/youth</li> <li>● Delegate responsibility for supervision of younger children to older children – personnel must always maintain ultimate responsibility for supervision. (Note that it is appropriate within Bahay Tuluyan’s programs and child to child approach to give children some responsibility over other children but this should always be limited and closely monitored.)</li> </ul>



## Physical Environment

The physical environment where children participate in programs or services of Bahay Tuluyan can affect their safety and wellbeing. All those bound by this policy commit to taking the utmost effort to ensuring safety for children within the environment.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Follow rules about physical safety issues within each program, activity or center</li> <li>● Use seatbelts, helmets, personal protective equipment and safety devices/gear</li> <li>● Ensure appropriate staff-children ratios in all activities and programs as set from time to time</li> <li>● Comply with guidelines about health and safety as set by relevant bodies including, but not limited to DSWD, DOLE, DOH, DTI and DA.</li> <li>● Ensure that any use of mechanical equipment or vehicles by children is compliant with safety guidelines and closely supervised</li> <li>● Ensure that first aid kits and a trained first aid officer are available at all program activity sites</li> <li>● Be aware of the closest medical facility during all program activities</li> <li>● Ensure safety guidelines of relevant authorities (including from Department of Health and Philippine Lifesaving) are followed whenever program activities are taking place near or in a body of water</li> <li>● Follow established program guidelines when working in high risk situations – near roads, railway lines and rubbish dumps – to minimize risks</li> <li>● Be sun-smart – avoid exposure to sun in the middle of the day, cover skin, stay hydrated and have sufficient breaks</li> <li>● Supervise children closely at all times, especially in dangerous situations</li> <li>● Store dangerous tools and equipment safely (eg: bolo/itak, knives, scissors etc)</li> <li>● Be vigilant about hazards in the environment including debris, broken glass, rocks, dangerous chemicals etc</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Allow children access to bodies of water without appropriate supervision by adults who know how to swim and have life saving devices</li> <li>● Overload vehicles or allow children to travel on any part of the vehicle except on a seat inside the vehicle</li> <li>● Transport children between 8pm and 4am, unless absolutely necessary</li> <li>● Allow unlicensed drivers to use Bahay Tuluyan vehicles or transport children</li> <li>● Allow children to drive or ride on motorbikes</li> <li>● Tolerate games that are physically violent or potentially dangerous</li> </ul>

## Exploitation

Children involved at Bahay Tuluyan may be especially vulnerable to exploitation as a result of their personal circumstances. Exploitation is behavior that takes unfair advantage of a child’s situation for personal or selfish reasons, even if it is perceived as for the greater good (eg: advocacy for a cause).

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Ensure that only children over 15 years old work at Bahay Tuluyan and only in accordance with local laws</li> <li>● Ensure that any children working are properly supervised and compensated</li> <li>● Ensure that all children engaging in advocacy or research activities are fully informed and consenting to their participation. They should not be pressured and there should be no negative repercussions for refusal to participate</li> <li>● Carefully consider the risks and benefits of involving children in a particular advocacy activity beforehand</li> <li>● Ensure that advocacy activities are linked to Bahay Tuluyan’s strategic plan and objectives</li> <li>● Carefully inform children of the details of participating in advocacy and research events and the risks before each activity</li> <li>● Secure parental/guardian consent and waiver for involvement in advocacy events.<sup>1</sup></li> <li>● Be vigilant about the risk of exploitation of children with special needs and adjust consent processes appropriately to meet their needs</li> <li>● Ensure that all Bahay Tuluyan procedures for informed consent for children’s participation in research are followed strictly</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Condone or participate in behavior with children which is illegal or abusive</li> <li>● Hire or use 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</li> <li>● Employ children under 15 years old</li> <li>● Allow exchange of money or goods with children, youth or families by Bahay Tuluyan personnel except through authorized means and with receipt or acknowledgement</li> <li>● Use children or their stories or images for fundraising purposes without their consent.</li> <li>● Force children to participate in any activity including through deceiving or incentivizing them in any way to participate (eg: you will get Jollibee if you join)</li> <li>● Ask/require children to wear/carry slogans that they don’t understand or agree with</li> <li>● Penalize children for choosing not to participate in any event</li> <li>● Allow any child to participate in research that has not been approved in accordance with Bahay Tuluyan’s procedures for ethical research</li> </ul>

<sup>1</sup> In cases where child is in Bahay Tuluyan custody, Executive Director must sign consent and waiver.

## Online Safety

Personnel are required to behave in child-safe ways online as well as offline. Bahay Tuluyan also seeks to ensure that children involved in its programs are kept safe while online. Online behavior covers use of all forms of digital and electronic media including, but not limited to texts, emails, messages, social media use, online gaming, video calls and other forms of communication.

Bahay Tuluyan reserves the right to request any personnel, at any time, to disclose the full content of their online interactions with any child involved with Bahay Tuluyan. Refusal to comply with such a request may result in disciplinary action.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Supervise children’s use of the internet and, where appropriate, activate appropriate child safety limits</li> <li>● Ensure that children have undergone cyber safety training and sign internet usage agreements before getting online at Bahay Tuluyan</li> <li>● On computers used by children check internet search histories regularly and report irregularities</li> <li>● Limit the use of webcams to essential purposes and supervise when in use</li> <li>● Ensure that any interactions with children online conform with this policy</li> <li>● Limit the amount of time children spend using screens while at Bahay Tuluyan, recognizing the potentially harmful impacts of prolonged screen time on children’s development</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Access child sexual exploitation materials through any medium while at Bahay Tuluyan or outside of Bahay Tuluyan</li> <li>● Publish any material online that could be deemed defamatory, obscene or libelous or appear to endorse grossly irresponsible behavior or law breaking of any kind</li> <li>● Allow children to access the internet without any supervision. Intensity of supervision should be adapted according to the child's age and track record.</li> <li>● Expose, or allow children to be exposed, to pornography, extreme violence or other inappropriate material online</li> <li>● Communicate with children online in a way that is inappropriate or not in compliance with the principles of this policy</li> </ul>

## Behavior Modification

Bahay Tuluyan practices positive discipline for modifying behavior in children and strongly condemns any form of corporal punishment.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Use verbal direction instead of physical intervention wherever possible</li> <li>● When a child is displaying inappropriate behavior, use the following strategies:               <ul style="list-style-type: none"> <li>○ Move other children away from the situation to a safe place</li> <li>○ Talk with the child</li> <li>○ Direct the child to a safe place</li> <li>○ Send for assistance if necessary</li> </ul> </li> <li>● Use positive discipline – focus on positive aspects of behavior and guiding a child to better behavior, rather than simply punishing them for bad behavior</li> <li>● Ensure all disciplinary actions are approved by Center Managers before given</li> <li>● Explain disciplinary actions to a child before they are implemented to help the child understand the reasons for the action and what was wrong with his/her behavior</li> <li>● Recognize the impact of trauma and how this can affect behavior</li> <li>● Recognize that inappropriate behavior is often a sign of underlying problems</li> <li>● Inform a social worker about inappropriate behavior at the earliest possible time</li> <li>● Focus on identifying and modifying behaviors rather than labeling children (eg: ‘it was disrespectful when you disobeyed Nanay’ rather than ‘you are bad’)</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Push, grab, poke, pull or block to get a child to comply with directions</li> <li>● Use corporal punishment including but not limited to:               <ul style="list-style-type: none"> <li>○ Standing/kneeling in one position</li> <li>○ Forcing child to eat chili, soap or other items with intention to cause discomfort/pain</li> <li>○ Slap, hit</li> <li>○ Pinch or flick</li> </ul> </li> <li>● Isolate children in a closed space as a form of punishment. Limited time-outs are acceptable within a space where the child can be observed and supported.</li> <li>● Require a child to sit on an adult’s lap or between their legs</li> <li>● Ignore a child or exhibit emotional coldness in response to a child’s misbehavior</li> <li>● Withhold food, water or any other basic needs as a form of punishment</li> <li>● Implement any form of disciplinary action on a child or youth without the sanction of the relevant Center Manager</li> </ul>

## Grooming

Grooming behavior involves a pattern of conduct that is consistent with grooming a child for sexual activity where there is no other reasonable explanation for it. Any behavior that could be construed to be grooming is strictly prohibited.

APPROPRIATE BEHAVIOR	INAPPROPRIATE BEHAVIOR
<p>You should:</p> <ul style="list-style-type: none"> <li>● Be open and transparent in all relationships with children</li> <li>● Treat all children fairly, without favoritism</li> <li>● Show respect for a child’s boundaries by responding affirmatively when they express their boundaries, either verbally or physically</li> <li>● Be observant about relationship dynamics (eg: child-personnel and child-child) and report any concerns</li> </ul>	<p>You should NOT:</p> <ul style="list-style-type: none"> <li>● Persuade a child or group of children that they have a ‘special’ relationship, for example by:               <ul style="list-style-type: none"> <li>○ Spending inappropriate special time with a child</li> <li>○ Inappropriately giving gifts of money</li> <li>○ Inappropriately showing special favors to them and not other children</li> <li>○ Inappropriately allowing the child to overstep the rules</li> <li>○ Asking the child to keep this relationship to themselves</li> </ul> </li> <li>● Test boundaries, for example, by:               <ul style="list-style-type: none"> <li>○ Undressing in front of the child</li> <li>○ Encouraging inappropriate physical contact (even where it is not overtly sexual)</li> <li>○ Talking about sex</li> <li>○ ‘accidental’ intimate touching</li> <li>○ Inappropriately extending a relationship outside work</li> <li>○ Inappropriate personal communication that explores sexual feelings or intimate personal feelings with a child</li> <li>○ Requesting a child to keep any aspects of the relationship secret or using tactics to keep any aspect of the relationship secret</li> </ul> </li> </ul>

## VIII. COMMUNICATION GUIDELINES

*These guidelines are created to control the use and handling of confidential information regarding children and to prevent the presentation of degrading images of children by Bahay Tuluyan.*

### Appropriate and inappropriate representations

Representations of children in communications by Bahay Tuluyan should be accurate, balanced and emphasize dignity. This includes representations that are through any medium including written, visual, audiovisual, through theater/dance/performing arts and digital.

Inappropriate images are those that include any of the following:

- Nudity or partial nudity (boys not wearing a shirt is considered partial nudity)
- Information that may disclose a child's identity or location including name tags, addresses etc (unless there is specific consent for this)
- Explicit or implied violence
- Sexual activity or sexual innuendo

### Informed Consent

Personal information about children, including photos in which they are identifiable, should not be published without informed, written consent from the child and the child's parent/guardian. The requirement to secure the child's consent for a child under 8 years of age is discretionary – decisions should take into account the child's capacity to understand the purpose and implications of the consent being sought. Consent forms must clearly communicate information in the primary language of children and families.

Before giving consent, the child and parent should be clearly informed of the following information:

- Where the information or photo will, or may, be used
- How they can request for the information to be removed at a later date
- That images and information on the internet may not be able to be completely removed at a future date

Where children are under the care and custody of Bahay Tuluyan and there are no parent/guardians capable of giving consent, the Executive Director may give consent in lieu of the parent/guardian. Consent may be given either for the use of specific images in specific contexts ([Annex D](#)) or for the general use of images/footage taken over a period of time ([Annex E](#)). General consents must be renewed on an annual basis.

Failure to secure appropriate consent prior to publishing information about a child may result in disciplinary action.

### Confidential Information

Personal information about children involved with Bahay Tuluyan will be handled and stored confidentially. Access will only be granted to those who require such access as a part of their professional responsibilities.

Storage equipment such as filing cabinets, will be kept locked and clearly marked as confidential.

Digital records will be stored for at least 30 years.

### **Use of images and information by third parties**

Any third parties that seek to use images or information from Bahay Tuluyan must first seek consent from the Executive Director.

When making a decision about whether to grant permission for such use, the Executive Director should consider:

- The reputation and transparency of the organization seeking permission
- If for fundraising purposes; any relevant permits required by the authorities in the place where the fundraising is being conducted, how the fundraising will be conducted and where the funds will be used (including any commissions)
- How the images will be used and the messaging being used and whether this is consistent with Bahay Tuluyan's core values and goals

If permission is granted, this should be documented in writing and signed by the Executive Director, clearly noting:

- The duration of the permission to use the information/images/logos
- Mechanisms for transferring funds and timeframes for these, including reporting and issuing of receipts, if applicable

The same rules about consent for use of images and information applies to usage by third parties.

### **Children and the media**

Bahay Tuluyan recognizes the significant role of the children in advocating for their own issues and concerns. In the course of their participation in advocacy, they may come in contact with the media. While Bahay Tuluyan believes that this is one of the children's concrete expression of their right, it also ensures that children are protected in the whole process of their participation in advocacy.

The following guidelines are followed in relation to allowing children to have contact with the media:

1. Ensure that the children understand that what they say and photographs taken may be published for wider circulation. (If it is possible, the journalists could show the children examples of their work to the children during the orientation).
2. Discuss implications of their participation, their apprehensions, fears, anxieties, especially regarding handling of sensitive information such as disclosure of abuse.
3. Discuss the activities that will take place, when, where, how long it will take.
4. Discuss the possibilities of remaining anonymous and explain the options to not be identified by the media.
5. Inform the children of their right not to disclose or discuss anything they do not wish to discuss. They can refuse to answer any question if they wish to do so. They could also request for their identities to be concealed if they wish.
6. Get a written agreement with the media, whenever possible, that the use of any of the articles or photographs must always be with the consent of Bahay Tuluyan who will in turn get the consent of the concerned children. This is to ensure that this would not have any

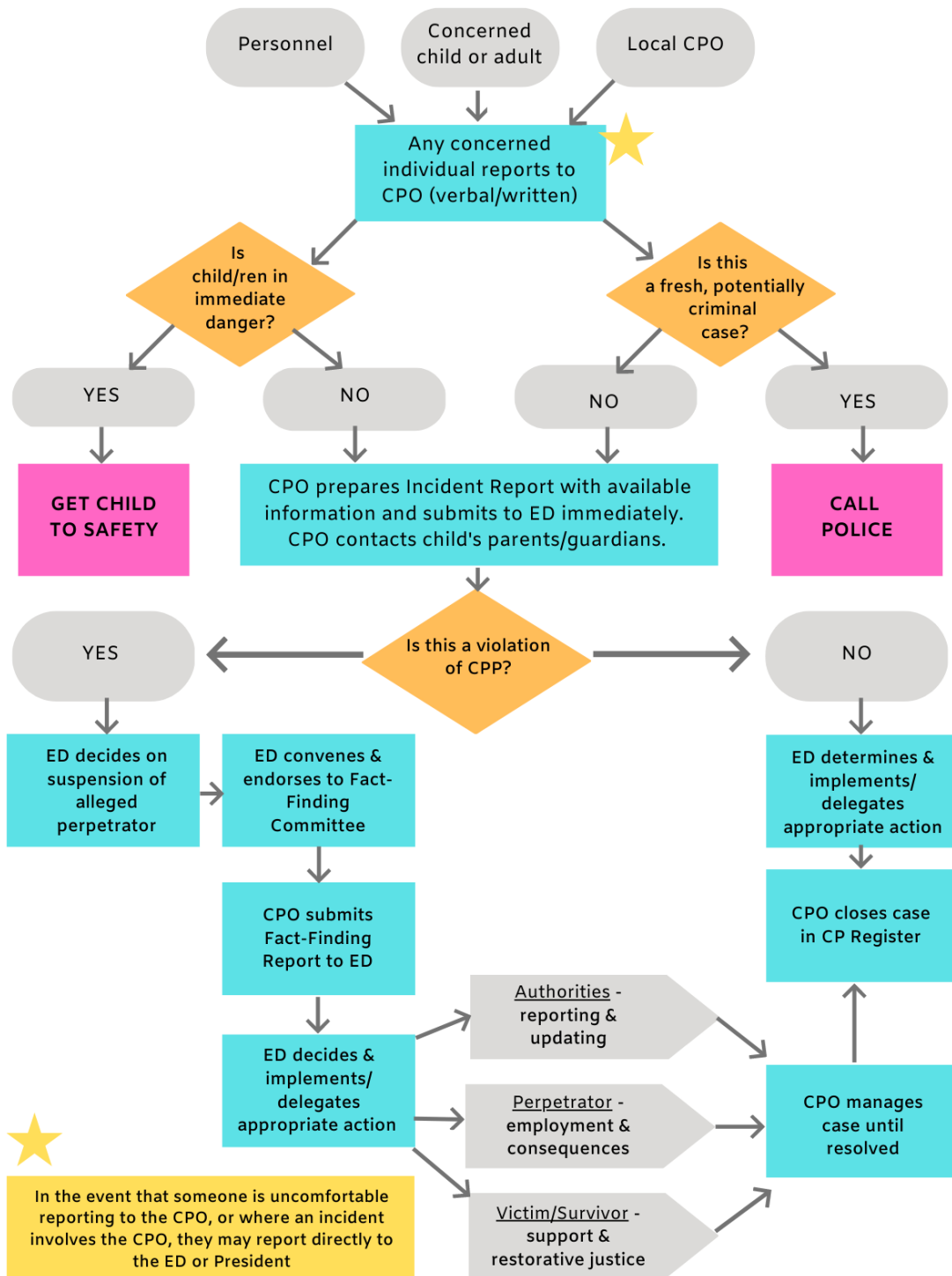
negative consequences for them or their families.

7. It is only when the children and their parents are fully informed of the objectives, implications and activities involved can you ask them to decide if they want to join the activities.
8. Take time to have a debriefing session with the children. Discuss with them what went well, what did not go well and what they have learned from this experience. Take the time also to share with the parents what happened during the focus group discussions. Remind them what will happen next (write-up of articles and case studies, photographs), including updates on the publication of materials that include the interviews and photographs with them. After the project, all articles (including case studies) will be checked by the organization, who will determine whether there is a need to consult the children and other participants.
9. Make sure to provide the children with updates about the activity with the media. Share with them the articles and the photographs.



## IX. REPORTING & REACTION PROTOCOLS

Employees, contractors, trustees, interns, volunteers and children must immediately report concerns or allegations of child abuse or exploitation or non-compliance with this policy. The flowchart and procedure for reporting is detailed below.



## Handling Disclosure

Children who disclose that they are feeling unsafe or being abused must be heard, must be taken seriously and must be treated with sensitivity and compassion.

DO	DON'T
<p>Show your care and concern for the child by:</p> <ul style="list-style-type: none"> <li>● <b>Listening carefully</b> to what they are saying; let them use their own words</li> <li>● Telling them they <b>did the right thing</b> by telling you</li> <li>● Telling them it is <b>not their fault</b> and that they are not responsible for the abuse</li> <li>● Letting them know <b>what will happen next</b></li> <li>● Telling them you are <b>pleased they told you</b>.</li> </ul>	<p>Make sure you don't cause more harm by following these tips:</p> <ul style="list-style-type: none"> <li>● Do not make promises you cannot keep, such as promising you will not tell anyone.</li> <li>● Do not push the child into giving details of the abuse</li> <li>● Your role is to listen and observe – <b><u>NOT to conduct an investigation</u></b></li> <li>● Do not indiscriminately discuss the circumstances</li> </ul>

## Reporting

All personnel are obligated to report any suspicions of violations of this policy to their Local CPO or the CPO at the earliest possible time. Any concern for the wellbeing of a child should be reported, including the following:

- Disclosure by a child or family member or observations of the indicators of harm
- Allegation, suspicion or observation of inappropriate behavior by personnel or any other person covered by this policy
- Any breaches of this policy
- Accidental harm or other child-safety concern

Bahay Tuluyan will do its best to ensure that there are no negative repercussions for personnel who make reports in good faith and, wherever possible, that their identities are kept confidential. Reports made maliciously or in bad faith may result in disciplinary action.

Reports may be made verbally or in writing including through phone, email, text message or other form of digital communication.

The details for the **CHILD PROTECTION OFFICER** for the calendar year **2023** are as follows:

Contact Name	Mellanny Siban-Oxales, RSW
Position	Child Protection Officer
Email Address	<a href="mailto:mellanny.siban@bahaytuluyan.org">mellanny.siban@bahaytuluyan.org</a>
Phone Number	0995 588 6717 / 02 8254 0212 / 0917 710 9870
Mailing Address	2218 Leveriza St, Malate, Manila, 1004, Philippines

The details for the **LOCAL CHILD PROTECTION OFFICERS** for the calendar year **2023** are as follows:

#### Manila

Contact Name	Lecyl S. Roja, RSW
Position	Local Child Protection Officer – Manila
Email Address	<a href="mailto:lecyl.roja@bahaytuluyan.org">lecyl.roja@bahaytuluyan.org</a>
Phone Number	0999 226 1608 / 02 8254 0212 / 0917 710 9870
Mailing Address	2218 Leveriza St, Malate, Manila, 1004, Philippines

#### Laguna

Contact Name	Abigail Abuedo
Position	Local Child Protection Officer – Laguna
Email Address	<a href="mailto:abi.abuedo@bahaytuluyan.org">abi.abuedo@bahaytuluyan.org</a>
Phone Number	0946 751 6717 / 02 8254 0212 / 0917 710 9870
Mailing Address	Bahay Tuluyan, Barangay Masapang, Victoria, Laguna 4011

#### Quezon

Contact Name	Jenniliza S. Sano, RSW
Position	Local Child Protection Officer – Quezon
Email Address	<a href="mailto:jenny.sano@bahaytuluyan.org">jenny.sano@bahaytuluyan.org</a>
Phone Number	0918 542 7881 / 02 8254 0212 / 0917 710 9870

Mailing Address	Bahay Tuluyan, Barangay Niing, San Antonio, Quezon, 4324
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The details for the **CHILD PROTECTION TRUSTEES** for the calendar year **2023** are as follows:

Contact Name	Atty Sharon M. Decano and Ms Girly B. Loreno
Position	Child Protection Trustees
Email Address	<a href="mailto:sharon.decano@bahaytuluyan.org">sharon.decano@bahaytuluyan.org</a> <a href="mailto:girly.loreno@bahaytuluyan.org">girly.loreno@bahaytuluyan.org</a>
Phone Number	0918 933 2234 0999 501 3315
Mailing Address	C/- 2218 Leveriza St, Malate, Manila

In the event that the person reporting does not feel comfortable reporting to the Child Protection Officer or any of the Local Child Protection Officers noted above or where the Child Protection Officer herself is alleged to have been involved in the incident to be reported, a report can be made directly to:

Contact Name	Catherine Scerri
Position	Executive Director
Email Address	<a href="mailto:catherine.scerri@bahaytuluyan.org">catherine.scerri@bahaytuluyan.org</a>
Phone Number	0917 827 6889 / 02 8254 0212 / 0917 710 9870
Mailing Address	2218 Leveriza St, Malate, Manila, 1004, Philippines

OR

Contact Name	Ma. Socorro Gonzaga
Position	President
Email Address	<a href="mailto:acor.gonzaga@gmail.com">acor.gonzaga@gmail.com</a>
Phone Number	0917 502 3903
Mailing Address	2218 Leveriza St, Malate, Manila, 1004, Philippines

## Incident Report

The CPO is responsible for completing a Child Protection Incident Report form for every report made to him/her according to the format found in [Annex F](#). The Child Protection Incident Report must be submitted to the Executive Director at the earliest possible time within 24 hours of the report being

made.

### Fact-Finding Committee

The Executive Director is responsible for convening the Fact-Finding Committee to investigate each incident reported. The default Fact-Finding Committee is constituted as follows:

- CPO – lead
- 2 Local CPOs – ideally not from the center/location where the incident is alleged to have occurred
- Alternative, appropriately-skilled staff may be assigned to the Fact-Finding Committee in the event of unavailability, potential conflicts of interest or for any other reason. Preference is given to social workers and/or employees with specialist child protection training.

### Fact-Finding Process and Report

After being convened, the Fact-Finding Committee is supported to immediately conduct their investigation into whether a violation of the policy occurred and if so, what happened. In order to undertake this task the Fact-Finding Committee may interview involved parties, examine relevant documents and gather whatever other evidence is relevant to help determine the following:

- The facts of the incident
- Whether there was a violation of this policy
- Whether any criminal or illegal activity occurred

If, during its investigation, the Fact-Finding determines that a criminal offense has probably occurred, the investigation should be immediately ceased and the authorities contacted. All internal investigations will be suspended while external investigations are conducted.

The Fact-Finding Committee may interview children only where it is considered absolutely essential to determine the facts of the incident. Child-friendly interviewing techniques should be employed and a social worker not directly conducting the interview must be present and available to assist the child. If at any point the interview is causing distress or the child wants to cease the interview, this must be respected and the child must be supported.

Any alleged perpetrators are entitled to be treated fairly, with respect and to the extent possible:

- Be advised of the allegations in a timely manner and be given a reasonable opportunity to respond to the allegations
- Be given the opportunity of having a support person during any interviews or meetings with the Fact-Finding Committee or anyone else investigating the incident

Bahay Tuluyan will ensure that the Fact-Finding Committee is given adequate time and resources to undertake their task in the shortest possible time. The Fact-Finding Investigation Report should be prepared in accordance with [Annex G](#) and submitted to the Executive Director no later than 7 days after the committee is convened.

### Suspension of Alleged Perpetrator

Bahay Tuluyan respects the principle of being innocent until proven guilty. It also acknowledges that the continuing presence of an alleged perpetrator at Bahay Tuluyan during an investigation process

may pose risks to the alleged victim/s and to the process itself.

Accordingly, the Executive Director has authority to suspend alleged perpetrators, with or without pay, while an investigation is being conducted. This authority can be exercised at the discretion of the Executive Director taking into account:

- The severity of the alleged offense
- Likely contact between the alleged victim to the alleged perpetrator
- Likelihood that the perpetrator could negatively impact the investigation if not suspended
- Any other relevant factors

Decisions to suspend an alleged perpetrator must be communicated in writing including the duration of the suspension and whether or not pay will be suspended. Such decisions are not subject to appeal.

### Resolution of Incident

Upon receiving the Fact-Finding Report, the Executive Director is responsible for deciding what the appropriate action should be and completing the Child Protection Incident Resolution Report. The Executive Director may choose to do further investigation if, based on the Fact-Finding Report, s/he decides that s/he needs further information before finalizing his/her report.

The Child Protection Incident Resolution Report should be completed according to [Annex H](#). This report needs to include a determination as to whether or not, based on the evidence available, a violation of this policy has been found to have occurred.

The report further needs to include what actions need to be taken with regards to:

- **Authorities** – whether the incident needs to be reported to the police, DSWD or other authorities. A clear process for how and when this will be done and who is responsible for following up should be laid out.
- **Alleged Perpetrator/s** – what next steps need to be taken in relation to the perpetrator’s employment and any sanction for his/her behavior within the disciplinary procedure of Bahay Tuluyan or other actions, including legal steps. A clear process for who will implement these next steps must be outlined. Consequences for misconduct include, but are not limited to:
  - Criminal or civil action
  - Termination with cause
  - Suspension with or without pay
  - Restitution of damage
  - Reprimand or warning
  - Requirement to undergo professional development or additional training
  - Request to participate in restorative justice process (note that this participation must not be forced but should only occur where the perpetrator has admitted wrongdoing and victim/s are willing)
  - Request to undergo mental health treatment
  - Change of site placement and/or living arrangements (if perpetrator is a child in custody of Bahay Tuluyan)
- **Victim/s** – what steps need to be taken to provide appropriate support to the victim in the short and longer term and who will be responsible for managing this process. The victim

may be offered the opportunity to participate in a restorative justice process if the perpetrator has admitted wrongdoing and this process is considered in the best interests of the child/ren.

- **Any other relevant parties** – what steps need to be taken in relation to other parties that may have been involved or affected by this incident including debriefing other personnel or children directly involved. Clear process for who will do this and when it will be done.
- **Child Protection Policy** – any recommendations for improvements to this policy and/or policies and practices relating to child protection at Bahay Tuluyan. Clear process for how these steps will be taken and who is responsible for this process.

The Child Protection Incident Resolution Report is attached to the Child Protection Incident Report and Fact-Finding Report and other relevant documentation. A copy of all of these documents is forwarded to the Child Protection Trustee for overview and any further action.

### Updating Reporting Party

Bahay Tuluyan observes the dual principles of transparency/accountability and confidentiality. Therefore, it updates reporting parties, in general terms, about the status of their report within two weeks of making the report. After this initial update, further information may be given upon request by the reporting party as long as it does not compromise the confidentiality of the parties involved.

### Time Frames

The principle of expeditious resolution of concerns is observed. All actions should take place within the following recommended time frames. Any extension beyond these must be authorized, with justification, by the Executive Director:

Action	Allowable Time Frame
Report to authorities of a fresh case	Immediate
Submission of Child Protection Incident Report Form to ED by CPO	24 hours from time of report
Convening of Fact-Finding Committee by ED	24 hours from receiving Incident Report
Submission of Fact-Finding Report by Fact-Finding Committee to ED	7 days from Committee being convened
Completion of Child Protection Incident Resolution Report by ED	7 days from date Fact-Finding Report submitted

### Victim Support

Throughout the reporting and reaction process Bahay Tuluyan will take all necessary steps to ensure the welfare of the alleged victim/s. Where a child does not already have an appointed social worker, a social worker will be appointed to help manage this process. Parents/guardians, where applicable,

should be contacted at the earliest possible time about any reports involving their child/ren. The social worker will be responsible for keeping them updated as the resolution of the case.

Some of the forms of support that may be offered to the victim/s include, but are not limited to:

- Counseling
- Assistance to find safe accommodation, access education, health or other services
- Legal assistance to file criminal or civil action
- Access to restorative justice procedures

At no time, regardless of the results of the investigation, should a child be penalized in any way for reporting a violation of this policy. His/her access to Bahay Tuluyan's programs should, wherever safe and possible, continue uninterrupted throughout the reporting and reaction process. If it becomes necessary that the child's involvement with Bahay Tuluyan be terminated, every effort must be made to ensure that s/he is appropriately endorsed to alternative services if s/he wishes for this.

Support services should continue as long as necessary, even after the case has been officially closed.

### **Child Protection Register**

All incidents reported under this policy are recorded in a Child Protection Register, regardless of the outcome of the reported incident. All relevant communications, documents and information relating to the case are kept securely in a file within this register which follows the format in [Annex I](#).

The Child Protection Register is kept confidential and accessible by the CPO, Executive Director and the designated officer from the Board of Trustees. A de-identified record of all incidents recorded in the register during each calendar year is included in the annual Child Protection Report.

All documents in the Register are kept for a minimum of 30 years.

### **Confidentiality**

All reports made under this policy are handled with absolute confidentiality by all people involved. Information about the incident is made available on a strictly needs-to-know basis.

### **Case Closure**

A case should be closed on the Child Protection Register when the following occurs:

If a criminal case or legal action has been pursued:

- When case has been resolved to finality in courts; or
- Death of one of the parties rendering further action impossible or impractical

If no criminal case or legal action has been pursued:

- Disciplinary action or other actions directed by the Executive Director have been completed
- No basis for the concern has been established despite thorough investigation
- Victim has, after being given impartial advice, requested for the case to be closed

The Executive Director must approve each case closure.



## X. MONITORING, EVALUATION, REVIEW & REVISION

*Maintaining a child-safe environment requires not only having robust policies, practices and processes in place but also monitoring, evaluating and learning from experiences to ensure that emerging issues are addressed appropriately and effectively.*

### Child Protection Report

Bahay Tuluyan produces an annual Child Protection Report. The CPO is responsible for the production of this report. It includes:

- An audit of child protection training provided
- Children’s feedback about how safe they feel in the organization
- Staff feedback
- A summary of lessons learned and new practices adopted during the year
- Current list of personnel with child protection responsibilities and their contact details
- A summary of child protection incidents that occurred during the year and & the status of these – such a summary is desensitized – all information that may identify parties involved is removed

The Child Protection Report is submitted by the CPO to the Board of Trustees for review and approval. The report is made available to other parties including, but not limited to, partners or government authorities as necessary and appropriate.

### Review & Revision of Policy

This policy is reviewed at least every 2 years and more frequently if necessary. The review process involves gathering input from a cross-section of stakeholders including the management committee, board of trustees, staff, children and youth.

The Board of Trustees is responsible for approving all revisions of this policy.

This version of the policy was approved by the Board of Trustees on 26 January 2023, taking effect immediately. It is due for review by December 2024.

## ANNEX A – RISK REGISTER

A risk register, in the following format, is maintained and updated by Bahay Tuluyan annually to ensure that risks are robustly considered and, where possible, mitigated.

<b>Risk Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Potential Impact</b>	<b>Possible Consequences</b>	<b>Mitigation Strategies</b>

## ANNEX B – CHILD SAFE RECRUITMENT

### Advertisements

The following text, or equivalent, should be included in all job advertisements:

*Candidates will be expected to comply with Bahay Tuluyan’s Child Protection Policy.*

### Pre-Employment Questionnaire

The following text is included on Pre-Employment Questionnaires completed by job applicants:

*Bahay Tuluyan takes the protection of the children and young people we work with very seriously. We ask you to provide clear and accurate information about anything that may be relevant about your suitability to work with children.*

- 1. Have you ever been investigated or charged with any offenses relating to children? (This includes official investigations/charges by government agencies as well as investigations by private organizations or institutions.)*
- 2. Have you ever been convicted of any offenses or have any ongoing prosecutions against you?*
- 3. Are you willing to abide by the Child Protection Policy of Bahay Tuluyan?*
- 4. Do you declare that the information you have given in this form is complete and true and understand that knowingly making a false statement may result in termination of any agreement between yourself and Bahay Tuluyan?*

### Tips for Job Interviewing

Child abusers look completely ‘normal’ and are often skilled at deception, salesmanship and ‘grooming’ of organizations as well as individual children.

- Equal opportunity requires all applicants are asked the same questions
- Interview panel should pay attention to:
  - Gaps in employment history
  - Frequent changes of employment or address
  - Reasons for leaving employment (especially if this appears sudden)
  - Work duties that appear vague
  - Body language and evasion, contradiction and discrepancies in answers given
- Openly discuss child protection in the interview and reinforce that there are comprehensive policies, practices and processes in place. Transparency is an important part of abuse prevention: an abuser may decide that the open culture will not allow opportunities for offending.
- Ensure that applicants read the Child Protection Policy before the interview. Ask them questions about what they read and understood

### Sample Questions

- Have you ever worked anywhere where a colleague abused a child? What happened and how was it handled? What did you think about how it was handled?
- Would you have handled it differently yourself?
- When might it be appropriate to comfort a child?

- When might it be appropriate and inappropriate to be alone with a child?
- What sort of things might make a photograph of a child inappropriate for publication?
- Is there anything we might find out about during reference checks that you would like to talk about?

Warning Signs – these can be guides, but remember, there may be no signs!

- Overly smooth presentation or keenness to please
- Poor listening or rapport or communication skills
- Strange or inappropriate questions/statements about children
- Expresses an interest in spending time alone with children/ in working with children of a particular age or gender
- Excessive interest in child photography

## ANNEX C – AGREEMENT TO ABIDE BY CPP

### Agreement to Abide by Child Protection Policy

I, \_\_\_\_\_ have read Bahay Tuluyan’s Child Protection Policy and been given an orientation about this policy on this date \_\_\_\_\_ by \_\_\_\_\_.

I confirm that I understand this policy and will comply with it at all times while I am involved with or connected to Bahay Tuluyan.

I understand that Bahay Tuluyan takes child protection very seriously and will investigate and respond to any complaints or suspicions that I have violated this policy. This may include pursuing criminal action.

I confirm that I am under an obligation to report any concerns or suspicions I have about the wellbeing of a child involved with Bahay Tuluyan in any way including:

- Disclosure by a child or family member or observations of the indicators of harm
- Allegation, suspicion or observation of inappropriate behavior by personnel or any other person covered by this policy
- Any breaches of Bahay Tuluyan’s Child Protection Policy
- Accidental harm or other child-safety concern

I acknowledge the contact details of the designated people to whom I can make a complaint or raise a concern as follows:

Child Protection Officer – [NAME , PHONE NUMBER]

Local Child Protection Officer (Manila) – [NAME , PHONE NUMBER]

Local Child Protection Officer (Laguna) – [NAME , PHONE NUMBER]

Local Child Protection Officer - (Quezon) – [NAME , PHONE NUMBER]

I also declare that I have disclosed to Bahay Tuluyan any issue which could give rise to any child protection concern – real or perceived – regarding my suitability for continued employment or involvement with Bahay Tuluyan. I confirm that I have no criminal prosecutions pending nor have I been previously convicted of any offense involving inappropriate conduct with children or young people.

Print Name :

Signature :

Date :

## ANNEX D – CONSENT & WAIVER – USE OF SPECIFIC IMAGE

### Parent/Guardian’s Consent & Waiver – Use of Specific Image

I, \_\_\_\_\_ (name of parent) hereby give permission for Bahay Tuluyan to use the photographs/footage of my child \_\_\_\_\_ (name of child) that is attached or described below for promotional, reporting and other purposes. This includes use at public exhibitions, special events, in brochures, on the Bahay Tuluyan website or social media accounts and for other promotional purposes that are exclusively not for profit.

I understand:

- That the use of this image of my child will comply with Bahay Tuluyan’s Child Protection Policy including, but not limited to, ensuring the dignity and safety of my child is protected
- I can withdraw this consent at any time by contacting [Name of CPO]
- I can request for this image, once published, to be withdrawn however I acknowledge that photos and images that have been published may not be able to be removed once published.
- My child’s name or identifying information will not be published with his/her photo unless I give specific permission for this.

Name:

Address:

Cellphone:

Signature:

Date:

Details about image:

### Child’s Consent & Waiver – Use of Specific Image

I, \_\_\_\_\_ (name of child) hereby give my permission for Bahay Tuluyan to use the photographs/footage of myself that is attached or described below for promotional, reporting and other purposes. This includes use at public exhibitions, special events, in brochures, on the Bahay Tuluyan website or social media accounts and for other promotional purposes that are exclusively not for profit.

I understand:

- That the use of this image of myself will comply with Bahay Tuluyan’s Child Protection Policy including, but not limited to, ensuring my dignity and safety is protected
- I can withdraw this consent at any time by contacting [Name of CPO]
- I can request for this image, once published, to be withdrawn however I acknowledge that photos and images that have been published may not be able to be removed once published.
- My name or identifying information will not be published with my photo unless I give specific permission for this

Name:

Address:

Cellphone:

Signature:

Date:

Details about image:

Date:

## ANNEX E – CONSENT & WAIVER – USE OF IMAGES GENERALLY

### Parent/Guardian’s Consent & Waiver – Use of Images Generally

I, \_\_\_\_\_ (name of parent) hereby give permission for Bahay Tuluyan to use photographs/footage taken of my child \_\_\_\_\_ (name of child) from \_\_\_\_\_ (start date) until \_\_\_\_\_ (end date) for promotional, reporting and other purposes. This includes use at public exhibitions, special events, in brochures, on the Bahay Tuluyan website or social media accounts and for other promotional purposes that are exclusively not for profit.

I understand:

- That any images of my child used under this consent will comply with Bahay Tuluyan’s Child Protection Policy including, but not limited to, ensuring the dignity and safety of my child is protected
- I can withdraw this consent at any time by contacting [Name of CPO]
- I can request for images that have been published to be withdrawn however I acknowledge that photos and images that have been published may not be able to be removed once published. • My child’s name or identifying information will not be published with his/her photo unless I give specific permission for this.

Name:

Address:

Cellphone:

Signature:

Date:



### Child's Consent & Waiver – Use of Images Generally

I, \_\_\_\_\_ (name of child) hereby give my permission for Bahay Tuluyan to use photographs/footage taken of myself from \_\_\_\_\_ (start date) until \_\_\_\_\_ (end date) for promotional, reporting and other purposes. This includes use at public exhibitions, special events, in brochures, on the Bahay Tuluyan website or social media accounts and for other promotional purposes that are exclusively not for profit.

I understand:

- That any images of myself used under this consent will comply with Bahay Tuluyan's Child Protection Policy including, but not limited to, ensuring my dignity and safety is protected
- I can withdraw this consent at any time by contacting [Name of CPO]
- I can request for images that have been published to be withdrawn however I acknowledge that photos and images that have been published may not be able to be removed once published.
- My name or identifying information will not be published with my photo unless I give specific permission for this

Name:

Age:

Address:

Telephone:

Signature:

Date:

## ANNEX F – CHILD PROTECTION INCIDENT REPORT

### CHILD PROTECTION INCIDENT REPORT FORM

This form is to be completed by the Child Protection Officer when any report is made by any person that may be a violation of Bahay Tuluyan’s Child Protection Policy.

<b>Child Protection Incident Number:</b>						
<b>BASIC INFORMATION</b>						
<b>Who made the report?</b>	Name:					
	Circle the position of the person who made the report:					
	<i>Staff    Trustee    Volunteer    Visitor    Child/Youth    Concerned                  Citizen                  Parent/guardian/family of child at BT    Government representative                  Other</i>					
	If report made anonymously, check here:					
<b>How was report made?</b>	In person	Phone	Email	Text/online message	Feedback box	Letter
	Other (please specify):					
<b>Date and time of report</b>		Date:			Time:	
<b>What was reported</b>	<i>(Note what was reported in words as close to what was reported as possible – if report was made in writing, attach to this document)</i>					
<b>INCIDENT BEING REPORTED</b>						
<b>Nature of Incident</b>		Non-compliance with CPP			Physical abuse or violence	
		Child safety issue			Verbal abuse or violence	
		Neglect or exploitation			Sexual abuse or violence	
		Inappropriate conduct			Other:	
<b>Alleged Offender/s</b>	Name					
	Position					
	Location					
<b>Alleged Victim/s</b>	Name					
	Age					

	Location		
<b>Is anyone in immediate danger?</b> If anyone is in immediate danger please take all necessary steps to immediately secure their safety		YES	NO
<b>Is this a fresh case? (happened in the last 72 hours)</b> If this is a fresh case and possibly involving criminal activity, please call the police immediately		YES	NO
<b>Have child's parents/guardians been contacted?</b> Parents/guardians should be contacted as soon as a report is received		YES	NO
<b>SUBMISSION DETAILS</b>			
Report submitted by		Date & time submitted	
Report submitted to		Format (eg: email/hard copy)	

## ANNEX G – FACT-FINDING INVESTIGATION REPORT

### FACT FINDING INVESTIGATION REPORT

This form is to be completed by the Child Protection Officer after the Fact-Finding Committee has completed its investigation.

<b>Child Protection Incident Number:</b>				
<b>FACT FINDING COMMITTEE</b>				
<b>Who were the members of the Fact Finding Committee?</b>	<b>Name</b>	<b>Position</b>		
<b>Date Committee convened:</b>				
<b>INVESTIGATION PROCESS</b>				
<b>Interviews Conducted</b> <i>Please attach all notes/recordings from interviews conducted</i>	<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Recorded?</b>
<b>Other information gathered</b>	<i>List the type of information gathered (eg: CCTV footage, notes, documents, files) and details about where it was gathered from</i>			
	1.			
	2.			
	3.			
	4.			
<b>KEY FINDINGS</b>				
<i>List the key findings that surfaced during the investigation process, focusing on facts that may prove/disprove that a violation took place. Avoid assumptions or opinions. Note if there are areas that may need more investigation.</i>				
<b>RECOMMENDATIONS</b>				

*List the key recommendations of the committee in relation to whether further investigation is needed, whether the case should be reported to the authorities, support needed by victim or others.*

**SUBMISSION DETAILS**

Report submitted by		Date & time submitted	
Report submitted to		Format (eg: email/hard copy)	

## ANNEX H – CHILD PROTECTION INCIDENT RESOLUTION REPORT

### CHILD PROTECTION INCIDENT RESOLUTION REPORT

This form is to be completed by the Executive Director after the Fact-Finding Committee has submitted its report.

<b>Child Protection Incident Number:</b>		
<b>SUMMARY OF ACTIONS TAKEN</b>		
Note any action taken following the submission of the Fact Finding Investigation Report (eg: interviews conducted, reports made etc)	<b>Date</b>	<b>Action</b>
<b>ASSESSMENT &amp; RESOLUTION</b>		
<i>Provide a summary assessment of the incident, the investigation and the proposed resolution including what should be done in relation to reporting to authorities, the alleged perpetrator/s, the alleged victim/s and other people involved</i>		
<b>CHILD PROTECTION POLICIES AND PRACTICES</b>		
<i>Note what changes are recommended in relation to Bahay Tuluyan's child protection policies and practices to avoid a similar incident occurring in the future.</i>		
<b>NEXT STEPS</b>		
<i>List the next steps in relation to this incident, who will be responsible for carrying them out and the date by which they should be completed</i>		
<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>
<b>INCIDENT CLOSURE</b>		
<i>Note the requirements for this incident to be closed (eg: suspension served, legal proceedings completed).</i>		

<b>SUBMISSION DETAILS</b>			
Report submitted by		Date & time submitted	
Report submitted to		Format (eg: email/hard copy)	

## ANNEX I – CHILD PROTECTION REGISTER

### CHILD PROTECTION REGISTER

This register is to be maintained by the Child Protection Officer for ALL reports made under Bahay Tuluyan’s Child Protection Policy. This register must be secured in a strictly confidential location at all times and information about each incident must be stored for at least 30 years.

<b>Child Protection Incident Number:</b>				
<b>Current Status</b>		Open / Closed		
<b>KEY DATES</b>				
Initial report made				
Report submitted by CPO to ED				
Fact Finding Committee convened				
Fact Finding Investigation Report submitted to ED				
Child Protection Incident Resolution Report submitted by ED				
Case Closed				
<b>KEY PARTIES</b>				
Child Protection Officer who handled incident				
Members of Fact-Finding Committee				
Executive Director				
<b>NATURE OF INCIDENT</b>				
<b>Kind of Incident</b>	<input type="checkbox"/>	Non-compliance with CPP	<input type="checkbox"/>	Physical abuse or violence
	<input type="checkbox"/>	Child safety issue	<input type="checkbox"/>	Verbal abuse or violence
	<input type="checkbox"/>	Neglect or exploitation	<input type="checkbox"/>	Sexual abuse or violence
	<input type="checkbox"/>	Inappropriate conduct	<input type="checkbox"/>	Other:
<b>EMERGING CHILD PROTECTION CONCERNS</b>				
<b>Concern Identified</b>		<b>Action Taken</b>		