

NIHR Child Safeguarding policy

* This document explains the policies and procedures applied by the National Institute for Human Rights to ensure that it is a child-safe organization.

Who we are?

NIHR is non-profitable, independent of any political and religious affiliation, non-governmental organization was founded in 2005 by a group of activists who are interested in establishing the basic principles of human rights, democracy, citizenship and peace building and targeting (children, young people and women) particularly the most vulnerable of them over the long term in various regions of Iraq .

Legal code: according to article 29 of the National Iraqi constitution for 2005, as well as child rights of 1989, and the optional annexes of the agreement, this document was organized that states the procedures and in force policies to protect children and to ensure that NIHR is child-safe organization .

What are we interested in?

The interest in providing safety and happiness for the children is a core work of NIHR, and it is necessary to everyone know that children are abused and used by adults intentionally and unintentionally. And NIHR can't accept that and takes sufficient steps to stop it and respond to the needs of children as soon as they are abused.

What is this document?

This document includes fundamental materials and they are (commitment announcement, practice charter, and work frame) which the affiliated members to the organization, who work in the child protection field, to adopt it in their works, which clarifies the optimal ways to deal with children and ensure their safety because organization work is directed towards children and seeking their protection, therefore all have to have a unified prospective towards children and a unified definition and agreed upon for children abuse. And also agreed upon mechanisms to deal with child abuse.

Purpose of this document:

- Contribute to increasing the level of awareness related to the risks of practicing any sort of child abuse and violence.
- Children, parents, or their guardians who are in contact with the organization and its programs enjoy maximum levels of protection from practicing all sorts of violence.
- Issuing directions of work with children effectively to protect them from violence.
- CP Policy includes obligatory requirements applied to all organizations' members in all their positions, whether in advocacy campaigns, developmental programs, or in rapid response programs.
- Ensuring from what to do during confusion of abuse in a clear way.

Therefore, the main lines of this document, which will guide the Institute, are:

- Definition of a child: every human being who has not reached the age of eighteen, unless he has reached the age of majority earlier in accordance with the law applicable to him.
 - The word child abuse means: It is any act committed against children by an individual or group intentionally that would cause them physical or psychological harm.
 - It also means physical, sexual, psychological and intellectual abuse, and every abuse of children is a violation of their rights and the Institute cannot tolerate it.
 - Work to improve the conditions of all children by promoting their rights in accordance with the Convention on the Rights of the Child issued in 1989.
 - The organization works to adhere to the Convention on the Rights of the Child and its protocols through awareness raising to ensure that all members are aware of the seriousness of the problem of child abuse.
 - The organization works through awareness and good practice to ensure that its members work to reduce and mitigate potential risks to the child as much as possible.
 - The organization works to ensure that all members are familiar with the mechanism and steps to be taken when concerns about the safety of children arise.
 - The organization works to ensure that appropriate actions are responsive and taken to support and protect children when concerns arise about potential child abuse.
 - The organization takes all forms of child abuse very seriously and takes appropriate measures according to its available capabilities.
 - The organization bases its work on the principle (the best interest of the child) contained in the Convention on the Rights of the Child, which Iraq ratified in 1994.
 - The organization works on the partnership of parents and guardians to ensure the protection of children.
 - The organization works through its members to respect the rights of the child. Therefore, when they contact children, they must abide by the code of conduct listed below: -
1. To treat children with respect at all times, and to consider each one as an individual and enjoys individual's rights.
 2. To look at them positively, and value them as individuals who have specific needs and rights, and they have a specific contribution to make.
 3. To work with them in a spirit of cooperation and partnership based on mutual respect and trust.
 4. Ensuring that no child abuse of a sexual nature is carried out by any (staff, workers, volunteers and shareholders) and all those who have a direct and indirect relationship with the organization's activities, report it and take appropriate action in this regard.
 5. Includes reporting of sexual misconduct with children even with only suspicion.
 6. To listen and respect their opinions and ideas within the environment in which they live and to value their point of view and take it seriously.
 7. To work with them in ways that develop their natural energies and capabilities, and develop them.
 8. Not to discriminate in any way between children in order to protect information related to them, and to convey information accurately only to the persons concerned.
 9. Reporting concerns about child abuse and responding to it seriously. Members are required to report child abuse to the responsible person at the institute.

10. To enable children to know their rights, what is acceptable and what is not, and what can and cannot be done if there is a problem.
11. To preserve the behaviour of children, especially among minors and other bullying minors.
12. The services of any of (employees, workers, assistants, volunteers and shareholders) shall be dispensed with in the event of underage marriage. (- 18).

The best interest of the child:

- No action is taken to separate children from their parents in their places of residence for any purpose whatsoever.
- Providing the necessary assistance to children in delivering their things or when distributing the necessary aid to them to the places they want to reach.
- Not to leave children standing in queues and give them priority and according to the criteria specified in the organization's policies.
- Not to involve children in any muscular activity during the implementation of activities related to them.
- Taking into account the mental and physical conditions in dealing with disabled children in relation to the type of disability and its impact on the child.
- Paying attention to the needs of children in emergency situations according to their priorities, such as insurance, shelter, health, education and places of entertainment.

Conditions of transportation and children's safety:

Personnel working in the field of children's movement, to and from their places of residence and the places where activities related to them are carried out, must abide by the rules and regulations related to traffic safety and security from the following matters: -

- Commitment to the speed limits within the traffic laws and instructions in force.
- Commitment to wearing a seat belt when driving.
- Commitment not to use mobile phones when driving.
- Commitment not to eat food and drinks while driving.
- Commitment not to abuse alcoholic beverages and drugs.
- Pay close attention and not make side conversations or operate audio devices while driving the vehicle.
- Providing a fire functional extinguisher.
- Commitment to the prescribed number of children and according to the number of seats.
- Inspect the vehicle and ensure its safety before setting off and transporting children.
- Not to stop in places not designated for parking and to abide by the indicative traffic signs.
- Compliance with traffic lights.
- It is required that there be a guide with the children in cases of movement.

Places to carry out activities related to children:

A safe and clean environment must be provided for children, as follows:

- The place should be far from the armed headquarters represented by police stations and security departments.
- The place should be characterized by safety, cleanliness, ventilation, and all amenities and health facilities are available.
- It should be wide and allow children to move freely and be proportional to their numbers.
- To be away from places where competitions of a combative nature are taking place.
- The place should not be located on the upper floors of the buildings in order to preserve the safety of children and to take into account children with disabilities.
- The place should not be close to car highways.

A special section is established to take preventive measures for the rights of children, which includes the sections listed below: -

Training and Awareness: -

With the aim of developing the knowledge, attitudes, behaviour and values of the staff and workers of the NIHR, especially those who are in direct contact with children, and especially those involved in aid and treatment activities. Strategic plans are included with methodologies appropriate to the application of the best rights of the child that contribute to effective and successful prevention that enables us not to prejudice those rights by workers, employees and assistants in children's affairs, and the following steps are taken in terms of training and awareness

- 1- Informing them of most of the policies and standards in force from bodies of common interest in protecting children, nationally, regionally and internationally.
- 2- Involve them in relevant international sessions, courses, workshops, meetings, conferences and forums.
- 3- Taking practical experiences in the field to practice their role in a systematic manner, which would mitigate challenges and risks and strengthen their strength points.

Safe Recruitment Procedures for Children: -

Familiarization and commitment of employees in the organization to the Code of Conduct for dealing with and protecting children. Procedures and measures are taken to ensure the selection of employees, workers and assistants in children's affairs to provide those in charge working directly and indirectly with children that contribute to ensuring the full protection of children, and the procedures are as listed below: -

1. Choosing those who have not been proven to have transgressions, violations of any kinds with children.
2. Choosing who has extensive experience to achieve full protection for children.
3. Acceptance of persons whose CVs testify to non-discrimination on the basis of sex, gender, religion, race and color.
4. Taking into account the gender balance in the selection process, especially paying attention to the tasks and work assigned during direct dealing with the gender of children.

5. Accepting people who have great interests in protecting the child, at all times and stages of work.
6. Acceptance, approval of the policies of the organization, especially those related to the protection of children.
7. During employment, attention should be paid to the structure, age and body of the applicants in proportion to the children's acceptance of them.
8. Keep copies of the applicable policies and codes of conduct and review them regularly as a reminder, especially when updating information.
9. Their capabilities meet the policies and procedures prevailing in the organizations.

behaviours basics: -

Monitoring, evaluation and policy review:

MEAL methodology is followed for the purpose of achieving the protection of children targeted by the staff, workers and assistants in children's affairs, and the following actions are taken:

- Preparing the necessary procedures that guarantee the full protection of children by the employees, workers and assistants in the affairs of children.
- Reviewing the applicable policies periodically and benefiting from the lessons deduced from the activities and continuous interactions with children.
- Develop policies and procedures in line with international standards and prevailing cultures and traditions.

Safe Communication for Children: -

It is necessary to find accessible channels and ways that are appropriate for the age and gender of children and that enable them to express their concerns and doubts about workers and their colleagues in order to enhance their protection to the fullest extent and suit their age, structure, behaviour and knowledge, as listed below: -

- 1- Establishing a box for complaints, observations and comments that suits their culture, behavior and structure.
- 2- Allocate hotlines for direct contact in the event of any complaints, inquiries, or observations related to child protection.
- 3- Allocating a special department to monitor and follow up on children's affairs.
- 4- Changing and replacing employees, workers and those in charge of children's affairs on a regular basis to ensure transparency, credibility, justice, reliability, methodology and professionalism in dealing with children.
- 5- Finding channels for effective communication, especially those related to signposts that contribute to the transfer of complaints.
- 6- Commitment to complete confidentiality of the information available in the complaints, especially the name of the complained child, as well as the person or entity complained of.
- 7- Announcing the results of the actions taken regarding the persons or entities against whom complaints are filed.

Legal procedures related to complaints:

The internal legal procedures related to the complaints submitted to the committee are taken as follows:

- Receipt of the complaint (request) from the party that submitted it, in which the name of the victim is mentioned.
- Name of the defendant - type of complaint - documents, evidence related to it.
- Taking the victim's testimony and noting the privacy of the matter in all its aspects.
- Listening to the testimonies of witnesses.
- Conducting the on-site indication of the accident and matching the testimonies, and evidence related to it.
- It is possible to seek the assistance of qualified experts if necessary.
- It is possible to refer the case to the competent medical authorities, if necessary.
- Conducting the arbitration after analyzing all the supporting papers, evidence and evidence related to the case.
- Issuing a decision regarding the penalties imposed on the offender (the defendant).
- All employees, workers and volunteers are obligated to report any sexual behavior issued by any person within the programs, projects and activities in addition to the events within (10-15) days.

Complaints Mechanism: -

- 1- A special committee is formed whose main tasks are to receive and look into complaints and conduct investigations against them. The committee consists of three people from the organization's staff, one of whom is a social researcher and the other is a legal, in addition to an employee from other levels. Multiple means of communication in force for this are allocated, stakeholders and target groups are educated on the complaints mechanism and work with them.
- 2- The complaint shall be submitted if it occurs according to what is listed below: -

Within the offices: -

- Employees and workers: - Complaints against them are submitted to their direct department managers through phone numbers and means of communication that are placed in the workplace.
- Department managers: - Complaints are submitted against them to the office manager through phone numbers and means of communication that are placed in the workplace.
- Office managers: - Complaints are submitted against them to the director of the department through phone numbers and means of communication that are placed in the workplace.
- Director of the Department: - Complaints against him are submitted to the director of the organization through phone numbers and means of communication that are placed in the workplace.
- Director of the Organization: - Complaints against him are submitted to the formed committee referred to in paragraph (1) through phone numbers and means of communication that are placed in the workplace.

At main office	At branch office
Submit complaints to a special committee of	iraq.nihr@gmail.com

members of the administrative body for consideration. iraq.nihr@gmail.com ٠٧٧٢٦٨٤٤٢٨٩	٠٧٧٢٦٨٤٤٢٨٩ Filling complaint to the committee from the members of the administrative board to consideration
In the event that complaints are submitted against the head and members of the administrative body of the organization for committing a violation that contradicts the code of conduct for its employees, workers and volunteers.	In the event that complaints are submitted against the head and members of the administrative body of the organization for committing a violation that contradicts the code of conduct for its employees, workers and volunteers.
Complaints are submitted to the members of the administrative body for consideration and referred to the Committee for Receiving and Considering Complaints. nagam.nihr@gmail.com ٠٧٧٢٦٨٤٤٢٨٩	Complaints are submitted to the members of the administrative body for consideration and referred to the Committee for Receiving and Considering Complaints. iraq.nihr@gmail.com ٠٧٧٢٦٨٤٤٢٨٩
In the event that complaints are submitted against the Executive Director in the main offices for sexual misconduct that is inconsistent with the Code of Conduct for employees and volunteers	In the event that complaints are submitted against the Executive Director in the branch offices for sexual misconduct that is inconsistent with the Code of Conduct for employees and volunteers.
Complaints are submitted to the Executive Director in the main office for consideration and referred to the Complaints Department Rihab.nihr@gmail.com ٠٧٧٠٢٣٢٢٧٨٣	Complaints are submitted to the Executive Director in the branch office for consideration and referred to the Complaints Department Salahuddine Office nihr.tikrit@gmail.com Mousel Office Nihr.ninawa@gmail.com Diyala Office nihr.diyala@gmail.com ٠٧٧٠٣٣٤٠٦٩٢ 07700597178
In the event that complaints are submitted against the director of the department in the main office for sexual misconduct inconsistent with the code of conduct for employees and volunteers	In case complaints are filled agaist office managers in the branch office for consideration and referred to the Complaints Department
Complaints are submitted to the director of the main office and referred to the complaints department zhwan.nihr@gmail.com 07706546231	Complaints are submitted to the director of the branch office and referred to the complaints department nihr.tikrit@gmail.com Nihr.ninawa@gmail.com nihr.diyala@gmail.com ٠٧٧٠٣٣٤٠٦٩ ٠٧٧٠٧٦٦٥٢٥٠
In the event that complaints are submitted to department managers in branch offices for sexual misconduct inconsistent with the Code of Conduct for employees, workers and volunteers.	In the event that complaints are submitted to department managers in branch offices for sexual misconduct inconsistent with the Code of Conduct for employees, workers and volunteers.
Complaints are submitted to department managers in main offices and referred to the	Complaints are submitted to department managers in branch offices and referred to the Complaints

<p>Complaints Department. Rihab.nihr@gmail.com ٠٧٧٠٢٣٢٢٧٨٣</p>	<p>Department. Salahuddine Office: nihr.tikrit@gmail.com Mousel Office: Nihr.ninawa@gmail.com Diyala Office: nihr.diyala@gmail.com ٠٧٧٠٣٣٤٠٦٩٢ 07700597178</p>
<p>In the event that complaints are submitted to the employees and workers of the head office for sexual misconduct that is inconsistent with the Code of Conduct for the employees, workers and volunteers.</p>	<p>In the event that complaints are submitted to employees and workers in branch offices for sexual misconduct inconsistent with the Code of Conduct for employees, workers and volunteers.</p>

The method used in the programmes, projects and activities:

The same procedures are followed to report complaints according to the position chain followed in the organization, and coordination with partners, donors and contributors is done within a period not exceeding 10-15 days.

The method used for reporting and solutions and the fairness of all parties: -

In the event of any violation mentioned in this policy by the employees, workers or beneficiaries, a complaint and/or a report shall be submitted by the concerned person or his representative by various and multiple means and it will be communicated to the person responsible of the person who committed violation, and in case it is not possible to communicate it to the person responsible, it will be communicated to a person at a higher level in the organization and an investigation is opened in NIHR for the purpose of determining the course of the case. In the event that the false report is proven, the complained person will be punished (falsely) and the accused person will be given the right to respond through the legal methods in force outside the organization.

Note: - In the event of any inquiry, query or notification, contact the concerned persons at the Institute at the addresses listed in the table above.

DONE

I, the undersigned: I pledge to abide by all of the above and not to violate those procedures previously, and otherwise I will bear all the consequences thereof.

Position in the organization: Signature: Date: / /2021

Incident Reporting Form			
Location		Reporting Date	
Information on victim (according to availability)			
Full name:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of birth:		Estimated age incase date not available:	
Address:	<input type="checkbox"/> Living with parents	<input type="checkbox"/> Living with non-parents	
Incident location:			
Concerns details			

Please include as much as narrative details as possible based on actual events and evidence (incident date, time, day, clear features, supporting categories (witnesses), credibility of source, name of the victim, name of the perpetrator, perpetrator’s details at the time of the incidents, and any relative information:

Type of concern

<input type="checkbox"/> Abuse	<input type="checkbox"/> Rape	<input type="checkbox"/> Physical Harm
<input type="checkbox"/> Psychological harm	<input type="checkbox"/> Attempt pf rape	<input type="checkbox"/> Other:

Parents \ Care providers knowledge of the incidents

Does the parents \ care providers know about the reporting of the incident? yes no

If no, please explain why:

In case child’s parents knew about the incident, will that put his\her life in danger? yes no

Why?			
Details of person \ group accused of perpetrating			
Details in case of person perpetrator			
Perpetrator's name:			
Distinguishable physical features (hire, skin color, height, clothes)			
Perpetrator's phone no. (if available)			
Gender			
Details in case of group perpetrators			
Group name (if available)			
Distinguishable physical features (hire, skin color, height, clothes)			
Address (if available)			
Gender\s			
Number of perpetrators (if available)			
Perpetration or violation details			
Date:		Time:	
Type of violation:			
Tools used by the perpetrators in the incident or violation (wooden board, metal object, pistol, rifle...etc.)			

Perpetrator relationship to the victim (relatives, friends, school colleagues, neighbors, stranger... etc.) if available:			
Source info			
Name and department of referral point (if available):			
Contact phone and email:			
Were there any preliminary procedure prior to the referral?			<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please explain:			
Case receiving and registration mechanism			
<input type="checkbox"/> Case review	<input type="checkbox"/> Via reporter	<input type="checkbox"/> Direct witnessing	<input type="checkbox"/> Referral
Details pf person reporting			
Name:			
Gender:			
Contact phone and email:			
Details of person reporting (additional)			
Name:			
Gender:			
Contact phone and email:			
Please explain any additional information about the victim (if available)			

Incident Reporting Form

This form was prepared to assess direct or indirect life-threatening risks against children as well as procedures and steps to take to reduce the risks.

Basic Information		
Risk date		
Risk type		
Risk rate		
Risk source		
Risk reasons:		
Who is at risk?		
Name		
Gender		
Age		
Child's educational institute, or sponsor		
Is the child separated from his\her parents?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Available Procedures		
Child protection policy <input type="checkbox"/>	Legal bond <input type="checkbox"/>	Code of conduct for staff <input type="checkbox"/>
Hotlines	Specialized referral map	Organizations, Institutions, and

		Networks	
Active national protection		Active international protection	
Additional precautionary measures for preventing future risks.			
• Exchanging information with related organizations and parties			
Case sent by related parties	<input type="checkbox"/>	Case known by Media	<input type="checkbox"/>
Case reported by stakeholder	<input type="checkbox"/>	Referred from and to the organizations	<input type="checkbox"/>
Risk environment			
Roads used by children	Living environment of children	Child movement time	
Any other reason.....			
Risk level			
Too high	<input type="checkbox"/>	High	<input type="checkbox"/>
		Mid	<input type="checkbox"/>
		low	<input type="checkbox"/>
Intervention type			
Report writing	<input type="checkbox"/>	Immediate reporting to child's parents	<input type="checkbox"/>
Immediate reporting to NGOs	<input type="checkbox"/>	Immediate reporting to government institutions	<input type="checkbox"/>
Notes:			