



## **Child Safeguarding Policy and Procedures**

**SIYADA Network**

January 2025

## I. Introduction

SIYADA Network envisions a sustainable just future, where communities thrive through resilient social practices, equitable access to food, and empowered people. It strives to promote food sovereignty, advocates peoples' right to food, environmental stewardship, and economic growth by fostering innovation, knowledge-sharing, and collaborative partnerships in socio-economic development. SIYADA Network supports research pertaining to seed preservation, environmental conservation, and best practices in ecological farming.

This Policy aims at securing the rights of children, in which staff and associates at/with SIYADA Network might be in touch with because of or during the work in which it was entitled to the staff/associates.

## A. Principles

This Child Protection Policy is based on Keeping Children Safe Child Safeguarding Standards; the UN Convention on the Rights of the Child, 1989 (and its optional protocols); the UN Statement for the Elimination of Sexual Abuse and Exploitation and all child-related UN conventions; the national child protection legislation and international good practice.

Principles being upheld by the network's child safeguarding policy:

- **All children have equal rights to protection from harm.**
- **Everybody has a responsibility to support the protection of children.**
- **Organisations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.**
- **If organisations work with partners they have a responsibility to help partners meet the minimum requirements on protection.**
- **All actions on child safeguarding are taken in the best interests of the child, which are paramount.**

## B. Definitions and Terms

### What is child safeguarding?

**Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes *do no harm* to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the**

**organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.**

**'Do no harm' refers to organisations' responsibility to 'do no harm' or minimise the harm they may be doing inadvertently as a result of inappropriate programming.**

### **Definitions of harm**

Physical abuse: actual or potential physical harm perpetrated by another person, adult or child. it may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual abuse: forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways. Whether the child understands or consents to such activities, it is considered as sexual abuse to do or initiate all of the above mentioned.

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Emotional abuse: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of network, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

A child is any person under the age of 18 years.

## **C. Scope**

This policy applies to all staff and associates.

Staff includes:

- all staff, national and international
- all volunteers and interns

Associates includes:

- all contractors, e.g., consultants
- all Board Members
- all partners including local community based partners
- Guests and Visitors

## **II. Prevention**

Protection of children from abuse and protecting the rights of children will be addressed through the following steps:

### **A. Risk assessment/risk mitigation**

*A risk assessment of all SIYADA Network operations, programmes and project activities will be conducted. Risk mitigation strategies will be developed, which minimise the risk to children, and incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.*

### **B. Safe recruitment**

Staff, consultants and volunteers will be recruited to clear job or role descriptions that include a statement on the position or role responsibilities to meet the requirements of the organisation's child safeguarding policy.

All interviews will include a discussion on child safeguarding, the candidate's understanding of this and the organization's commitment.

Contract offers for those whose work will bring them directly into contact with children, or gain them access to children's information, will be dependent on suitable references and criminal record checks (where these are available).

*SIYADA Network will ensure that it applies the highest standards in its recruitment and vetting policies across the organization. Candidates are checked for their suitability for working with children and their understanding of child safeguarding.*

*Protection checks, such as disclosure of previous convictions or police checks (if disclosure is unavailable), forms an important part of our recruitment policy and covers all those representatives that we have an employment relationship with. If police checks are impossible, other checks are put into practice and noted. Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions, and a minimum requirement of at least two references are carried out in all cases.*

### **C. Behaviour protocols/code of conduct**

A code of conduct is a clear and concise guide of what is and is not acceptable behaviour or practice when employed or engaged by the organisation. It Includes acceptable and unacceptable behaviour with regards to children.

All staff and associates including volunteers should agree to the code of conduct when they are employed and/or start their job. It also clears what action the organisation will take if the code is broken or not followed correctly.

Staff who work for organisations with a child safeguarding policy and code of conduct need to follow that code within and outside the workplace. This means adopting appropriate behaviour themselves and reporting on concerns they have about a child whether in work or outside.

Annex A - Code of Conduct.

### **D. Education/training**

Staff and associates, children and families will be receiving information, education and training on child safeguarding.

It is essential that all those employed or engaged by the organisation have access to regular training on child safeguarding that is appropriate for their role and responsibilities, beginning at the induction/orientation stage.

Information on child safeguarding is available in the appropriate format and language to be accessible by all staff, children and carers

*All staff and associates receive child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.*

*Staff will receive a short induction on child safeguarding at the time of their engagement with the organisation. Staff with particular responsibilities relating to child safeguarding will be provided with a more in-depth training within 6 months of their engagement.*

*Associates will be briefed on child safeguarding and their responsibilities under the policy upon engagement with the organisation.*

*Children and families will be informed on SIYADA Network's commitment to child safeguarding and what to do if they have concerns about a child.*

*All staff and children are aware of the designated Child Safeguarding Officer (CSO) or Child Safeguarding Focal Point who is responsible for receiving reports of concerns and advising on assessing and mitigating risk in line with SIYADA Network policy and procedures.*

#### **E. Safe programme design**

SIYADA Network is committed to design and deliver programmes which are safe for children. programmes and projects will be risk assessed for safety and safety strategies will be developed accordingly.

#### **F. Communications – use of images and children's information**

SIYADA Network shall undertake all communications in a safe manner, including reference to a communications policy. Principles and guidelines for communications are at Annex B. Annex C - Communications policy and procedures.

*In our use of information and visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities. Our communications policy/guidelines details our procedures.*

#### **G. Social media**

The use of social media by SIYADA Network will be supervised by the communication team and the director, as it may have several impacts on children. Social media policy is at Annex D.

#### **H. Responsibilities**

The policy has been approved by the organisation's leadership – senior management and the Board – the management will ensure the policy is being implemented.

*The policy has been approved by the SIYADA Network Board of Trustees and Senior Management.*

### **III. Partners**

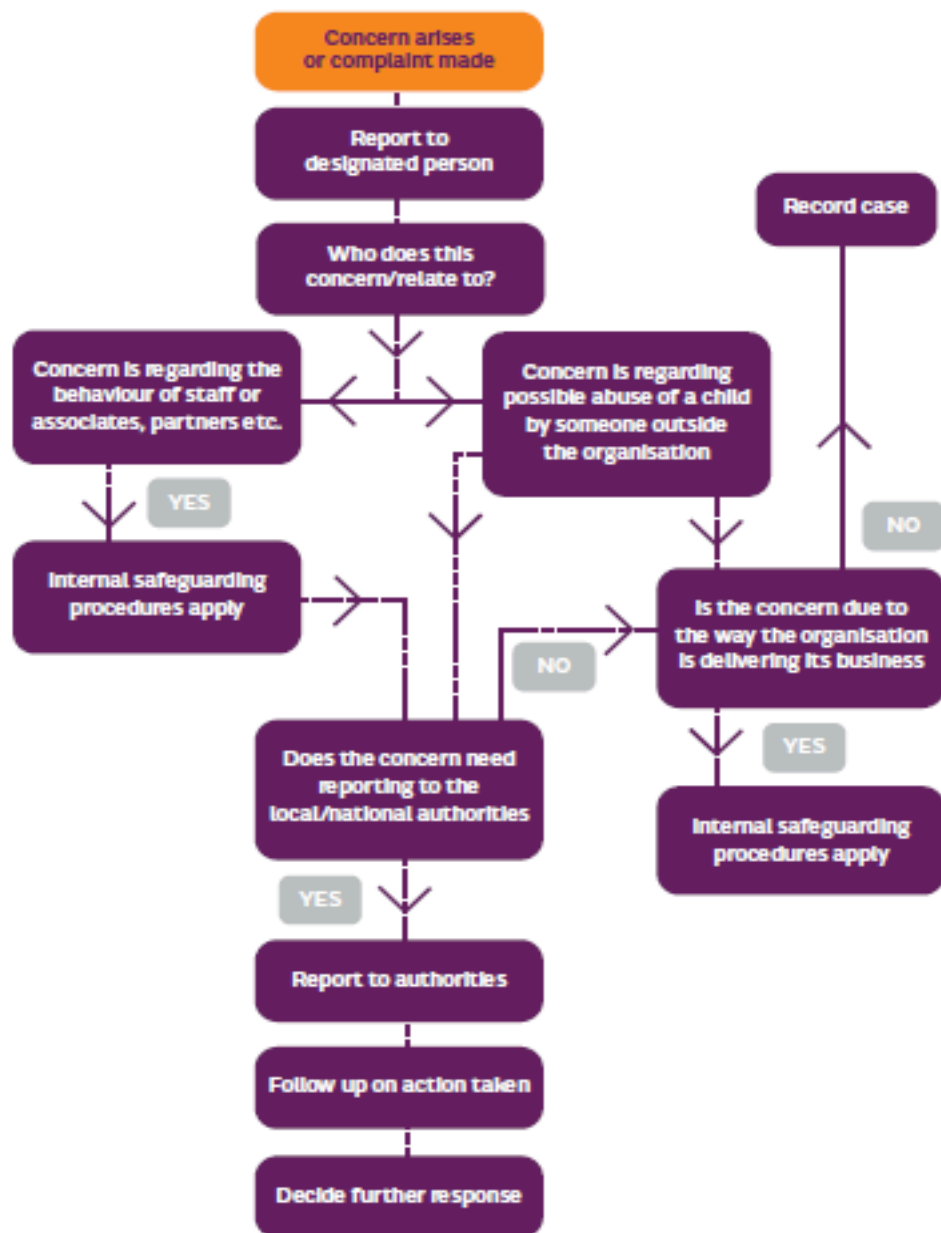
Partners who do not have a child safeguarding policy will either abide by SIYADA Network policy or develop their own as a condition of the partnership.

#### IV. Reporting/responding to concerns

All staff and associates shall report on all concerns they have about a child.

Reporting flowchart with clearly designated staff to receive and manage reports - Annex E.

The following is an example of a reporting procedure that can be adapted for organisations.



*SIYADA Network will receive disclosures from children with sensitivity and will strive not to re-traumatise children in their handling of complaints. If a child or young person tells you they are being, or have been, abused:*

- *Listen to and accept what the child or young person says but do not press for information.*
- *Let the child or young person know what you are going to do next and that you will let them know what happens.*
- *Do not investigate and do not inform, question or confront the alleged abuser.*
- *Take the alleged abuse seriously.*
- *Record carefully what you have heard on the reporting form.*

Any report will be treated seriously and with confidentiality. The priority will always be the safety and best interests of the child.

*Identifying information about children will be shared on a 'need to know' basis only. Any staff who raise concerns of serious malpractice will be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated.*

*The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a 'need to know' basis only.*

When a child safeguarding concern is brought to your attention – ACT  
Act on your concerns. If in doubt, speak out!  
Child-centred. The protection of children is the most important consideration.  
Time counts. Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

From Plan International, Child Protection Policy "Reporting and Responding to Child Protection Issues in Plan".

A prompt and appropriate response will ensure that the situation is not perpetuated and that all individuals involved are clear on issues and actions to be taken.

Allegations against a staff member would normally result in suspending the staff member from their employment immediately subject to investigation of the issue. If the allegation is a criminal issue, this should be reported to the formal authorities before taking action or informing the alleged perpetrator.

Internal investigations should be conducted by person(s) with the skills to do so. The investigation should involve interviews of all parties involved including witnesses to gather all relevant details of the allegation.

Appropriate disciplinary measures should be taken in the event that the allegation is found to be true. If the allegation is found to be without base, appropriate steps should be taken to minimise damage to the reputation of the individual accused.

Internal investigations related to allegations of criminal behaviour should be discussed with the formal authorities prior to embarking on this course of action to ensure that the organisation does not compromise the formal investigation.

Support and counselling should be made available for those involved in the report and response.

Organisations need to have a list of organisations and professionals that can be contacted quickly to support reporting and responding to concerns. The checklist at Annex F provides details of the types of organisation, information or resource that will be needed. **Organisations should put this list together before any concern arises** – do not wait until something happens.

## V. Monitoring and review

**Policy** and procedures will be monitored and reviewed. Regular monitoring of risks, risk mitigation and the effectiveness of the child safeguarding measures will be incorporated into the organisation's normal monitoring processes and activities. The policy should be reviewed every 3 years.

*Child safeguarding is incorporated into the organisation's risk register and quarterly and annual reporting processes. Senior management and the Board of Trustees will regularly review the risk register and organisation reports to ensure that child safeguarding measures are in place and effective.*

*This policy will be reviewed at minimum of every 3 years or when it is shown necessary that additional issues need to be identified and addressed through this policy.*

## Annex A

### Code of Conduct

I, ....., acknowledge that I have read and understand SIYADA Network's Child Protection Policy, and agree that in the course of my association with SIYADA Network, I must:

- treat children with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another trusted adult is present when working in the proximity of children
- not invite unaccompanied children into my home, and report in case they are at immediate risk of injury or in physical danger
- not sleep or be close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another trusted adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant local legislation, including labor laws in relation to child labor
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with SIYADA Network that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and written consent of the parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with SIYADA Network, to use

common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed:

Date:

## **Annex B**

### **Communications policy/guidelines – sample**

#### **Principles**

##### 1. We will respect the dignity of the subject.

We will always seek permission when taking photographs or video footage of individuals. Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility, or from the children directly when they are of sufficient age and understanding.

Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.

Wherever possible, we will explain to the subject the likely use of the images.

We will never take pictures of people who don't want to be photographed.

##### 2. We will not exploit the subject.

We will not manipulate the subject in a way which distorts the reality of the situation (eg. we will not ask them to cry for the camera).

If necessary to protect confidentiality, the names of children and families will be changed. Never will a child's full name or contact details be published.

##### 3. We aim to provide a balanced portrayal of reality in the developing world.

We will avoid stereotypes (eg. Western aid worker tends helpless victim). We aim to show people helping and working for themselves, not as victims.

##### 4. We will use images truthfully.

Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

We will not use an image of one thing and describe it as, or imply it is, an image of another (eg. We do not use an image of one project to illustrate the work of another).

Where possible, we will use a balance of images (eg. positive and negative) to reflect the reality of a situation.

If we use an image in a general way (eg. illustrating a project similar to the one being described), we will make this clear in the caption.

We will not use an image in a way which deliberately misinterprets the true situation.

If an image represents an exceptional situation, we will not use it in a way which suggests

it is generally true.

We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. We will maintain standards of taste and decency consistent with our values and those of our supporters.

We will not use images which are erotic, pornographic or obscene.

Images of dead or naked bodies will only be used in exceptional circumstances, after taking all required permissions from the director, board members, and related authorities or engaged families.

We will not make gratuitous use of images of extreme suffering.

6. We will respect the views of our overseas staff and partner organisations.

We will be sensitive to the concerns and advice of our overseas staff and partner organisations in our gathering and use of visual material.

7. In disaster situations, we will treat in a positive manner the people whom we are helping.

In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information: “In our information, publicity and advertising activities, we shall recognize disaster victims as dignified humans, not hopeless objects”. In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears

We will not lose respect for those affected, but treat them as equal partners in action.

We will co-operate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence.

8. We will maintain high technical standards.

We aim to use only high-quality images.

We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.

We will not crop an image in a way which misleadingly distorts the reality of the situation.

In video editing, we will not misleadingly distort the reality of the situation.

9. We will maintain a suitable photo library.

Images will be current and appropriate.

All images will be kept centrally and fully documented.

Old images will be archived.

### **Guidelines for obtaining communication materials.**

Discuss the use of communication materials at the beginning of a programme or project with children and communities – do not wait until the material is needed.

Obtain general consent for the gathering of communication materials at the beginning of a programme or project, and agree with children and communities the general messages and types of images that would be appropriate.

Obtain images and any other private information for publication purposes in a safe and confidential manner.

Children should be prepared for specific interviews prior to being interviewed.  
Pictures of children should always be decent and respectful.

All children must be appropriately dressed according to their country of origin. In countries where children wear few items of clothing be particularly careful about the images you choose.

Recorded images should focus on an activity, and where possible feature groups of children rather than individuals

Make sure that photographers and film-makers are not allowed to spend time with or have access to children without supervision.

Permission for the taking of photographs should be sought prior to events. Children that do not have permission for photographs to be taken should not be included in individual or group photographs. Where possible, event photographs should be taken in group settings at prearranged times.

Any complaints or concerns about inappropriate or intrusive images should be reported and recorded, as with any other child safeguarding concern.

### **Guidelines for publishing information**

Only use the first names of children. Be careful not to reveal too many details about where they live, their school, hobbies etc.

Ask for children's permission, and written consent of the parent or guardian to use their photographs.

Get their parent/guardian's written consent, and ensure everyone understands how and where the images will be used. (See Appendix 3; Example Consent Form.)

Where the risk of harm and stigma is high, take mitigating steps; for example, by concealing faces, using pseudonyms and vague geographical locations, and by non-disclosure of personal information (eg. HIV status).

Try to take images that represent a broad range of children – boys and girls of various ages, abilities and ethnic groups.

On websites, make sure any images you use are not tagged with the location of the child.

Individuals or organisations requesting the use of resources depicting children, such as personal information, videos or photographs, should sign an agreement concerning the proper use of such materials. Failure to adhere to the terms could result in the termination of permission and the return of information.

Pictures, materials and personal information regarding children should be held in a secure area where practicable, and every caution should be exercised to ensure its security.

Access to these must be by way of permission only.

## Annex C

### SIYADA Network policy on communications

#### General

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities.

#### Background

SIYADA Network strongly supports the United Nations Convention on the Rights of the Child, which makes the best interests of the child a primary consideration (Art. 3), and states that every child has the right to privacy (Art. 16) and protection from all forms of exploitation (Art. 36). Whilst we acknowledge that images are an essential element in portraying our work to the general public and other constituencies, and for raising funds, we strive to maintain the dignity of everyone with whom we work and will not use images that are disrespectful or demeaning.

#### Aim

This document sets out the principles that SIYADA Network employs to regulate our use of images of children and their families. The guidelines that follow will be of particular use to staff in the field in contact with children and families.

#### Policy

In our use of visual images, we adhere to the following principles:

##### **1. We will respect the dignity of the subject.**

We will always seek permission when taking photographs or video footage of individuals.

Consent for taking and using photographs and case studies will be sought from parents and those with parental responsibility, or from the children directly when they are of sufficient age and understanding.

Special consideration will be given to photographs depicting children with disabilities, refugees and those in situations of conflict and disasters, to accurately portray context and maintain dignity.

Wherever possible, we will explain to the subject the likely use of the images.

We will never take pictures of people who don't want to be photographed.

Prior permission from children and written consent from a parent or a guardian must be taken before taking any images or videos, and before publishing those as well.

##### **2. We will not exploit the subject.**

We will not manipulate the subject in a way which distorts the reality of the situation (eg. we will not ask them to cry for the camera).

If necessary to protect confidentiality, the names of children and families will be changed.

Never will a child's full name or contact details be published.

**3. We aim to provide a balanced portrayal of reality in the developing world.**

We will avoid stereotypes (eg. Western aid worker tends helpless victim).

We aim to show people helping and working for themselves, not as victims.

**4. We will use images truthfully.**

Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

We will not use an image of one thing and describe it as, or imply it is, an image of another (eg. We do not use an image of one project to illustrate the work of another).

Where possible, we will use a balance of images (eg. positive and negative) to reflect the reality of a situation.

If we use an image in a general way (eg. illustrating a project similar to the one being described), we will make this clear in the caption.

We will not use an image in a way which deliberately misinterprets the true situation.

If an image represents an exceptional situation, we will not use it in a way which suggests it is generally true.

We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if s/he saw it.

**5. We will maintain standards of taste and decency consistent with our values and those of our supporters.**

We will not use images which are erotic, pornographic or obscene.

Images of dead or naked bodies will only be used in exceptional circumstances. After taking all required permissions from the director, board members, and related authorities or engaged families.

We will not make gratuitous use of images of extreme suffering.

**6. We will respect the views of our partner organisations.**

We will be sensitive to the concerns and advice of our partner organisations in our gathering and use of visual material.

**7. In disaster situations, we will treat in a positive manner the people whom we are helping.**

In any publicity material dealing with disasters, we will follow the policy in the Code of Conduct of the International Committee of the Red Cross information: “In our information, publicity and advertising activities, we shall recognize disaster victims as dignified humans, not hopeless objects”.

In doing this, we shall portray an objective image of disasters, in which the capacities and aspirations of those affected are highlighted, not just their vulnerabilities and fears.

We will not lose respect for those affected, but treat them as equal partners in action.

We will co-operate with the media in order to enhance public response, but we will not allow external or internal demands for publicity to take precedence.

#### **8. We will maintain high technical standards.**

We aim to use only high-quality images.

We may use digital manipulation of images for creative or iconic effect, but not in a way which deliberately and misleadingly distorts the reality of the situation depicted.

We will not crop an image in a way which misleadingly distorts the reality of the situation.

In video editing, we will not misleadingly distort the reality of the situation.

#### **9. We will maintain a suitable photo library.**

Images will be current and appropriate.

All images will be kept centrally and fully documented.

Old images will be archived.

## Annex D

### Social media policy

**Policy statement:** this describes what the policy covers, outlines standards for use of social media and cross-refers to other relevant policies, such as acceptable use of technology.

**Who the policy covers:** this section defines those covered by the policy, whether staff, volunteers, parents and children.

**The scope of the policy:** this states the need for staff to comply with the policy and outlines the consequences if they fail to do so. It cross-refers to policies relating to disciplinary procedure.

**Who is responsible for implementing the policy:** this section describes which people are responsible for overseeing, monitoring and updating the policy; contacts for questions about the policy; and emphasizes that all staff and stakeholders should take responsibility for complying with the policy.

**Using social media sites:** this section states which people in the organisation are authorised to post and share material on social media sites using the organisation's name.

**Organisational requirements:** this section highlights guidance around specific areas, such as online communication between donors and sponsor children; use of images of children; use of personal information; promotion of the organisation; and rules regarding the use of social media.

**Use of work related social media:** this defines the social media that members of the organisation are allowed to use, such as Twitter. It also clarifies what staff and volunteers have to do before using social media, such as reading the policy, undergoing training, approval from managers and so on.

**Personal use of social media:** this section states whether the organisation allows personal use of social media where there are references to the organisation. If this is allowed, this section must spell out conditions of use, such as adherence to child safeguarding policies; disciplinary procedures; and disclaimers.

#### **Rules for the personal use of social media for staff and volunteers:**

- Always write in the first person and use the disclaimer
- Never upload or post any defamatory, obscene, abusive or harmful content
- Inform the relevant member of staff if you observe another staff member uploading this type of content
- Do not share any sensitive information – name or location of a child or commercially sensitive information

- Always comply with the site/services terms of use
- You are personally responsible for the content that you share so always think about what you are posting and sharing
- Avoid posting personal information that makes you identifies you
- Social media sites will be monitored and if staff are found in breach of the rules they are subject to disciplinary procedures as outlined in the disciplinary policy
- Misuse could have serious implications and could break the law especially in the case of child abuse images, defamation, harassment and bullying

**Children and young people using the organisation’s services:** this section spells out rules for the use of social media by children and young people, especially where they are being given access through an ICT project or encouraged to use social media.

A significant number of social media sites require children to be over the age of 13 so the organisation should follow this requirement. Allowing children younger than 13 to use these sites would be a breach of terms and conditions.

This section may emphasise particular points, for instance the need to ensure that young people are not identifiable, that they do not share their location; do not arrange to meet anyone they have encountered via social media, and that they always report suspicious contacts.

**Monitoring and reviewing the policy:** this final section should state how the policy will be reviewed , how often this will take place, and who is responsible for leading the review.

## **Social Media Policy**

### **Policy Statement**

This policy outlines the standards for using social media in a way that upholds the reputation and values of SIYADA Network. It applies to all staff, volunteers, parents, and children who are associated with the organization. This policy complements our existing policies on Acceptable Use of Technology (Annex G) and SIYADA Network code of conduct.

### **Who the Policy Covers?**

This policy applies to all:

- Staff members (full-time, part-time, and temporary)
- Volunteers
- Parents
- Children using our services

### **Scope of the Policy**

All staff and volunteers are required to comply with this policy. Failure to do so may result in disciplinary action, as outlined in our Disciplinary Procedure policy.

### **Who is Responsible for Implementing the Policy?**

- [Name/Position] is responsible for overseeing, monitoring, and updating this policy.
- [Name/Position] is the contact person for any questions regarding this policy.
- All staff, volunteers, parents, and children share the responsibility for complying with this policy.

### **Using Social Media Sites**

Only authorized staff are permitted to post and share material on social media sites using the organization's name.

### **Organizational Requirements**

This section provides guidance on specific areas of social media use:

- Online Communication: Guidelines for communication with donors, sponsors, and children should be followed.
- Use of Images: Images of children must comply with child safeguarding policies.
- Personal Information: Sharing personal information is prohibited.
- Promotion of the Organization: Guidelines for promoting the organization are provided.
- Social Media Rules: Specific rules regarding social media use are outlined (e.g., avoiding conflicts of interest).

### **Use of Work-Related Social Media**

This section defines authorized social media platforms (e.g., Twitter) and clarifies requirements before use, such as:

- Reading this policy
- Completing relevant training
- Obtaining manager approval

### **Personal Use of Social Media**

SIYADA Network may allow personal use of social media where the organization is referenced. If permitted, conditions of use apply:

- Adherence to child safeguarding policies
- Following disciplinary procedures
- Using disclaimers to clarify personal views

### **Rules for Personal Use of Social Media**

These rules apply to staff and volunteers using social media in a personal capacity, where the organization might be identified:

- Content: Avoid defamatory, obscene, abusive, or harmful content.
- Reporting: Inform relevant staff if you observe breaches of this policy.
- Confidentiality: Do not share sensitive information (names, locations, etc.).
- Terms of Service: Comply with the terms of service of each social media platform.
- Personal Responsibility: You are responsible for your posts. Be mindful of what you share.
- Privacy: Avoid sharing personal information that can identify you.
- Monitoring: Social media may be monitored. Breaches will result in disciplinary procedures.
- Legal Implications: Misuse can have serious legal consequences (e.g., child abuse images, defamation).

### **Children and Young People Using the Organization's Services**

This section outlines rules for children and young people using social media:

- The minimum age requirement of 13 for most social media platforms will be followed.
- Emphasis will be placed on protecting children's identities and online safety.

### **Monitoring and Reviewing the Policy**

This policy will be reviewed every three years.

## Annex E

### Referral form

|                      |                 |
|----------------------|-----------------|
| <b>Child's name:</b> | <b>Case no:</b> |
|----------------------|-----------------|

|                                           |                                    |          |
|-------------------------------------------|------------------------------------|----------|
| <b>Referral details:</b>                  |                                    |          |
| Time:                                     | Date:                              |          |
| Place:                                    |                                    |          |
| <b>Referrer's details:</b>                |                                    |          |
| Name:                                     |                                    |          |
| Address:                                  |                                    |          |
| Contact telephone no:                     |                                    |          |
| Occupation:                               |                                    |          |
| Relationship to child                     |                                    |          |
| <b>Child's details (where available):</b> |                                    |          |
| Name:                                     |                                    |          |
| Age:                                      | Date of birth:                     | Gender:  |
| Address:                                  |                                    |          |
| Household structure:                      |                                    |          |
| School:                                   | Class:                             | Teacher: |
| Ethnicity/Tribe:                          | Language spoken:                   |          |
| Religion:                                 | Any Disability:                    |          |
| Identity no:                              | Status/whose legal responsibility: |          |

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| <b>Details of concern: what, who, where, when (<i>including child's words if possible</i>):</b> |
|-------------------------------------------------------------------------------------------------|

|  |
|--|
|  |
|--|

**Alleged Perpetrator's details (if known):**

Name:

Address:

Age:

Date of birth:

Employment details:

Nature of job:

Identify if partner agency is the employer:

Relationship, if any, to child:

Current location of alleged perpetrator:

**Current safety of child including location:**

**Has emergency medical attention been required?**

**Provided by:**

**Who else knows? Include contact details.**

Agencies:

Family members or other individuals:

**Actions taken to date** e.g. Referral to police, children's services, social welfare, other. Give contact details and date and time of action.

**Referral taken by (where possible, line manager):**

Name:

Position and Location:

Date:

Signature (on hard copy):

**Action to be taken**

**Decision made by Director for immediate action as agreed in Child Safeguarding Policy?**  
(Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)

Yes/No

Referral to Local Authority for child protection /welfare

Yes/No

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs

Yes/No

Signature of person arranging above action:

## Annex F

### Checklist of organisations, resources and professionals to support reporting and responding to concerns

#### Legal resources

- Protection of Children in Violation of the Law or Exposed to Danger (Law 422/2002) states that it is necessary to report/notify if a child is at risk. Article 25 of Law 422 defines risk as follows:
  1. If the child is found in an environment that exploits or threatens his/her health, safety, morals and the conditions of his /her upbringing.
  2. If the child is subjected to sexual assault or physical violence that exceeds the limits of non-harmful disciplinary ways.
  3. If the child is found begging or homeless.
- Article 26 of Law 422 calls for the necessity of reporting in the event of suspicion that a child is at risk by notifying a public prosecutor or organizations concerned with child protection. Such reporting is not considered as a disclosure of professional secrecy and does not fall under the provisions of the penal law.
- It is the duty of the journalists to report back such a risk to the concerned authorities, as specified in Article 25 of this law.
- 293 / 2014 for the Protection of Women and Family Members from Domestic Violence
- Ethical Guidelines for Reporting on Children, developed by UNICEF in 2018. It is a document that highlights the key principles for responsible reporting on children and young people
- Child-Friendly Media 2016 14, issued by the Arab Council for Childhood and Development and the Arab League. It is a document outlining professional principles for Arab media to address child rights issues.
- The Convention on the Rights of the Child (CRC) in 1989, issued by the United Nations General Assembly. The agreement stipulates that the best interests of the child be accorded the utmost importance and guarantees the protection of children and their right to privacy
- The Arab Charter on the Rights of the Child 1983
- The Universal Declaration of Human Rights, December 1948.

#### Criminal investigation/prosecution – police and judiciary

- The child can resort directly to the Judge of Urgent Matters in the event of exposure to domestic violence without a representative or guardian. The child can call directly 1745 to report exposure to domestic violence.

#### Other agencies – health services, NGOs, interagency forums

*For emergencies, refer to: <https://www.himaya.org/content/child-protection-network> and/ or For Syrian refugees:*

*For individual counselling and more detailed advice and support, please call the UNHCR National Call Center at 04726111, Monday to Friday from 8:00 to 17:00.*

- Details of health and other services that may be accessed as part of victim response.
- Details of NGO's, other agencies, other relevant bodies and professional networks, including any local joint arrangements for dealing with child protection issues, HIV, women's centres/refuges or safe housing.

### Community

- Details of informal/community-based justice and protection mechanisms and how this function.
- Identify and establish contact with locally-based NGOs/INGOs and other organisations working on child protection/rights or aid programmes that affect children.
- Gather information about community resources such as local advocacy groups, community and faith groups, or organised children's activities which could support the child protection work.
- Establish contact with any academic institutions working on children's rights.

## Annex G

### Acceptable Use of Technology Policy for SIYADA Network

#### Policy Statement

This Acceptable Use of Technology Policy ("Policy") outlines the expectations for the use of SIYADA Network's technology resources (including devices, software, applications, and internet access) by staff, volunteers, and any authorized users ("Users"). This policy promotes responsible, ethical, and secure use of technology to ensure SIYADA Network's mission and reputation are upheld.

#### User Responsibilities

- **Lawful Use:** Users agree to use technology resources only for lawful purposes and in compliance with all applicable laws and regulations.
- **Confidentiality:** Users are responsible for maintaining the confidentiality of all SIYADA Network information accessed through technology resources. This includes avoiding unauthorized disclosure of sensitive data and protecting passwords.
- **Security:** Users must take precautions to protect technology resources from unauthorized access, use, disclosure, disruption, modification, or destruction. This includes reporting any suspected security breaches to IT personnel immediately.
- **Acceptable Content:** Users are prohibited from accessing, storing, displaying, or transmitting any material that is illegal, offensive, discriminatory, or harassing. This includes pornography, hate speech, and copyrighted material without permission.
- **Personal Use:** Personal use of technology resources is permitted within reason, provided it does not interfere with work duties or consume excessive resources.
- **Software Installation:** Users are prohibited from installing unauthorized software on SIYADA Network devices.
- **Social Media:** Users should refer to SIYADA Network's Social Media Policy for guidelines regarding social media use with technology resources.

#### Prohibited Activities

The following activities are strictly prohibited:

- Hacking or attempting to gain unauthorized access to any computer system or network.
- Introducing viruses, malware, or other harmful software.
- Using technology resources for personal gain or commercial purposes not aligned with SIYADA Network's mission.
- Engaging in cyberbullying or online harassment.
- Downloading or distributing copyrighted material without permission.
- Using technology resources in a way that violates the privacy of others.

### **Monitoring and Enforcement**

SIYADA Network reserves the right to monitor all activity on its technology resources. This may include monitoring emails, internet browsing history, and file storage. Violations of this policy may result in disciplinary action, up to and including termination of employment or volunteer privileges.

#### **Review**

This policy will be reviewed periodically to reflect changes in technology and SIYADA Network's needs.

#### **Contact Information**

For any questions regarding this policy, please contact SIYADA Network executive team on: [contact@siyada.org](mailto:contact@siyada.org)