

Policies and Procedures Reference No.	CS-01.6
Policy Title	Policy on Child Safeguarding (“Child Safeguarding Policy” or CSP)
Category	Big 9 Policies
Author	Sr. Director of Child Safeguarding, SCUS
Vice President with Oversight	Vice President, Human Resources
Approver	Senior Management Team
Purpose and Description	This policy and related procedures describe Save the Children's commitment to child safeguarding. The purpose of the policy is to ensure that Save the Children is safe for children by promoting awareness and prevention to mitigate the <i>risk of or actual</i> harm that may come to children by representatives across all programming, operations, campaigns, and activities.
Compliance Requirement	<input type="checkbox"/> Statute: <input type="checkbox"/> Regulation: <input checked="" type="checkbox"/> Industry Standards: <input type="checkbox"/> Not Applicable
Audience	<input checked="" type="checkbox"/> SCUS <input checked="" type="checkbox"/> All Head Start <input checked="" type="checkbox"/> SCAN <input checked="" type="checkbox"/> Sub-awardees, partners, vendors, suppliers, consultants and others with whom we provide assets in exchange for services or products (collectively, “Partners”)
Effective date	10/01/2020
Revision date	07/01/2022
Retirement Rationale	N/A

DEFINITION & ACRONYMS

Child or Children¹	Anyone under 18 years of age.
Child Abuse	Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. The main categories of Child Abuse are Physical Abuse, Emotional Abuse, Neglect/Negligent Treatment, Sexual Exploitation & Abuse and Exploitation.
Child Data	Paper or electronic information containing Personally Identifiable Information (PII) collected for our programmatic or operational purposes. PII is considered confidential and includes sensitive or protected categories, such as health information.
Child Protection	<i>Child protection</i> is making the world safe for children. It is our programmatic area of work aimed at protecting children from all forms of abuse and exploitation in all regions of the world. Child Protection responses are macro-level in scale and involve holistic approaches to meet the social and legal protection needs of children and their families within vulnerable communities.
Child Safeguarding	The set of policies, procedures and practices that we employ to ensure that Save the Children is a child safe organization. <i>Child Safeguarding</i> about is making Save the Children <i>safe</i> for children. It involves our collective and individual responsibility and preventative actions to ensure that all children are protected from deliberate or unintentional acts that lead to the <i>risk of or actual</i> harm by Save the Children staff, representatives and third parties, who come into contact with children or impact them through our development interventions, humanitarian responses and operations. This includes our direct program implementation, work through partners and management of children's personal data.
Child Welfare	Child Welfare is making the community safe for children. It includes claims of child abuse that happen <i>external</i> to Save the Children <i>and/or</i> that are required by law or local norms to be reported to local authorities, which may include familial, communal or institutional child abuse allegations.
Emotional Abuse	Harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g., bad name-calling; threats; yelling, screaming, or cursing at; teasing; constant criticism; belittling; persistent shaming; etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.

¹ "Child or Children" is not qualified only as a beneficiary child; rather, this term is inclusive of all persons under the age of 18.

Exploitation²	<p>The actual or attempted abuse of a position of vulnerability, power differential, or trust for the benefit of the individual leveraging their position, power, privilege, or wealth (through enticement, manipulation, coercion or trickery) to engage a child in labor, domestic servitude, forced criminality, soldiering or organ harvesting. Typically, the person(s) exploiting a child does so in order to profit monetarily, socially, or politically. It can happen to one or a group of a children, in the community of origin, outside of the community, or internationally. The exploitation of a child may include but is not limited to:</p> <ul style="list-style-type: none"> ▪ domestic servitude (e.g., cleaning, childcare, cooking, etc.) ▪ forced labor (commonly in factories or agriculture) ▪ forced criminal activities such as pickpocketing, begging, transporting drugs, manufacturing drugs, selling pirated merchandise ▪ used for benefit fraud ▪ forced to become a child soldiers or join a gang
Grooming	<p>is the process in which an adult builds a relationship with a child or the child's caretaker to gain the child's or the caretaker's trust for the purposes of sexually abusing and/or exploiting the child. Grooming typically occurs in phases, and it can happen online or face to face, by a stranger or by someone the child or caretaker knows. Since it is a gradual process, it can sometimes be difficult to detect. Here are a few indicators that an adult <i>may be</i> grooming a child or his/her caretaker:</p> <ol style="list-style-type: none"> a. Favoring the child over others b. Providing the child with rewards or privileges c. Isolating the child from others d. Expressing interest in a child who is particular vulnerable or in need of support (e.g., previous abuse of the child by another) e. Befriending the parents or caretakers who are responsible to protect the child f. Providing the child with alcohol or drugs g. Building intimacy (i.e., having inside jokes or telling the child that nobody understands him/her like the groomer does) h. Threatening, blackmailing, intimidating, or scaring a child by saying the groomer will do something to the child's family or friends
Guest	<p>Any non-employee, non-representative invited into Save the Children to visit programs or partake in an event or activity sponsored by Save the Children.</p>
Neglect/Negligent Treatment	<p>The failure to meet a child's basic physical and/or psychological needs either deliberately or through negligence. Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally-appropriate clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; failing to ensure</p>

² Exploitation of anyone benefitting from Save the Children programs or activities is a violation of the Code of Conduct.

	access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g., administering medication when not authorized); or failing to provide a safe physical environment (e.g., exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to child-proof a space that children will occupy, etc.).
Personally Identifiable Information	Any information that can be used on its own or with other information to identify, contact, or locate a single person or to identify an individual in context. ³
Physical Abuse	Non-accidental use of physical force that inadvertently or deliberately causes a risk of or actual injury or suffering to a child. <i>Physical force</i> includes but is not limited to hitting, shaking, kicking, pinching, pushing/pulling, grabbing, burning, female genital mutilation, torture, and other physical acts. <i>Physical injury or suffering</i> may include but is not limited to bruises, marks, soft tissue swelling, hematomas, fractures, sprains, dislocation, burns, damage to organs, death, permanent disfigurement, and any other non-trivial injury.
Public Communication	Dialogue in the public sphere in order to deliver a message to a specific audience. Speaking events, newspaper editorials, advertisements, email and Social Media are a few forms of public communication. ⁴
Representative	Employees, volunteers, interns, consultants, Board members, Partners and others who work with children on Save the Children's behalf, visit Save the Children's programs, or who have access to sensitive information about children in Save the Children's programs.
Sexual Exploitation & Abuse (SEA)	<p>All forms of sexual violence and coercion, sexual solicitation, manipulation or trickery including incest, early and forced marriage, rape, involvement in or exposure to indecent images/video (aka pornography), sexual slavery/trafficking, and statutory rape. Sexual abuse may include but is not limited to indecent touching or exposure, explicit sexual language towards or about a child and grooming. Sexual abuse does not always involve touching.</p> <p><i>Sexual Exploitation</i> is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. Be aware that technology is a tool sometimes used to sexually exploit a child.</p> <p>The sexual exploitation and abuse of children under the age of 18 is child abuse and a policy violation. It may also constitute a criminal</p>

³ PII definition can be found at:

[https://savechildrenusa.sharepoint.com/lc/Lists/Legal%20Resource%20Index/Attachments/145/Personally%20Identifiable%20Information%20\(PII\)%20Definition.pdf](https://savechildrenusa.sharepoint.com/lc/Lists/Legal%20Resource%20Index/Attachments/145/Personally%20Identifiable%20Information%20(PII)%20Definition.pdf)

⁴ Social Media Policy can be found at:

<https://savechildrenusa.sharepoint.com/hr/policylibrary/Documents/Social%20Media%20Policy.pdf#search=social%20media>

	offense, depending upon the age of consent, local laws and customs. ⁵
Social Media	Forms of electronic communication/content used to share information, comments, messages, images, video and other content via a Social Network. ⁶

Save the Children has **zero tolerance** for Child Abuse.

⁵ Sexual Exploitation of anyone under 18 is a violation of this policy. Sexual exploitation of any beneficiary, irrespective of age, is a violation of our Code of Ethics.

⁶ See Social Media Policy

POLICIES⁷

Policy Statement

Save the Children has been built on the fundamental belief that all children have the right to be protected from harm, abuse, and exploitation. As a child rights and social justice organization promoting the education, health, and protection of children, Save the Children works in some of the most complex contexts across the globe to deliver programs and activities to the world's most vulnerable children. In recognition of the special vulnerabilities of children, the Child Safeguarding policy, the [PSEA policy](#)⁸, and [Code of Ethics](#) serve as a trifecta of policies operationalizing Save the Children's values into behaviors to which all representatives are expected to conform. This collection of policies, along with their accompanying protocols and procedures, are the foundation for safer programming standards, which reflect Save the Children's commitment to first prevent harm and abuse, and then report and respond whenever concerns arise.

A culture of safety and accountability is essential for Save the Children to achieve its mission. Children are particularly vulnerable to abuse and exploitation. The inherent power differential between aid organizations and impacted communities heighten the risk of abuse and exploitation, and children's intersecting identities⁹ are additional factors that can lead to an increase in harm. In acknowledgement of these vulnerabilities, Save the Children is committed to and accountable for creating and proactively maintaining operational and programming environments that aim to prevent and deter any actions and omissions by Save the Children representatives, whether deliberate or inadvertent, that place children at risk of any kind of harm or abuse.

Save the Children knows the importance of creating and maintaining a safe culture that is child-focused and community-driven through sustained and meaningful engagement with children, their families, communities, and Save the Children representatives. Save the Children recognizes that when special trust is exploited and standards for safeguarding children fail, immense damage is caused with long-term effects on the lives of children, their families, and communities, and undermine the credibility and reputation of our organization. Any violations of this policy will be treated as a serious infraction and will result in disciplinary action, up to and including termination, and any other available legal remedy.

Save the Children US (SCUS) ensures compliance with U.S. child protection laws, domestic and international child welfare legislation, or international standards, whichever affords greater protection. All representatives of SCUS are governed by this policy and the safeguarding policy of any hosting country to which they travel, including SCI and Member offices and programs

⁷ SCI's Child Safeguarding Policy can be found at: <https://savechildrenusa.sharepoint.com/lc/Pages/ChildSafeguardingResources.aspx>

The Child Safeguarding Global Protocol can be found at: <https://savechildrenusa.sharepoint.com/lc/Pages/ChildSafeguardingResources.aspx>

⁸ Policy is forthcoming upon the retirement of the current Code of Conduct.

⁹ Intersecting identities may include but is not limited to age, ethnicity, race, tribal affiliation, gender, LGBTQI+ identity, socio-economic status, disability,

sites. The requirements of this Child Safeguarding Policy are in addition to any other applicable legal requirements, including but not limited to donor requirements.

Save the Children strictly prohibits any sexual activity with an individual under the age of 18, regardless of the legal age of consent within the state or country in which the child lives, and/or the location where the offense occurs. In locations where a child cannot legally give informed consent to sexual activity, such activity with or without their consent will be treated as a serious infraction and will result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

Occurrences of “consensual” sexual activity with a child over the legal age of consent within the state or country in which the child lives and/or where the offense occurs, but below 18 years old, will be treated as an act of sexual exploitation & abuse. This is a serious infraction and will result in disciplinary action being taken, including termination, and the pursuit of any other available legal remedy.

Save the Children representatives must demonstrate the highest standards of behavior and conduct towards children, both in their private and professional lives, 24 hours a day and 7 days a week.

Save the Children has a zero-tolerance approach to child abuse by any of our representatives.

COMMITMENT TO CHILDREN

The Global Child Safeguarding Protocol sets forth standards for all programs and activities across the Save the Children movement, underscoring our commitment to the four pillars of Child Safeguarding:

- I. **AWARENESS & TRAINING** All representatives receive training and contextualized support in order to prevent, report, and respond to safeguarding concerns. Representatives are made aware of the expectation to comply with this policy. Children and their families will be made aware of the standards of behavior they can expect from our representatives and of how they can raise a concern.
- II. **PREVENTION** Through awareness raising, implementation of procedures, and good practice, representatives demonstrate an understanding of the risks to children within and across programs and operations, and engage effective strategies to mitigate harm, abuse, and exploitation. Staff and managers will receive support to ensure that they create a safe, healthy environment where children’s rights are respected and child abuse is prevented.
- III. **REPORTING** All Save the Children representatives know how to report and who to contact when any concern arises, no matter how seemingly small or trivial.

- IV. **RESPONDING** Engage in action that supports and protects children, with a child-driven approach, to address concerns and ensure children's well-being. Responding to concerns includes the institutional mandate to investigate all credible allegations of child abuse, harm, or safer programming violations. All representatives are required to cooperate with any subsequent investigation. Corrective measures, including any personnel or disciplinary action, will be taken to prevent the recurrence of such activity.

1. DISSEMINATION / AWARENESS RAISING

- 1.1 Save the Children will ensure that the this policy, the PSEA Policy, the Code of Ethics, and reporting procedures are publicized, accessible, and made available to children, their caretakers, all staff & representatives, and all relevant third parties and stakeholders in a language and format they understand.
- 1.2 Children and their caretakers must be made aware of procedures for reporting concerns, complaints, or violations of this policy.
- 1.3 Implementing partners are responsible to take preventative measures to protect children involved in programming. All partners must be made aware of procedures for reporting concerns, complaints, or violations of this policy and its accompanying procedures.
- 1.4 Journalists, politicians, celebrities & talent promoting and making visible the programs we implement across the globe are responsible to protect children from harm. All such persons are required to receive and review this policy.
- 1.5 Guests¹⁰ traveling to program sites with or on behalf of Save the Children are required to receive and review this policy.

2. RECRUITMENT AND SELECTION

- 2.1 *Safe Recruitment* means using recruitment processes that help keep children safe, including robust safety checking. Save the Children will only recruit representatives who are suited to work with children. Strict child-safe recruitment practices apply to all candidates, which include but are not limited to comprehensive background screening¹¹ in the jurisdictions where the individual has resided, thorough interviewing procedures, and robust reference checks.
- 2.2 The Child Safeguarding Policy is signed by all staff and is a binding commitment that the employee agrees and is committed to following all safeguarding policies and procedures, both in their professional and personal interactions with children.
- 2.3 Save the Children US will share and collaborate with other Save the Children entities, whether Save the Children International (SCI) or Members, to ensure that only persons fit to work with children are engaged in Save the Children activities, including anyone who may directly or indirectly pose a risk of harm to children.

¹⁰ All guests, including sponsors, donors, and VIPs, must undergo a comprehensive background check or provide an alternative through their employer prior to a program visit.

¹¹ Background check policy can be found at:

<https://savechildrenusa.sharepoint.com/hr/policylibrary/Documents/Background%20Check%20and%20Employee%20Disclosure%20Policy.pdf#search=background%20check%20policy>

3. BUILDING CHILD SAFEGUARDING INTO MANAGEMENT SYSTEMS AND PROCESSES

- 3.1** The safeguarding and well-being of children is Save the Children's top priority. Ensuring that operations, programs, research, monitoring & evaluation (M&E), campaigns, marketing & communications, and all other organizational activities are *safe* for children takes precedence over all other considerations.
- 3.2** Behaviors that exploit or pose a risk to children, or actually lead to child abuse, will not be tolerated. Within all divisions at Save the Children, any existing or new practices, processes and systems must incorporate the standards of this policy to ensure the rights of children are observed and risks are adequately mitigated.
- 3.3** This policy must be reflected in all processes that define or determine how staff and representatives carry out their work. This includes but is not limited to job descriptions, terms of reference, codes of ethics, performance management systems and disciplinary procedures. Failure to adhere to the standards and best practices of child safeguarding is recognized as a serious disciplinary breach and will result in proportionate personnel action.
- 3.4** Every manager within Save the Children is responsible for understanding and communicating with their staff the functional responsibilities they hold to ensure that programs and operations are safe for children, mitigate foreseeable risks, and execute our duty of care across all contexts.
- 3.5** The cost of implementing the standards associated with this policy must be reflected in all operational & programmatic plans, budgets and funding proposals.

4. RISK ASSESSMENT AND RISK MANAGEMENT

- 4.1** All project and program designs will integrate the principles of *Safer Programming*. Risk assessments must be conducted for all business activities - from proposal through design and implementation up until exit - to ensure standards of child safeguarding are embedded. This includes activities carried out by Save the Children, contractors and partners.
- 4.2** Risk assessments must be performed for all activities delivered by Save the Children representatives for domestic programs and US international awards. Mitigating actions must be assigned to all risks identified, and such actions routinely monitored for the duration of implementation.
- 4.3** Risk assessments must be performed for all activities involving child participation, monitoring & evaluation, research, marketing (MCF), humanitarian responses, new business development, program development & implementation, information technology, policy, and other operational & campaigning activities otherwise not specified.
- 4.4** All activities must promote the safety, inclusion and equitable participation of all children across all of their intersecting identities, including but not limited to disability, racial & ethnic heritage, national status, tribal affiliations, religious beliefs, languages, gender or gender association, LGBTI+ identity and/or medical/physical conditions. All programs and activities shall be assessed to ensure consideration of such factors from its inception through delivery. This is not an exhaustive list. These aspects must be included in the Monitoring and Evaluation (MEL) frameworks for such activities.

- 4.5 Save the Children respects and upholds the right of children of all abilities to participate in program activities. Where children with disabilities participate in programs, all necessary accommodations will be made to ensure their inclusion and safety. To ensure accommodations for inclusion are properly met, children and their caretakers will be consulted on design and implementation of programming.
- 4.6 The design of activities includes participation from cross-cutting functions and thematic areas within the organization to ensure a holistic assessment of child safeguarding risk from inception through exit. Any learning identified will be used to improve the safety of all programs and emergency responses.
- 4.7 Engagement with children and their caretakers for the purposes of marketing, media/communications and advocacy must be done with [assent and informed consent](#) and must not exploit the child or their caretakers, nor increase their vulnerability or place them at risk.
- 4.8 Children have the right to control the narrative of their stories and to be represented with dignity and respect. The use of images or video of children and details about their lives for media, advocacy and other purposes, must never include images, video, or information that would allow a child or children to be identified, particularly by ensuring that a child's full name, specific location and image are never combined.
- 4.9 Save the Children strictly prohibits the acquisition and use of images or video depicting child abuse or exploitation.
- 4.10 Child participation will not be limited or restricted irrespective of the child's assent or their caretaker's consent to the fundraising, marketing, media and advocacy processes.

5. LEARNING AND DEVELOPMENT

- 5.1 Child Safeguarding training will be available and delivered to all staff, representatives and relevant staff of partner agencies. Training will include a review of the Child Safeguarding Policy, guidance on promoting a culture where children's rights are observed, how to identify potential harm to children, and how to report allegations and suspicions of abuse.

6. PARTNERS (INCLUDING SUB-GRANTEES)

- 6.1 The [Safe Partnership Framework](#) identifies core activities to ensure the integration of required child safeguarding practices.
- 6.2 All agreements with partners must include the requirements of this policy. If a partner elects to use its own policy, the partner policy must be of equal or higher standard for protecting and recognizing the rights of children.
- 6.3 All partner agreements must include language about safe recruiting, reporting suspected or known policy violations, and conducting risk assessments to ensure the safety of children during its programming activities.
- 6.4 Partners receiving funds from donors with relevant requirements must comply with those child safeguarding requirements.

7. INFORMATION AND COMMUNICATION TECHNOLOGIES

- 7.1 As Save the Children adopts more technologically advanced ways of working and utilizes information technologies and platforms to engage children, their caretakers, and

communities, Save the Children will develop and continuously improve technically sound IT policies and practices to ensure adequate protection from online and technology-facilitated abuse and exploitation.

- 7.2** All Save the Children information systems will prohibit access to indecent material depicting children and pornography through the use of firewalls and/or other appropriate measures.

8. AUDIT AND REVIEW

- 8.1** Save the Children US will cooperate with all audits commissioned by the Save the Children Association (SCA) Board, Internal Audit, or other external stakeholders to monitor the level of compliance in implementing the standards as described in this policy.

9. ORGANISATION WIDE CHILD SAFEGUARDING POLICY

- 9.1** Save the Children US has a centralized reporting system (i.e., EthicsPoint, aka NavEx). The system is accessible to all representatives and children & families. Concerns can be raised via a telephone hotline or online. Concerns can be reported anonymously. Reporters' identities are protected and confidential to whatever extent possible, even if the reporter chooses to be identified.
- 9.2** Save the Children responds to all credible reports of child abuse and other forms of misconduct as reflected the Code of Ethics, Workplace Culture, PSEA, and Fraud policies. All Save the Children representatives are required to report concerns, suspicions, and known incidents - no matter how trivial the issue may seem.
- ✓ **By phone:** (844) 287-1892
 - ✓ **Online:** [SavetheChildren.EthicsPoint.com](https://www.savethechildren.org/ethicspoint)
 - ✓ **In person:** Speak with your manager or Child Safeguarding practitioner
- 9.3** All pertinent case information from initial report is managed within the central reporting system until the case is closed.
- 9.4** Save the Children US staff traveling to international programs are required to report concerns via [Datix](#) or to the local Safeguarding Focal Point. Upon return from travels, staff must inform the Save the Children US child safeguarding team of any concerns, suspicions, or known incidents that have been reported.

10. REPORTING PROCEDURE

- 10.1** All representatives are institutionally mandated to report child safeguarding and child welfare concerns¹². Leadership within local programs and operational sites are accountable for socializing reporting requirements and procedures for external (welfare) concerns with staff.
- 10.2** Save the Children has a duty to manage sensitive information in a respectful, professional manner that complies with the applicable law. Staff must keep all information about any suspected or reported incidents strictly confidential. Information may only be divulged to the Save the Children local or National [Child Safeguarding Focal Point](#) or [SCI focal points](#), Legal Department, Human Resources Business Advisor, and/or any other senior staff directly

¹² Child welfare/protection concerns must be reported through the local/state mandated system. Such concerns do not require reporting to Save the Children via EthicsPoint/NavEx.

involved in the investigation, except as may be required by law. (In the case of incidents abroad/overseas, the relevant Country Office Director may be privy to such information.)

11. ROLES AND RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE CHILD SAFEGUARDING POLICY

- 11.1** The Chief Executive Officer (CEO) and Senior Leadership Team (SLT) are accountable for raising visibility to and compliance with the Child Safeguarding policy, including reporting of and responding to alleged policy violations.
- 11.2** Child Safeguarding Focal Points (CSFPs) are an integral part of the Save the Children child safeguarding framework. CSFPs are employees trained and appointed to support programs and operations in our continued effort to ensure that our organization is safe for children.
- 11.3** Staff selected for leadership, managerial, or supervisory positions are responsible for identifying preventative measures to mitigate risks that occur within our operations and programs and must report any concerns that arise.
- 11.4** The SLT is committed to taking all appropriate corrective actions. Disciplinary, legal or other applicable actions in response to any violation of this policy will be taken against any individual who has committed a child safeguarding violation and/or anyone who knew of such a violation and failed to act or report.

12. PRINCIPLES AND PRACTICE FOR RESPONDING TO ALLEGATIONS OF ABUSE OR SEXUAL EXPLOITATION

- 12.1** Staff responding to allegations of child abuse, including sexual exploitation an abuse, must be trained and guided by the highest standards and practices within the sector to promote healthy reactions to the affected child(ren) and reduce the probability of creating or compounding harm. The best interests and safety of the child(ren) and witnesses must be paramount to any response undertaken in order to protect their safety, physical and psychological health and welfare, and to respect their rights to confidentiality, equality and access to justice.
- 12.2** Investigations are survivor-centered and promote a child-driven and equitable process. Save the Children conducts investigations in accordance to established protocols by acting swiftly and effectively to an allegation and/or cooperating with any subsequent, external process of investigation.
- 12.3** Save the Children staff are required to cooperate and participate in any internal or external investigation and maintain the appropriate levels of confidentiality. Failure to avail oneself, destruction or withholding evidence, or refusal to cooperate with the investigation, will result in disciplinary action, up to and including termination.
- 12.4** In circumstances in which a representative resigns or otherwise leaves Save the Children employment or engagement, investigations must continue, and an investigative conclusion reached.

13. MANAGEMENT SYSTEMS TO RESPOND TO, MANAGE, AND LEARN FROM INCIDENTS

- 13.1** Save the Children may deploy internally trained investigators or retain the services of an external investigator to manage an incident. Investigation reports include remedial steps and

personnel actions to address the concern, and any long-term actions required to safeguard children and improve systems.

13.2 Save the Children provides after- and survivor-care for children who have been harmed or abused as a result of Save the Children operations or programs.

TRAINING REQUIREMENTS

Training Course	Frequency	Training moment
Child Safeguarding Policy Foundations Training	Upon induction, and then every two years	Within 45 days of induction

MONITORING MECHANISMS

What are you monitoring?	Data source	Action Owner	Escalation levels	Frequency
Relevant Trainings	Human Resources training tracker	Human Resources	Vice President who has oversight of the policies and procedures manuals.	Annual

EXCEPTION APPROVAL PROCEDURE

Procedure/ Action	Action Owner
Exceptions to this policy requires written approval by the Vice President & General Counsel	Person seeking exception to policy
File and retain exception approval	Vice President & Chief Human Resources Officer

VERSION CONTROL

Version number	Version Date	Revisions made
CS-01.6	October 1, 2020	Revisions of existing Child Safeguarding Policy
CS-01.5	February 1, 2019	Revision of existing Child Safeguarding Policy
CS-01.4	April 12, 2017	Updated Format
CS-01.3	July 25, 2016	Revision of existing Child Safety Policy

CHILD SAFEGUARDING ACKNOWLEDGEMENT

I acknowledge that I have been provided with and have reviewed Save the Children US's Policy & Procedures on Child Safeguarding with the effective date of October 1, 2020 (the "Policy"). I agree to comply with all aspects of the Policy & Procedures, and I understand that my ongoing compliance with the Policy & Procedures is a condition required for my participation in any visits to Save the Children program sites or any other Save the Children related activities.

This Child Safeguarding Acknowledgement shall have effect for a period of two (2) years from the date on which it has been signed as indicated below.

Signature: _____
 Name: _____
 Site Visit Location: _____
 Date: _____