

**CHILD PROTECTION PROCEDURE FOR  
FOR THE “PREPARATION FORUM” AND  
THE “WORLD CONGRESS III AGAINST  
SEXUAL EXPLOITATION OF CHILDREN AND ADOLESCENTS”**

Rio de Janeiro, Brazil  
25<sup>th</sup> -28<sup>th</sup> November, 2008

**CHILD PROTECTION PROCEDURE**

**STATEMENT**

Child abuse is a global phenomenon. It occurs in all countries and in all societies. It involves the physical, sexual, emotional abuse and neglect of children and adolescents. It is almost always preventable. The Children and Adolescent’s Participation Commission for the World Congress III is organizing preparatory sessions and supporting children and adolescent involvement for this important event. The Commission is committed to prevention and timely, appropriate response to any situation raising child and adolescent protection concerns, or any instances of child abuse and incidents that might affect them.

This procedure and the accompanying checklist outline the specific steps to ensure the safe participation of children and adolescents at this international convocation. In the event of an emergency and there is a conflict between local protocols and the child protection procedure, the child protection procedure will take priority.

**BACKGROUND**

Abuse and violence against children and adolescents occurs globally and in all settings. Accidents and incidents affecting children and adolescents usually occur suddenly and unexpectedly. These are events that cause disruption to the normal functions of work and bring significant danger or risk. They include, but are **NOT** limited to:

- Assault, including physical or sexual
- Severe verbal aggression, including threats
- Robbery or destruction of personal belongings
- Traffic accident
- Serious injury
- Natural disaster
- Fire
- Bomb or hostage threat
- Explosion, gas, or chemical hazard
- Exposure to pornographic materials in electronic or any other form

**PROTECTION FROM HARMFUL INFORMATION: Guidelines for adults** (*Convention on the Rights of the Child Article 17e*)

Children and adolescents have the right to be protected from any information they do not need to know and for which they may not have the understanding and maturity to cope. This is especially true if the information deals with sexual matters. All adults at the World Congress have a duty to ensure that no child is harmed as a result of information from presentations and discussions whether in spoken, written or visual form or any other kind of communication.

This means:

- No shocking/offensive stories or case studies
- No shocking images

- No emotional personal testimony of abuse and exploitation
- No role play or drama depicting rape or other sexual or violent acts
- Sensitivity to other cultures
- No 'bad' (improper/offensive) language

All adults should be alert to such situations and are responsible for protecting all children and adolescents attending the WC III. Facilitators in particular must be prepared to stop discussions or presentations that are inappropriate and remind participants that;

- Child protection is mandatory
- Activities must remain within professional limits
- Time out may be necessary.

Anyone (child or adult) who feels uncomfortable or needs a break from a presentation or discussion can leave. There will be a quiet place for reflection available at the meeting venue with a supportive counsellor if needed.

## **STEPS TO ENSURE CHILD AND ADOLESENT PROTECTION**

**Awareness and alertness:** Anyone involved in international events involving children and adolescents needs to be briefed on the forms and nature of abuse, importance of child protection, and their respective role in the event. Supportive adults bear the responsibility to undertake risk assessment, create safe environments and provide assistance needed, while keeping alert throughout the duration of the children and adolescents' involvement.

**Disclosing child abuse or harm:** In case of abusive incidents or accidents affecting their physical or mental well being, children and adolescents should immediately approach their accompanying adult or a designated child protection focal person. They will organize and provide immediate assistance in accordance with the nature of the incident, while ensuring confidentiality of sensitive issues disclosed.

**Taking Action:** The Child Protection Focal Person or other appropriate adult, will take serious consideration of all concerns that are raised. An assessment of the specific kind of support that is needed, and assistance to the children and adolescents affected by the incident is offered without delay. This may also involve arranging a medical assessment. Family should be contacted and informed of the incident and assistance provided. An incident report is compiled to document details of the incident and clinical support persons from appropriate services are contacted and consulted. Principles of the "best interest of the child" are applied throughout the process.

**Follow-up and debriefing:** Relevant services shall be approached in the aftermath of an incident to develop appropriate supports for children, adolescents and others directly affected by or involved in the incident. Depending on the circumstances this may involve:

- Supportive counseling
- Referrals for more in-depth counseling as required
- Support to relevant persons who respond to the incident
- Holding a review meeting for the purpose of reviewing the incident for lessons learned
- Medical referrals

## **CHILD PROTECTION FOCAL PERSON**

Child protection focal person(s) should be chosen well ahead of the World Congress III and receive full briefings in preparation for the meetings. They should be available throughout the preparatory and regular sessions of the World Congress III, and available as needed to protect the safety and well

being of children and adolescents. Any concerns will be addressed in confidence keeping the best interest of the child in mind. Accompany Adults will be responsible for the protection of the children and adolescents outside of the meetings.

## **CODE OF CONDUCT**

All delegates, support staff, and ancillary personnel are asked to abide by the following Code of Conduct. Adults, children and adolescents at the World Congress III must never:

- Hit or otherwise physically assault or physically abuse children and/or adolescents
- Develop physical/sexual relationships with children and/or adolescents
- Develop relationships with children and/or adolescents which could in any way be seen as exploitative or abusive
- Act in ways that may be abusive or may place a child and/or adolescents at risk of abuse
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
- Behavior physically in a manner which is inappropriate or sexually provocative
- Sleep in the same room as a child and/or adolescent (if this has not been agreed by their parent/guardian)
- Do things for children and/or adolescents of a personal nature that they could do on their own
- Permit or participate in behavior of children and/or adolescents that is illegal, unsafe, or abusive
- Act in ways meant to shame, humiliate, belittle, or degrade children and/or adolescents, or otherwise commit an form of emotional abuse
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others
- Observe and respect confidentiality of all children and adolescents and their personal information
- Expose children and adolescents to pornographic materials in electronic or any other form

## **REPORTING AND RESPONDING GUIDELINES**

The guidelines for reporting incidents and emergencies involving children and adolescents have been developed specifically for use in the event that a child or adolescent's safety and/or well-being is jeopardized. Any child protection concerns and/or complaints can be written or verbally reported to the Child Protection focal person or Accompanying Adult who will handle them in the strictest confidence and ensure that they are properly dealt with and responded to. Emergency Contacts:

### **Child-protection team**

- Xxxx, child-protection focal person (Local language speaker) [mobile number]
- Xxxx, child-protection focal person (English Language speaker)[mobile number]
- Xxxx. organizing committee member [mobile number]
- Xxxx. trained counsellor [mobile number]

### **Emergency**

- On site security for World Congress III XXX-XXX-XXX
- Fire Department XXX-XXX-XXX
- Hospital # 1 XXX-XXXX
- Local child protection NGO (Helpline) XXX-XXX-XXX

### **Medical and Police**

- Hospital #1 XXX-XXX-XXX
- Hospital # 2 XXX-XXX-XXX

- On site nurse or medical staff XXX-XXX-XXX
- Tourist assistance centre XXX-XXX-XXX
- Tourist police XXX-XXX-XXX
- Police emergency XXX-XXX-XXX

**Hotel**

- Hotel # 1 main line XXX-XXX-XXX
- Hotel #2 main line XXX-XXX-XXX

**Embassies**

- Please refer to the attached “Embassy List”

This is not an exclusive list. The principle is that delegates and staff at the World Congress III should avoid actions, behaviors, or suspicions that are seen as poor practice or potentially abusive.