

**GUIDELINES FOR TRANSLATORS
FOR THE “PREPARATION FORUM” AND
THE “WORLD CONGRESS III AGAINST
SEXUAL EXPLOITATION OF CHILDREN AND ADOLESCENTS”**

Rio de Janeiro, Brazil
23rd -28th November, 2008

GUIDELINES FOR TRANSLATORS

These guidelines are for translators for children and adolescents attending the “Preparation Forum” and the “World Congress III against Sexual Exploitation of Children and Adolescents”.

Purpose

You have been selected by the organizing committee as the translator for the above meetings or selected by the sponsoring agency to accompany as well as act as the translator to children and adolescents at the “Preparation Forum” and the “World Congress III Against Sexual Exploitation of Children and Adolescents” held in Rio de Janeiro, Brazil from 23rd -28th November, 2008.

Children and adolescents who are participating in the meetings need to be given the space to speak out. Your role as a translator; therefore, becomes very important as you become the voices of the children and adolescents. The role and work of the translators is crucial to the successful participation of the children and adolescents at these meetings. You will not only translate what the children and adolescents are saying but also what the adults are saying.

Training

All translators will be briefed at the beginning of the first of the meeting to ensure that the following guidelines are understood and that a translation service is provided at the meetings which is sensitive to the needs of the children and adolescents.

RESPONSIBILITIES WHILE TRANSLATING

1. When a child/adolescent is speaking, especially in a plenary session, stand up together with them and interpret when they have finished speaking.
2. To show respect for the child/adolescent, interpret exactly what they say. For example, “My name is ... and I come from ... my experience is.”
3. Request that the child/adolescent give adequate pauses. You can also jot down important ideas for easier translation.
4. Avoid “she/he says ... What she/he wants to say is that ... I do not understand what she/he is saying, but I think”. Never give your own opinion or examples from your own experience. If you do not understand what the child/adolescent has said make sure you get clarification before you start interpreting.
5. Avoid the use of colloquialisms, “buzz words” and unfamiliar acronyms wherever possible to allow children and adolescents to get fully involved in discussions. But, remember not to oversimplify or “talk down” to the children and adolescents.
6. Immediately inform facilitators if the children and adolescents do not understand what is being said. Do not take on the role of giving explanations or answer on behalf of children.
7. Learn to read the body language (non-verbal) of each child and/or adolescent.
8. Congratulate the child and/or adolescent for every progress achieved in overcoming inhibitions, and for any presentation made.

9. Do not show any doubt to what the child and/or adolescent is saying. Remember that when speaking in front of people, the child and/or adolescent totally relies on your help to communicate with others.
10. Recognise that it may be the first time for the child and/or adolescent to visit a foreign country. Help make this visit truly an educational experience.
11. Do not promise or give anything, in cash or in kind that may raise false expectations from the child and/or adolescent.
12. Make a closure at the end of each day by formally turning over the child and/or adolescent to the Accompanying Adult.
13. Ensure confidentiality of information about the child and/or adolescent's personal life.
14. If the child and/or adolescent informs you of an issue that you think requires the attention of the child protection focal person, speak to the child and/or adolescent about the issue and get their agreement before you approach the child protection focal person.
15. If the child and/or adolescent wishes to speak in English instead of their local language let them do so but do not force them to.

WORKING WITH THE ACCOMPANING ADULT

16. Take time to ask the Accompanying Adults about the background of the child and/or adolescent's experiences in participating in other conferences.
17. Avoid engaging in long discussions with adults without translating back to the child and/or adolescent.
18. When handing the child and/or adolescent back to Accompanying Adults at the end of each day, please spend 5 minutes explaining how the day went to the Accompanying Adult .

WORKING WITH FACILITATORS AND ORGANISERS

19. Be open to discuss with any of the facilitators any problem or difficulty you encounter so that they can immediately deal with it.
20. Try to receive in advance, copies of all written information available to participants.
21. Make the agreed sign if someone is speaking too quickly for good interpretation. Lift a hand (or do the "T" sign) and indicate the need for extra time for translation.
22. Immediately inform the facilitators or organisers if any of the children and adolescents with whom you are working need any special attention or do not feel well.
23. If a child protection issue is raised by the child and/or adolescent, ensure you have the permission of the child and/or adolescent before you speak to the Child Protection Focal Person. Encourage the child and/or adolescent to accompany you to speak to the Child Protection Focal Person.

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.