

Policies and Procedures Reference No.	
Policy Title	Safeguarding Children and Young People Policy
Category	Safeguarding Standards
Author	Senior Management Team, MenEngage Alliance Global Secretariat
Person with oversight	Global Director
Approver	Board of Directors
Purpose and Description	This policy and related applicable procedures describe MenEngage Global Alliance's commitment to safeguarding of children and young people.
Compliance Requirement	<input type="checkbox"/> Statute <input type="checkbox"/> Regulation <input checked="" type="checkbox"/> Organizational Standards: Safeguarding Children and Young People Protocol <input type="checkbox"/> Not Applicable
Audience	<input checked="" type="checkbox"/> MenEngage Global Alliance <input checked="" type="checkbox"/> MenEngage Global Alliance Board members <input checked="" type="checkbox"/> MenEngage Alliance Regional Networks <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") <input checked="" type="checkbox"/> Board members, Interns, and Volunteers
Effective Date	17 June 2019
Revision Date	01 June 2019

## MENENGAGE GLOBAL ALLIANCE

# SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY<sup>1</sup>

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<sup>1</sup> This policy has been adapted from the “Child Safeguarding Policy” of [Radda Barnen](#) (Save the Children Sweden), a founding member of the Alliance and global leader on Child Rights. We are thankful for the generosity of Radda Barnen for allowing us to adopt their policy for the Alliance.

## Background

MenEngage Global Alliance is an international network of organizations and individuals working to engage boys and men in advancing women’s rights, SRHR for all, LGBTIQ+ rights and gender justice. MenEngage Alliance consists of leading experts, practitioners and academics- men/boys, women/girls and people of diverse sexual orientations and gender identities.

This policy seeks to ensure that our network organizing, campaigns, programs, activities, advocacy efforts and communications are safe and secure for all children and young people. We are determined to ensure that every child and young person within the scope of MenEngage Global Alliance feels safe. Safeguarding means that we have a set of internal policies, procedures and practices to ensure that MenEngage Global Alliance provides a safe and secure environment for all children and young people where and as relevant.

This policy complements and relates to the [Core Principles](#) and [Code of Conduct](#) of MenEngage Alliance, which all members have signed on to and are required to implement to make sure that all children and young people with whom we are in contact or work with are respected and that their right to freedom from all forms of intentional or unintentional injury, discrimination, abuse, violence, and sexual assault and exploitation is recognized and protected.

The work of MenEngage Global Alliance aims to ensure that the rights of all children and young people are recognized, at the minimum, in accordance with the UN Convention on the Rights of the Child, and all relevant conventions and treaties adhered by the UNDESA Youth. Article 19 of the CRC clearly outlines the responsibility and obligation of State Parties to safeguard children and young people from all forms of physical or psychological violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse and violence. MenEngage Global Alliance considers that all of the above entail a violation of the rights of children and young people and that all young people have the same right to freedom from such violations.

This policy covers the Alliance’s responsibility for safeguarding all children and young people in our networks, and in programs and initiatives by our members, from all forms of discrimination, injury, abuse, exploitation and violence. The Code of Conduct sets out the professional conduct and good practice expected of MenEngage Global Alliance staff, members and representatives<sup>2</sup> in relation to young people.

## Fundamental values

MenEngage Global Alliance shall be a safe and secure organization and network for children and young people. The Alliance has a zero-tolerance approach to all forms of discrimination, violence, sexual abuse and exploitation of children and young people, and does not accept any behavior that breaches this policy. This means that all staff, board members, all representatives and partner organizations have an obligation to read the policy, share its basic philosophy and follow the obligations defined by MenEngage Global Alliance.

MenEngage Global Alliance is strongly committed to the human rights of all children and young people to freedom from all forms of violation, violence, abuse and exploitation. Our basic philosophy is that:

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<sup>2</sup> All active members, volunteers and employees, including board members, at local association, district and national level

- a child is any person under the age of 18<sup>3</sup> and a young person<sup>4</sup> is any person under the age of 24<sup>5</sup>
- all children and young people are of equal value and have the same rights, and must never be discriminated against, irrespective of their and/or parent/guardian's skin color; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin; property; functional variation; sexual orientation; civil or other status; (dis)abilities<sup>6</sup> and special needs, and have rights to freedom from discrimination, violation, violence, injury, sexual abuse and exploitation
- we work with Young People, and therefore the protective scope of this policy extends to young people we are supporting or are in contact with, through our youth engagement work. We recognize that young people have particular safeguarding needs requiring distinct consideration, while we also are aware of their personal autonomy.
- we work to ensure that children and young people are aware of their right to be free from discrimination, violation, injury, sexual abuse and exploitation, and we shall work to strengthen their understanding of their human rights, as applicable.
- we have an obligation to ensure that all its staff and representatives as well as staff in partner and member organizations, no matter where they are based, apply best possible practices in their behavior towards children and young people in both their professional and private lives.

### Scope

Every child and young person, *irrespective of their and/or parent/guardian's skin color; gender, gender identity or gender expression; language; religion; political or other views; national, ethnic or social origin; property; functional variations; sexual orientation; civil or other status; (dis)abilities and special needs*, their involved directly or indirectly, in our network, programs and initiatives - as well as in our members' professional and personal lives- shall be protected from all forms of violation, injury, physical, psychological and sexual abuse, and sexual exploitation through compliance with the present policy and its annexes.

The children and young people in our operations and their families/caregivers shall be aware of and understand the importance of this policy and the Code of Conduct of MenEngage Global Alliance. They shall be informed of how deviations from the policy are to be reported.

This policy must be clearly visible and accessible to all staff, all representatives and partner organizations.

Contact persons for the *Safeguarding Children and Young People Policy* shall be designated at Global and Regional levels of the Alliance.

The policy is applicable to:

- All staff members, irrespective of whether they work full time or part time, internationally or within the United States of America or within the country where the regional secretariat is hosted.

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<sup>3</sup> Being mistaken about the child's age is not a valid defense in the event of a breach of this policy.

<sup>4</sup> Internationally the terms 'young people', 'youth', and 'young adults' are used interchangeability, including the policy documents. For this policy, MenEngage Global Alliance acknowledges clearly the issue of 'personal autonomy' and for that reason distinguishes between teenagers (13-19) and young adults (20-24) (*ref: United Nations – Youth, Department of Economic and Social Affairs*)

<sup>5</sup> Source <https://www.un.org/development/desa/youth/what-we-do/faq.html> United Nations system defines 'youth', as those persons between the ages of 15 and 24 years.

<sup>6</sup> When we refer to children and young people (or people in general) with (dis)abilities or differently abled this definition will also include children and young people how inherited certain forms of (dis)abilities or infections from their parents during birth.

- Staff who are employed on short-term contracts, e.g. consultants, researchers, etc.
- Board members, regional leadership and secretariat staff members, members, and volunteers at national, regional and global levels (“representatives”)
- Children and young people who are active and/or participate in our programs, who must be aware of and understand the importance of the policy and their rights
- Staff and representatives of member/partner organizations, and individuals, groups and organizations with formal/contractual relationships with MenEngage Global Alliance that involve contact with children and young people – unless it has been agreed that the partner organization may apply its own safeguarding policy and procedures<sup>7</sup>
- Donors, journalists, politicians and others who visit MenEngage Global Alliance’s programs or offices and who may come into contact with children.

### **Policy to Comply with Applicable Laws and Regulations**

It is the policy of MenEngage Global Alliance to ensure compliance with host country and local human rights, welfare and protection legislation, or international standards, whichever affords greater safeguarding and protection, and with U.S. law, where applicable.

### **Terms and definitions<sup>8</sup>**

**Physical abuse:** The act in which a person causes a child or young person physical injury, illness or pain, or subjects them to neglect or similar. This may involve the person hitting the young person with or without an implement, pinching, kicking, pushing, throwing, shaking, pulling the young person’s hair, scratching or biting, stepping or stamping, or forcing objects into their mouth or other body parts. Physical abuse also includes poisoning, burning, scalding, scratching, and trying to drown or suffocate the young person. Any form of corporal punishment is considered physical abuse of children and young people.

**Psychological abuse:** Psychological abuse includes severe and harmful punishment, ridicule – including shaming based on differently abled individuals, criticism, mockery, disparagement, rejection, freezing out, unreasonable demands, forced isolation from social contacts and age inappropriate activities, and constant refusal to listen to what the young person has to say. Certain harmful experiences shall also be considered psychological abuse, for example if the young person is forced to witness (see or hear) violence in their immediate environment or live in an environment where there is frequent violence or threats of violence. All forms of physical abuse against children and young people, including sexual abuse, involve psychological abuse.

**Sexual abuse:** Covers all forms of sexual acts forced on a child or young person by another person. Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, that the other person is exploiting the young person’s position of dependence, and the act is based on the other person’s needs, violates their integrity, takes place against the young person’s will, or is something that the child and young person cannot understand, is not mature enough to undertake or cannot give informed consent to. In this policy we expand this definition to include non-physical sexual abuse such as sexual comments, leering and sexually-suggestive gestures.

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<sup>7</sup> Partner organizations must apply the policy or have drawn up their own policy of equivalent standard. The agreed procedures for reporting and investigating suspicions of contraventions of the policy, including issues concerning molestation and exploitation of children, must be clearly indicated in the cooperation agreement.

<sup>8</sup> MenEngage Global Alliance adheres to Save the Children Sweden’s definitions on this issue, as an expert organization as well as one of the key founding members of the Alliance.

**Sexual exploitation:** “Sexual exploitation means 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.” (Ref: *MenEngage Sexual Harassment Policy, 2019*)

**Sexual abuse online:** Covers all forms of sexual abuse, physical and non-physical, forced on a young person by another person through the internet or online platforms. MenEngage Global Alliance shall pay attention to, prevent, and act and report on this form of abuse of children and young people.

MenEngage Global Alliance shall do everything possible to safeguard, prevent, report and act on any cases of violations of human rights or dignity of children and young people.

**All staff and all representatives of MenEngage Global Alliance and our member/partner organizations shall strive:**

- to plan and organize their work and workplace in such a way as to minimize the risk of children and young people being exposed to abuse, violence, exploitation, injury or other violations of their rights
- to promote an environment characterized by openness concerning young people’s vulnerability to abuse and exploitation, where all questions or views can be explored and discussed
- to empower children and young people, and their families/caregivers and talk to them about their rights, what is acceptable and unacceptable, what they can expect from their interaction with MenEngage Global Alliance and what they can do if any problems arise
- to work proactively to safeguard children and young people.

### **Our commitment and responsibilities**

**All staff and all representatives of MenEngage Global Alliance and our member/partner organizations are committed:**

- to do everything possible to protect children and young people from injury, discrimination, abuse, violation, all forms of physical and psychological violence, sexual abuse or exploitation
- to treat every child and young person as an individual and with respect – irrespective of the young person’s or parent/guardian’s skin color; gender- gender identity or gender expression; (dis)abilities; language; religion; political or other views; national, ethnic or social origin; property; functional variation/abilities; sexual orientation; civil or other status
- to respect a young person’s integrity and never compromise their physical and/or psychological health
- to respect young person’s views and concerns, and give them space to express their views in situations that affect them in ways appropriate to their age and maturity
- never to expose children and young people to situations that they cannot understand, are not sufficiently mature to deal with and to which they cannot give their consent
- to act respectfully in relationships with young people by avoiding talking to or touching them in ways that are and/or may be perceived as inappropriate or offensive, or making suggestions that may be perceived in the same way
- not to initiate relationships with children or young people that may in some way be seen as exploitation or molestation
- never to act with the intention of making young people feel guilty, degraded, devalued or shamed, or otherwise expose a child to emotional abuse
- to treat young people fairly and never to discriminate or favor particular children to the detriment of others

- never to overlook or participate in behavior by young people that is illegal or dangerous
- to make sure that there is always at least one other adult colleague/representative able to see or hear what is happening when one is in direct contact with children or young people. MenEngage Alliance Staff and/or Representative must not work alone with children and young people unless the task requires this (including using means of transport) and it has been agreed in advance with the responsible manager or the Board contact person because it is in the interests of the child's safeguarding<sup>9</sup>
- never to initiate or engage in a relationship or sexual contact with children or young people participating in the operations and initiatives of MenEngage Global Alliance.<sup>10</sup>

**All staff and representatives of MenEngage Global Alliance and its member/partner organizations have an obligation to:**

- act in accordance with this policy in both their professional and private lives
- sign the Statement of Acceptance<sup>11</sup> on employment or engagement to confirm that they have familiarized themselves with and understood the importance of the policy and will act in accordance with it
- immediately and in accordance with MenEngage Global Alliance's reporting procedures<sup>12</sup> to report suspicions that a child or young person has been exposed to some form of discrimination, injury, violation, physical or psychological violence, sexual abuse or exploitation
  - respond to children and young people who Sexual harassment
  - The UN General Assembly affirms that "sexual harassment encompasses a continuum of unacceptable
  - and unwelcome behaviours and practices of a sexual nature that may include, but are not limited to,
  - sexual suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or
  - gestures, that are or might reasonably be perceived as offensive or humiliating [1]". may have been exposed to injury, violation, psychological or physical violence, sexual abuse or exploitation in accordance with MenEngage Global Alliance's reporting procedures and what is in the best interests of the child/young person and their safety
- cooperate fully and confidentially in investigations of suspicions and accusations
- undergo introductory training and mandatory training on this policy and its implications relevant and appropriate to the position/assignment<sup>13</sup>, with support of expert member organizations or individuals within the Alliance, including where relevant Save the Children Sweden
- define, minimize and avoid situations that may expose children and young people to risks
- ensure, e.g. when photographing and filming children and young people, that they and parents/caregivers have agreed and that the images are taken with respect, that they are suitably clothed and that sexually charged poses are avoided<sup>14</sup>
- ensure that images or documentation of young people have been approved by them and their parents/caregivers and do not put the young person/s at risk of any form of abuse and exploitation

<sup>9</sup> Work in therapy is excluded. For more information, see Q&A on working alone

<sup>10</sup> Particularly sound judgement is required in the case of relationships between consenting parties aged 18 outside MenEngage Global Alliance's operations.

<sup>11</sup> Annex 2: Statement of Acceptance for Child Safeguarding Reporting

<sup>12</sup> Annex 1: Procedures and reporting procedures

<sup>13</sup> Mandatory training: Employees of MenEngage Global Alliance shall complete SCI's Child Safeguarding training. Active members and volunteers shall complete the Child Safeguarding online training. Partners can be offered training as required.

<sup>14</sup> See Guidelines for Child Safeguarding in our communications work

- ensure that images and/or information about children/young people and parents involved in MenEngage Global Alliance’s activities are not posted on social media, e.g. Facebook, without the informed agreement of the young person and their parents/caregivers
- ensure that any young person who takes part in any Alliance activity without being a beneficiary, e.g. in a campaign, prize ceremony, panel or other event, or in social networking online, is protected by this policy.

## Reporting

The following section clarifies what is meant by incident reporting, near miss reporting (a near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so), notification of concern or reporting to the police.

All reporting must take place immediately, within 24 hours and/or at the earliest possible.

### Incident reporting

If someone becomes aware of any breach of this policy in the programs, networks and initiatives of MenEngage Alliance, reports are made in and to our own organization, in accordance with our reporting procedures<sup>15</sup>.

### To whom?

- Focal and designated person at the Global Secretariat or Board of MenEngage Global Alliance at [report@menengage.org](mailto:report@menengage.org), and/or
- Regional Coordinators and/or Chair of MenEngage Regional Networks, with a copy at [report@menengage.org](mailto:report@menengage.org) (should there be openness to do so) and/or
- If you don’t know who you should report to, mail [report@menengage.org](mailto:report@menengage.org) for help. Use the form: *Safeguarding Children and Young People – Incident reporting*

### Notification of concern

All staff and representatives of MenEngage Global Alliance and our member/partner organizations must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a young person is coming to harm, even if this is not within our own operations. In this case, we do not follow the incident reporting procedure described above but notify our concern to social and/or legal services (if available) or, local NGOs that provide such support at the national or regional level where the young person lives.

### Reporting to the police

If provincial/state, national or regional law has been broken in connection with harm to a child or young person, even if this is not within MenEngage Global Alliance’s operations, this must be reported to the nearest police station or relevant authorities or organizations with appropriate expertise.

### What happens next?

MenEngage Global Alliance will assess and deal with all notifications based on the procedures in place. All cases of reporting will be handled professionally, in confidence and in the most appropriate way possible. In this context, “in confidence” means that notifications are dealt with by the designated focal person at the Global Secretariat or the Board and/or other appropriate persons within the organization and

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<sup>15</sup> Annex 3: Procedures and reporting procedures

network, (such as the regional chairs or coordinators) and/or the pre-identified *Safeguarding Committee* before a decision is taken on possibly referring the matter to social services or the police.

Where there is suspicion that a matter is of a criminal nature, it will be reported to the police and/or relevant authority and/or NGOs with appropriate expertise, provided this does not put the young person at risk.

All reports made in confidence will be dealt within the 'best interests' and 'do no harm' principles, whatever the outcome of the investigation.

### **Consequences of breaching the policy**

Measures under employment law may be taken with respect to staff or consultants who are in breach of the policy or the Code of Conduct. Members may have their membership revoked<sup>16</sup>.

All staff and representatives of MenEngage Global Alliance and member/partner organizations must be aware that any claims that they have abused or exploited young persons will be investigated:

- a) in accordance with the legislation concerning the investigation and prosecution of crimes in the country in which they work, and
- b) by means of MenEngage Global Alliance's internal investigation process in accordance with established reporting procedures (Annex 1) in the case of suspected breaches of the present policy.

### **Responsibility for implementation, compliance, measurement and continuous improvement**

The following posts have responsibility for implementing and following up the policy within their areas of work:

- Designated Focal Person at the Global Secretariat or Board of MenEngage Alliance
- Global Director
- Co-Chairs of the Global Board
- Regional Coordinators/Chair persons

### **Policy follow-up**

The Co-Chairs of the Global Board and Director of the Global Secretariat are responsible for ensuring proper implementation of the policy.

### **Supporting & related documents**

Documents that support the policy and its implementation:

- MenEngage Global Alliance's Core Principles and Code of Conduct
- Human Resources Handbook
- Children and Young People Safeguarding in our communications work
- Risk assessment for Child and Young Person Safeguarding

### **Annexes**

Annex 1 – Procedures and reporting procedures

Annex 2 – Statement of acceptance

Annex 3 – Accountability in the organization

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<sup>16</sup> All members, volunteers and employees, including leadership and members, at national, regional and international levels

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## ANNEX 1

### PROCEDURES AND REPORTING PROCEDURES FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE REPORTING

#### Purpose

This procedure is linked to the Safeguarding Children and Young People Policy of MenEngage Global Alliance.

This procedure is applicable to MenEngage Global Alliance staff and board members, members and partners in the countries where the Alliance has a presence, with legal binding arrangements in the United States of America<sup>17</sup>.

All reports will be handled based on the procedures described in this document. All reports made in confidence will be dealt with in the best interests of the young person/s, whatever the outcome of the investigation.

All cases of reporting will be dealt with professionally and in confidence, based on what is most appropriate. "In confidence" means that all reporting is dealt with by responsible managers or other designated focal persons within the organization and the Alliance, for example designated contact persons, before a decision is taken on possibly referring the matter to social services or the police.

Where there is suspicion that a matter is of a criminal nature, it will be reported to the police, provided this does not put the child and young person at risk.

MenEngage Global Alliance's reporting lines show how incidents, near miss and suspicions are to be reported. These reporting lines cover MenEngage Global Alliance's staff, representatives<sup>18</sup> and partner organizations.

An employee who deliberately makes a false or malicious accusation of abuse will face disciplinary measures.

#### Reporting procedures<sup>19</sup>

##### 1) What must be reported?

There are two types of reporting procedure within this Safeguarding Policy, namely incident reporting and near miss reporting.

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<sup>17</sup> The regional and national networks (as applicable) are encouraged to develop their own children and young people safeguarding policies and procedures, with support to the local child and/or youth rights organizations and experts. This policy document can also be considered as the reference or inspiration to develop one for the local context, incorporating and reflecting the local policy and legal frameworks on young people abuse and rights.

<sup>18</sup> All members, volunteers and employees, including board members, at local, national and regional level

<sup>19</sup> MenEngage Global Alliance will closely work with and under the guidance of Save the Children Sweden, the leading expert members on the issue, when it comes to handling issues of abuse and violations of children's and young people's rights.

## **A. Incident reporting**

If there has been a breach of this policy in our own operations, reports are made to the designated focal persons at the international and/or regional levels of the Alliance.

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation
- You receive a report of such an incident
- A child tells you about violation or abuse

MenEngage Global Alliance's employees or representatives of the network/organization who suspect, observe or are informed of a deviation from the policy shall:

1. Inform MenEngage Global Alliance's designated contact person immediately
2. Not pass on details to others unless they have been delegated responsibility for forwarding or responding to notifications.

Situations that arise outside MenEngage Global Alliance's own programs fall outside the scope of the reporting procedure (incident and near miss reporting). The Child Safeguarding policy still requires us to act in these situations, but there are different channels that must be used.

The following section clarifies notification of concern and reporting to the police.

### **Notification of concern**

All staff and representatives of MenEngage Global Alliance and our member organizations must act in accordance with this policy in both their professional and private lives. This means that we must act if we find out or are concerned that a child is coming to harm, even if this does not occur within the implementation of our own programs. In this case, we do not follow the incident reporting procedure described above but notify our concern to local social services or related authorities in the state, province, municipality or country where the child lives.

### **Reporting to the police**

If the law has been broken in connection with harm to a child, even if this is not within MenEngage Global Alliance's own programs, this must be reported to the nearest police station, provided this does not put the child at risk.

## **2) When must reporting take place?**

- All deviations from the policy must be reported immediately.
- The notification must normally be made on the same working day or within 24 hours.

## **3) To whom must the report be made?**

- Global Director, Regional Chair/Coordinator or at [report@menengage.org](mailto:report@menengage.org). If you don't know to whom you should turn, please refer to [www.menengage.org/report](http://www.menengage.org/report) or mail [report@menengage.org](mailto:report@menengage.org) for help.
- If your suspicions concern the person to whom you should report, you must turn to the designated focal person at the national and/or regional and/or global secretariat or contact at [report@menengage.org](mailto:report@menengage.org)

The manager/responsible contact person shall:

1. Be available immediately to discuss the suspicions or report

2. Provide a confidential and appropriate environment in which to discuss the matter.

### How do I make a report?

- A verbal and documented report must be made within 24 hours.
- The discussion with your manager/contact person shall focus on:
  - i. Description of the matter
  - ii. The risks to the child/children
  - iii. Action/next steps
- Use the relevant form: *Child Safeguarding – Incident reporting* or *Child Safeguarding – Near miss reporting*. Ensure that detailed notes are made of all events and note what the child said in his/her own words (if possible).
- The manager/responsible contact person shall inform the Global Director at the MenEngage Global Alliance or his/her manager of the notification immediately. In the absence of these persons, one of the designated co-chairs of the Global Board shall be contacted directly. If for any reason these information paths cannot be used, the matter shall be submitted directly to [report@menengage.org](mailto:report@menengage.org).
- If the matter requires immediate action, both the Global Director and the Regional Coordinator/Chair shall be contacted as soon as possible during the investigation.

The manager/responsible contact person shall:

- a) Make sure that discussion of the matter addresses all three areas under point 4
- b) Make sure that a written report is provided by the employee or representative who reported the matter
- c) Be responsible for contacting the designated focal persons and/or global secretariat in cases where the matter requires immediate action
- d) Immediately seek medical assistance for the child/children if the situation requires.

### 5) Action/Next steps

- As soon as a report has been made, it is crucial that the Global Director or relevant manager reports to the Global Co-Chairs in order to discuss subsequent actions and assess how the child/children can best be supported and protected.

The manager/responsible contact person shall:

- a) Contact the Global Director and/or Regional Coordinator/Chair to discuss suitable measures.

The Global Director, in cooperation with the regional coordinator/chair, shall:

- a) Assess whether it is a police matter, requires further investigation internally or should be reported to another organization
- b) Take a decision on further investigation.

The Global Co-Chairs and Director/Focal person/s at MenEngage Global Alliance and the network concerned shall:

- a) Develop an action plan to address the needs identified, based on the best interests of the child/children.

## A. REPORTING FORM FOR INCIDENT REPORTING

If there has been a breach of the Safeguarding Children and Young People policy by any of the members or initiatives, programs, and events of MenEngage Alliance, such cases have to be reported to the designated focal person/s at regional and international levels.

- You see or suspect that a child has been exposed to intentional or unintentional injury, violation, discrimination, some form of physical or psychological violence, sexual abuse or exploitation.
- You receive a notification.
- A child tells you about violation or abuse.

<b>1. About the child/children</b> <i>(A separate sheet is required for each child, since details of violations or abuse are never the same for individual children in a group.)</i>	
<b>Name:</b>	<b>Sex:</b>
<b>Age:</b>	
<b>Address:</b>	
<b>With whom does the child live?</b>	
<b>2. About your concern</b>	
<b>Why are you concerned: Suspicion/observation/accusation/disclosure?</b> <i>(This section concerns information on how you became aware of the alleged abuse and when the abuse took place, including date, time and place. Where the allegation is being made by a third person, provide details of the person if possible.)</i>	
<b>Type of concern/accusation:</b> <i>(This section should contain information on the type of abuse that is alleged to have taken place: offensive, discriminatory, physical, sexual, psychological, exploitative; it may cover more than one category. Write down exactly what was said, or what the child said and what you said.)</i>	
<b>Have you reported to the parent(s) or caregiver(s)?</b> <i>(name and contact details of person(s), and date and time when you contacted them or tried to contact them)</i>	
<b>Have you reported to other staff within MenEngage Global Alliance or another organization?</b> <i>(Enter the name of the organization and the person to whom the report was made, date and time.)</i>	
<b>Advice from the other organization:</b>	
<b>Corrective actions taken by MenEngage Global Alliance and time frame for response:</b> <i>(What actions have you taken locally, referrals, reports, to whom and when.)</i>	
<b>Your name and your role in MenEngage Global Alliance:</b>	
<b>Your relationship to the child/children in question: Signature and position of person making the report:</b>	
<b>Date and place:</b>	
<b>Name of contact person or manager to whom the report has been sent, and date:</b>	

**ANNEX 2**  
**STATEMENT OF ACCEPTANCE**  
**FOR SAFEGUARDING REPORTING**

***Signed declaration for all staff and representatives<sup>20</sup> of MenEngage Global Alliance and our partner organizations.***

I hereby certify that I have read and understood MenEngage Global Alliance’s Safeguarding Children and Young People Policy.

I undertake to abide by all aspects of MenEngage Global Alliance’s Safeguarding Children and Young People Policy, including the personal and professional obligations it entails.

I understand that a serious breach of MenEngage Global Alliance’s Safeguarding Children and Young People Policy may be grounds for MenEngage Global Alliance to terminate my employment and/or membership and/or any connection with MenEngage Global Alliance.

I also understand that certain behaviors that breach MenEngage Global Alliance’s Safeguarding Children and Young People Policy may have consequences under criminal law.

As part of the appointment process, I undertake to provide an extract from the police records registry, if such a request is permitted by law, before taking up employment/an engagement/position of trust.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>20</sup> All active members, volunteers and employees, including board members, at national, regional and global levels

**ANNEX 3**

**ACCOUNTABILITY IN THE NETWORK AND ORGANISATION  
FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<b>Area of responsibility</b>	<b>Person responsible</b>
1. Ensuring that the vulnerable children and young person is protected from any further irregularities and has received medical attention if required.	Co-Chairs, Global Director and Focal persons
2. Deciding whether the matter shall be subject to further investigation internally or be referred to an external organization, or whether the case is of a criminal nature and shall be reported to the police.	Co-Chair, Global Director and Regional Chair/Coordinators and Focal persons
3. Ensuring that Safeguarding Children and Young People becomes a clear part of the recruitment process for new staff and volunteers from the advertising stage, through interview and taking up references, and until a contract of employment is signed. Both the Safeguarding Children and Young People represent part of the contract of employment and must be signed separately.	Co-Chair, Global Director and Manager at the Global Secretariat
4. Ensuring that all staff and volunteers within MenEngage Global Alliance will reflect MenEngage Global Alliance’s commitment to creating safe and secure operations for children and young people by having appropriate control procedures in place for new appointments to flag warning signs in persons who are unsuitable to work with children and young people: <ul style="list-style-type: none"> <li>○ An extract from the police’s criminal records registry from the relevant country is requested in connection with a new appointment. Extracts shall be updated every two years.</li> <li>○ Highlight Safeguarding Children and Young People in introductory training and in follow-up seminars.</li> <li>○ Complete relevant online training in Safeguarding Children and Young People.</li> </ul>	Co-Chair, Global Director and Manager at the Global Secretariat
5. Ensuring that all members and partner organizations or organizations that have a formal/contractual relationship with MenEngage Global Alliance, and whose staff have contact with children and young people, have included the following requirement in the contract: <ul style="list-style-type: none"> <li>○ That staff shall act in accordance with the present policy or in accordance with the partner organization’s own policy/ethical guidelines that is/are of an equivalent standard</li> </ul>	Co-Chair, Global Director and Manager at the Global Secretariat
6. Ensuring that a risk assessment has been carried out for activities/programs involving direct or indirect contact with children and young people.	Co-Chair, Global Director and Manager at the Global Secretariat
7. Designating contact persons for the global secretariat/regional for member organization, of national networks	Co-Chair, Global Director and Manager at the Global Secretariat

8. Ensuring that contraventions of the policy are investigated by the contact person in accordance with established reporting paths.	Co-Chair, Global Director and Manager at the Global Secretariat
9. Monitoring application of the policy.	Co-Chair, Global Director and Manager at the Global Secretariat
10. Ensuring that everyone who visits MenEngage Global Alliance's operations is informed of and follows the policy.	Co-Chair, Global Director and Manager at the Global Secretariat, and everyone
11. Ensuring that local procedures are established.	Co-Chair, Global Director
12. Ensuring that the policy is translated into the most widely used languages as required.	Co-Chair, Global Director and Manager at the Global Secretariat
13. Ensuring that all managers and board members are provided with the policy and kept up to date with any changes.	Co-Chair, Global Director and Manager at the Global Secretariat
14. Reviewing and updating the policy as required.	Co-Chair, and Global Director
15. Reporting to the Board and managers on a regular basis.	Co-Chair, and Global Director
16. Maintaining a confidential central archive of all reported incidents	Co-Chair, and Global Director