

Child Safe/Protection Policy Template



A Child Safe or Child Protection Policy will provide the framework for your business or organisation to create and maintain a protective environment for children in your operations, activities, and the communities in which you work.

TIP: Before writing your Policy conduct a risk or impact assessment on your organisation and its operations and activities. This will help you identify areas of strength and risk that you can make sure are covered in the Policy.

This template is a guide, and you should use your own style and language and ensure it is relevant to your values, context, and activities.

SUGGESTED SRUCTURE	SUGGESTED WORDING and INCLUSIONS
1. Name of Policy	<p>Child Safeguarding in Tourism Policy Child Safe Tourism Policy Child Protection Policy Policy for Child Safe and Ethical Tourism Child and Community Safe Tourism Policy</p>
2. Statement	<p>A statement about your values and commitment to keeping children safe when they are in contact with your organisation or business activities.</p> <p>You can mention your organisation upholds the rights of all children as stated in the UN Convention on the Rights of the Child</p> <p>The statement should reflect your organisation and the local context</p>
3. Purpose/Objectives	<p>For example, "The purpose of this policy is to:</p> <ul style="list-style-type: none"> - safeguard children from all forms of harm in all our operations and activities - create and maintain a safe environment for children in our operations, activities and the communities in which we work - to implement tourism practices and activities that are positive for communities and respect the rights of children. - provide leadership in child safeguarding and the promotion of responsible and child safe tourism practices

4. Scope	State to whom the policy applies: such as staff, volunteers, members and contractors
5. Definitions	Definition of a child - can use United Nations Convention on the Rights of the Child and Fiji's Child Welfare Decree definitions that state "a child is anyone under the age of 18 years" Definitions of child abuse and exploitation
6. Awareness Raising/Communication	Include a statement about how the Policy will be communicated, displayed and made available to your personnel, clients, customers/tourists and the communities you operate in. For example, website, brochures, posters, promotional videos
7. Local Laws and Policies	Your Policy can refer to local child protection, employment and labour laws and national policies on ethical and responsible tourism and child safeguarding
8. Personnel Recruitment and Screening	Include procedures for recruiting and screening personnel especially for those in contact with or working with children Can include a statement that you will not permit any personnel to work with children if they pose an unacceptable risk to children's safety and wellbeing
9. Roles and Responsibilities	Include specific child safeguarding roles and responsibilities within the organisation or business such as managers or Board members Can include a Child Safe Focal Point/Champion
10. Code of Conduct/Behavioural Protocols	Include a Code or Protocol on expected and safe behaviours for your personnel when interacting with children in the performance of their duties with your organisation or business
11. Training and Induction	Include a statement on the requirement for personnel to attend child safeguarding/protection training and/or induction and in what period from commencement of employment Can include refresher trainings for personnel
12. Reporting/Raising Concerns	Include a statement that it is mandatory for all personnel to report any concerns they have for the safety or wellbeing of a child

	<p>Provide details on the reporting process, to whom they should report to, how to report, in what time You can include a flow chart to explain the process clearly</p> <p>Provide details on how reports will be handled, such as confidentiality and in a timely manner with everyone’s rights respected</p> <p>Include the principle that the best interests of the child will be followed at all times and how to report concerns about customers/tourists’ unsafe behaviour with children to the appropriate authorities</p> <p>Can include procedures for obtaining feedback from communities, children/youth (child friendly mechanisms) and customers</p>
13. Risk Management	<p>Include how you will assess your operations and activities impact on children and what you will put in place to reduce the risk of harm to children and young people.</p> <p>Can also Include how you will incorporate feedback from communities and children/youth into continuous improvement in your child safe tourism practices</p>
14. Review	State how often the Policy will be reviewed