

PEACEJAM
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PeaceJam Global Safeguarding Policy for Children and Young People

Last Updated June 2021

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1. FRAMEWORK

General Purpose Statement: What is PeaceJam and why is safeguarding crucial?

The mission of the **PeaceJam** is to create a new generation of young leaders committed to positive change in themselves, their communities and the world through the inspiration of Nobel Peace Laureates. **PeaceJam** is founded on principles of **inclusion and celebration of diversity**. A key component of PeaceJam's transformational model is the creation of safe spaces for dialogue, reflection, **personal growth**, and **positive change**.

Safeguarding children and young people is about ensuring a **safe and secure environment**, both for the young people who participate in our educational programs and activities, for our staff members (both employed and contracted) and our volunteers.

Safeguarding is also about making sure that we - our staff (both employed and contracted) and our volunteers - are together **actively preventing** harm, harassment, abuse and neglect. Preventing is partly being able to **identify** abuse and misconducts, and being able to **orientate** the person touched and the person reporting, as well as potential witnesses. With PeaceJam, we want our staff and volunteers to be able and **ready to respond safely and efficiently** if a concern arises. It is about having mechanisms in place to deal with that concern - again, **before** it arises (staff and volunteers trained, reporting structure, and support structures for all our beneficiaries).

We do this because we want to **protect and support all of the people involved with PeaceJam** - for that safeguarding is crucial.

Please commit with us to promoting safe practices that respect children, youth and vulnerable adults' physical and mental integrity, space, and privacy, regardless of ability, ethnic origin, religion or belief system, gender identity, sex, or sexual orientation. Together with you, we will challenge and will not tolerate harm, discrimination, inequality, neglect, exclusion or abuse.

Definitions

Children ('child') - includes all persons under the age of eighteen (18) years. Children may be especially vulnerable and at risk of certain forms of violence, including physical, sexual, or emotional (psychological) violence.

Unaccompanied minors, or young people seeking refuge and asylum - For some children and young people, protection centres are the legal guardians with whom we may need to cooperate.

Young People - persons between the ages of 18 and 30. The PeaceJam Foundation recognizes that people in this age group may be vulnerable in certain situations and have particular safeguarding needs requiring distinct consideration. Due to their legal status as adults they may have fewer legal protections yet still require protection from violence in its many forms and we retain a duty of care towards them.

Gender - Gender refers to the characteristics of women*, men*, girls and boys that are socially constructed. This includes norms, behaviours and roles associated with being a woman*, man*, girl or boy, as well as relationships with each other.¹ PeaceJam is dedicated to ensure our safeguarding approach and response to safeguarding concerns are gender responsive. Indeed, girls, young women*, transgender individuals, and gender non-conforming individuals may be especially vulnerable and at risk from certain forms of violence, including sexual and gender-based violence.

Child abuse – includes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity.²

Child and youth protection vs. safeguarding: When protection is about taking action against a specific concern for a particular child or young person at risk; safeguarding is about actively preventing harm, by being able to identify abuse and mistreatment, to orientate the persons harmed, reporters and witnesses and to be able and ready to respond safely and efficiently to concerns.

Safeguarding is about proactive measures to keep children and young people safe from harm, when protecting is about answering to an issue.

Safeguarding Officer - They are the point-person for all staff if safeguarding questions and concerns arise. They are also responsible for ensuring that this present policy is

¹ Definition provided by the [World Health Organization](#).

² Definition from UNICEF's [Child Safeguarding Toolkit](#).

adhered to at PeaceJam events, both on-site and online. PeaceJam Key Staff should be trained on Safeguarding and able to take that role during events.

Legal framework

At the international level, there is a **primary framework** guiding PeaceJam Safeguarding Policy for Children and Young People: the **UN Convention on the Rights of the Child**.

As an organization working with children and young people, there are several articles of the UN Convention on the Rights of the Child that concern our work.

The articles of the Convention that are explained below are the ones that need to be taken into consideration for our work with children.

You can read the full child-friendly version of the UN Convention on the Rights of the Child [here](#), and the full version [here](#).

This policy was also informed by the **EU Charter of Fundamental Rights (Article 24 on the rights of the child)**.

EU Charter of Fundamental Rights

Article 24 - The rights of the child

1. Children shall have the right to such **protection and care** as is necessary for their well-being. They may **express their views freely**. Such views shall be taken into consideration on matters which concern them in accordance with their age and maturity.

2. In all actions relating to children, whether taken by public authorities or private institutions, the **child's best interests** must be a primary consideration.

3. Every child shall have the right to maintain on a regular basis a personal relationship and direct contact with both his or her parents, unless that is contrary to his or her interests.

UN CONVENTION ON THE RIGHTS OF THE CHILD (1989) - EXTRACT

 <p>1 DEFINITION OF A CHILD</p> <p>A child is any person under the age of 18.</p>	 <p>2 NO DISCRIMINATION</p> <p>All children have all these rights, no matter who they are, where they live, what language they speak, what their religion is, what they think, what they look like, if they are a boy or girl, if they have a disability, if they are rich or poor, and no matter who their parents or families are or what their parents or families believe or do. No child should be treated unfairly for any reason.</p>	 <p>3 BEST INTERESTS OF THE CHILD</p> <p>When adults make decisions, they should think about how their decisions will affect children. All adults should do what is best for children. Governments should make sure children are protected and looked after by their parents, or by other people when this is needed. Governments should make sure that people and places responsible for looking after children are doing a good job.</p>
 <p>12 RESPECT FOR CHILDREN'S VIEWS</p> <p>Children have the right to give their opinions freely on issues that affect them. Adults should listen and take children seriously.</p>	 <p>13 SHARING THOUGHTS FREELY</p> <p>Children have the right to share freely with others what they learn, think and feel, by talking, drawing, writing or in any other way unless it harms other people.</p>	 <p>14 FREEDOM OF THOUGHT AND RELIGION</p> <p>Children can choose their own thoughts, opinions and religion, but this should not stop other people from enjoying their rights. Parents can guide children so that as they grow up, they learn to properly use this right.</p>
 <p>15 SETTING UP OR JOINING GROUPS</p> <p>Children can join or set up groups or organisations, and they can meet with others, as long as this does not harm other people.</p>	 <p>16 PROTECTION OF PRIVACY</p> <p>Every child has the right to privacy. The law must protect children's privacy, family, home, communications and reputation (or good name) from any attack.</p>	 <p>17 ACCESS TO INFORMATION</p> <p>Children have the right to get information from the Internet, radio, television, newspapers, books and other sources. Adults should make sure the information they are getting is not harmful. Governments should encourage the media to share information from lots of different sources, in languages that all children can understand.</p>
 <p>19 PROTECTION FROM VIOLENCE</p> <p>Governments must protect children from violence, abuse and being neglected by anyone who looks after them.</p>	 <p>23 CHILDREN WITH DISABILITIES</p> <p>Every child with a disability should enjoy the best possible life in society. Governments should remove all obstacles for children with disabilities to become independent and to participate actively in the community.</p>	 <p>24 HEALTH, WATER, FOOD, ENVIRONMENT</p> <p>Children have the right to the best health care possible, clean water to drink, healthy food and a clean and safe environment to live in. All adults and children should have information about how to stay safe and healthy.</p>
 <p>29 AIMS OF EDUCATION</p> <p>Children's education should help them fully develop their personalities, talents and abilities. It should teach them to understand their own rights, and to respect other people's rights, cultures and differences. It should help them to live peacefully and protect the environment.</p>	 <p>31 REST, PLAY, CULTURE, ARTS</p> <p>Every child has the right to rest, relax, play and to take part in cultural and creative activities.</p>	 <p>39 RECOVERY AND REHABILITATION</p> <p>Children have the right to get help if they have been hurt, neglected, treated badly or affected by war, so they can get back their health and dignity.</p>
 <p>41 BEST LAW FOR CHILDREN APPLIES</p> <p>If the laws of a country protect children's rights better than this Convention, then those laws should be used.</p>	 <p>42 EVERYONE MUST KNOW CHILDREN'S RIGHTS</p> <p>Governments should actively tell children and adults about this Convention so that everyone knows about children's rights.</p>	 <p>43-54 HOW THE CONVENTION WORKS</p> <p>These articles explain how governments, the United Nations – including the Committee on the Rights of the Child and UNICEF – and other organisations work to make sure all children enjoy all their rights.</p>

PeaceJam Code of Conduct

Based on the existing laws and frameworks for child protection, we have issued a **code of conduct**. If you are a PeaceJam staff member or volunteer, taking part in the organization of an event with us, you will be asked to read and sign this code (as well as the entire policy).

Check the next section **"Application"**
to have more details on who this applies to

When you are implementing PeaceJam programming (either at a PeaceJam event, or delivering on-site PeaceJam programming as a trainer/facilitator), you must adhere to PeaceJam's Policy on Safeguarding Children and Young People.

PeaceJam Code of Conduct on the Safeguarding of Children and Young People

1. Comply with all relevant international standards and local legislation in relation to child protection and child labour;
2. Make sure there are always professional adults or PeaceJam staff with each group of children or young people:
 - a) **During PeaceJam events:** at least two (2) PeaceJam staff OR professional adults (accompanying educator) with each group;
 - b) **During on-site programming:** at least one (1) professional adult (accompanying educator) + YOU (PeaceJam volunteer or staff member)
 - c) **Online:** at least one (1) PeaceJam certified mentor, coach, Peer-Trainer or member of staff with each group
3. Respect the **privacy and confidentiality** of children and young people associated with PeaceJam. This includes:
 - a) Not inviting a child or young person to any private place (including your house);
 - b) Not encouraging a child or young person to become your friend via any personal social media site or system, or divulge any information that may lead them to access any personal social media site or system;
 - c) Not taking pictures of a PeaceJam beneficiary for personal use.
4. **Report any bullying** (face to face, online or text) of or by any children or young people to the **Safeguarding Officers**;
5. Share if you see PeaceJam Foundation staff, or any adult involved with PeaceJam, acting in a way that might be misconstrued, by speaking to them **and** to a Safeguarding Officer about your concerns.

Check the section
"Action Steps in case of concerns"
ANNEX I: page 14, to have more information
on how to react in case of concerns

PeaceJam Safeguarding Protocol

- **Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

- **One-to-eight adult supervision, whenever possible**

Children and young people who participate in PeaceJam events are safely supervised with, whenever possible, a ratio of one adult to eight children.

- **Two adults Rule**

This ensures that there's always an adult available to help in the case of a student emergency. This also safeguard the adults against allegations.

We do ensure a rule that only one student is never alone in a room with only one adult.

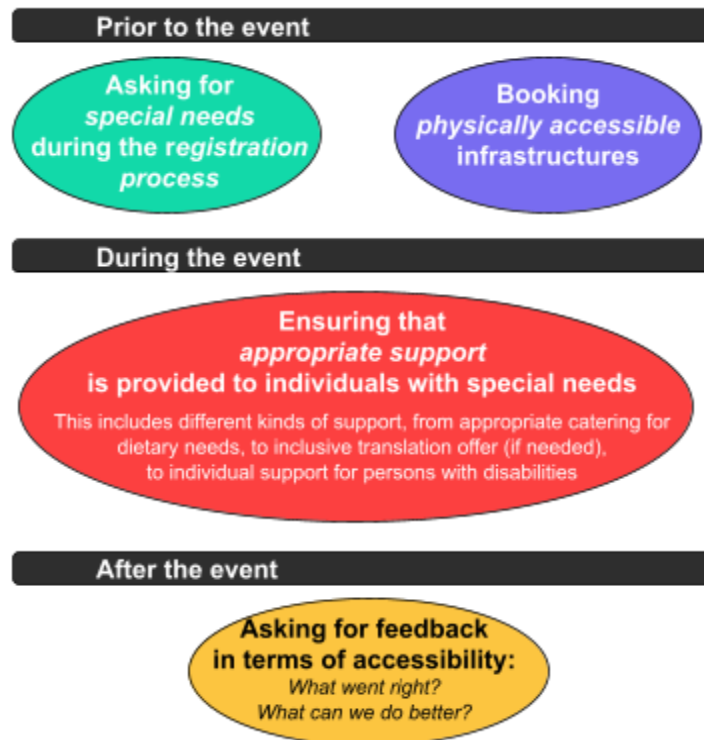
- **Online - always PeaceJam trained staff with each group**

If you use break-out rooms for online workshops, make sure you always have at least one PeaceJam facilitator with each group. Children and young people should not be left by themselves.

- **Accessibility and Accommodating Special Needs**

PeaceJam recognises the unique needs of persons with vulnerabilities including disability, linguistic barriers, immigration status, challenges resulting from mental or physical health needs, etc. We work to ensure that PeaceJam-organised events are **accessible** and **inclusive**.

This entails:



Application of this Policy

This policy applies **to**:

- **PeaceJam Foundation** members of staff (including contractors and interns) and volunteers (anyone in contact with children and young people);
- **PeaceJam affiliates across the world** their members of staff (including contractors and interns) and volunteers (anyone in contact with children and young people);
- **PeaceJam project partners**, their members of staff (including contractors and interns) and volunteers (anyone in contact with children and young people).

PeaceJam works with volunteers aged 18-30, as mentors, supporters and peer-trainers and facilitators. **This age range includes both beneficiaries and leaders in the implementation of PeaceJam programming.** In that role, PeaceJam Safeguarding Policy is threefold: 1. It protects them from abuse (as program beneficiaries), 2. Reporting requirements extend to them, 3. They have to comply with the present Policy and the Code of Conduct (as program facilitators).

Likewise, our programs also may work directly with other adults with vulnerabilities in the communities we serve. We ask that all PeaceJam staff and volunteers exercise their best judgement in accordance with this policy and their training to ensure they do not cause harm to any groups with which we work under the auspices of PeaceJam. Any suspected incidents involving vulnerable adults should likewise be reported to the Safeguarding Officer.

This policy applies **at**:

- **Official PeaceJam events** organised by PeaceJam Foundation, PeaceJam affiliates or project partners;
- **Official PeaceJam on-site programming**, implemented by PeaceJam peer-trainers or other PeaceJam volunteers.

PeaceJam Safeguarding Policy for Children and Young People **applies in conjunction with local, regional and national laws and regulations governing child protection** and safeguarding and with appropriate consideration to local context and culture.

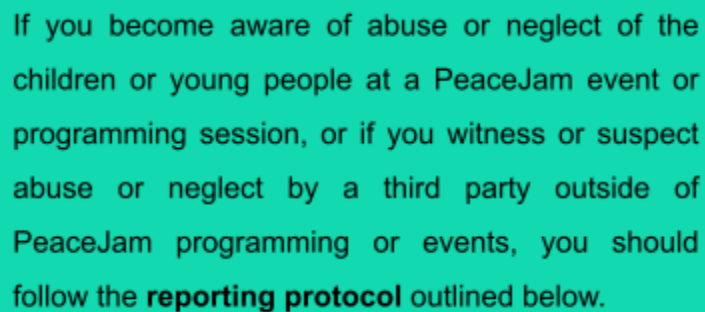
For schools and youth organizations implementing PeaceJam programming without the support of PeaceJam trained volunteers, the school's or host organization's Safeguarding Policy prevails.

2. TAKING ACTION

Recognising Abuse

For purposes of this policy, “**abuse**” is any action (or lack of action) that endangers or harms a child or young person’s physical, psychological or emotional health and development. Abuse may occur in-person or online or via other in-direct means. Abuse occurs in different ways and includes the following:

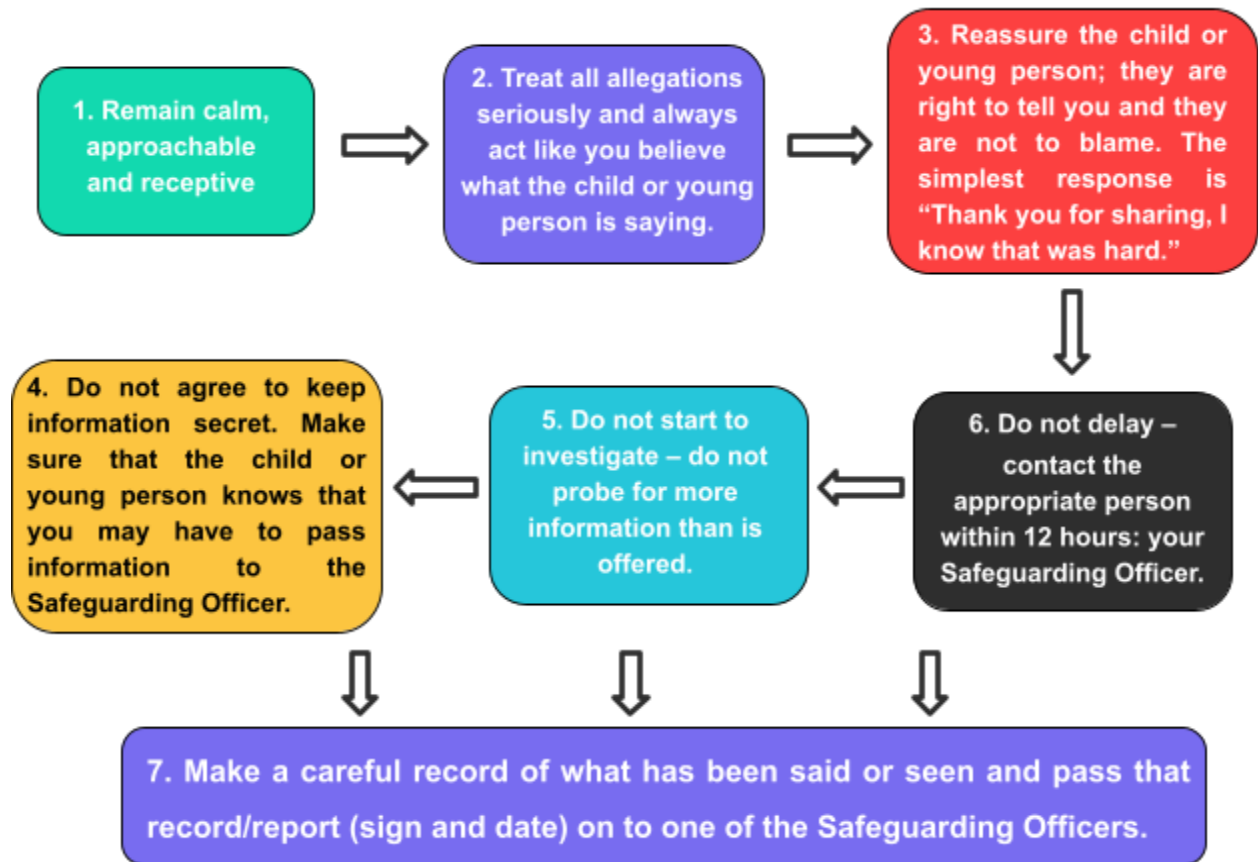
- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.



If you become aware of abuse or neglect of the children or young people at a PeaceJam event or programming session, or if you witness or suspect abuse or neglect by a third party outside of PeaceJam programming or events, you should follow the **reporting protocol** outlined below.

Step by step: Supporting the child or young person that is disclosing abuse

Here are some guidelines of the steps by steps to follow, may a child or young person approach you to disclose a concern.



Protocol for Responding to Allegations

In the event that an incident of abuse or neglect³ is alleged to have occurred at a PeaceJam event, please follow PeaceJam Safeguarding Procedure below:

1. **Protect the child or young person.** Make sure that they are fine and in a secure place, as well as the person who reported.
2. **Notify the Safeguarding Officer.**
3. **Inform the parent, guardian of the child or youth protection shelter** - this should be done by the Safeguarding Officer. If the young person is more than 18 years old, they will choose if their guardian should be informed.
4. Together with the Safeguarding Officer, you should complete an **incident report**. The Report will be forwarded to PeaceJam Foundation and kept in our records with no time limitation.
5. At the recommendation of the Safeguarding Officer, the alleged perpetrator of the abuse or misconduct may be asked to leave the premises and put on leave during the investigation. In such cases, they should be instructed to have no contact with the

³ See #6 'Recognizing Abuse'

young person or with witnesses. *If the event is taking place online, they may be asked to leave, **after their contact details have been verified.***

6. Allegations of criminal abuse should be reported to the local civil authorities, and PeaceJam's local affiliate or partner organization will comply with the local requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
7. Any person who is found guilty of alleged criminal abuse or misconduct will be removed from their position working with children and young people.

In regard to on-site programming, PeaceJam staff and volunteers should comply with the safeguarding requirements of the host structure, in addition to the present policy.



Additionally, numerous resources for children safeguarding are available on the [website of the NSPCC \(UK\)](#) and the [Childhelp Hotline \(U.S.\)](#).

IMPLEMENTATION

Risk assessment

PeaceJam Foundation is a **safe organization** that uses suitable premises, eg. schools and universities, to run its events and programming.

- o **Risk assessments of all venues** used by PeaceJam Foundation, its affiliates and project partners should be conducted for all PeaceJam events. With 'venue', we also include **online hosting platforms**;

- o **All events, including online events**, organised by PeaceJam Foundation, its affiliates and project partners **are risk assessed**, and adequate precautions are taken to prevent accidents;
- o In partnering with schools and universities for the hosting of PeaceJam events, **adequate insurance cover** is provided by the host organization;
- o For on-site programming, the risk assessment is the responsibility of the school or host organization.
- o During and outside of programming, we encourage facilitators' to use their best judgement:

Please refer to **PeaceJam Risk Assessment Template: Annex IV**, page 19

Selection of Staff

All PeaceJam staff or volunteers who wish to work with children and young people must first be verified for safeguarding purposes. Based on the local requirements and context, one or more of the following methods can be used: criminal background checks, police reports, reference checks, recommendation letters, verifying university enrollment, vetting process from PeaceJam staff through online or in-person trainings, etc.

Checks may be conducted by local affiliate staff. Documentation will be kept confidentially on file at the local affiliate office and accessible by the PeaceJam Foundation on an as-needed basis for as long as the staff or volunteer is active with PeaceJam, and at minimum 3 years following their conclusion of their work.

Training on PeaceJam Safeguarding Policy

All PeaceJam volunteers, affiliates and project partner staff members should be informed of and trained on PeaceJam Safeguarding Policy. They should all read and sign this present policy before starting their activity with PeaceJam.

At least one online training per year will be conducted on PeaceJam Safeguarding Policy. Contact programs@peacejam.org for more information.

Recording and Storing Information

All records/reports of incidents at all **PeaceJam** events shall be held securely for a period of three (3) years by the host organization.

PeaceJam Foundation, PeaceJam Affiliates and project partners collect minimal information about program beneficiaries under 18 years old. This includes: Name, Contact information, dietary requirements, allergies, relevant medical issues, physical accommodations or other needs, parent or guardian contact details, group membership, T-shirt size.

Youth participants are offered the option to opt-in to ongoing communication from PeaceJam Foundation. Contact information is not stored for those who do not opt in.

Policy Monitoring and Reviewing

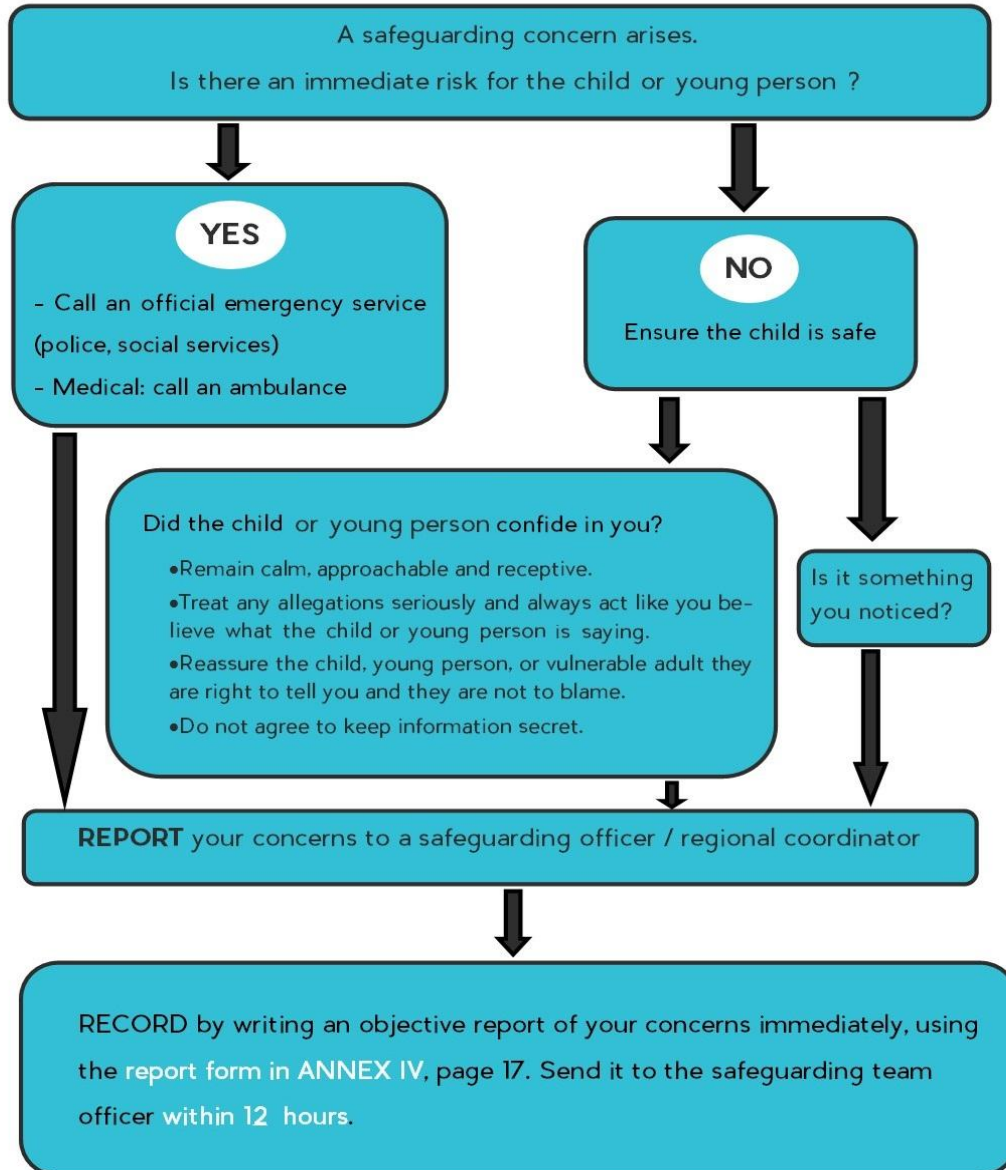
The PeaceJam Foundation and its partners and affiliates will regularly monitor the efficacy of this policy on the ground in both event and programming settings.

This safeguarding policy will be updated on an annual basis based on these observations, along with feedback collected regularly from staff, volunteers, and partners on the ground.

ANNEXES

ANNEX I - Action steps in case of concerns

PEACEJAM CHILD, YOUTH SAFEGUARDING
ACTION STEPS AFTER A CONCERN IS RAISED



Please bear in mind that filling out a form is NOT an accusation nor does it automatically lead to prosecution. We understand that you may not want to raise concern about a colleague/member of staff for something you barely noticed/are unsure about. Reporting is crucial in terms of recording and noticing if an event or a concerns is raised repeatedly for example.

ANNEX II - Reporting Form

PeaceJam's Mandated Reporting Policy:

The *PeaceJam Foundation* acknowledges that different regions around the world have different legal guidelines regarding mandating reporting. Therefore, the steadfast rule organization-wide is that for each PeaceJam event, an individual - certified by the state or jurisdiction within which the event will take place - must be explicitly identified and willing to assume the role of the region's mandated reporter for that event: the Safeguarding Officer. You can refer to them in case of concerns or interrogations. This person should be trained on child and young people safeguarding.

Processes and procedures for reporting should be included in PeaceJam trainings: for mentors, for teachers and youth workers, for Peer-Trainers. Safeguarding trainings for PeaceJam will take place on a yearly basis.

In the instance a report must be made, this form should be submitted in-person to the Safeguarding Officer onsite as soon as possible (within 12 hours).

If/when one of these forms is completed/submitted, the document will be scanned and a copy will be sent to PeaceJam Headquarters for their files (will be kept for a duration of three years after the volunteer/staff has finished their role with the organisation).

Suspected Abuse and Neglect Reporting Form:

When a member of the PeaceJam community suspects abuse, this form must be completed and submitted to the PeaceJam Safeguarding Officer as soon as possible, within 12 hours.

PeaceJam Region:

PeaceJam Event Date:

Event Location:

Name of PeaceJam Staff or Volunteer Submitting This Report:

Phone Number of PeaceJam Staff or Volunteer Submitting This Report:

ANNEX III - Guidelines for photographs

BACKGROUND

The public use of images and stories of children poses potential protection-related risks. Among which: (**non-exhaustive list**)

- Images containing personal information can be used as a means of identifying children, making contact with them at a distance or even tracing them to where they live;
- Images may be altered or adapted for inappropriate use;
- Displaying and using inappropriate images, stories etc., or images and stories for which consent and permission have not been obtained is unethical.

MEASURES/precautions

Before taking pictures of children and young people associated with PeaceJam, several measures and precautions are to be taken⁴:

- Do not disclose or support the disclosure of information that identifies children;
 - Ask permission to the child or young person (and/or parent/guardian/protection shelter), informing them of the specific purpose(s) and intended use, including how and where. Respect their decision to say no, making it clear that there is absolutely no negative repercussions from denying such consent. **Please check PeaceJam release form, compulsory before all PeaceJam events;**
 - Photographs of children in activities should try to include groups of children, and not show them in breach of rules, or behaving in a reckless or dangerous fashion. Images should never be stored on personal computers.
 - Group photographs: as with individual photographs, it should be explained to the group what the photographs will be used for and consent sought from individuals in the group. Any individuals who wish to opt out should be allowed to do so.
 - Ensure that the images are respectful and do not impact negatively on their dignity and privacy;
 - Images of children and young people participating in PeaceJam events/activities can only be posted on media affiliated with PeaceJam (BillionActsofPeace, PeaceJam *official* Facebook pages, PeaceJam website)
- Never upload the images of children and young people associated with PeaceJam to non-PeaceJam or PeaceJam-related social media pages (such as for student clubs, campaigns, etc) without the full and explicit consent of PeaceJam.

ADDITIONAL

⁴ Based on: Plan International *Global Policy: Safeguarding Children and Young People* (2017)
Oak Foundation, *Child Safeguarding Policy* (2018)

Independent photographers and writers commissioned by PeaceJam are considered as contractors and as such are subject to the policy.

Concerns regarding inappropriate use of the images of children should be reported to the Safeguarding Officers.

All images and stories, along with accompanying details of individuals, should be used and kept according to relevant data and privacy laws. It is recommended that images are stored securely (e.g. lockable safe/ cabinet, electronic files password protected, limited access etc.).

ANNEX IV - Risk Assessment Template

Activity / Area	Hazard	Persons at risk	Risk Reduction Measures	Level of Risk after Prevention Measures