

INOGAR Coop

Child Protection Policy

The processes in this document were taken by the Board of Directors of the Sınırlı Sorumlu İnoğar Sosyal Kalkınma Yardımlaşma İnovasyon ve Proje Danışmanlığı İşletme Kooperatifi on 01.03.2021. Unless a different decision is taken by the Board of Directors, the processes in the document are valid.

Purpose

The INOGAR Cooperative recognizes that children are one of the most vulnerable groups in society and working with them is a significant responsibility for our vision. As such, INOGAR is committed to providing a safe environment where children are protected from abuse and exploitation.

Scope and Responsibility:

This policy applies to INOGAR:

- Staff
- Grantees
- Contractors
- Sub-contractors
- Interns
- Volunteers

Any person or organization within the groups listed above are required to comply with this policy and ensure the safety and wellbeing of children is protected. Specifically, while working on any INOGAR implemented projects where children are participating, all of the applicable groups are required to:

- Protect children from exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socio-economic status, family or criminal background or physical or mental health or disability status;
- Ensure that the 'best interests of the child' are always paramount, including the need to protect the child from harm, to protect their rights and to promote his/her development;
- Maintain and uphold required standards of conduct and behavior in any contact with children; and
- Ensure that if there are reasonable grounds to suspect children are at risk of exploitation or abuse or have been abused, or abuse is disclosed, the reporting procedures outlined in this policy are followed.

INOGAR has zero tolerance for all forms of child exploitation and abuse. Failure to comply with this policy will result in immediate termination of employment or any contractual arrangement. All reports of non-compliance with this policy should be addressed to INOGAR's Executive Board at info@inogar.coop

Definitions:

1. **Child** - a person under the age of 18 years,
2. **Child Abuse** - one or more of the following acts against a child:
 - a. physical abuse
 - b. sexual abuse
 - c. emotional abuse
 - d. neglect
3. **Child Abuse Material** - material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse.
4. **Child Exploitation and Abuse** - one or more of the following:
 - a. Committing or coercing another person to commit an act or acts of abuse against a child,
 - b. Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material,
 - c. Committing or coercing another person to commit an act or acts of grooming or online grooming.
5. **Child Exploitation Material** - material, irrespective of its form, which is child abuse material or child pornography material.
6. **Child Pornography** - any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.
7. **Child Pornography Material** - material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in a sexual pose or activity, and does that in a way that a reasonable person would regard as being, in all the circumstances, offensive.
8. **Child Protection** - an activity or initiative for the purpose of preventing or responding to a specific incident of child abuse.
9. **Child-Safe Messages** – messages reinforcing that INOGAR is a child-safe organization and is committed to ensuring the safety and wellbeing of children.
10. **Contractor** - any person or organization (other than a staff member, volunteer, or intern of INOGAR) working with or providing services to INOGAR, including individual consultants.
11. **Emotional Abuse** - a parent's or caregiver's inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability whereby a child's self-esteem and social competence is damaged.
12. **Grantee** – an organization receiving funds from INOGAR to implement an agreed upon project
13. **Grooming** - behavior that makes it easier for an offender to procure a child for sexual activity, including online grooming.
14. **Intern** – a student or trainee who works, sometimes without pay, to gain work experience or satisfy requirements for a qualification.
15. **Online Grooming** - the act of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the 2 recipients to engage in or submit to sexual activity with another person including but not necessarily the sender.

16. **Neglect** - the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.
17. **Physical abuse** - the use of physical force against a child that results in harm to the child. Physically abusive behavior includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling, and poisoning.
18. **Sexual Abuse** - the use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviors can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography.
19. **Staff** – paid employees of INOGAR
20. **Sub-Contractor** - a person or organization which, under a contract with a contractor which provides services to INOGAR, undertakes the provision of some or all of the service obligations to INOGAR of that contractor.
21. **Volunteer** – a person who provides unpaid services to INOGAR

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Risk Management

INOGAR will conduct a child protection risk assessment on all projects and activities that involve potential contact with children, impact on children, or working with children as described below.

Working with Children: engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.

Impact on Children: the overall long-term effect produced by an investment. This includes positive and negative changes produced by an investment (directly or indirectly, intended or unintended).

Contact with Children: working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

The risk assessments must:

- identify risks;
- classify any high risk positions, individuals, activities and/or projects; and
- document steps to be taken to reduce or remove risks.

Child Safe Recruitment, Screening and Employment

INOGAR seeks to recruit and engage the safest and most suitable staff, contractors, interns, volunteers and partners to work with or have contact with children.

All individuals and organizations employed or engaged to work with or have contact with children are required to act in their best interests, protect them from all forms of abuse and comply wholeheartedly with this policy.

To ensure safe recruitment and hiring practices INOGAR will:

1. Develop clear job descriptions informing candidates of the child-safe recruitment screening practices that apply to all positions requiring contact with and working with children. The selection criteria will also outline the relevant experience needed if the job involves working with children.
2. Include child-safe messages when advertising for both paid and voluntary positions.
3. Include child-safe messages, child protection policy and code of conduct when sending out application forms to candidates.
4. Include statements on the application form that:
 - a. lets applicants know that criminal record checks will be conducted;
 - b. includes details that the criminal record checks cover all countries of citizenship for each country in which the individual has lived for 12 months or longer over the past five years; and
 - c. states that the requirement for criminal record checks allows people to self-select out of the process.
5. Include child-safe interview questions for all jobs working with children.
6. Conduct face-to-face interviews for positions involving direct and ongoing work with children.
7. Provide a copy of the child protection policy and code of conduct to candidates before the interview.
8. Complete a criminal record check before employing or engaging candidates to work with or have contact with children (includes existing staff).
9. Ensure the criminal record check covers all countries of citizenship and for each country in which the individual has lived for 12 months or longer over the past 5 years.
10. Conduct criminal background checks at least every 2 years for individuals working with children.
11. Not employ or engage candidates if their criminal record check includes convictions or sentences for:
 - a. Sexual offenses against a child or an adult
 - ii. violent offenses against a child or an adult
 - b. Any child abuse offense
 - iv. stalking of a child
 - c. Serious drug offense (trafficking a drug or supply of a drug of dependence to a child)
 - vi. family and domestic violence offenses
12. If the candidate's criminal record check includes driving offenses, review this against the job description to determine whether the candidate will be required to transport children.
13. If the candidate's criminal record check includes other offenses or sentences, conduct a risk assessment to determine whether the candidate poses an unacceptable risk to children.
14. Conduct and document at least two verbal reference checks for candidates working with or in contact with children.
15. Have new employees, consultants, interns, and volunteers sign the child protection policy code of conduct and other human resource policies before the commencement of their employment of engagement with INOGAR.

Employment and other Contracts or Agreements

Only individuals who have successfully completed child-safe recruitment and screening procedures will be employed to work with or have contact with children. This includes staff, contractors, interns, and volunteers. Contracts and human resources policies will include provisions for disciplinary sanctions such as:

- Dismissal
- Suspension with or without pay pending outcomes of an investigation
- Suspension transfer to other duties for any employee who is under investigation for breaching the child protection policy and/or code of conduct.

Reporting Child Abuse and/or Exploitation

INO GAR is required to abide by local and international criminal laws and international conventions relating to child protection and rights. All individuals and organizations within the scope of this policy are required to report immediately any suspected or alleged case of child abuse, exploitation, or policy non-compliance. Reports should be made to INO GAR's Executive Board at info@inogar.coop.

A report of child exploitation and abuse may include any disclosure, concern or allegation made by a child, or by any other person, of child exploitation and abuse. INO GAR is committed to ensuring that the safety and wellbeing of the child and their dignity and rights remain the overriding concern at all times.

INO GAR will:

- deal with a report of child abuse in accordance with this Policy;
- make every effort to protect the rights and safety of the child throughout the investigation of any report of child abuse;
- treat all reports of child exploitation and abuse seriously and ensure that all parties are treated fairly;
- deal with a child exploitation and abuse report in a confidential, fair and timely manner;
- and ensure that the interests of anyone reporting in good faith are protected. All reports made in good faith will be viewed as being made in the best interest of the child regardless of the outcome of any investigation.

Any person who intentionally makes a false or malicious report may be subject to any applicable disciplinary action up to and including dismissal or other action appropriate to their relationship with INO GAR. A contractor or subcontractor who intentionally makes a false or malicious report may be subject to termination of contract.

If a person becomes aware of an incident of:

- child exploitation and abuse, or what may reasonably be suspected to be child exploitation and abuse, through disclosure from a child, third party and/or direct observation; **and/or**
- a breach or possible breach of the Child Protection Code of Conduct

she or he must immediately:

- report the incident to INOGAR's Executive Board at info@inogar.coop and
- if the incident is required to be reported by any applicable legislative mandatory reporting obligation, report the incident to the relevant external child protection authority and/or the relevant police force.

Addressing Child Abuse and/or Exploitation Reports

INOGAR's Managing Director and Ethics Officer (or his appointee) will:

- identify immediate and potential risks to the child; and
- develop and implement an action plan to ensure the child's safety.

The action plan will include:

- checking that a report of the matter to the relevant police force and/or the child protection authority has been made, if it is required in compliance with a mandatory legal requirement; and/or
- ensuring referral and support for the child; and/or
- managing the matter internally in accordance with INOGAR processes, according to whether or not the incident may involve criminal conduct or other reportable conduct.

Other steps may also be required, as determined by INOGAR, according to the particular circumstances.

INOGAR CHILD PROTECTION CODE OF CONDUCT

INOGAR employees and service providers whose job or service description involves working or having contact with children must adhere to the following behaviors while performing their duties:

- treat all children with respect,
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate,
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services,
- wherever possible, ensure that another adult is present when working near children not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger,
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children),
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children,
- not hire children for domestic or other labor: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury,
- comply with all relevant legislation, including labor laws in relation to child labor,
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures,
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with INOGAR,
- be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse.

These behaviors are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form,

Applicant Agreement and Signature:

I, the undersigned, have read and understand the above Child Protection Policy and Child Protection Code of Conduct, and I agree to abide by this policy and code while working for INOGAR,

Name and Surname:

Signature :

Date :