

SAVE A GIRL
SAVE A GENERATION



Child Protection Policy

Effective Date: 11/12/2024

Next Review Date: 11/12/2026

Save a Girl Save a Generation
Calle Secoya nº 14 3F 28054 (madrid)
Correo: info@saveagirlsaveagenration.org
teléfono: 614 16 55 35

1. Introducción

Save a Girl Save a Generation is committed to creating a safe and nurturing environment for all children involved in or affected by our activities. As an international organization working in Spain, Kenya, and globally, we aim to safeguard children's rights, ensure their well-being, and prevent harm through comprehensive policies and practices.

This policy serves as a framework for all personnel, volunteers, and partners to follow and is grounded in the principles of the United Nations Convention on the Rights of the Child (UNCRC), local laws such as Spain's Law 26/2015 and Kenya's Children Act 2022, and international safeguarding standards.

Purpose: To protect children who engage with Save a Girl Save a Generation's activities, and to provide clear guidance to staff, volunteers, and stakeholders on ensuring child safety.

Scope: This policy applies to all employees, volunteers, interns, contractors, board members, and partners.

Public Access: This policy is available online on our website, with a child-friendly version for accessibility.

2. Principles of Child Protection

- All children have equal rights: to protection, survival, well-being, and development regardless of the child's or their parent's or legal guardian's race, color, sex, sexual or gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, or other status.
- Best Interests of the Child: Every action taken must prioritize the safety and welfare of the child.
- Children's Views: Children's views are to be heard, valued, and respected.
- Special Attention to the Girl Child: Due to dominant patriarchal and gender discriminatory norms in many societies, specific measures are necessary to protect girls.
- Zero Tolerance: Any form of child abuse, exploitation, or neglect is strictly prohibited.
- Accountability: All individuals involved with the organization are responsible for upholding this policy.
- Duty of Care: Organizations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations

3. Definitions

- Child: Any person under the age of 18.
- Child Abuse: Any action or inaction that harms a child physically, emotionally, or sexually, including neglect and exploitation.
- Neglect: Failure to meet a child's basic needs, leading to harm or potential harm.
- Exploitation: Using a child for personal or financial gain, including trafficking, child labor, or sexual exploitation.
- Digital Violence: Harm caused through digital platforms, including cyberbullying and exposure to harmful content.

4. Data Protection and Communication Standards

Save a Girl Save a Generation is committed to protecting the privacy and confidentiality of all individuals, especially children, in compliance with global data protection laws and ethical communication standards. This section outlines our key practices:

4.1 Data Collection and Storage

- Only collect data necessary for organizational purposes, ensuring it is relevant, accurate, and up-to-date.
- Securely store data using encrypted systems to prevent unauthorized access.
- Regularly review and delete data that is no longer required.

4.2 Consent

- Obtain written consent from parents or legal guardians before collecting personal data or using a child's image or story in any form of communication.
- Provide clear information on how the data will be used, stored, and shared.

4.3 Usage of Media

- Ensure all images, videos, or written stories of children are used respectfully, upholding their dignity.
- Blur or anonymize faces if required for additional protection.
- Avoid sharing sensitive information about children on public platforms.

4. Data Protection and Communication Standards

4.4 Communication Guidelines

- Use child-friendly language in all communications to ensure accessibility and understanding.
- Avoid sensationalism or content that may stigmatize or exploit children.
- Train staff on ethical storytelling and the responsible sharing of information.

4.5 Breach Management

- In case of a data breach, immediately inform affected individuals and take necessary steps to mitigate harm.
- Conduct a thorough investigation to identify and address the root cause

5. Preventative Measures

5.1 Code of Conduct

- Treat all children with respect and dignity.
- Avoid physical contact or verbal interactions that could be interpreted as inappropriate.
- Ensure a second adult is present when working directly with children.
- Maintain confidentiality and avoid sharing a child's personal data without explicit consent.

5.2 Safe Recruitment Practices

- Clearly outline child safeguarding responsibilities in job descriptions.
- Conduct criminal record checks for all staff and volunteers working with children.
- Require at least two references for all candidates.
- Ensure all recruits sign and adhere to this policy and the Code of Conduct.

5.3 Training and Awareness

- All staff and volunteers must complete child protection training before starting their roles.
- Conduct annual refresher courses to provide updates on safeguarding laws and best practices.
- Engage children in discussions to ensure policies reflect their needs and experiences.

5.4 Data Protection

- Collect and store children's data securely, following GDPR and local regulations.
- Obtain written consent from parents or guardians before using children's images or stories for campaigns.
- Limit access to sensitive information to authorized personnel only.

6. Reporting and Complaints Procedures

- All concerns must be reported immediately to the designated Child Protection Officer (CPO) or their deputy.
- Use the official Incident Reporting Form available in annexes and online.
- The CPO assesses and escalates the case to local authorities or child protection agencies as required.

Handling External Concerns (Non-Staff Related): Report the concern to the CPO, who will liaise with relevant authorities such as social services or law enforcement. Inform the child and their family of the actions being taken, ensuring their safety is prioritized.

Handling Internal Concerns (Staff or Volunteer Related): Immediately suspend the individual involved from duties pending investigation. The CPO, along with a designated management member, will initiate an internal investigation. If evidence substantiates the claim, enforce disciplinary measures, including termination, and report the individual to local authorities.

7. Response Mechanisms

- Provide immediate access to medical care, counseling, and legal aid for affected children.

- Enforce strict penalties for breaches of the policy, including termination or legal action.
- Monitor and ensure the child's continued safety and well-being.

8. Monitoring and Evaluation

Conduct annual reviews of the policy to ensure compliance and relevance. The Evaluation Criteria will assess the following areas:

- Policy Compliance: Are all staff, volunteers, and partners adhering to the policy?
- Effectiveness: Have safeguarding incidents been addressed promptly and appropriately?
- Relevance: Are the definitions, reporting procedures, and principles up-to-date with legal and social changes?
- Training Adequacy: Are training programs sufficient and effective for all involved?
- Feedback Integration: Have inputs from staff, volunteers, children, and partners been incorporated?

9. Roles and Responsibilities

- Child Protection Officer: Serve as the main point of contact for safeguarding concerns, lead training, and maintain case records.

- Management Team: Ensure adherence to the policy and allocate necessary resources.
- All Staff and Volunteers: Familiarize themselves with and follow this policy.

10. Accountability Measures

- Anonymous Reporting Form for Child Protection Concerns: Using Google Forms, we provide a secure and easy-to-use platform for reporting concerns or suggestions. This ensures anonymity and enables individuals to report safely.
- Transparency: Maintain open communication with stakeholders about safeguarding practices and outcomes.
- Feedback Mechanisms: Establish channels for ongoing feedback to enhance child protection measures.
- Performance Reviews: Incorporate adherence to safeguarding practices into staff performance evaluations.
- Public Reporting: Publish an annual report summarizing safeguarding activities, trends, and improvements.

11. Public Availability

- Both the standard and child-friendly versions of this policy will be available online.
- Hard copies can be requested from our offices in Spain and Kenya.



Contact Information

Child Protection Officer (CPO):

- **Name:** Hayat Traspas
- **Phone:** +34 658 977 641
- **Email:** hayat.traspas@savegirlssaveageneration.org

Deputy CPO:

- **Name:** Asha Ismail
- **Phone:** +34 614 15 48 24
- **Email:** asha.ismail@savegirlssaveageneration.org