

# Child Protection Guidelines for the Employment of Staff and Volunteers

Measures to prevent risks to child welfare are already taken when recruiting staff for Childaid Network. Childaid Network commits to proceeding in accordance with the following standards. These provisions apply to the employment of all staff and adult volunteers with regular responsibilities, as well as to staff in our partner countries. Children who volunteer with us receive a brief introduction to child protection.

## Job Advertisement, Pre-selection and Interview

1. The commitment to and the high importance of child protection for Childaid Network are communicated already in the job advertisement or during initial contact with potential employees, staff members, and volunteers with regular responsibilities.
2. Certificates submitted as part of the application are reviewed for indications of risks to child welfare (e.g. gaps in the CV, probationary periods without subsequent employment). In cases of suspicion, references are obtained. An online search on the person is conducted.
3. In the job interview or in initial discussions with volunteers, explicit reference is made to the importance of child protection for Childaid Network. It is communicated that, for employment or regular engagement, an extended certificate of good conduct is a prerequisite, where this is available in the respective country.
4. With applicants who will work with children or are expected to travel to projects, in-depth interviews are conducted in which the following points are addressed:
  - Previous experience with child protection measures is discussed.
  - Information is provided on the child protection commitment as well as the guidelines for public communications of Childaid Network. It is pointed out that these must be followed and signed.
  - It is pointed out that violations of the child protection policy of Childaid Network will lead to (legal) consequences. Depending on the severity of the violations, this includes, among other things, warnings and sanctions up to termination of employment.
  - Reference is made to mandatory trainings.

## Recruitment and Probation Period

5. For the recruitment of employees and staff or the engagement of volunteers with regular responsibilities, an extended police certificate of good conduct must be requested within three months after the start of the work. If such certificates are not available locally, individuals confirm by means of the signed self-commitment to child protection that they are not associated with any crimes against children.
6. Within three months after the hiring of employees and staff or the start of engagement of volunteers with regular responsibilities, an introduction to the child protection policy of Childaid Network takes place. This includes, among other things, explanations of individual obligations in the area of child protection as well as reporting mechanisms for child protection violations. The self-commitment to child protection must be signed.
7. Childaid Network commits to conducting a refresher training once a year for all employees, staff members, and volunteers with regular responsibilities. Those responsible within the Child Protection Team receive additional needs-based training.