



ABAT Child protection Handbook

This Handbook contains

- 1) Child protection policy
- 2) Relationship with external organizations
- 3) Trip policy
- 4) Codes of conduct

1) Child Protection Policy

Keeping children safe is everyone's responsibility.

- ➔ A child protection policy provides guidelines for organizations and their staff to create safe environments for children. It is a tool that protects both children and staff by clearly defining what action is required in order to keep children safe, and ensuring a consistency of behavior so that all staff follow the same process.
- ➔ A child protection policy also demonstrates an organization's commitment to children and ensures public confidence in its safe practices.

Guidelines

- Promote the child's best interest,
- Ensure the safety of the child:
 - physical and emotional well-being
- Provide emotional support for the child
- Ensuring appropriate confidentiality: In situations where a child's health or safety is at risk, limits to confidentiality exist in order to protect the child
- Involve the child/caregiver in decision-making:
 - While service providers may not always be able to follow the child's wishes (based on best interest considerations), they should always empower and support children and deal with them in a transparent manner with maximum respect. In cases where a child's wishes cannot be prioritized, the reasons should be explained to the child and caregivers
- Treat every child fairly and equally by promoting non-discrimination and inclusiveness:



- All children should be offered the same high-quality care and treatment, regardless of their race, religion, gender, family situation or the status of their caregivers, cultural background, financial situation, or unique abilities or disabilities, thereby giving them opportunities to reach their maximum potential. No child should be treated unfairly for any reason.
- Strengthen children's resiliencies:
 - It is the responsibility of service providers to identify and build upon the child and family's natural strengths as part of the recovery and healing process. Factors which promote children's resilience should be identified and built upon during service provision
- 1) Selection of Staff :
 - Checking criminal record of all candidates
 - Make sure that staff members are not affiliated to extremist party , whether political , religious or of any other type
 - Including candidate qualifications in the job description and specifying interview criteria
 - Make sure that members in charge of the hiring process is knowledgeable or has received training to be able to conduct a proper assessment of the efficiency of staff members
- 2) Education and training
 - Education about principles of child protection policy
 - Providing training
- 3) Administrative structure
 - Opening safe and confidential communication channels
 - Providing an environment of support and encouragement
 - Appointing one person to follow up with the implementation of child protection policy
- 4) Behavioral protocol
 - Developing suitable code of conduct on the appropriate staff behavior towards students
 - Respecting child's sensitivity, property, rights.
 - Making sure children are not exposed to any form of abuse (physical, moral , sexual , mental ,economic)
- 5) Communication with children
 - Providing communication guidelines
 - Obtaining the informed consent of the child/ parents / legal guardian for the use of images of their child for advertising, ...



- Abstaining from mentioning any personal information about child's identity
- 6) Reporting and response code
 - Drawing a clear process for staff members to report and store information about students
- 7) Consequences of Misbehavior

1. The Child Protection Team (CPT)

The CPT will consist of:

- Counselor
- Teacher representative from each level within the school (i.e. elementary, early childhood, middle and high school, etc.)
- Administrator – Head of Cycle
- External resource (i.e. community Child Protection Worker)

The role of a school-based Child Protection Team (CPT) is to ensure that there is a comprehensive Child Protection Program (CPP) in place at the school and to annually monitor the effectiveness of the program. Specific tasks include:

- Ensure a comprehensive Child Protection Program is in place for school
- Work within the school's existing structures to ensure development and adoption of a Child Protection Curriculum
- Protection curriculum that will meet the needs of the school
- Ensure that child protection curriculum is taught and assessed annually
- Support teachers and counsellors in implementing Child Protection Curriculum
- Ensure/guide Professional Development for training for all staff including teachers and volunteers regarding the Child Protection Program
- Ensure/guide parent evening education programs to support understanding of the objectives and goals of the CPP policy and curriculum
- Ensure systems are in place and monitored to educate and involve all school volunteers in the child protection program
- Serve as a resource group in working with cases requiring child protection - assist reporting and follow-up disclosures to the multidisciplinary team or where appropriate



Education and Training for the Three Major Populations in Schools

- For teachers: Awareness, types, signs/symptoms, prevention, policies and laws, reporting process, children's curricula, local authority and resources
- For students: Age appropriate personal safety/abuse prevention training for all grade levels based on core elements and evidence-based practices
- For parents: School safety goals and objectives, how to talk with their children, local authority and resources available, parent films, take-home letters and home exercises
- Collaboration/partnership with school and community resource

2) Relationships with external organizations

1) KAFA

- ➔ KAFA (enough) Violence & Exploitation is a feminist, secular, Lebanese, non-profit, non-governmental civil society organization seeking to create a society that is free of social, economic and legal patriarchal structures that discriminate against women.
- ➔ KAFA has been aiming to eliminate all forms of exploitation and violence against women since its establishment in 2005. It seeks to realize substantive gender equality.
- The Child Protection Program at KAFA (CPP) works on combating abuse and violence against children, with a focus on gender-based violence and sexual abuse.
- By working with children and youth, the CPP is contributing efforts to put an end to violence and discrimination.
- The CPP's action plans are designed to improve prevention and protection measures for children and adolescents, and to create safe environments for them through specialized activities and services by reaching out to different target groups working closely with children, namely: Parents, caregivers, service providers, and children and adolescents.

Throughout its work, KAFA combines different tools and strategies while always applying a child participatory approach. Its main strategies and approaches include:

- 1) Increasing societal awareness by producing knowledge, research, campaigns, and developing specialized training tool kits and informational and educational material designed for various target groups;
- 2) Strengthening the capacity of service providers in public and private sectors;



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- 3) Raising the awareness and building the capacity of local communities;
- 4) Empowering children and youth, by addressing their practices, behaviors and attitudes through recreational activities and awareness-raising tools;
- 5) Advocating for better legislation for the protection of children from violence and abuse and the creation of child-friendly policies and spaces in state institutions;
- 6) Offering legal, social, and psychological support to children and adolescents victims of gender-based violence, family violence, and sexual abuse, through two service-providing centers: The Adolescent-Friendly Space in Beqaa, and the Listening and Counseling Center in Beirut.

The Adolescent-Friendly Space in Beqaa:

Address: Chtaura, Masnaa Main Road, Khaled Shouman Building near Al Mousawi Institution- 2nd floor- Bekaa, Lebanon

Tel: +961 8 544103

Listening and Counseling Center in Beirut:

Address: 43, Badaro Street, Beydoun Building, 1st Floor- Beirut, Lebanon

Tel/fax: +961 1 392220/1

1) **Himaya**

- ➔ Himaya is an organization that aims to fight child abuse in all its forms (physical, psychological, sexual, and neglect).
- They organize lectures and training for parents, schools, and children on how to prevent abuse and offer guidance to children on how to defend themselves.
- They also offer services at the psychological, psychiatric, social and judicial levels to victims of abuse. These services and training extend to include Syrian refugee children as well.

Vision: Make child protection a right, everywhere.

Mission: to promote an environment suitable for the development of children and ensure their global protection via fighting and preventing abuse on Lebanese ground.

Address: St. Rita Building, Street 58, 1st Floor, Fanar, Lebanon

Telephone: (961) 1 395 315/ 6/ 7/ 8/ 9

Email: info@himaya.org



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2) BIKAFFE

- ➔ Their aim is to raise awareness against child abuse and at helping children who were sexually abused through handling their cases physically, psychologically , and legally , in addition to organizing entertaining activities for children through which they spread awareness further
- ➔ They believe in the power of living a happy, healthy childhood to build strong people who will contribute to establishing a great society and a bright future , It's true that they say “you grow through what you grow through”, especially when you get the right help.

Phone: 70646150

Email: act@bikaffe.org

3) UNICEF

- UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
- UNICEF is guided by the Convention on the Rights of the Child and strives to establish children's rights as enduring ethical principles and international standards of behavior towards children.
- UNICEF was created in 1946 after the Second World War by the United Nations to provide food, clothing and health care to European children. UNICEF Lebanon was established shortly after, in 1948. The office was the first field operation office outside UNICEF's headquarters.
- In Lebanon, UNICEF was the only UN agency working during the many years of the civil war, providing key assistance in health, water and sanitation as well as demining in many parts of the devastated country.
- One of the key challenges facing the children of Lebanon today is that many years after reconstruction from conflict, they continue to live in the shadow of internal political instability. UNICEF Lebanon is committed to ensuring that all its activities address the impact of this situation on children.

Beirut Country Office:

Address: Clemenceau, Gefinor Center, Block E, 6th Floor

Phone: +961 1756101

Fax: +961 1 756109

Email: beirut@unicef.org



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4) The Lebanese Union for Child Welfare

Founded in 1949 and registered under the number 585/AD, the Lebanese Union for Child Welfare was initially affiliated to the International Union for Child Welfare. First of its kind in the Arab world, its activities are spread throughout the Lebanese territory.

Main Objectives

- To implement the Convention on the Rights of the Child ratified by Lebanon in 1991.
- To implement the Lebanese laws concerning children
- To implement the Charter on the Rights of the Arab child
- To conduct research and studies on the state of the child in Lebanon
- To disseminate the principles, resolutions and recommendations adopted at international and regional conferences.
- To help NGOs, members of the Union, in their activities

Activities

- Organizing training courses, workshops, conferences on the state of children, and the promotion of their rights

Address: Hamra St., Rbez Bldg., Ground floor.

Tel/fax: 01 345150

5) The Lebanese Child Home Association (AFEL)

Tel/fax: 01 481690 – 01494411

- ➔ This non-governmental organization was founded in 1976 at the beginning of the war in Lebanon. Its purpose is to serve orphaned children or social cases and their families. AFEL is a lay, non-political and non-confessional organization. Authorized in 1977, it has been declared of public interest by the Lebanese government in 1987 by decree no 3872

Main objectives

- Take care of needy children and children with social problems
- Ensure the education and training of the children with social problems
- Help the children in their social and economic rehabilitation



- Contribute to the well-being and development of the child and his family in their environment and to the rehabilitation of the family

Activities

- Providing socio educational services to children from families with social problems such-as drugs, alcoholism and child abuse
- Establishing centers that provide secure and stimulating environment for children
- Organizing pre-professional workshops, manual and artistic workshops as well as animation programs for children
- Providing children not attending school, with remedial courses for at least one academic year

3) School Trip Policy

Planning trips

- The school plans the trip ahead of time. The planning involves considering the dangers that may happen , and how to reduce them

Points to take into consideration

- The location
- The route
- The mode of transport
- The competence , experience and qualifications of the supervisory staff
- Ratios of teachers to pupils
- Needs of students
- Weather conditions
- Emergency procedures
- Monitor the risks throughout the visit

Expenses

- Parents are given a written information about the cost of the trip ahead of time. This way parents are given enough time to prepare the expenses .The supervisor collects the money and hands them to the accountant

Supervision /Responsibility



- Teachers must understand their roles and responsibilities at all times.
- Teachers must be aware of any pupils who require closer supervision

Kg 1- 2 -3: 1 teacher/adult for every 5 pupils

Grade 1- 2 3: cycle 1: 1 teacher for every 8 pupils

Grade 4-5-6: cycle 2 1 teacher for every 8 pupils

Grade 7-8-9: cycle 1 1 teacher for every 10 pupils

Grade 10-11-12: cycle 2 1 teacher for every 10 pupils

- Regular head counting (list of names) of pupils takes place , before leaving any place
- The supervisor should establish a meeting point with the students in case of emergency or anyone getting lost
- Supervisor should never focus on only one student , all students should be taken care of equally
- Students are recognized by their school uniforms

Transportation

Safety Rules

- Arrive on time
- Bus should arrive before students
- Bags must not block aisles
- Never attempt to get on or off the moving transport
- Never throw things out of the window of the transport
- Never lean out of the window
- Never stand on seats
- Never disturb or bother the driver
- If you feel unwell , tell a teacher



4) Codes of Conduct

Adults towards Children

(Teachers and Non Teachers must sign code of conduct upon Hiring)

Relationships

All staff should:

- Be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity.
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- Pay attention to everything said and done to students.

Private Meetings with students

- The staff should always inform other adults about a meeting taking place
- Private meetings with students should be held in a room with visual access or an open door

Physical Contact

- Staff shouldn't make unnecessary physical contact with their students.
(Physical Punishment is forbidden).
- Staff should provide reassurances (physical comforting) when needed.
- Administrating first aid to a student by a trained staff member should be supervised by another staff member.



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Teaching Materials

- Teachers should avoid teaching materials that might be misinterpreted or sensitive to students.
- Teachers should consult the principal before.



Adults towards Children Staff Code of Conduct

All staff must sign and abide by this Code of Conduct

I Agree to:

- Never threaten Students
- Never allow or participate in violent games
- Never allow inappropriate touching
- Never use inappropriate words in front of children
- Never discuss the academic or behavior status of students with other members of the school community , unless asked to during class councils or formal meetings
- Never take pictures of students without them knowing
- Never invite a student to my home without a specific reason and without a guardian's consent
- Abide by the school's Dress Code. Always Dress Properly when around students
- Treat all children with respect , dignity and equity
- Always making children my priority
- Listen and respect the students
- Encourage students to participate
- Make sure that all students are safe all the time during school time
- Never Hit , insult , neglect or abuse students physically or verbally
- Never use sarcasm or mockery
- Always meet the students in an unlocked room
- Always respect the children's need for personal space
- Intervene to stop bullying in any case of violence and/or abuse among children
- Be an advocate to my students , provide extra support , and help them whenever possible
- Report to the counselor or administration any concern related to child protection using the correct procedures



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- Refer to the HOD/Counselor whenever a student shows illness symptoms or need to take medication
- Make sure to take parent's permission when using their below 18 children's pictures on social media
- Make sure to take the students' (above 18) permission before sharing their pictures on social media
- Make sure not to give private tutoring to my students

Elementary (Cycles 1&2) Students Code of Conduct

We the students of *Ali Bin Abi Taleb School* in grade _____, pledge to:

- Play safely, be gentle, and respect others.
- Respect the staff and students.
- Be polite towards the school staff and the students.
- Share and play together.
- Clean up after work and play.

And we pledge not to:

- Fight with others.
- Use impolite words.
- Run, shout, or scream.
- Bully others.

Class Advisor Signature: _____

Students' signatures:



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Middle and Secondary (cycles 3&4) Code of Conduct

We the students of *Ali Bin Abi Taleb College* in grade _____, pledge to:

- Respect the rights and interests of other students, teachers, staff, and visitors and consider others' feelings
- Be kind to other students and avoid discrimination or disturbance against them
- Behave properly on school campus, in classrooms, on school busses, and in all kinds of school activities by following the rules and policies at school
- Take care of school properties and maintain the cleanliness of school campus

And we pledge not to:

- Bully others
- Use inappropriate words
- Hurt others feelings in any mean

Class Advisor Signature: _____

Students' signatures: