

CHILD PROTECTION POLICY AND PROCEDURE

Summary

This policy outlines the UN Women National Committee Aotearoa New Zealand (UN Women NCANZ) Board's commitment to child protection and recognises the important role and responsibility of our members in ensuring the protection of children. This policy details the Board's expectations when child abuse or exploitation is reported by or to the Board, or is suspected by any Board member. It outlines UN Women NCANZ's zero tolerance approach to child abuse and exploitation, and provides a framework to manage and reduce the risks of these by persons engaged in delivering any of the work of UN Women NCANZ. It contains the expectation of the UN Women NCANZ when providing funds or other assistance to partners for the purpose of assisting women, children and marginalised communities, that the child protection standards in this policy are upheld.

Purpose

While UN Women NCANZ is not a specifically child-focused non-governmental organisation (NGO) UN Women works for gender equality and the empowerment of women and girls worldwide. UN Women NCANZ, as an advocacy, awareness and fundraising organisation, working to further gender equality in Aotearoa New Zealand and the Pacific, is committed to promoting child protection, and working for a world where all children are free from violence and exploitation.

UN Women NCANZ raises awareness of, and funds for, the UN Women country offices in the Pacific region work with girls and young women. The work of UN Women impacts children both as primary group of development assistance recipients (girls) and a secondary group of aid recipients (the families and children of women who receive financial, social, technical or other support from UN Women).

Guiding Principles

1. Zero tolerance of child abuse and exploitation

Child abuse and exploitation is not tolerated by UN Women NCANZ, nor is possession of or access to child pornography. UN Women NCANZ will manage the risks of child abuse and exploitation associated with any of our activities, and will socialise this policy with its Board and share it with UN Women NCANZ members. UN Women NCANZ will not knowingly engage, directly or indirectly, with anyone who poses an unacceptable risk to children.

2. Recognition of the rights of the child, including gender concerns of children

UN Women is committed to upholding the rights of the child contained in the Convention on the Rights of the Child¹ in gender-responsive ways, as well as the rights of the girl child outlined in the Convention on the Elimination All Forms of Discrimination against Women (CEDAW).² UN Women NCANZ recognises that some children may be especially at-risk or vulnerable to abuse or exploitation due to specific needs e.g. children with disabilities, girls living in societies with high rates violence and gender-based discrimination, children and youth in areas affected by disasters, conflict and climate change impacts.

3. UN Women NCANZ to align work with the Sustainable Development Goals, including 16.2 (to end abuse, exploitation, trafficking and all forms of violence and torture against children)

UN Women will ensure that its work will align with the Sustainable Development Goals (SDGs) especially goal 16.2 on ending violence and exploitation against children.

4. Shared responsibility

To manage risks to children, UN Women NCANZ requires the active cooperation of partners implementing its funded or supported activities. Partners may have their own internal child protection policy which may be read alongside the UN Women NCANZ policy.

5. Children's empowerment and right to participate in their own development and growth

UN Women NCANZ recognises children as active and competent contributors to their own development and growth, with the right to participate in decisions affecting their lives, in accordance with their development and evolving capacities. UN Women NCANZ also supports the empowerment of children to develop the capacity for self-protection and to advocate on their own behalf regarding issues that concern them.

Scope

This policy applies to all UN Women NCANZ Board members and associated staff, contractors, affiliates, including interns and volunteers. Although ultimate accountability sits with the Board, the Board delegates responsibility to the President to ensure that all child safety procedures are implemented and available to all staff, contractors, affiliates, and volunteers.

Behavioral Guidelines

1. UN Women NCANZ commits to adhere to statutory laws in New Zealand and “*make all reasonable efforts not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child*”.
2. Ensure the interests and protection of the child are paramount in all circumstances.
3. Recognise the rights of family/whanau to participate in the decision-making about their children, especially mothers and primary care-givers.

¹ United Nations Convention on the Rights of the Child. <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

² United Nations Convention on the Elimination of All Forms of Discrimination Against Women. <http://www.un.org/womenwatch/daw/cedaw/cedaw.htm>

4. Ensure that all UN Women NCANZ Board members are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
5. Support all Board members to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
6. Promote an inclusive culture where Board members and partners feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
7. Consult, discuss and share relevant information, in line with its commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the Board or designated person (usually the President).
8. Seek advice as necessary from appropriate experts where child safety issues arise.
9. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in accordance with this policy.
10. Ensure that this policy forms part of the initial Board induction programme for each new Board member.
11. Make this policy available on the UN Women NCANZ's website or available on request.
12. Ensure that every contract, or funding or support arrangement, that UN Women NCANZ enters into requires the adoption of child protection policies where required.

Child Protection Safeguards:

- Child abuse and exploitation is not tolerated by any person representing or conducting any activities supported by UN Women NCANZ. Where an allegation of child abuse, exploitation or non-compliance has occurred, UN Women NCANZ will follow internal procedures and notify relevant law enforcement agencies as appropriate. Regardless of any legal outcome, UN Women NCANZ reserves the right to refuse reinstatement of any staff or volunteer member at its sole discretion if it is found that the person has breached UN Women NCANZ Child Protection Policy.
- UN Women NCANZ ensures that its commitment to child protection is also maintained by its contractors and partners. All UN Women NCANZ agreements and contracts contain the following clause: *"The contractor/partner represents and warrants that neither it is engaged in any practice inconsistent with the rights sets forth in the Convention of the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development."*

Allegation Reporting and Management

All individuals outlined in the scope are required to report immediately regarding any concerns with the Board or a designated person (usually the President) if they have any suspicion of child abuse or exploitation or policy non-compliance occurring or being likely to occur, including inappropriate use of printed and electronic material.

The UN Women NCANZ President is responsible for instituting appropriate action including proper reporting procedures:

- a. Child abuse reports should be made to the President. If it is not possible reports can be made directly to the Board.
- b. Conducting or arranging an internal investigation to determine if UN Women NCANZ Child Protection Policy and Procedure has been breached.
- c. An initial assessment will be made to gather relevant information and a decision will be made (in consultation with the President) on what next steps to take. All reports will be handled professionally, confidentially and expediently.
- d. Making a report to local statutory authorities and co-operating with Police where appropriate.
- e. The internal investigation must be conducted in a timely manner and may involve external legal, mediation or expert advice if required.
- f. Regardless of the decision made, the process must be documented and filed, with all printed and electronic matter being kept in a secure and confidential place at all times.

Communications and Advocacy

For use of photographs and communication material UNWNCNZ abides to the UN Women 2015 Photo Policy Guidelines, the key principles of which are attached as Appendix 2. The UNWNCNZ uses photographs and communication material vetted, screened and authorised by the UN Women headquarters.

When photographing or filming child or child images, a guardian should give permission for use of a minor's photo unless it is being taken in a situation where the expectation to privacy does not apply. For example, privacy cannot be expected during large events such as marches, demonstrations or events where the press and other photographers are taking photographs.

All independent photographers will be appropriately screened.

Definitions

Child is any person who is less than 18 years old.

Child Protection is the measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children.

Child Abuse is the deliberate act of ill-treatment that can harm or is likely to cause harm to a child's safety, wellbeing, dignity and development. Abuse includes all forms of physical, sexual, psychological or emotional ill treatment.

Neglect is deliberately, or through carelessness or negligence, failing to provide for, or secure for a child, their rights to physical safety and development.

Exploitation refers to the use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.

Violence is the intentional use of physical force or power, threatened or actual, against a child, by an individual or group, which either results in or has a high likelihood of resulting in actual or potential harm to the child's health, survival, development or dignity. Violence can be committed by individuals or by the State as well as group and organisations through their members and policies. It results not only in fear of/or actual injury but also in fundamental interference with personal freedom.

Harm is the result of the exploitation, violence, abuse and neglect of children and can take many forms, including impacts of children's physical, emotional and behavioural development, their general health, their family and social relationships, their self-esteem, their educational attainment and aspirations.

Child pornography in accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means '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.

Child labour is the employment of children in an industry or business, especially when exploitative or illegal or that interferes with their schooling

Related documentation and information

- [Vulnerable Children Act 2014](#)
- Further information and sample child protection templates are available in the Children's Action Plan guideline Safer Organisations, Safer Children: <http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf>
- UN Women employment values and competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>
- Sustainable Development Goals, including Goal 16.2 on ending violence against children: <https://sustainabledevelopment.un.org/sdg16>
- UN Women NCANZ Constitution
- UN Women NCANZ Complaints Policy and Process
- UN Women Recognition Agreement

References: UN Women NCANZ Constitution
UN Women Recognition Agreement
CID Code of Conduct

Approved: UN Women NCANZ Board 12 May 2018

Review Date: 30 May 2020

Appendix 1 - Child Protection Complaint Form

PART A - Complainant to complete

Person making complaint (can be anonymous):

Date:

Who is the complaint about:

Who was the victim of the breach of conduct (name and contact details desirable but not essential)?

When did breach of conduct occur?

What was the breach of conduct?

Where did breach of conduct occur?

Who else was involved in this breach of conduct?

How did you come by this information about breach of conduct?

Any other details you would like to add?

PART B – CO to complete

Date received by UN Women NCANZ President:

Was this complaint investigated? Yes/No

If No, why not?

Is there evidence or suspicion of a breach of conduct? Yes/No

If No, what is the next step you will take?

If Yes what disciplinary action or further investigation will take place?

What is the final outcome of this complaint?

Report submitted to UNW NC ANZ New Zealand Board? Yes/No

Date of completion:

Appendix 2 – Key Principles from UN Women Photo Policy and Guidelines

General principles

Our photographs should convey the human rights and dignity of the people they portray. They should aim to show active, empowered women and girls in simple, bold, optimistic images.

- Empowered women and girls are active participants in creating a more equal world.
- Bold images can stir deep emotions and convey women’s value—today and tomorrow.
- Simple images capture what is most essential in any situation.
- Optimistic photos show that women are determined to ensure the future they want, no matter their circumstances, and that they will work to effect change when it’s needed.

Ethics concerns and permissions

All photographs should preserve dignity and strive, to the greatest extent possible, to show women’s empowerment, even when they portray challenging issues, such as ending violence against women.

Consent

While UN Women requires photographers to ensure that they do not infringe any third party intellectual property rights, UN Women does not require signed photo release forms—except in special circumstances outlined below. However, any use of photos must be authentic and appropriate. Inappropriate or inauthentic use of photos puts the organization at legal risk. Inappropriate use includes: misrepresentation of the subject’s identity or circumstances, use in a false or fictional context, digital manipulation of image content that changes its meaning, and unauthorized use in a commercial context. See further, under the heading “Image authenticity” below.

*Children: A guardian should give permission for use of a minor’s photo unless it is being taken in a situation where the expectation to privacy does not apply. [For example, privacy cannot be expected during large events such as marches, demonstrations or events where the press and other photographers are taking photographs.]

*Survivors: Survivors must be allowed to identify how their photographs should be used and should make clear if their name can be used or if an alias is required.

Consider the implications—think for the survivor. She may not be aware what will happen if a photo is online and it is our responsibility as UN Women to be as transparent as possible about the possibilities and risks. To help the survivor make an informed decision about photo usage, the photographer should spell out different scenarios in which a photo may be used: Print or online; local or global; various social media channels and the potential for “shares”; use throughout the UN system by sister agencies. Signing a release ensures that she has reflected on her consent to be photographed.

Photographing survivors of violence

We recommend that whenever a photographer is shooting survivors that they take some pictures that preserve the subject's anonymity even if the survivor says her identity can be known. This is insurance in case she wants or needs to change her mind about the photo's usage. Although it can be done if absolutely necessary, it is not UN Women's practice to selectively blur faces in photos.

With some creativity and planning, survivors of violence can be photographed in a variety of ways that preserve their anonymity. Shooting their hands, over their shoulder, from behind or with their features out of focus conveys a sense of who they are—and tells their story—without giving away their identity.

For more guidelines on how to interact with survivors, please consult the IFJ Guidelines for Reporting on Violence against Women.

Image authenticity

Image authenticity is UN Women policy. The majority of UN Women images are documentary: images of people in specific, real situations. Unless otherwise stated, documentary photographs are accepted as authentic depictions of reality, just as journalism—including photojournalism—should be. To change that reality, even with the best of intentions, is to imply a different reality or to misrepresent. Documentary images can be used **ONLY IF** the fair representation and no commercial endorsement provisions (as stated in section c above) are respected.

The bottom line is that a photo must be true to the content it shows. For a photo assignment on farming, the subjects in a photo should be actual farmers, not someone who's been asked to pose in a field with a hoe. Similarly, don't photograph a woman with make-up that makes her look like she's been beaten in order to produce a photo to illustrate gender-based violence.

On the other hand, while all effort should be made to set up a photo shoot that captures a scene as it would naturally unfold, it is permissible to schedule a photo shoot that is convenient to the photographer and the subject and "stage" the photo to a degree. For example, the farmer can be asked to go to the field to weed even if they would normally do that before dawn and the shoot is in the afternoon. But it's never allowed, for example, to photograph a village scene that's been set up in an urban location just because you need a "rural environment" in the required photo.

Changing the real content of documentary photos—including by using Photoshop or other means—undermines UN Women's credibility and is prohibited.

Photo rights

UN Women can only use photos we have rights to. We have the rights if:

- A staff member took the photo

- A photographer hired by UN Women (in accordance with section f below) took the photo
- An organization or other UN entity (UN Photo, UNFPA, an NGO partner, etc) has provided the photo AND given permission for its usage in writing
- An organization or other UN entity makes photos available for use and UN Women follows the usage guidelines provided by the organization. In some cases, permission to use a photo must be sought—for example, from NGOs or UNICEF. In others, rights are granted through a photo database registration process that outlines the usage terms; this is the system used by UN Photo, for example. When using photos shared publicly by organizations (including on websites such as Flickr) UN Women must observe the terms of use set by the organization.
- We have licensed a stock photo. The usage rights will be spelled out in the purchase agreement and must be adhered to.

Photo credits and photo captions

Photo credits

All photos used in any way by UN Women must include a photo credit. This is true in cases where the photo is credited to UN Women and in cases where we purchase a photo from an agency or obtain photos from a partner organization.

- Credits must identify the person who took the photograph and/or the organization that is providing the licensing. Under no circumstances should anyone put a staff member's name or UN Women's name on a photo that was not taken by someone who works for or was contracted by UN Women.
- Credits must be provided anywhere a photo appears. For example, credits are required for: a photo caption, a print publication gutter, end credits to a video or the summary blurb of a YouTube video, a Facebook post.
- The only exception to this policy is using photos by UN Women on Twitter. UN Women photos may be used in tweets without a credit if there is a link to a story or page where the photo appears with a credit. If the photo is NOT a UN Women photo (for example if it is from another UN agency, provided by a partner or purchased from a third party) then you must include a credit, either on the photo or in the tweet.

The format for photo credits is Photo: Agency Name/Photographer's Name. For example – Photo: UN Photo/Mark Garten or Photo: UN Women/Catianne Tijerina. Photos commissioned by UN Women Regional offices and Country offices should include the Regional Office name or the Country Office name in the photo credits. For example – Photo: UN Women Magreb/Tarik Fettah or Photo: UN Women Timor-Leste/Betsy Davis.

If a photo is submitted by a partner NGO with the photographer's name, the credit should be: Photo: Cotidiano Mujer/Marta González.

Crediting staff members: Generally, the decision to include a staff member’s name in a photo credit is left to the staffer. At HQ, when a photo is taken by a non-photographer staff member we will not normally use a staff member’s name in a photo credit, going with a simple “Photo: UN Women.” However, many of our staff go to extra effort to contribute strong images and should be credited if they want. In these cases, the credit should read - Photo: UN Women/Staff Member’s Name.

Crediting professional photographers: Crediting photographs is standard international practice, intended to affirm usage rights, facilitate the subsequent identification and tracking of an image, and acknowledge the photographer. For UN Women, crediting professional photographers is a minimum courtesy, given that rights to their images have often been purchased at below standard market rates.

“Courtesy of” credits: If usage rights for a photo are provided free of charge by a non-UN organization or individual then the photo credit should include the phrase “Courtesy of”. For example “Courtesy of Amnesty International” or “Courtesy of Emma Watson.”

Stock photos: Photos that have been licensed should be credited as spelled out in the license agreement. For example: © The Gleaner Company Limited or AFP/Getty Images/Daniel Mihailescu.

Photo captions

Every UN Women photo must have a caption—preferably embedded in the file (see section g, Embedding Metadata) or archived with the file. Captions should tell the reader what is going on in a photo—including the context—and not just describe the obvious. They should describe the who, what, when and where of the photo. Every photo caption must:

- Be written as a complete sentence or sentences;
- Include the description, location and date of what’s happening in the photo;
- Include names/titles of any key individuals.

Example: Women work at a fish-processing project supported by UN Women in Joal Fadiouth, Senegal on 7 January 2013. Photo: UN Women Senegal/Bruno Demeocq.

When posting photos in a news or feature story on UN Women websites, in print publications or social media the captions should be fact rather than opinion. The caption should seek to tell the who, what, where, when and why of the photo in a way that connects the photo to the text. In cases in which a documentary photo is to illustrate a concept, an accompanying caption should be included to convey the photo’s particular information and context.

Hiring photographers

Hiring professional photographers to visually document UN Women’s work and beneficiaries is the best way to produce the kind of striking images your office and the rest of the organization want and need.

UN Women acquires photography through contractual assignments under a consultancy contract, on a day-rate basis up to USD 550 (see Annex II: Sample terms of reference). Minimum delivery requirements include: An optimized edit of 15-20 of the best photos from each assignment, with individual captions embedded in the metadata. In addition, the full take of all the original images should be delivered following the assignment.

If your office is considering the acceptance of pro bono services, the office must ensure that the pro bono contribution is received in accordance with the Secretary-General's bulletin on the acceptance of pro bono goods and services, ST/SGB/2006/5. The office can accept a pro bono contribution only pursuant to a formal agreement between UN Women and the contributor, using the Pro Bono Agreement template, including a TOR that specifies the terms of the assignment, including intellectual property rights. (The documents linked above are available on the UN Women intranet under Management/Legal Support/Agreement Templates.)

Copyright

The copyright in the photos that the photographer takes while under contract with for UN Women remains with the photographer. UN Women obtains from him/her the unconditional, non-exclusive and perpetual right to use those photos however UN Women sees fit, including publishing them on the UN Women website, using them in promotional materials, re-editing them, and providing them to other UN agencies and the media. The office must ensure that the photographer agrees to the above and that it is reflected in the contract Terms of Reference (TOR). Please see Section 9 f) in the sample TOR for Photographers engaged under Consultancy Contract.

The one exception is for photos of our Goodwill Ambassadors, for which UN Women will retain copyright. Photographers may be allowed to use the photos only in their portfolios and with UN Women's written permission. The office must ensure that the photographer agrees to the above and that it is reflected in the TOR. Please see Section 9 f) in the sample TOR for Photographers engaged under Consultancy Contract to cover Goodwill Ambassadors.

Posting, archiving and sharing

Posting photos on Flickr

UN Women uses Flickr to showcase its photos. Flickr accounts have been set up for the five regions. Offices in each region can log in to post selections of their best photo coverage.

Photos posted to Flickr automatically go into the Photostream, which showcases photos in chronological order of upload. In addition, all photos should go into at least one Album. Albums group photos by event or theme. Each Album should have a description.

Photos uploaded to Flickr must have:

- (1) Title: A headline that describes the photo. This should never be a filename like "IMG_9239"—which will automatically happen on upload if metadata has not been

embedded in the photo (see below for further details on embedding metadata). Rather, the headline should be a short description pulled from the caption that gives a broad sense of the photo’s context.

(2) Description: A descriptive caption that includes a photographer credit.

Also suggested for Flickr captions: include a link in the Flickr caption to a relevant UN Women web story or site.

For UN Women photos on Flickr, the Creative Commons licensing setting should be Some Rights Reserved (Attribution-NonCommercial-NoDerivs 2.0 Generic), allowing others to use and share the image according to the following conditions:

- Attribution — User must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work)
- Noncommercial — User may not use this work for commercial purposes.
- No Derivative Works — User may not alter, transform, or build upon this work.

This may be set during upload via the “Owner Settings” tab on the left-hand side of the upload page.

Photos taken by implementing partners may only be shared on a UN Women Flickr account with written permission and must be credited appropriately in the caption. (In some cases, these photos may require a stock photo agreement or materials release. Please clarify with the partner.)

Images from UN Photo and our sister agencies should not be posted to UN Women Flickr accounts, except in rare cases. These photos should have All Rights Reserved under the licensing/sharing option, as should any photos where you are not absolutely certain UN Women has permission to (re)distribute.

Embedding metadata

It is recommended that certain metadata information be embedded prior to upload using photo editing software such as Adobe Lightroom or Photo Mechanic (best options) or Adobe Photoshop or Adobe Bridge. This will allow the photo to carry caption and credit info within their digital “footprint” and, if used correctly, it will automatically populate the Flickr fields, meaning this information only has to be entered once and in one place.

Metadata should be input into the different IPTC metadata fields below according to the software used:

Flickr	Adobe (Lightroom, Photoshop)	Photo Mechanic
Title	Title	Object Name
Description	Description (include credit)	Caption (include credit)
Tag	Keywords (generally: women’s	Keywords (generally: women’s

	empowerment, gender equality, UN Women)	empowerment, gender equality, UN Women)
N/A	Creator	Creator/Photographer
N/A	Credit line	Credit
N/A	Copyright notice	Copyright

Archiving photos

Flickr is not intended as an archive, but as a showcase of the best photos by region, event and thematic area. Do not upload unedited, uncaptioned photos to Flickr. Photo archives should be stored locally on drives and backed-up.

Sharing photos

UN Women gives permission to the media, academic institutions and non-governmental organizations/civil society organizations to reproduce photographs belonging to UN Women, on condition that credit is given to UN Women. The goal in allowing these groups of people and organizations to publish/reproduce photographs by UN Women is to obtain as much publicity as possible for our work. A UN Women photograph may be supplied (at no cost) to book publishers, including textbook publishers, only if the photograph is being used to specifically illustrate the work of UN Women. UN Women photographs may not be used for any other commercial purposes.