



**CHILD SAFEGUARDING POLICY  
2021  
V.1.0**

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# REVISION HISTORY

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February 11, 2021	0.1	YKIP Children protection Policy for sponsored children, donors and third party involved	Cakra Usada

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## **POLICY STATEMENT**

This policy indicates the right, safety and protection of children are the concern of Yayasan Kemanusiaan Ibu Pertiwi (YKIP). The policy is to strengthen the child protection within YKIP and any other party involved in the activities.

YKIP believe that to do no harm to the children (and their families) as the beneficiaries of YKIP programs is a very important issues that should become the priority in running the programs. This policy is made to make sure that all the people involved in the program aware with the aim of YKIP programs to promote the welfare of the children and to keep them safe from abuse and harm in the same time.

This effort is a continuous commitment of YKIP ensuring that all activities conducted are safe for children. We commit to strengthen and refine the policy to promote the right of the children and their families.

Head of YKIP Management Board

**Purnama Bulan**

# 1. INTRODUCTION

Yayasan Kemanusiaan Ibu Pertiwi (YKIP) is an organization that working with children and students from many different age groups as the beneficiaries of the scholarship program. To run the program in YKIP, there are many parties involved such as donors who funded the programs, suppliers, staffs, and volunteers.

As an organization who work with children and care about the children welfare, it is necessary to have a protection program that can protect not only the children as the beneficiaries, but also all the parties involved in YKIP's activities. The protection policy is not only to prevent abuse, but also to create a safe environment for the children, the staff, and any other party involved in all YKIP activities.

## 1. Vision

YKIP as a foundation that working for the welfare of the children through education programs believes that children should be protected from any kind of harm and abuse. YKIP promote that children should be able to get their right in education to reach the better future. YKIP believe that any form of abuse to the children is a crime that affect the children and the society.

YKIP would like to be a contributor to a better world where the children can enjoy their rights without any fear to harm or being abused.

## 2. Commitment

With this safeguarding policy, YKIP commit to prevent abuse, and promote the safety and protection to children on all its programs.

## 3. Value and principles

YKIP believe that all children should be able to enjoy their right and they should be free from any harm and abuse. We also believe that:

1. Safeguarding is everybody responsibility
2. Children should be treated by respect regardless their sex, race, religion and beliefs, disability, and other status.
3. Abuse to children is unacceptable.
4. All staff and third parties should not expose any harm to the children in the program.
5. All programs and activities, policies, and practices should be designed to promote protection to children.



## 4. Safeguarding standard

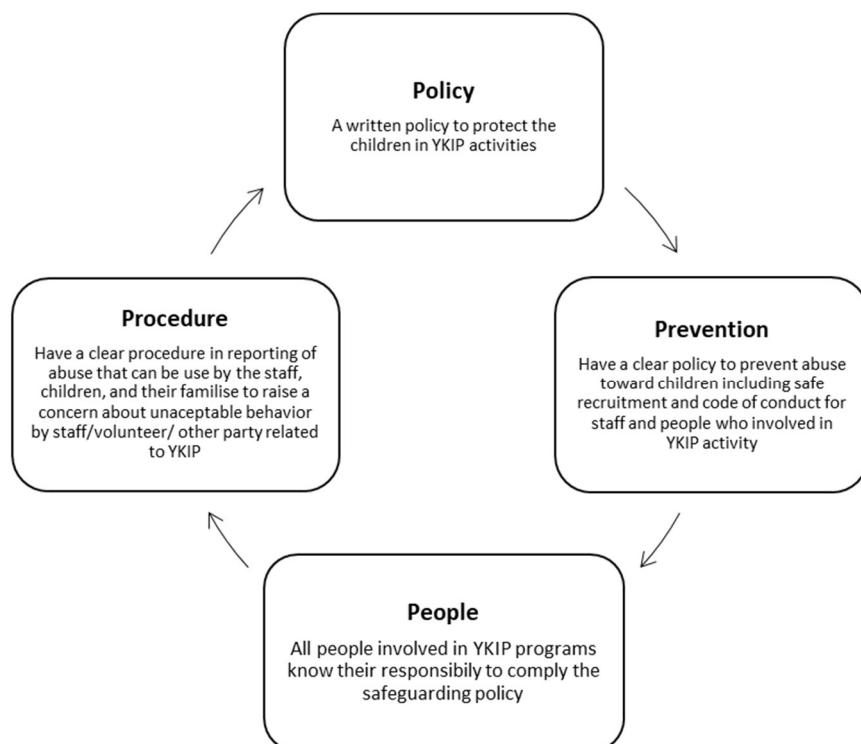


Figure 1: YKIP Children Safeguarding standard

## 5. Definition and terms

### 1.5.1. Children

Children are human beings under the age of 18, including those who are in the mothers' womb.<sup>1</sup>

### 1.5.2. Children Abuse

Children abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.<sup>2</sup>

### 1.5.3. Children Safeguarding

Children safeguarding is the responsibility that organizations have to make sure their staff, operations, and programs do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which they work, are reported to the appropriate authorities.<sup>3</sup>

#### **1.5.4. Sexual Abuse**

Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.<sup>4</sup>

#### **1.5.5. Commercial or other exploitation of a child**

exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.<sup>5</sup>

#### **1.5.6. Emotional Abuse**

persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.<sup>6</sup>

#### **1.5.7. Physical Abuse**

Actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.<sup>7</sup>

#### **1.5.8. Neglect**

A persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development.<sup>8</sup>

#### **1.5.9. YKIP Staff**

Please see 1.6 for the detailed information.

### **6. Scope**

YKIP Child protection policy applies to:

1. All staff employed or engaged by Yayasan Kemanusiaan Ibu Pertiwi including part time staff and interns.
2. Advisor Board
3. Volunteers
4. Contracted personnel such as consultant
5. Suppliers

6. Donors

## **7. Roles and Responsibilities**

All people involved in the organization have the responsibility to make sure the policy is implemented in the activities of YKIP. The responsibilities and role for specific staff can be seen below:

### **1.7.1. All Staff**

All staff as stated in 1.6 should familiarize themselves with this safeguarding policy and implement the policy. They should be aware that the children are prone to harm and able to identify risk. Staff responsible to report any concern about the children in the programs run by YKIP.

### **1.7.2. Program staff**

Program staff responsible to promote the safeguarding practice in their program, to the children as beneficiaries and to other party involved in the program where they responsible to.

### **1.7.3. Management**

Management including the directors and coordinators, responsible for the promotion of good practice in this safeguarding and supervise the staff compliance to this policy.

### **1.7.4. Designated Officer (DO)**

Designated officer, namely the program coordinator or communications coordinators of YKIP is responsible for the reporting procedure. The duties including the regular monitoring of reporting received and referring to the relevant authorities as required.

## **2. Prevention**

Prevention is a major concern in protecting the children. YKIP preventing the harm to the children as below:

### **1. Risk Assessment and management**

A risk assessment is taken during the planning of the programs and activities and developing the appropriate steps to respond to the identified risk. Below are some of the identified risk and how to respond to the risk.

#### **2.1.1. Communication between the Sponsor and the children**

- All communications between the sponsored students and the sponsor are allowed only with YKIP as intermediary. Sponsors are prohibited to contact their sponsored students in any means without YKIP as intermediary. Sponsor are not allowed to share their contact (phone number, email, social media accounts, physical address, etc.) to the students.
- If sponsors contacted directly by the students or the family, or by someone that said that they are the family representative, the sponsor should report to YKIP immediately to YKIP email ([info@ykip.org](mailto:info@ykip.org)) or YKIP phone number.

DO should follow up the report immediately after the incident is reported by the donor.

- Students also are not allowed to communicate with their sponsor without YKIP as intermediary. Students are not allowed to search for their sponsors contact (phone number, email, social media accounts, physical address, etc.), and they are prohibited to share their contact with the sponsors.
- If students are contacted by donors directly without YKIP as intermediary, the students must report to YKIP immediately via YKIP email address or phone number. DO must follow up the report immediately after the report is received.

### **2.1.2. Students' identity confidentiality**

The students' identity should be kept confidential to protect them from any harm and potential harm. Below are some of the preventive measure to keep the students' identity confidential:

- Donor should be well informed that the information about the sponsored students that sent by YKIP is for their personal reference only. They are not allowed to share the information to the public. The donor should be informed before they agree to be a donor and during the renewal. Should there is any donor breach this policy, the staff who find the breach should follow filed the report to DO. DO have to follow up accordingly.
- There should be no identifying personal information (full name, address, school attended, parent's name) in the children photograph taken except the children first name in the name tag provided by YKIP. The use of the name tag is only during the event that involved group of more than 10 children. The name tag usage should be with the approval from the project manager.

In transmitting the picture using the electronic device, YKIP officer should ensure that the label on the image is not revealing the students' identity (full name, address, school attended, parent's name). Breach to this policy should be reported to DO.

### **2.1.3. Donor visit**

Donor visit is generally conducted in YKIP Office. However, if the visit cannot be done in YKIP Office due to the practical reasons (distance, time, mobility, etc.), the visit can be conducted in an alternate place. If the meeting is conducted in the place other than YKIP Office, there are some steps to be taken:

- YKIP should review the place for any safety risk prior to the meeting.
- Ensure the meeting place is suitable for the child.
- Ensure the meeting place is not in a private residence/place.
- At least two staffs accompany the child in the meeting.
- The staffs should responsible for the child safety during the meeting with the donor.

A risk assessment is taken during the planning of the programs and activities and developing the appropriate steps to respond to the identified risk.

## **2. Child safe recruitment**

YKIP commit to provide a safe environment to the children as the beneficiary of the programs. To implement the commitment YKIP makes sure that the programs and activities are staffed with qualified staff who also have the same commitment to create a safe program in YKIP. YKIP would not recruit anyone who poses a risk to children.

YKIP will vet all the applicants who apply for positions in the program with the requirements below:

1. Checking the background of the applicants including the criminal record and demand the applicant to submit the police record.
2. Applicant should submit the name of two referees who will be asked to provide at least two references, including the suitability of the applicant to work with children. YKIP would have a verbal referee check and make a documentation of the check.
3. A behavioral based interview will be conducted to determine the attitudes, motivation, and values in regards to children.

## **3. Code of conduct**

All the personnel who are covered in this policy commit to respecting, promoting, and protecting the right of the child. The code should be obeyed by all the people involved in YKIP programs and activities. Any violation to this Code of Conduct will be subject to disciplinary action, including dismissal or termination from the YKIP programs and or organization.

The YKIP Code of Conduct can be seen on Appendix 1

## **4. Child-safe communication**

The publication of the photos and stories of the children can be a potential risk and might exposed harm to the children. Every publication should consider those risks and try to protect the children from the harm, also respect the children right and dignity.

To protect the children, consent should be obtained prior to take any photos and videos of the children. The parents should be informed about the aim of taking pictures and/or videos and give their consent, verbally or written. Publication should not reveal the child identity and the location of the children, including the school and home address.

YKIP encourage the supporters, partners, and staffs to share YKIP social media post, including photos and video. This way, the photos might be distributed on personal social media sites. However, photos and videos that taken during the events, activities, field work, and site visit that not used by YKIP, cannot be used on the staff personal social media. For donors who visit their sponsored students, please refer to appendix 2 of this document.

## **5. Policy distributions**

It is very important to distribute this policy to all people who are involved to the project run by YKIP. To make sure that all people know their responsibility, the copy of this policy and the version to suit the local community would be distributed as follow:

1. promoting the policy through the various ways such as website, hard copy, and verbally. To make the policy delivered to all the parties involved in YKIP activities, there will be a policy in local language.
2. Including the information about this Policy in the employment contract and agreement with third party (partners, suppliers, etc.) and including the information that the contract and/or agreement can be terminated if the employee or other party work with YKIP breach this Policy.
3. Disseminate the policy through the internal meeting with the staff. Make the policy socialization mandatory to all new staff and refresh once a year and make additional socialization if necessary.
4. Create the simple version of the policy for each party involved in the activity and program, such as manual for staff, volunteer, beneficiaries, donors, and suppliers.
5. Briefing to all participants (staff, suppliers, volunteers, guests) about the policy prior to the activities with the children.

### **3. Reporting and Responding to Child Safeguarding Concern**

YKIP commit to respond all the reports or indication that suggest child(ren) might be at risk. The safety of the children is the priority in responding to the report(s). Once the report is submitted below are the steps that should be taken:

1. Designated Officer namely the program coordinator and/or communication coordinator should receive the report through email ([info@ykip.org](mailto:info@ykip.org)), by phone, or in person and immediately inform the management about the case.
2. The first step of actions is to make sure the safety of the child(ren).
3. The report should be recorded by the DO
4. If the case involving YKIP Staff, the investigation would be conducted by the management, and disciplinary measure might be taken.
5. In the case involving YKIP partners, the investigation process will be given to the respective institution and YKIP would review the cooperation with the institution and take the necessary step.

#### **1. Reporting for YKIP Staff**

YKIP staff should report to YKIP Designated Officer if:

1. Witness abuse to child(ren)
2. Suspect someone of child abuse
3. Someone alleged abuse of a child.
4. Any breaches to this Children Protection policy
5. Received the report of children abuse or disclosure of abuse of children.

Below is the framework of child abuse reporting for YKIP Staff.

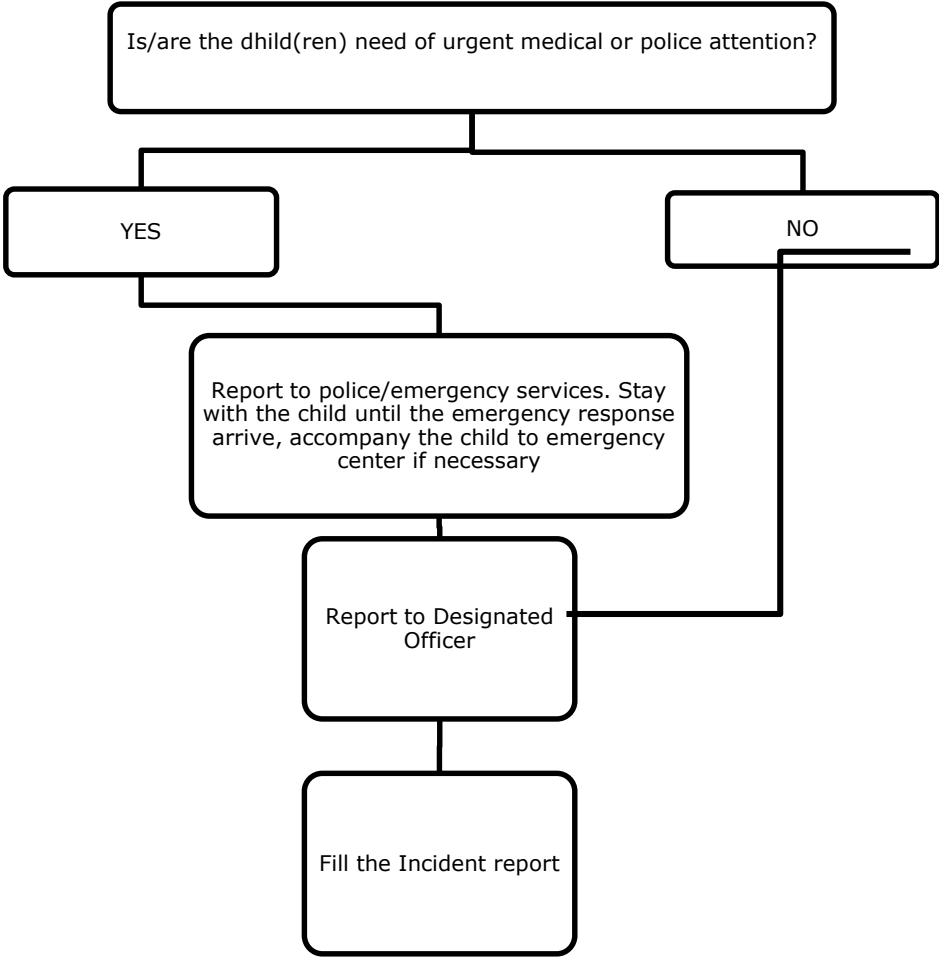
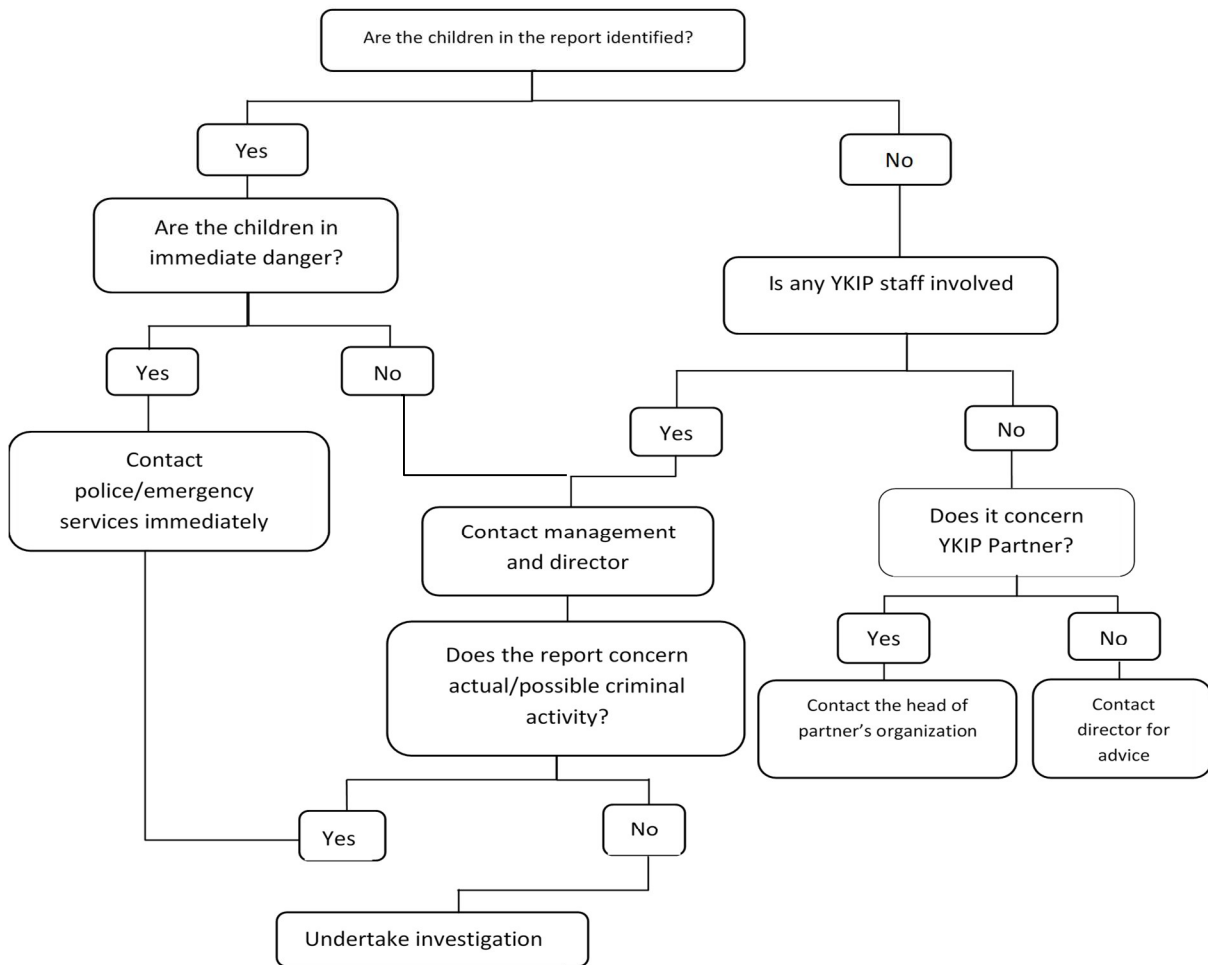


Figure 2: Reporting framework for YKIP Staff

## 2. Reporting Framework for Designated Officer

Below is the framework for Designated Officer to follow up the report submitted can be seen below:

Figure 2: Reporting framework for YKIP Designation Officer





#### **4. Implementation, Reporting, and Review of the Child Safeguarding policy**

YKIP would ensure that the policy is fully implemented in during the daily activities of YKIP's Programs and monitored regularly. This policy would be reviewed every three years and changes can be made whenever necessary.

Report and progress would be made on yearly basis, including the summary of the case received, challenges and obstacle for the full implementation.

## **Appendix 1:**

### **Code of Conduct**

As a part of our safeguarding policy, YKIP requires all the staffs, volunteers and any other parties involved to abide the child safeguarding policy and agree to work in accordance this Code of Conduct. Any form of unacceptable behavior that breaches this Code of Conduct would be reported and the sanction may be applied.

We believe in these principles in safeguarding:

1. all staffs and volunteers should respect and promote the children right, protect the right of the children to live in safety environment.
2. YKIP will not tolerate any abuse and will take the necessary step to implement the policy.
3. The implementation is everyone responsibility, so that YKIP would have all the people involved in the program and activities (including but not limited to staff, volunteer, interns, and third party) comply this Code of Conduct.

#### **I agree:**

1. to treat children with respect and equality, regardless of the age, sex, origin, religion, and any other status
2. to use the appropriate language and behavior when working with children. Also, to set clear boundaries between themselves and the children so everyone understands what appropriate behavior is.
3. to maintain a good communication culture and build trust with children, their family, and society so that any concern can be shared and discussed.
4. to inform the children about their right to report any worrying situation.
5. to make sure another adult is present and be visible when working with children wherever possible.
6. to obtain permission from the children and parents before taking the photograph, videos, or using the child image(s) and story. This including explaining to the children and parents how the photos and story will be used.
7. to report any suspicion on child abuse or breaches of YKIP's Child Protection Policy to Designated Officer immediately if there is a concern raised.
8. To use all computers, mobile phones, video cameras, or other technology appropriately, and never exploit or harass children, or access or disseminate child exploitative material through any medium, including social media
9. To comply with all relevant/appropriate local legislation, including labour laws in relation to child labour.
10. to immediately report to YKIP any: concerns or allegations of child exploitation and abuse, or breaches of YKIP's Child protection Policy and Code of Conduct.
11. to 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 my associations with YKIP.

12. to be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitations and abuse.
14. not to physically attack a child in any way, or engage in 'rough play' that could be harmful to the child
15. not to invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
16. not to use physical punishment or humiliating punishment on children
17. not to rest or sleep close to unsupervised children, in which case I must obtain my supervisor permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children)
18. not to use language that is abusive, harassing, and/or demeaning to the child.
19. not to act in ways to embarrass, humiliate, belittle or degrade a child.
20. not to engage in any sexual relations with anyone under 18 years old regardless the legal age of sexual consent, the law and local custom including using sexually provocative language and behavior.
21. not to exchange money, job, good, or aids for sexual favor.
22. not to discriminate against, treat children unequally or unfairly for example by favoritism & excluding others.
23. not to work with a child or transporting a child alone.
24. not to work with children under the influence of drugs or alcohol.
25. not to watch, produce, publish, or share pornography showing children or show pornographic content to children.
26. not to represent children negatively such as weak, powerless, desperate, etc.
27. not to publish the story that may endanger the child, family, and/or the community.
28. not to hire children for labor that is inappropriate given their developmental stage or which interferes with the time available for education or recreational activities, or which places them at the risk of injury.

### **Use of children's images for work related purposes**

When taking photograph or film of the children for work purposes I must:

1. Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
2. Before photographing or filming a child, obtain consent from a parent or guardian of the child. This include giving the information about the aim of taking the photograph, including the use for any publication.
3. Ensure any image taken present the child in a dignified and respectful manner, adequate clothed and not in poses that could be sexually suggestive. Also ensure that the image taken not present the children negatively such as weak, powerless, desperate, etc.

4. Ensure the images are honest representations of the context and the facts.
5. Ensure the file labels of the image do not reveal identifying information about a child when sending images electronically.
6. use the work camera whenever possible. If a work camera is unavailable, a personal camera can be used but images must be stored on work drive and only be used for work related purpose.
7. Ensure all the images are not to be used for personal use.

YKIP will take any necessary action to violation of this Code of Conduct and safeguarding policy which may include but not limited to:

1. Providing assistance for the victim and take immediate steps to protect and support the child.
2. Attempting to establish the fact in the most objective manners possible.
3. Take disciplinary actions, that may result in suspension and contract termination.
4. Reporting to the authorities any violation of this Code of Conduct and Safeguarding Policy that may breach the national legislation.
5. YKIP may take any further step to prevent the incident occur in the future, including informing other organization which may apply for professional references regarding contract termination due to the violation to safeguarding policy.

**Declaration of Commitment:**

I the undersigned\_\_\_\_\_

Declare that I have received, read, and understood YKIP's Children Protection Policy and commit to implement the policy.

Date\_\_\_\_\_at\_\_\_\_\_

Signature\_\_\_\_\_

## Appendix 2

### YKIP Safeguarding Policy Guide for donors

YKIP as an organization that working in the children education, commits to protect the privacy and the security of children. As a sponsor of YKIP programs, you also responsible to protect the children that we serve together.

We kindly ask you to follow the Child Safeguarding Policy as the part of our commitment to protect children:

#### 1. Communication between the Sponsored Children and Sponsor

The communication and/or correspondence between sponsor and the sponsored children are only allowed by the intermediaries of YKIP. Please do not make direct communication with the child and/or their family directly or through internet and social media (Facebook, Instagram, etc). This is to avoid any unwanted things such as crime, violence, and abuse. Should your sponsored children or their family try to make a direct contact to you, please report to YKIP via email [info@ykip.org](mailto:info@ykip.org)

#### 2. Sponsor Visit

If you would like to visit your sponsored child, YKIP will arrange your visit and one of our officers will accompany you during the visit. A visit plan should be informed to YKIP at least 30 days prior to the visit. The visit will be conducted in YKIP office. If the meeting cannot be done at YKIP Office due to practical reasons, the meeting will be conducted in a public place that have been reviewed by YKIP to ensure the safety for you and your sponsored student(s). You will be accompanied by two of YKIP Staff to meet your sponsored student(s).

#### 3. Displaying Sponsored Child Picture and Online Publication

The profile of the child, photo of the child, and any other information of your sponsored child is given to you as your reference only. The information belongs to YKIP as given by the parents/guardian. Please use the information wisely to protect the children from potential abuse, crime, and violence.

Using your sponsored child's picture online (social media, website, or other online communication) bear risks to the child privacy and security. Please do not share personal information such as last name, birth date, address (full address or village name), school's name, and other information.

#### 4. Picture Upload

We do not allow you to upload the copy or duplicate the picture and information taken from YKIP website and/or social media without written permission. As the picture of the programs' beneficiaries taken with the permission of the parents, we commit to protect the right that given to YKIP while safeguarding the children from risk and harm.

We are aware that the internet and social media has given the impact to us and the children as the beneficiary of the program. We hope that we can have a good communication in a safe way for the children by protecting the children's and their family right.

#### 5. Gift for your sponsored children

YKIP doesn't recommend you bring a gift for your sponsored children during your visit to avoid jealousy between the sponsored children. However, if you would like to bring

some gift, all gift received from the sponsor will be distributed equally among the sponsored children to prevent discrimination.

## **Appendix 3**

### **Guidelines for Sponsored Children and Family**

YKIP concerns about the children and their family wellbeing and try its best to protect the children and the family from the harm and abuse. To put the safeguarding policy in place and give maximum protection to the children from any potential and actual abuse and violence, all children and their family should follow the rules below:

#### **1. Communication with your sponsor**

All communication between sponsored children and their donors should be with the intermediaries with YKIP. We prohibited any direct contact between the sponsors and sponsored children including the contact made in social media (Facebook, Instagram, etc.) email, phone call and person to person communication. The reason of this policy is to give the protection to the children and the family from any potential harm.

We also prohibit sponsored children to share their contact (phone number, email, social media account) to the sponsors. Should your sponsor try to make a direct contact to you, please report immediately to YKIP.

#### **2. Sponsor Visit**

Your sponsor(s) will meet you only with YKIP staff company in YKIP Office. If the meeting cannot be done at YKIP Office due to practical reasons, the meeting will be conducted in a public place that have been reviewed by YKIP to ensure the safety for you and your sponsor. You will be accompanied by two of YKIP Staff to meet your sponsor. If your sponsor(s) come to your place without the accompany of YKIP staff, you should report immediately to YKIP. You are not allowed to take pictures of your donors without their permission and should not post the picture in the internet (social media, email, or other media) without permission. Please be advised that this policy is made to protect you, your family, your donor, and society from any potential risk and harm.

#### **3. Document confidentiality**

All the documents given by YKIP to you including students' books, journal, and forms that you are required to fill out is belong to YKIP. YKIP prohibited you from taking picture of the document(s) and share the picture in social media. Please be aware that the documents may contain your personal data and other confidential data. The policy is made to protect you from the risk of abuse and harm.

#### **4. Communication with YKIP**

Please be aware that your communication with YKIP would always be assisted by the contact person named in your student books. Should you have any inquiry, please kindly contact YKIP office number on 0361 9378047. If someone unidentified contact you and says it is from YKIP, do not follow their instruction and please report immediately to YKIP to YKIP office number.

#### **5. Your Rights are Protected**

YKIP will do the best it can to protect your rights. You have the right to be respected equally regardless your age, sex, language, religion and other status. If you get a potential or actual abuse (physical, emotional, sexual, exploitation, or neglect) from YKIP staff, volunteer, supplier or any people who relate to YKIP when you are in the program, please report immediately to YKIP. YKIP will protect your identity.

## **6. Contact**

Should you need to report any risk, harm, and/or abuse you faced or witnessed, please report to YKIP office on 0361 9378047. Below are the persons that you could talk to:

A.A.Ayu Ratna Wulandari ([ayuratna@ykip.org](mailto:ayuratna@ykip.org))

I Ketut Gede Cakra Usada ([cakra@ykip.org](mailto:cakra@ykip.org))



## Appendix 4

### YKIP Incident report and recording

Report date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 1. Detail of the children

Name : Sex: M/F

DOB/ Age :

Address :

Other information:

#### 2. Parents/Guardian Detail:

Name : Sex: M/F

DOB/ Age :

Address :

Other information:

#### 3. Subject of the Child Protection Concern:

Name : Sex: M/F

Address :

Other Information:

#### Any relationship with YKIP? Yes/No

**4. Description of the incident** (describe the incident as detailed as possible, include the time, location, and person(s) involved, place and date of the incident):

#### 5. Detail of other party involved:

Name : Sex: M/F

Position/relation to YKIP:

Reported to :

#### 6. Detail of the witness:

Name : Sex: M/F

Address :

Position/relation to YKIP:

**Other agencies contacted** (police/emergency medical service/ head of village/ other government agencies, please write the details including address and phone if available):

**Reported by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**To be filled by Designated Officer only:**

**7. Investigation** (state the people involved, including police, other government agency, internal investigator, etc):

**8. Investigation Conclusion:**

**9. Case Review:**

- The lesson learned (strength and weakness of our policy about this case):

- Recommendation to prevent the incident occur in the future:

Incident record completed by: \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

\*Please enclose all documentation of this case

\*To report, please fill number 1-6 only

\*Designated officer to fill number 7-9 to record the incident.

## Reference

<sup>1</sup> Undang-undang Republik Indonesia no 23 tahun 2002 tentang Perlindungan Anak (Child protection law of the Republic of Indonesia)

<sup>2</sup> Keeping Children Safe Standard (KCS 2014)

<sup>3</sup> Keeping Children Safe Standard (KCS 2014)

<sup>4</sup> Keeping Children Safe Standard (KCS 2014)

<sup>5</sup> Keeping Children Safe Standard (KCS 2014)

<sup>6</sup> Keeping Children Safe Standard (KCS 2014)

<sup>7</sup> Keeping Children Safe Standard (KCS 2014)

<sup>8</sup> Keeping Children Safe Standard (KCS 2014)