The GoodCorporation Framework on Safeguarding Children

GoodCorporation has developed this framework to help organisations ensure that their practices for safeguarding children are robust.

It can be used to design, embed or evaluate an organisation's child safeguarding practices.

For evaluation purposes, this framework can be used internally as a checklist or as the basis of an external review. Evaluations can be carried out both in relation to head office policies and to their implementation at operational site level. GoodCorporation's independent assessment process looks at four levels of evidence for each practice in the framework and assesses each practice against a five-point scale:

The assessor checks:

that a policy exists
policy documents are reviewed

that a system is in place to implement the policy
systems are examined

that records exist that show that the system works in practice
a sample of records is reviewed

that stakeholders agree that the system works in practice
interviews are held with employees and other relevant stakeholders

The assessor awards a grade:

commendation
the policy and system are examples of best practice

merit
the policy and system work well

observation
there is a policy and system that works but potential improvements have been identified

minor non-compliance
there is a policy and system but it is not always working

non-compliance
there is no policy or system, or it has largely broken down

GoodCorporation helps businesses understand and manage their ethical risks by advising on best practice, helping them build appropriate practice into their operations and evaluating how well their processes are working.

Business ethics have been GoodCorporation's sole focus since its foundation in 2000. Having completed over 500 assignments across 60 countries, GoodCorporation possesses unrivalled benchmark data and real insight into how different companies and industries meet business ethics challenges. This experience and data underpin the methodologies we have developed to support our clients in implementing the highest management standards.

The GoodCorporation Framework on Safeguarding Children

1. Policy and governance

PG1: There is a written and clearly articulated policy or strategy on safeguarding children.

PG2: The policy has been formally approved by the Board and is published.

PG3: There is demonstrable top-level commitment to safeguarding children as well as clear ownership of the policy.

PG4: Adequate resources are devoted to implementing and monitoring the policy and supporting processes.

PG5: There is a process to assess regularly the safeguarding risks of the organisation covering all potential types of interactions with children and to ensure appropriate mitigation measures are in place.

2. Culture and awareness

CA1: The organisation communicates its safeguarding children policy to its employees, individual contractors and agency staff and obtains their commitment to abide by it.

CA2: The organisation informs the parents or carers of children with whom it interacts about its safeguarding children policy.

CA3: Employees, contractors and agency staff who could come into contact with children as part of their role receive relevant training on safeguarding children.

CA4: Anyone with responsibility for children, or otherwise acting *in loco parentis*, is trained on the organisation's safeguarding children requirements.

CA5: The organisation gives advice to children it comes into contact with on how to keep themselves safe and ensures that parents or carers are aware of such advice.

CA6: There is a process to advise children of the behaviour expected of them when interacting with other children involved with the organisation and to ensure that parents or carers are aware of such advice.

CA7: There is a designated senior manager able to give guidance and advice on safeguarding children to managers, employees, contractors, agency staff, suppliers, service providers and business partners.

3. Vetting

VT1: There is a process to identify and screen those employees, contractors and agency staff who could come into contact with children as part of their role, both on recruitment and periodically thereafter.

VT2: If chaperones are used, whether contracted directly or indirectly, there is a process to ensure that they hold valid licences.

4. Providing a safe environment

SE1: Plans for internal and external events consider the potential risks to child welfare and mitigate them.

SE2: There are processes to identify those children with whom the organisation interacts and to take account of any special or individual needs.

SE3: The informed consent of a parent or guardian is obtained prior to participation by a child in any of the organisation's activities.

SE4: Where the organisation is acting *in loco parentis*, there is a person with designated responsibility for the child's welfare and it is clear to all who that person is.

SE5: Appropriate facilities for children are available, with supervision arrangements clearly set out.

SE6: Where the organisation has responsibility for children's accommodation, the accommodation is risk assessed with supervision arrangements clearly set out.

SE7: Where the organisation has responsibility for children's transport, there is a process to ensure that children are transported safely.

SE8: Where the organisation has responsibility for children's educational needs, these are met through adequate tutoring and school liaison.

SE9: Controls are in place to protect children using the internet and social media in connection with the organisation.

SE10: Children's personal data and images are subject to a data protection policy, which is communicated internally.

5. Products and services

PS1: The organisation has a procedure to ensure the physical safety of children in relation to its products or services.

PS2: The organisation has a process to consider how its products or services could affect the psychological wellbeing of children.

6. Marketing and communications

MC1: A responsible marketing and advertising policy is in place, which considers all forms of communication and media.

MC2: All communication aimed at children can only be approved following explicit consideration of its potential to have an adverse effect on children, including whether it glamourises violence, encourages discrimination, uses unrealistic or sexualised body images and stereotypes; whether it promotes a healthy lifestyle and civic values; the effect it will have on a child's self-esteem.

7. Managing third parties

TP1: The adequacy of third parties' policies and standards on safeguarding children is checked prior to engagement where there will be any interaction with children.

TP2: The organisation places contractual requirements on relevant third parties to have responsible safeguarding measures in place.

TP3: The organisation communicates its safeguarding children policy to relevant third parties and obtains their commitment annually to abide by it.

TP4: Third parties who come into contact with children in the course of their work with the organisation are trained on the organisation's expectations in terms of safeguarding children.

TP5: There is engagement with third parties to ensure screening is undertaken on relevant employees, contractors and agency staff.

TP6: Contracts with relevant third parties contain the right to audit safeguarding practices.

TP7: Sanctions are imposed on third parties in cases where required practices and behaviour are not followed.

8. Child exploitation

CX1: The organisation has a policy on minimum working age and child exploitation, which takes into account international best practice.

CX2: Where there may be risks of children being exploited, the organisation reviews key suppliers' processes to prevent child exploitation.

CX3: Clauses relating to the prevention of child exploitation are included in all relevant contracts and incorporate sanctions for malpractice.

9. Dealing with concerns and incidents

DC1: There is guidance for adults (relevant employees, contractors, agency staff, suppliers, service providers and business partners) on recognising and, where appropriate, challenging inappropriate behaviour towards children.

DC2: All parties are made aware of how to raise concerns about the welfare of children involved in any of the organisation's activities.

DC3: There is a confidential channel for raising concerns that is well communicated and available to adults and children both internally and externally.

DC4: There is a process for registering and tracking all incidents related to child well-being and safety and there is a gatekeeper who has overall responsibility for all safeguarding concerns and incidents.

DC5: There is an impartial investigation process for dealing with all reports of concerns and incidents.

DC6: There is a process for informing the relevant statutory authorities of any safeguarding concerns, where appropriate.

DC7: There is a process for implementing remedial action following an investigation, both in terms of the specific case and its broader implications.

DC8: Sanctions are imposed in cases where required safeguarding practices and behaviour are not followed.

DC9: Should policies conflict, it is recognised that the welfare of the child takes precedence.

10. Monitoring and review

MR1: There is a regular review of the efficacy of the measures in place relating to safeguarding children, including whether measures are being complied with in practice.

MR2: The Board regularly considers the organisation's safeguarding children measures and the adequacy of resourcing.

MR3: The Board receives regular data relating to safeguarding children and timely reports on incidents.

MR4: The organisation abides by all applicable safeguarding children regulations and standards in any country in which it works.

MR5: Advice on best practice is sought externally and exchanged with peer organisations.

MR6: The views of parents, guardians, employees, chaperones and children are proactively sought to help review and strengthen policies and procedures.