



**For Youth Business Innovation
Network**

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For Youth Business Innovation Network (4YBIN)

Child Safety and Protection Policy (CSP)



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Mekelle



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Profile of 4YBIN

Mission

The mission of 4YBIN is saving the lives of vulnerable groups by responding to their humanitarian needs, and ultimately transforming the living standards of economically disadvantaged communities through the promotion of entrepreneurship and enterprising culture particularly amongst the youth.

Vision

Vision of 4YBIN is becoming the leading Ethiopian local NGO in providing humanitarian support and excellent entrepreneurship and business incubation support to the youth within 10 years.

Goals

Goal of 4YBIN is to provide vulnerable groups with timely humanitarian assistance and provide the youth with comprehensive support packages to start their own businesses including business idea generation, business plan development, entrepreneurship and technical training, technology selection, financing startups and creating market linkages.

Principles

4YBIN's programs, projects, interventions, decisions and actions shall be based on its consciously selected sets of basic principles underpinning its philosophy. 4YBIN automatically rejects any decision, action or activity contradicting these core principles; and endeavors to ingrain the principles into its cultures and rituals. Here under follow 4YBIN's core principles:

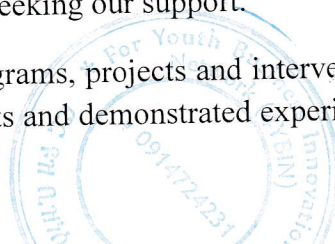
Humanity First: 4YBIN prioritizes its humanity above everything else and shall not discriminate beneficiaries on the basis his/her ethnicity, religious affiliation, gender, culture, nationality and any other profiles of the aid recipient.

Sustainable Improvement of Life: 4YBIN's projects and interventions shall focus on permanently improving the life situation our support recipients and ensures that this materializes by maintaining durable relationships with its beneficiaries.

Neutrality: 4YBIN does not side with any political group or government and shall not be, in any way, instrument of governments or political groups of varying forms.

Accountability: 4YBIN's decisions, actions and activities of any sort shall be accountable to donors providing resources and beneficiaries seeking our support.

Need Based and Competitive: 4YBIN's programs, projects and interventions shall be based on objective assessments of the needs, interests and demonstrated experiences and excellence of the youth seeking support.





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Participatory: 4YBIN upholds that its interventions and projects only succeed if participation of all stakeholders at all phases of the project life cycle is ensured. 4YBIN shall ensure that all stakeholders are involved in planning, implementation and evaluation of interventions and programming.

Human Dignity: 4YBIN respects the dignity and inalienable human rights of all people and shall in any way regard not disadvantaged youth of any sort as destined to misfortunes.

Environmental Stewardship: 4YBIN ensures that the environment is clean and healthy for human life, and shall advocate responsible use natural resources in gratifying the needs of current and future generations.





1. Introduction

When it comes to human abuse and exploitation, 4YBIN has a "zero tolerance" policy. This policy specifically targets children and those who receive their interventions. 4YBIN is dedicated to making sure that all of its employees, partners, assignees, suppliers, subcontractors, and implementing partners uphold and safeguard fundamental human rights and dignity. The ensuing represents essential and necessary guidelines for this:

1. Sexual abuse and exploitation in any way perpetrated by humanitarian workers constitute profoundly serious acts of misconduct and by themselves constitute grounds for ending the employment relationship. Furthermore, these acts must be reported to the competent authorities, both local and international, so that perpetrators are prosecuted and sanctioned.
2. Performing sexual acts on children and young people (i.e. individuals under the age of 18) is prohibited regardless of which is considered "age of majority" or "age of consent" at local level. The inaccurate belief about the age of a child/youth does not constitute a defence. As regards Ethiopian citizens, it is noted that sexual activity performed on children is punished by law regardless of the country in which the crime is committed.

The primary goals of this policy are to prevent and oppose any behaviour related to specific instances of sexual abuse and exploitation, as well as to forms of coercion, sexual or moral harassment, mobbing, and behaviour that compromises an individual's honor and dignity.

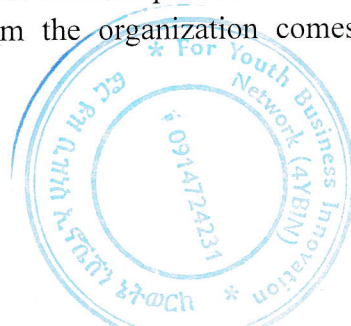
Moreover, the measures outlined in the Policy aim to safeguard even the most exposed and vulnerable groups, including children with disabilities and so-called "young adults," or people who are older than eighteen but exhibit noticeable signs of vulnerability because of their youth.

This document endorses and strengthens 4YBIN commitment, as CSO, to take care of children and youth, to protect them from all forms of danger and abuse. Their safety is a priority for 4YBIN, and 4YBIN considers child protection, the promotion of the well-being and the rights of children as the basis of all its work and interventions.

This Policy will be applied to all actions and interventions realized by 4YBIN or implemented in 4YBIN's name, in Ethiopia and in all countries where 4YBIN is present with its expat and local staff, i.e. through our local partners.

1.2 Objectives of the Child Safeguarding Policy:

The main purpose of this Policy and the relevant procedures is to regulate 4YBIN's way of operating so that children with whom the organization comes into contact (directly or indirectly) are always protected.





1.3 Definition of “safeguarding”:

Child Safeguarding (protection of children and youth) is the responsibility adopted by the organizations to ensure that their staff, partners and other stakeholders, as well as programs and other institutional activities, in no way cause harm to children. In other words, it configures the guarantee not to expose children and young people to any form of risk or abuse and to report to the competent authorities any worrying situation relating to the protection of children and young people of the communities and target groups and in the countries where they operate

The responsibility of the organizations includes both preventive actions aimed at reducing as much as possible the chances of harming, and actions of response to an event/accident to ensure that it is managed in the most appropriate way. The concept of Safeguarding implies a wider responsibility towards children than the one engaged by the protection of the rights of protection as defined in the UN Convention on the Rights of the Child. The commitment of the organizations must focus primarily on the dangers and well-being of children and not specifically on the promotion and protection of their rights in general. The 4YBIN Child Safeguarding Policy is founded on the following principles: 4YBIN Policy is centred on the following core ideals and principles:

1. All children must be guaranteed, without exception, the protection of their rights and the satisfaction of their needs (wellbeing in its fullest sense).
2. The best interests of the child must always come first in any action taken for child protection. This suggests that all 4YBIN programs and activities uphold the rights of children.
3. It is everyone's responsibility to support efforts to protect children. All individuals who work directly for or on behalf of 4YBIN are required to abide by this policy, including staff, volunteers, members, key stakeholders, and partners.
4. 4YBIN is transparent in its operations and willing to listen. 4YBIN takes into account the child volunteers, partners, children and young people, families and communities do not feel free and able of expressing their concerns or reporting any eventual occurrence that has taken place.
5. All communication associated with child protection situations must be taken into consideration. If necessary, all required measures to protect the child and intervene against alleged perpetrators must be taken. Such action might also include lawsuits/complaints to the judicial authority or other institutions dealing with child protection. In the case these charges refer to staff members, volunteers and partners, eventual countermeasures may include suspension, end of the employment relationship or any kind of collaboration.
6. No organization, working alone, could guarantee an appropriate child protection network. For this reason, 4YBIN collaborates in this domain with the other CSOs, public institutions and other organizations in the territory.
7. In the respect of privacy, no personal information will be disseminated regarding those who are involved in events/occurrences connected with child protection or of



those who will report/denounce facts, unless it is necessary to guarantee the full protection of children.

8. 4YBIN operates to sensitize and stimulate all counterparts about the importance of child protection, implementing the Policy and procedures and showing 4YBIN commitment and values. 4YBIN will share its official documents with the other institutions and will be open to receiving feedback on their correct application by our organization.
9. 4YBIN operates in the respect of child protection international and national legislation.
10. There is no one sole child protection and children rights promotion method. The solutions and the means for the protection of children must reflect the culture and customs of the environment and of the context within which one is intervening together with the nature of the activities being implemented. However, in no way cultural differences or specific situations connected with the local context can ever be used to justify any form of abuse.
11. Finally, every amendment or integration of the Child Safeguarding Policy can be adopted to increase and not reduce the protection level foreseen.

2. Policy Application Areas and Prevention Actions

2.1 Involved Human Resources and Specific Focus

The Child Safeguarding Policy applies to all those working with 4YBIN or collaborating in any capacity with the organization. At the time when the employment or collaboration relationship starts, even if pro bono, the person accepts and signs the terms and responsibilities set out in this Policy.

All staff (employees, collaborators, consultants, and volunteers) are in fact obliged to sign and respect the CoC as an essential condition for their collaboration with 4YBIN.

In the event that the information provided by 4YBIN about the responsibilities and duties inherent to the protection of children is not sufficiently clear or gives rise to doubts about behaviours to be adopted and cases to be solved, it will be the obligation of the person to ask for explanations and clarifications in this regard.

In the case of breach of this Policy and, therefore, of the provisions set out in the CoC and **Organizational Model 231/2001**, the Supervisory Body (SB) will evaluate the case based on the type of behaviour, the rules violated and the possible damage. The SB will communicate to the Executive Director the outcomes, for the appropriate and/or necessary measures to be adopted, up to ending the work contract or the collaboration and reporting to the competent judicial and/or institutional authorities

The Child Safeguarding Policy, with the aim of protecting the children, considers as main focus the moments and the occasions of contact and closeness with children, adolescents and adults working and/or collaborating with 4YBIN. It should be noted that the behaviour of these subjects also falls within the application range of this Policy even if perpetrated outside of work.

Training and awareness raising of 4YBIN's staff must receive within three months from starting their work or collaboration an ad hoc training on this Policy. In order to create a



robust awareness and knowledge of the subject, staff awareness raising activities must be constant over time and repeated every year, through meetings and/or updating seminars, to be delivered in ordinary sessions and/or through the online training centre. The organization, if necessary, will make use of external trainers to deepen specific issues. In particular, all staff will be trained on how to report/inform about behaviours harmful to the safety of children and behaviours and facts which, although not manifestly violating their rights, are such as to produce risk, suspicion, apprehension and/or concern. This information and procedures must be easily understandable and therefore adapted to be relevant to the socio-cultural and linguistic context. A clear and concise text must be written in the local language and distributed to staff and volunteers.

2.1.2 “Child Friendly” Recruitment

Staff recruitment is a fundamental moment to reduce the risk of child rights violations through a set of preventive measures that allow to evaluate the suitability of those joining the organization, for a work/professional role, volunteering activities or any collaboration implemented for any other reason. The Human Resources Office (HRO) evaluates on one side the suitability of the staff to implement the activities in particularly fragile contexts and on the other hand the capacity to prevent and contrast behaviours and abuses on children that might occur. For this reason, during the selection phase an accurate analysis of references indicated by the staff is carried out and/or of those that can be indirectly deduced from the training and professional life of the candidates. The topic of child protection is analysed and faced during the interview to carry out an evaluation of the feeling of the candidates about the issue of child abuse and violence.

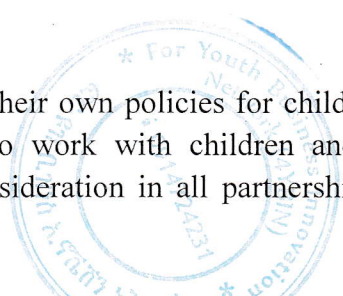
2.1.3 The Function of the Child Safeguarding Focal Point and its Operations

At least three women who work at 4YBIN Headquarters as the Child Safeguarding Focal Point (CSFP) are college students with varying roles. The Executive Director appoints this mechanism, which helps staff at Headquarters and field offices implement child protection policies by advising, supporting, and assisting them.

Child protection is a cross-cutting responsibility that involves all members of the organization in different capacities and with different characteristics at the management, administrative, and operational levels. As such, the CSFP should not be seen as the only actor with this responsibility. The ultimate direct accountability for the implementation of safeguarding actions within the countries lies with the Executive Director who must coordinate, to this end, with the CSFP.

2.1.4 Partner

4YBIN ensures that its partners have and follow their own policies for child protection and safeguarding, taking into account their ability to work with children and youth. Child protection concerns need to be given careful consideration in all partnerships. Partnership





agreements and contracts should, as a matter of good practice, always include a specific reference to the Policies and child protection measures that 4YBIN and the partners have adopted, along with a mutual commitment to respect their contents. These contents need to be made clear either by a specific attachment, a link, or a cloud referral that allows downloads of the documents.

Partnerships are also an opportunity to raise the awareness of the public on the need for child protection institutional policies. Therefore, all members and stakeholders of a temporary partnership/consortium, if the conditions allow it, and taking into consideration the responsibility and actions implemented, should receive training, orientation, and support in child protection actions.

2.1.5 Volunteers and Occasional Visitors/Guests

All volunteers, collaborators and occasional visitors/guests involved in 4YBIN institutional activities, official and non-official, must know and understand the principles and contents of the present Policy accepting its terms and conditions before being included in project activities and official duties. It is the responsibility of 4YBIN staff involved in the incorporation and in the activities to ensure that volunteers, collaborators, and occasional visitors/guests are adequately informed and supervised during their stay. All volunteers, collaborators and occasional visitors/guests must always be accompanied by 4YBIN staff members and under no circumstance should they be left unattended with children, unless there are clear reasons for this, circumstances/conditions useful to mitigate the risks and, in any case, subject to the explicit authorization of the Executive Director. Before granting such permission, the Executive Director must make sure that the occasional visitor/guest does not pose a risk to children.

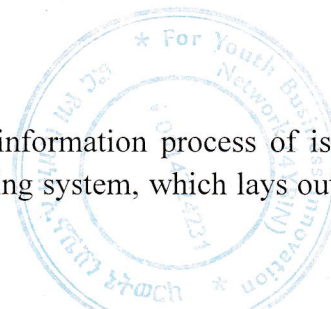
2.1.6 Communication and Relationship with Media

The use/abuse of images of children and young people have become extremely important and widespread both on traditional and social media. Children and young people are often stereotypically represented, as powerless victims of abuse, conflict, and poverty. Consistently with and in addition to the current "Communication & visibility" procedures and in compliance with the privacy rules and policies, 4YBIN communication strategies, including those used for fundraising, comply with the principles of ethical and respectful communication of the dignity of people and minors in particular; in accordance with these principles, children who belong to vulnerable groups and Child Safeguarding Policy their problems can find space in the media as long as they are presented as human beings to whom their inviolable dignity is recognized.

2.1.7 Response Actions to Child Protection Violation

2.1.8 Reporting

The Child Safeguarding Policy - CSP governs the reporting/information process of issues related to child protection. This is in line with the whistleblowing system, which lays out the





right and obligation of 4YBIN employees to report any violation of the CoC they become aware of or suspect.

2.1.9 Response

4YBIN guarantees that: - Any problem concerning child protection or any charge of abuse is promptly taken in charge and that the inquest and investigation are conducted up to the closure of the case. The complainants and the victims have the right to receive feedback on the developments and the outcomes of their case; - Cases of suspected violation of the protection of the children are managed by competent people and the investigations are conducted and shared among several persons; - Maximum confidentiality is respected in all phases of the investigations and information/results will be shared only in case of functional needs to complete the procedure. The protection and safety of the children and young people must be guaranteed throughout the entire management process of the case; in deciding on a case of suspicion, alleged or proven abuse, absolute priority must be given to the best interests of the child. 4YBIN ensures that the assessment of the risks faced by children is carried out promptly, and that every decision and consequent action is taken without delay.

3. Policy Accountability, Monitoring and Revision

All 4YBIN and staff members are responsible for ensuring that this Policy and related procedures are applied. The Program Director and Finance and Administration Director, on mandate from the Executive Director, are responsible for the implementation of the Child Safeguarding Policy at a general level.

At subsequent levels, Desk Officers, and staff Representatives are responsible for implementation in their areas of competence and in each country office.

4YBIN will have to carry out every year, preferably when starting the activities after the summer break, a self-assessment on the application of this Policy to monitor the process to guarantee child protection, to organize and schedule the activities useful for its implementation and for identifying any areas for improvement that must be included in the annual programming.

The Finance and Administration coordinates these self-evaluation and reprogramming activities. This Policy can be updated on an ongoing basis during its enforcement and - in any case - must be carefully reviewed at least every 5 years.

This activity will be coordinated by the Finance and Administration Director assisted by Human resources officer and must be carried out through a participatory process involving the main stakeholders of the organization and the country offices. If necessary, assessments and revisions may also be carried out in collaboration with external actors, specialized on the topic or specular to 4YBIN.

