



**Arigatou International**

# **Child Safeguarding Policy, Code of Conduct, and Declaration Form**

11 October 2019

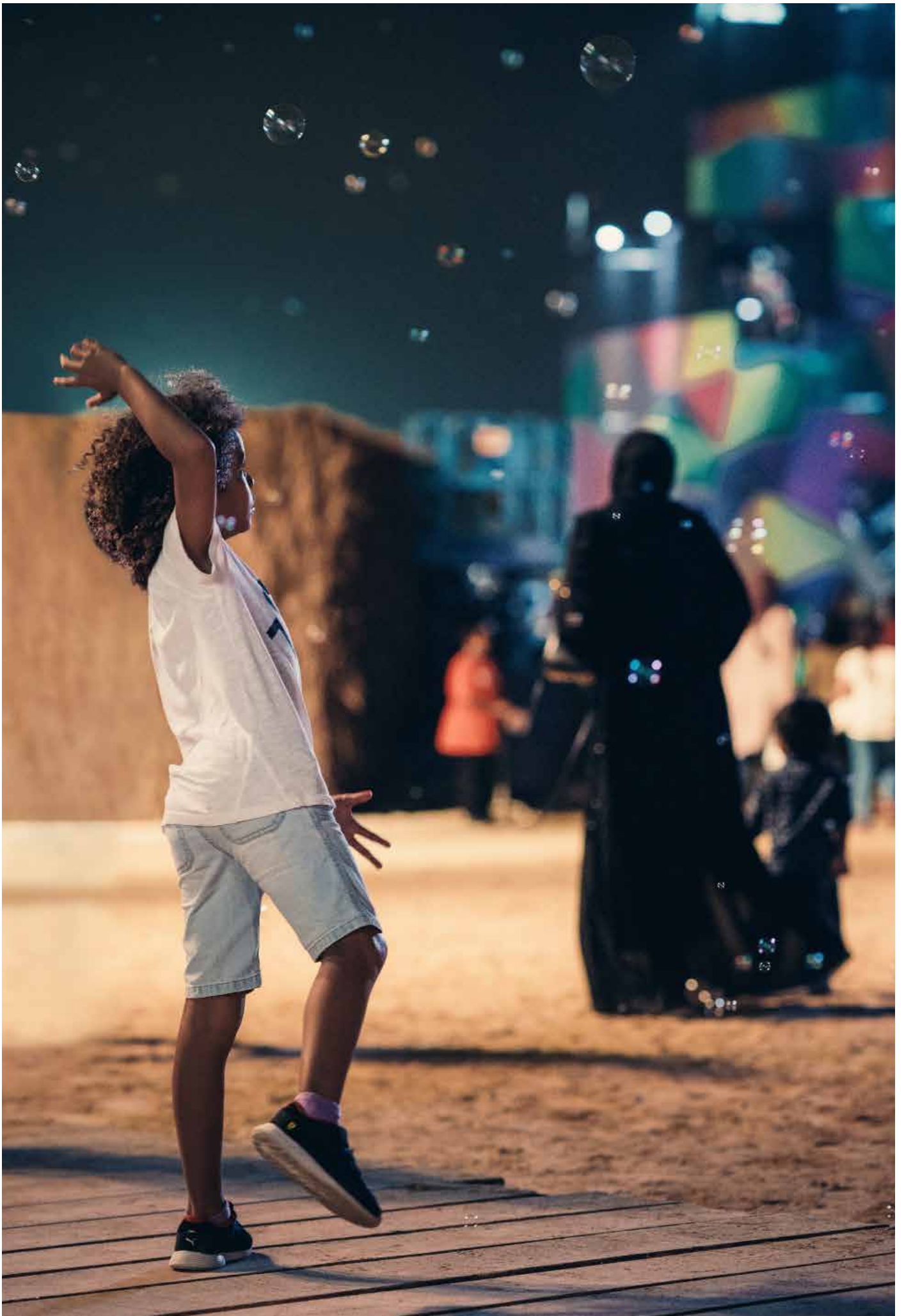
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Arigatou International

Arigatou International — Tokyo

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## FOREWORD

Arigatou International is a non-profit organization working towards bringing people from all walks of life together to build a better world for children. Arigatou International is “All for Children,” and draws on universal principles of common good to offer compelling new ways for people of diverse religious and cultural backgrounds to come together to address children’s issues.

Arigatou International develops and sustains unique multi-stakeholder initiatives designed to ensure that all children are treated with dignity and respect, have the opportunity to freely pursue their full human potential, and have their rights respected.

Arigatou International recognises that, as an organization that fosters interfaith and intercultural collaboration and action within a children’s rights approach, it has a moral and legal responsibility to respect and promote gender equality and ensure the safety and protection of children, especially those we work or are in contact with.

Arigatou International has a ZERO-tolerance policy regarding child abuse.

## SCOPE

- The Arigatou International Child Safeguarding Policy and Code of Conduct applies to:
- All Arigatou International staff and members, including board members, trustees, employees, associates, interns, consultants, volunteers, and any other individual who, directly or indirectly, works for and with children.
- All Arigatou International partners, including partners of networks such as the Global Network of Religions for Children (GNRC), contractors, donors, trainers, facilitators, service providers, and other individuals/organizations with whom Arigatou International collaborates, cooperates, and/or has established a formal partnership.
- All Arigatou International guests, including researchers, experts, religious leaders, journalists, and others that have sporadic or regular contact with children involved in Arigatou International activities and programmes for various reasons.

## PURPOSE AND OBJECTIVES



To establish a series of principles and guidelines that must be adhered to and respected by all those that work with Arigatou International to promote children's rights.

**All individuals mentioned above are required to read and sign this document before establishing a relationship with Arigatou International.**

Based on international treaties such as the Convention on the Rights of the Child (CRC) and its optional protocols, this Child Safeguarding Policy:

- Provides a framework to offer a gender-sensitive, safe, and protective environment that is respectful of religious, cultural, and ethnic diversity for the children who

participate in activities conducted by Arigatou International.

- Raises awareness of what constitutes child abuse, helps prevent any potential form of child abuse, and advances a response mechanism that can be implemented should child abuse occur.
- Establishes a code of conduct to ensure that all children taking part in activities led by Arigatou International are protected from all forms of violence, abuse, neglect, and exploitation as established by CRC articles 19, 32-36, and 38 (Table 1).
- Requests the signing of a Declaration Form (Appendix 1).



Table 1

## Protection Articles from the Convention on the Rights of The Child

### Article 2

1. States Parties shall respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. States Parties shall take all appropriate measures to ensure that the child is protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

### Article 19

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

### Article 32

1. States Parties recognize the right of the child to be protected from economic exploitation and 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.
2. States Parties shall take legislative, administrative, social and educational measures to ensure the implementation of the present article. To this end, and having regard to the relevant provisions of other international instruments, States Parties shall in particular:
  - Provide for a minimum age or minimum ages for admission to employment;
  - Provide for appropriate regulation of the hours and conditions of employment;
  - Provide for appropriate penalties or other sanctions to ensure the effective enforcement of the present article.

### Article 33

States Parties shall take all appropriate measures, including legislative, administrative, social and educational measures, to protect children from the illicit use of narcotic drugs and psychotropic substances as defined in the relevant international treaties, and to prevent the use of children in the illicit production and trafficking of such substances.

### Article 34

States Parties undertake to protect the child from all forms of sexual exploitation and sexual abuse. For these purposes, States Parties shall in particular take all appropriate national, bilateral and multilateral measures to prevent:

- The inducement or coercion of a child to engage in any unlawful sexual activity;
- The exploitative use of children in prostitution or other unlawful sexual practices;
- The exploitative use of children in pornographic performances and materials

### Article 35

States Parties shall take all appropriate national, bilateral and multilateral measures to prevent the abduction of, the sale of or traffic in children for any purpose or in any form.

### Article 36

States Parties shall protect the child against all other forms of exploitation prejudicial to any aspects of the child's welfare.

## GUIDING PRINCIPLES



- In accordance with article 2 of the CRC, Arigatou International is committed to **treating all children with dignity and respect**, irrespective of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity, and is committed to **protecting them from any form of violence, abuse, and/or discrimination**.
- Arigatou International recognises that children may face diverse risks related to their safety and protection. Therefore, Arigatou International always prioritizes the **best interest of the child** in all actions and programmes concerning children, as defined in article 3 of the CRC. This includes a commitment to **not cause harm**.
- Arigatou International also fully adheres to the principle that **all children have the right to express their opinions and to have their views taken seriously** and given due weight, in accordance with article 12 of the CRC.
- Arigatou International commits to the safety and wellbeing of all children. We recognize that we have particular responsibilities towards children who take part in the organisation's programmes, campaigns, and activities. Arigatou International has developed a **child-friendly version of this document, including training and learning materials**, to inform and help children understand this policy, its safeguarding commitments, and the means through which they can report policy breaches.
- **Arigatou International has a zero-tolerance policy regarding child abuse**, defined as any form of physical, mental, emotional, or sexual mistreatment or lack of care that results in actual or potential harm to the child's physical, psychological, or emotional health, development, dignity, or wellbeing in the context of a relationship of responsibility, trust, or power. Inequality, exclusion, and discrimination will be challenged and will not be tolerated. We **maintain confidentiality** and do not disclose the personal details of those reporting or raising concerns unless it is absolutely necessary to ensure that the child is protected.
- When working with other organisations, Arigatou International will implement a screening process before entering into a partnership or collaboration in order to ensure that all partner organisations have a Child Safeguarding Policy in place that meets the minimum standards of safeguarding for children. If an organisation does not have an adequate policy in place, they will be invited to adopt Arigatou International's Child Safeguarding Policy and Code of Conduct.



## RECRUITMENT POLICY

This Child Safeguarding Policy and Code of Conduct will be used by the organisation as guidelines for recruitment and training and included in all partnership agreements and Memoranda of Understanding.

All Terms of Reference and Contract Agreements must contain a generic statement about Arigatou International's commitment to child safeguarding. All recruitment procedures must be based on a careful consideration of each job description and the level of contact with children. Recruitment procedures should include pre-selection, selection, and post-



selection considerations to ensure that as many safeguards as possible are in place (Appendix 5).

## ROLES AND RESPONSIBILITIES

Arigatou International is rigorously vigilant with regards to protecting children and preventing the ill-treatment or the violation of the physical or psychological integrity of the children placed under its responsibility. Anybody working for and with children has a moral and legal imperative to respect and apply this Child Safeguarding Policy and Code of Conduct.

In particular, it is the responsibility of Management to ensure that all Arigatou International staff, associates, and all individuals who participate in our programmes and who come in contact with children are acquainted with this Child Safeguarding Policy and Code of Conduct and conduct themselves accordingly.

Arigatou International headquarters in Tokyo is responsible for overseeing the implementation of the organisation's Child Safeguarding Policy and Code of Conduct.

Each Arigatou International office (Tokyo, Geneva, Nairobi, and New York) is responsible for ensuring the effective implementation and monitoring of the Child Safeguarding Policy and Code of Conduct and is also responsible for providing a safe and child-friendly space for all children participating in any of the organisation's programmes and activities (Appendix 7).

All staff must comply with this Child Safeguarding Policy and Code of Conduct. Should concerns arise regarding possible child abuse, staff

must immediately bring the concern to the attention of their supervisor and the local Child Safeguarding Focal Point and work together to ensure that internal reporting is implemented in line with the defined procedures. A flowchart for raising a concern is presented in the Annex to help identify how concerns and reports should be managed.

While recognizing the autonomy of its partner organisations, Arigatou International expects that all partners and collaborators will respect children's rights and endorse the principles and

guidelines described in this Child Safeguarding Policy and Code of Conduct. It is expected that all Arigatou International partners and associates, including networks such as the GNRC, either agree to comply with Arigatou International's Child Safeguarding Policy and Code of Conduct or with their own Policy and Code of Conduct, provided that they are consistent with those of Arigatou International. When selecting partners, consideration should be made regarding potential partners' suitability and track record of working with children.

## RISK MANAGEMENT

The principles and actions that drive Arigatou International's work are geared towards promoting child safeguarding by nurturing values of trust, respect and mutual understanding, empathy, and individual and collective responsibility.

A safe and protective space must be established to prevent any act of abuse against children or among children themselves during the activities conducted by Arigatou International. Should concerns arise regarding possible abuse, these must be immediately reported to the Child Safeguarding Focal Point or to the designated staff member in order to ensure that appropriate action is taken by Management.

As part of the implementation of this Child Safeguarding Policy and Code of Conduct, Management is responsible for allocating resources to develop the capacity of all individuals within Arigatou International

who work for and with children, including volunteers and GNRC members, in order to prevent, detect, report, and respond to concerns regarding the safety and protection of children.

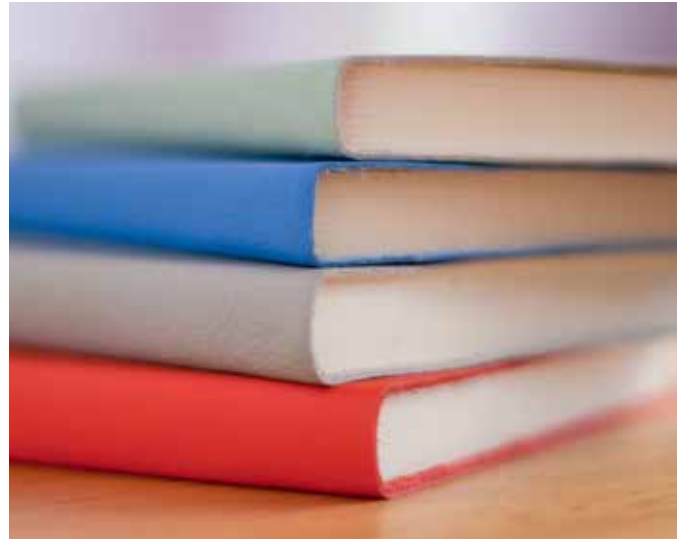
Arigatou International is committed to designing and delivering programmes that are safe for children. The written permission of both parents/legal guardians, as well as the child, must be obtained before participation in any Arigatou International activities or programmes (Appendix 3). Risks should be identified and minimised from the development to the implementation stage of programmes and activities.

Risk mitigation strategies will be developed to minimize any risks to children and will be incorporated into the design, delivery, and evaluation of programmes, operations, and activities that involve or impact children.

## POLICY BREACH

In the case of a breach or alleged breach of this Child Safeguarding Policy and Code of Conduct, Management will take administrative and legal action against any potential offender.

Should an alleged child abuse situation arise, Arigatou International will conduct an investigation and, if confirmed, may decide to withdraw funding and/or report the situation to the relevant authorities, in addition to any administrative action deemed appropriate by Senior Management.



## INAPPROPRIATE USE OF SOCIAL MEDIA, IMAGES AND MESSAGES

It is absolutely forbidden to use any form of social media to access child sexual exploitation sites or any other inappropriate and denigrating site.

All necessary steps will be taken to protect children from the misuse of their name, images, messages, and stories in publications, interaction with the media, and online.

When taking pictures or videos of children and young people associated with Arigatou International and its initiatives, always use the Arigatou International Media guidelines (Appendix 4), including requesting permission from their legal guardian and informing both the child and their legal guardian of the intended use and purpose of the images.

- Make sure that the images are respectful and do not negatively impact the child's dignity and/or privacy.

- Contact any of the Arigatou International offices or the Child Safeguarding Focal Point for guidance regarding any questions or concerns.
- Ensure that the use of the images does not put the child at risk of being identified or located.
- Pay special attention to children in situations of vulnerability.
- Never upload images of children associated with Arigatou International or its initiatives to private social media channels.
- Contact any of the Arigatou International offices or the Child Safeguarding Focal Point for guidance regarding any questions or concerns.

## GLOSSARY OF KEY TERMS

- **Abuser, Offender, Perpetrator:** These are words used to describe the individual who has allegedly committed or has been convicted of committing a crime or offense against a child.
- **Child:** In accordance with the primary international legal instruments, the definition established in the UN Convention on the Rights of the Child (CRC), and international practice, child is understood to mean any person under 18 years old.
- **Child Protection:** Policies, measures, standards and mechanisms to prevent and respond to all forms of violence against children, including psychological violence, injury, sexual abuse, neglect, and/or exploitation.
- **Child Abuse:** Any form of physical, mental, emotional, or sexual mistreatment or lack of care that results in actual or potential harm to the child's physical, psychological, and/or emotional health, development, dignity, or wellbeing in the context of a relationship of responsibility, trust, or power.
- **Child Sexual Abuse:** Actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions. Sexual abuse includes rape, incest, child sexual molestation, and all forms of sexual activity involving children, including online-facilitated child sexual abuse or exploitative material.
- **Child Sexual Exploitation:** Any abuse of a position of vulnerability, power imbalance, or trust for sexual purposes and/or the involvement of a child in a sexual activity in exchange for something (gain or benefit, or the promise of such) from a third party, the perpetrator, or the child themselves. This includes profiting monetarily, socially, or politically from the sexual exploitation of another.
- **Child Safeguarding Focal Point:** This team member is a point of contact to support and assist all Arigatou International initiatives in the implementation of the Child Safeguarding Policy. This role is assigned to someone with child safeguarding and protection knowledge, and any concerns about child protection should be reported to this person and subsequently addressed.
- **Disclosure:** The statement the child makes to another person that describes or reveals abuse.
- **Management:** The Directors of Arigatou International offices in Geneva, Nairobi, and New York.
- **Senior Management:** The Secretary General and President of Arigatou International based in Tokyo.



## APPENDIX 1: CODE OF CONDUCT



### CODE OF CONDUCT

This Code of Conduct applies to all individuals working with and for Arigatou International. This includes members of the board, advisory groups, committees and/or task forces, directors and staff, volunteers, interns, consultants, trainers, and facilitators. Contractors, associates, networks, and partner organisations with whom Arigatou International collaborates, coordinates, cooperates, and/or has established a formal partnership are also expected to respect and adhere to this Code of Conduct. Each individual must sign the Declaration Form before commencing their duties.

Failure to comply with the Code of Conduct and the Arigatou International Child Safeguarding Policy will be considered

serious misconduct, and administrative and legal action will be taken accordingly.

By signing the Code of Conduct, I explicitly agree that:

I must **ALWAYS**:

- Respect and adhere to the Arigatou International Child Safeguarding Policy, ensuring that all activities are implemented in a safe, gender-sensitive, and protective environment for children.
- Be respectful of all children and children's rights, regardless of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity.





- Develop a trusting environment with the children, their families, communities, and Arigatou International staff and volunteers so that concerns may be shared and discussed.
  - Ensure that there is a sense of accountability among adults so that poor practices or potentially abusive behaviours are not ignored or unchallenged.
  - Be attentive to situations that present risks to children and manage them effectively.
  - Refrain from inappropriate physical contact with children.
  - Ensure that children's personal information, including contact details concerning children and/or their families, remains confidential.
- I commit to **NEVER**:
- Develop physical/sexual relationships with children.
  - Enter into a relationship with children that could in any way be seen or considered as exploitative or abusive.
- Act in ways that may be abusive or may place children at risk of abuse.
  - Spend excessive time alone with a child away from other people.
  - Use language, pose questions, make suggestions, or offer advice that is inappropriate, offensive or abusive.
  - Use any form of physical punishment, including hitting, physical assault, or physical abuse.
  - Permit or participate in illegal, unsafe, and abusive acts against children.
  - Act in ways meant to shame, humiliate, belittle, or degrade children, or otherwise commit any form of emotional abuse.
  - Use any computers, mobile phones, video and/or digital cameras, or other electronic devices to exploit, harass, and/or bully children or access, view, create, download, or distribute abusive images of children.
  - Discriminate against, show differential treatment, or favour particular children to the exclusion of others on the basis of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity.

**Note:** The above lists are not exhaustive. Staff and Associates should consider all related actions and behaviours that may compromise the rights and safety of children.



## DECLARATION FORM

I, the undersigned, hereby declare that I have received and taken due note of Arigatou International's Child Safeguarding Policy and Code of Conduct and certify that:

1. I have not in the past been subject to any sentence regarding individual behaviour incompatible with the responsibility of caring for or overseeing children or minors and have never been subject to any administrative measure or investigation for criminal acts of paedophilia or breach of conduct jeopardizing the physical integrity or involving the ill-treatment of children placed under my responsibility.
2. I understand my roles and responsibilities to prevent harm and keep children safe and protected.
3. I will inform the Child Safeguarding Focal Point or Arigatou International staff of any behaviour or suspicion of sexual exploitation, inappropriate attitude, or ill-treatment of children, as well as any information on such acts or behaviour that may be brought to my attention, in accordance with the applicable and defined procedures.
4. I have been informed of the rigorous vigilance of Arigatou International with regards to the protection of children and the prevention of ill-treatment or violations of the physical and/or psychological integrity of the children placed under my responsibility.
5. I have been informed that in the event of consistent evidence and known incidents that are contradictory to the protection and wellbeing of the children participating in any activities led by Arigatou International, the organisation shall take appropriate administrative and legal action, without limit of time or place.
6. I have been informed that in the event of termination of contract/agreement on the grounds of violation of the physical and/or psychological integrity of children, the organisation shall reserve the right to inform other institutions that may request my professional references.

I understand that I am required to adhere to the principles of Arigatou International's Child Safeguarding Policy and Code of Conduct both on and off duty.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Place and Date \_\_\_\_\_

## APPENDIX 2: CODE OF CONDUCT FOR OCCASIONAL VOLUNTEERS AND VISITORS



Arigatou International is a non-profit organization working towards bringing people from all walks of life together to build a better world for children. Arigatou International is “All for Children,” and draws on universal principles of common good to offer compelling new ways for people of diverse religious and cultural backgrounds to come together to address children’s issues.

Arigatou International develops and sustains unique multi-stakeholder initiatives designed to ensure that all children are treated with dignity and respect, have the opportunity to freely pursue their full human potential, and have their rights respected.

Arigatou International recognises that, as an organization that fosters interfaith and intercultural collaboration and action within a children’s rights approach, it has a moral and legal responsibility to respect and promote gender equality and ensure the safety and protection of children, especially those we work or are in contact with.

Arigatou International has a ZERO-tolerance policy regarding child abuse.

It is the responsibility of all Arigatou International staff and members, including board members, trustees, employees, associates, interns, guests, consultants, volunteers, journalists, and any other individual who, directly or indirectly, works with and for children, including occasional volunteers and visitors, to protect children “from all forms of physical, mental violence, injury or abuse” (UN Convention on the Rights of the Child – Article 19).

For this reason, we have policies and systems in place to prevent abuse and protect children (detailed in our Child Safeguarding Policy). These measures also protect occasional volunteers and visitors from actions that could be misunderstood and result in false or malicious accusations.

Visits to or occasional volunteer participation in Arigatou International’s projects or programmes are appreciated and welcomed. In order to ensure that you enjoy your volunteer work/visit

while also protecting the safety of the children we work with, we would like to ask you to review the key elements of our policy and request that you read, acknowledge, and respect them during your time with us.

Should you have any questions, please contact your main point of contact within Arigatou International (all our staff have received training on safeguarding) or the regional Child Safeguarding Focal Point. You can also request to see a full copy of our Child Safeguarding Policy.

## COMMUNICATION AND USE OF SOCIAL MEDIA, IMAGES AND MESSAGES

To avoid inappropriate or harmful relationships, communication between visitors/volunteers and children after the visit/activity is discouraged. Should contact be necessary, all communications should be sent care of Arigatou International and its staff/ Global Network of Religions for Children members rather than directly to the child. Volunteers should not develop relationships with children outside of the normal work environment. Visitors and volunteers may not exchange contact details when they meet children and young people. All volunteering opportunities and project visits must be arranged with the agreement of the Arigatou International staff member coordinating the activity/visit.

The Arigatou International Media Guidelines (Appendix 4) must always be used when taking pictures or videos of children and young people associated with Arigatou International and its initiatives, including asking for consent from the child's parent/legal guardian and informing both the parent/legal guardian and the child of the intended purpose and use of the images and/or videos. Once consent has been granted:

- Make sure that the images are respectful and do not negatively impact children's dignity and/or privacy.
- Ensure that the use of the images does not put the child at risk of being identified or located.
- Pay special attention to children in situations of vulnerability.
- Never upload images of children associated with Arigatou International or its initiatives to private social media channels.
- Contact any of the Arigatou International offices or the Child Safeguarding Focal Point for guidance regarding any questions or concerns.

## VOLUNTEER/VISITOR RESPONSIBLE BEHAVIOUR AGREEMENT

By agreeing to be an occasional volunteer or a visitor, you agree to abide by this Agreement with the understanding that if you do not adhere to it, your volunteering experience and/or will be terminated.

As an occasional volunteer/visitor, I explicitly agree that:

I will **ALWAYS**:

- Arrange my volunteer participation/visit through the Arigatou International staff responsible for the visit/project I will be visiting/volunteering with and follow their instructions.
- Be respectful of all children and children's rights, regardless of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic

or cultural background, history of conflict with the law, or any other aspect of their background or identity.

- Refrain from inappropriate physical contact with children.
- Ensure that children’s personal information, including contact details concerning children and/or their families, remains confidential.
- Ask an Arigatou International staff member when I am not sure about a behaviour or have concerns regarding a child’s wellbeing.

I commit to **NEVER**:

- Use language or act in ways that may be abusive or may place children at risk of abuse.
- Spend time alone with a child away from other people.
- Use language, pose questions, make suggestions, or offer advice that is inappropriate, offensive, or abusive.
- Use any form of physical punishment, including hitting, physical assault, or physical abuse.

- Permit or participate in illegal, unsafe, and abusive acts against children.
- Act in ways meant to shame, humiliate, belittle, or degrade children, or otherwise commit any form of emotional abuse.
- Use any computers, mobile phones, video and/or digital cameras, or other electronic devices to exploit, harass, and/or bully children or access, view, create, download, or distribute abusive images of children.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others on the basis of age, sex, gender, sexual orientation, nationality, ethnic origin, religious or political beliefs, socio-economic or cultural background, history of conflict with the law, or any other aspect of their background or identity.

**Note:** The above lists are not exhaustive. Occasional volunteers and visitors should consider all related actions and behaviours that may compromise the rights and safety of children.

I confirm that I have read and understood the Code of Conduct for Occasional Volunteers and Visitors and agree to abide by its contents.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Place and Date \_\_\_\_\_

## APPENDIX 3: PARTICIPATION CONSENT FORM



Arigatou International is a non-profit organization working towards bringing people from all walks of life together to build a better world for children. Arigatou International is “All for Children,” and draws on universal principles of common good to offer compelling new ways for people of diverse religious and cultural backgrounds to come together to address children’s issues.

Arigatou International develops and sustains unique multi-stakeholder initiatives designed to ensure that all children are treated with dignity and respect, have the opportunity to freely pursue their full human potential, and have their rights respected.

Within our initiatives, namely the Global Network of Religions for Children, Ethics Education for Children, Prayer and Action for Children, and End Child Poverty, we implement different activities and projects that might directly involve your child.

Before working with a child, we require consent from both the parent/legal guardian and the

child. Additionally, we require some important information to ensure that your child can participate safely in our initiatives and that we are able to safeguard their wellbeing. All information will be kept confidential and only shared with adults on a need-to-know basis.

For the purposes of all trips and events, a child is defined as anyone who is under 18 years old.

In the event of a **trip that lasts more than one day**, the child must always be accompanied by a trusted adult, and additional forms must be completed by the organisers, accompanying adult, and caregivers. Please consult an Arigatou International staff member or the regional Child Safeguarding Focal Point to learn more.

Our guiding principle is that the best interests of the child and the do no harm principle are of the utmost importance in all situations. This means that we consider the human dignity, needs, and rights of the child as the priority in all actions and decisions.



## Participation Consent Form

I, \_\_\_\_\_ (parent/legal guardian), in my capacity as parent/legal guardian of \_\_\_\_\_ (child's name), grant my permission for \_\_\_\_\_ (child's name) to travel and participate in the activities and projects of the \_\_\_\_\_ initiative of Arigatou International.

I, \_\_\_\_\_ (child's name), am \_\_\_\_ years old and want to participate in the activities and projects of the \_\_\_\_\_ initiative of Arigatou International.

The projects and activities will be facilitated by an adult the child is familiar with, and the best interests of the child will be protected over all other considerations.

I understand and agree with the terms outlined above.

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

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



<b>Child Information</b>	
<b>A. Personal Information</b>	
First Name	
Last Name	
Identity Number	
Date of Birth	
Gender	
Email	
Emergency Contact Details: Name and Contact	
Home Address	
Parent/Legal Guardian Contact	
<b>B. Languages</b>	
Can you speak and/or understand English and/or Spanish? If yes, please let us know which and mark with your level of comprehension with an (x).	Read very slowly ___ Understand very little___ Understand almost everything___ Understands everything ___ Speak slowly___ Speak at the basic level___ Speak fluently___ Need interpretation support ___ English ___      Spanish ___

<b>C. Logistics and Requirements</b>	
Do you have any food or dietary restrictions or special needs? If so, please specify.	
<b>D. Medical Conditions</b>	
Do you have any allergies? If so, please specify.	
Do you have any chronic illnesses (e.g., asthma, diabetes, low blood pressure, migraines, etc.) we should be aware of? If so, please specify.	
Have you had surgery and/or been hospitalized? If so, please elaborate.	
Are you allergic to any medicine? If so, please specify.	
Particular needs (Please let us know if you have any particular needs that require our attention, and we will do our best to accommodate them.)	

## APPENDIX 4: MEDIA CONSENT FORM



### Media Consent Form

I, \_\_\_\_\_ (parent/legal guardian), in the quality of parent/legal guardian of \_\_\_\_\_ (child's name), give my permission for photos, videos, and/or interviews to be recorded of \_\_\_\_\_ (child's name) during the activities and projects implemented as part of the \_\_\_\_\_ initiative of Arigatou International.

I, \_\_\_\_\_ (child's name), am \_\_\_\_ years old and give my permission for photos, videos, and/or interviews to be recorded during the activities and projects implemented as part of the \_\_\_\_\_ initiative of Arigatou International.

The photos, videos, and/or interviews will be conducted in accordance with UNICEF guidelines for ethical reporting on children and young people under the age of 18 years old. These materials will be the property of Arigatou International and will be used as inputs for the website and social media channels of Arigatou International and its initiatives.

The interviews will always be conducted under adult supervision, and the best interests of the child will be protected above all other considerations, including advocacy for children's issues and the promotion of child rights.

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

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

## APPENDIX 5: STAFF RECRUITMENT CHECKLIST



In order to create a safe recruitment process and work environment, all staff are required to:

1. Accept and commit to the Child Safeguarding Policy and Code of Conduct for working with children and the principles and procedures established therein. In terms of the recruitment process, this includes:
  - Providing staff, volunteers, interns, and consultants with clear job or position descriptions that include a statement on their role and responsibilities as stated in the Arigatou International Child Safeguarding Policy.
  - Including a discussion on child safeguarding and safeguarding, as well as the candidate's acknowledgement understanding of this commitment, as part of all interviews during the recruitment process.
  - Requiring adherence to Arigatou International Child Safeguarding Policy as part of Arigatou International's employment contracts and service agreements.
2. Sign a personal declaration stating any criminal convictions, including past convictions. Arigatou International's job application forms include a question asking for consent to access information on an individual's past convictions/pending disciplinary proceedings.
3. Provide two references, including one from their current or most recent employer or academic advisor. All references should be provided directly by the candidate and should include a business email address, postal address, or landline number for their supervisor

## APPENDIX 6: CHILD SAFEGUARDING FOCAL POINT

Regional Child Safeguarding Focal Points, with technical support from the Global Child Safeguarding Advisor in Geneva, provide support to the regional work carried out by the Arigatou International initiatives regarding the day-to-day implementation of the Child Safeguarding Policy.

The Regional Child Safeguarding Focal Point is appointed by Management and Senior Management and must demonstrate a prior commitment to high ethical standards in their relationship and work with and for children.

Specific responsibilities include:

- Acting as the main point of contact in the region for child safeguarding.
- Ensuring that all staff, guests, and partners in the region are aware of the Child Safeguarding Policy and their responsibilities within it.
- Advising and supporting staff, guests, and partners in the implementation of the Child Safeguarding policy, including risk assessment.
- Ensuring that the Child Safeguarding Policy and our commitment to children's rights is clear to Arigatou International regional members, including children, educators, leaders, and communities that work with Arigatou International, and that the policy is easily accessible.
- Ensuring that the name and contact details of the Child Safeguarding Focal Point are well communicated and easily available so that all members know how to share a concern/where to seek advice.
- Acting as first point of contact for concerns regarding child safeguarding incidents and escalating those concerns to the Management/Child Safeguarding Advisor as appropriate.
- Keeping accurate records of any incidents.
- Supporting the implementation and monitoring of the Child Safeguarding Policy in the region.

### Suggested Skills and Characteristics:

- Prior knowledge and experience about child safeguarding and child protection.
- Established and trusted within the region so that their opinions are valued and taken into account.
- Fluency in the main language(s) of the region.
- Sensitive, empathetic, open, and able to effectively communicate with adults and children.
- Ability to stay calm and respond based on the established procedures when a concern is raised, especially if a child needs assistance.
- Able to work with others to ensure that the policy is implemented and respond when a child protection incident occurs.
- Commitment to safeguarding children and upholding their rights, as well as the ability to advocate for and defend safeguarding.
- Training and presentation skills to effectively disseminate the implementation of the Child Safeguarding Policy in the region.



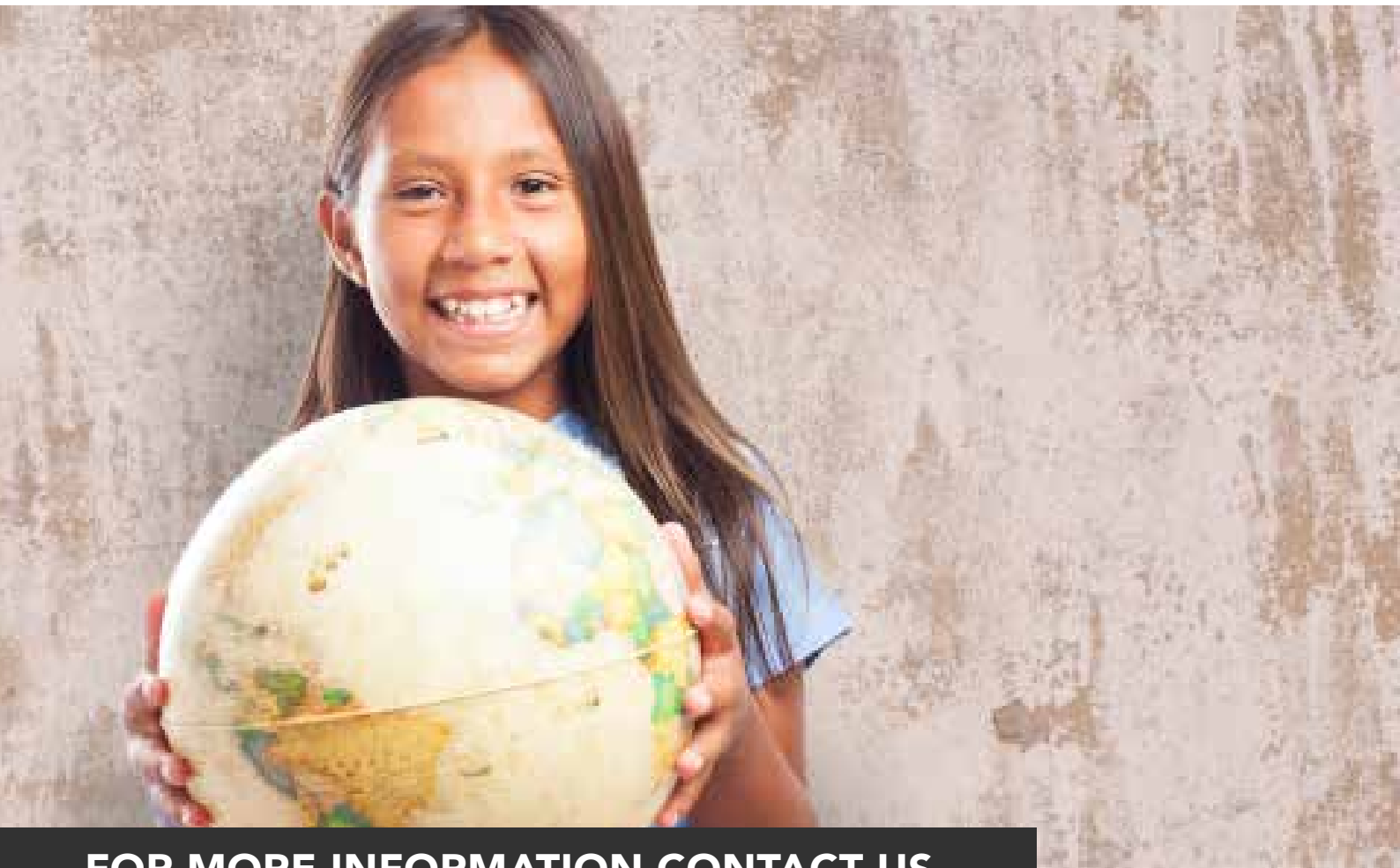
## APPENDIX 7: IMPLEMENTATION AND CAPACITY BUILDING



This document details the implementation plan of the Child Safeguarding Policy:

- The Arigatou International Child Safeguarding, Participation and Empowerment online platform is the main hub for sharing resources related to child protection. It contains webinars, videos, short documents, and other resources developed by children and adults, as well as good practices developed within the Arigatou International initiatives and from other organisations that showcase child safeguarding, participation, and empowerment.
- The Arigatou International Child Safeguarding, Participation and Empowerment online platform will also contain a page dedicated exclusively to the Child Safeguarding Policy, with explanations on the Code of Conduct and its reporting mechanisms.
- The online platform also includes child-friendly games, videos, and booklets on the topic to strengthen children's knowledge and skills.





**FOR MORE INFORMATION CONTACT US**

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**f** /ArigatouInternational

**“May every day find every  
one of us continually  
embraced in growing peace.”**

*—Rev. Keishi Miyamoto, President of Arigatou  
International, September 21, 2015*

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