

Toolkit

Child Protection Workshops

**kinder
not
hilfe**





1. Background Information

a) Kindernothilfe

Kindernothilfe e.V. (KNH) is a Non-Governmental Organisation founded in 1959. KNH works with local non-governmental organisations and their networks in 30 countries in Africa, Asia, Latin America and Eastern Europe to realize and protect children's rights. KNH reaches out to some 1.5 million children with programmes and projects which aimed to help vulnerable and marginalized children to access sustainable opportunities to grow and to develop to their full potential. In Germany, Austria, Switzerland and Luxemburg KNH engages in awareness raising, education and advocacy relating to development policies and particularly to the implementation of the Child Rights Convention.

KNH's strategic direction and engagement is based upon Christian values. KNH's vision is a world, where all children enjoy their rights regardless of their social, economical, political and religious background.

Did you know?

When KNH was founded in 1959, it supported five children in India. Ten years later, in 1969, KNH already reached out to 5000 children. In 2014, KNH supported and protected more than 1.8 million children.





1. Background Information

b) Recognizing the problem of child abuse and maltreatment

The abuse and maltreatment of children and vulnerable persons is a worldwide issue, existing in both, developed and developing countries. It is deeply rooted in cultural, economic and social practices.

Moreover, children in institutions or under institutionalized care run an increased risk of abuse. All these children as well as children in different development and humanitarian aid projects are in risk to suffer maltreatment or abuse by staff, volunteers or donors and are therefore in need of special protection.

“Child 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” (World Health Organization, 1999).

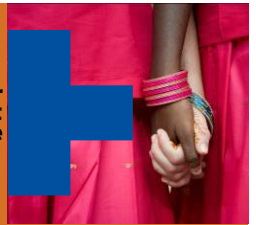
KNH recognizes the fundamental duty of safeguarding these children against any hazard that may appear within the organization of KNH, the partner organizations and in the programs and projects funded by KNH.

Did you know?

The Convention on the Rights of the Child were adopted and opened for signature by the United Nations in 1989, aiming to protect all children, regardless of race, sex, language, religion, national or social origin or other status. Today (February 2016), 196 States have ratified the Convention.

Source: <http://indicators.ohchr.org/>





1. Background Information

c) KNH-Strategy for a Child Protection Capacity Building Program for Partner Organizations

In order to strengthen our efforts to avoid and respond to child abuse within our work, KNH joined the international "Keeping Children Safe Coalition (KCS)" and started to develop a Child Protection Policy for KNH according to the standards set by KCS.

These standards should also apply for the Child Protection Policies of our partners. It is our shared aim to provide the best possible prevention for children on project level and to provide assistance for children that have been abused. All partners have been informed about the ongoing process and have been asked with the help of a questionnaire to sum up the status quo of their organization and their need for training in the field of child protection.

A large scaled training program, based on the country specific demand analysis, is implemented to familiarize our partners with the standards of child protection. The training program consists of three workshops which are conceptualized by KNH's Child Protection Team. The workshops are held by a national and a regional trainer to ensure the quality of the workshop content as well as the consideration of the local and cultural context. The methods used in the program are based on the assumption that simple knowledge transfer is not sufficient to reach the aspired goals of the program. It is essential to schedule and accompany an implementation phase after the workshops. Thereby, the organizations get the opportunity to implement the measures developed in the workshops. To reach the persons responsible for this implementation, the training program mainly targets the managements and executive employees of the organizations.

All modules consist of a mixture of inputs of experts and practical exercises. All exercises are based on realistic scenarios and examples. A CD-ROM containing all the material used in the workshops as well as a toolkit on all workshops is provided for each of the participants. This material is supposed to support the participants in the process of passing on their newly gained knowledge to their colleagues.

Did you know?

The Keeping Children Safe network extends into over 120 countries in the world and reaches out to over 134 million children annually

source: <http://www.keepingchildrensafe.org.uk/our-impact>





2. Training program

The training system consists in the implementation of two 3 to 4 days workshops that are based on each other and an ongoing advisory process for the partner organizations. A third conclusive workshop module provides an exchange of experiences and best practices.

The workshops are based on the training material of KCS and will be facilitated by a “Regional Trainer”, who is responsible for the workshops in all countries of one continent and a “National Trainer” for each country being responsible for the in-country advisory service to KNH partner organizations during the elaboration and implementation process of their Child Protection Policies.

Target group of the trainings

- ❖ Core Management and Program staff of partner organizations
- ❖ 2 Persons per partner organization
- ❖ Max. 30 persons per workshop





2. Training program

a) Module 1

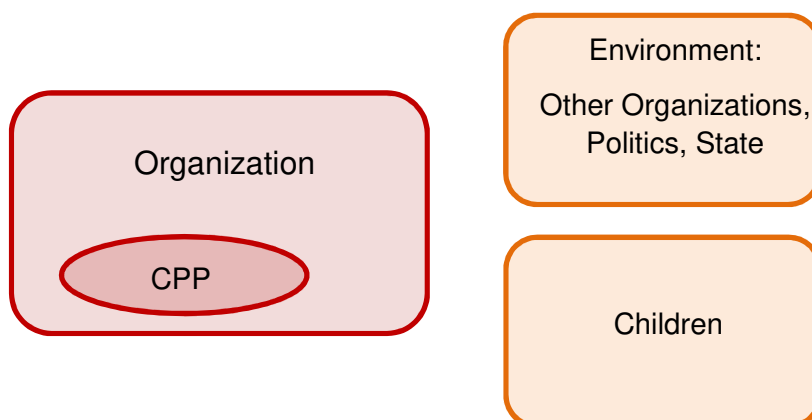
Within the 3 days Module 1 – Training, the core elements and instruments of an institutional child protection procedure will be outlined based on interactive exercises and practical examples. The participants will be enabled to start developing a child protection policy for their organization.

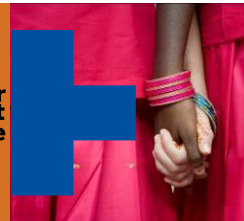
The following sessions will be part of Module 1:

- ❖ Cultural and legal framework of children's rights and child protection
- ❖ Child abuse and maltreatment:
Types of abuse and maltreatment, attitudes and values, definitions
- ❖ Identification of risks and risk management
- ❖ Why elaborate a Child Protection Policy
- ❖ Standards according to "Keeping Children Safe Coalition"
- ❖ Elements of a Child Protection Policy
- ❖ Self-Audit of Organizations
- ❖ Preventive Strategies (Human Resources, Code of Conduct)
- ❖ Preventive Strategies (Standards for Communication)
- ❖ Case Management System
(Actors, functions, processes, protection of victims etc.)
- ❖ Elaboration of an action plan and implementation strategy

Objective of Module 1:

Organization has knowledge about child protection, is enabled to develop CPP





2. Training program

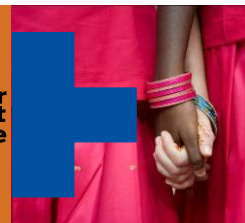
Module 1 – Table of content

Power Point Presentations

Topic

Session 1	Introduction
Session 2	Cultural & Legal Framework
Session 3	Child Abuse
Session 3 (Optional)	Child Abuse & Corporal Punishment
Session 4	Barriers to Reporting
Session 5	Child Protection Risks
Session 6	Advantage of a Child Protection Policy (CPP)
Session 7	Designing a CPP
Session 8	Preventive Strategies
Session 9.	Preventive Strategies in Communication
Session 9. (Optional)	Sponsor Visits
Session 10	Case Management
Session 10 (Optional)	What we have learnt?
Session 11	Management Role
Session 12	Final Evaluation (Only Word Dokument)





2. Training program

Module 1 - Working Material

	Topic	Material
Session 1	Introduction	TD1 – Rule and Tasks TD2 – Objectives
Session 2	Cultural & Legal Framework	TD3 – The Alligator River Story TD3a – Legal and Cultural Framework WS – The Alligator River Story WS1 – Perception of Children H1 – Legal Framework H2 – UNCRC
Session 3	Child Abuse	TD3b – Animation ‘Daughter’ WS2 – Questionnaire H3 – Def. Abuse H4 – Types of Abuse H4a – Harmful Traditional Practices
Session 3 (Optional)	Child Abuse & Corporal Punishment	
Session 4	Barriers to Reporting	WS3 – Case Scenarios H5 – Organizational Risks H6 – What to do?
Session 5	Child Protection Risks	TD4 – Protection Scenarios TD4a – Risk Assessment WS4 – Child Protection Scenarios WS4a – Risk Analysis H6a – Risk Assessment Tool Additional - Case Scenario India
Session 6	Advantage of a CPP	TD5 – Whisper down the lane
Session 7	Designing a CPP	WS5 – Self Audit Tool H7 – Standard H8 – Structures of KNH H9 – Developing a CCP
Session 8	Preventive Strategies	H10 – Checklist for Recruitment H11 – CoC TdH H12 – CoC Tearfund H12a – Child Participation & CoC
Session 9	Preventive Strategies in Communication	TD7 – Role Play WS6 – Role Play H13 – Example Policy Visual Image H14 – Social Media
Session 9 (Optional)	Sponsor Visits	/
Session 10	Case Management	WS7 – Stakeholder WS8 – Case Scenario Management
Session 10 (Optional)	What we have learnt?	/
Session 11	Management Role	WS9 – Implementing a Policy
Session 12	Final Evaluation	Evaluation Form

TD = Trainer Notes; **WS** = Working Sheet; **H** = Handout



2. Training program

❖ Implementation phase after Module 1:

After the completion of Module 1, the national trainers support the participants and their organisations in the process of applying the knowledge gained in the workshops to their everyday work. For each organisation the amount of support needed is individually assessed and coordinated with the management's timetable on the basis of the plan action developed in the workshop. The following aspects will be monitored during the implementation phase which is to last between nine and twelve months:

- The decision of the management to establish a child protection policy and the communication process between the management and the employees
- Conduction of sensitisation measures for employees and volunteers
- Analysis of potential risks under consideration of the situation of the children (risks concerning the organisation, its projects and its employees as well as external risks in the environment)
- Concrete work orders aiming at the establishment of the child protection policy
- Draft of the policy with participation of all relevant employees and under consideration of suggestions made by employees or children and youths
- Behavioural code for employees and volunteers
- Preventive measures applied while recruiting new employees and concerning mass media and visitors
- Transparent case management system including the names of employees in charge
- Monitoring system for implementing the policy as well as a training program for employees
- Cooperation of the management with local governmental and non-governmental child protection institutions

The management as well as the employees are offered advice and help concerning concrete cases of child abuse. The national trainers document improvements made by the organizations in form of two reports.



2. Training program

b) Module 2

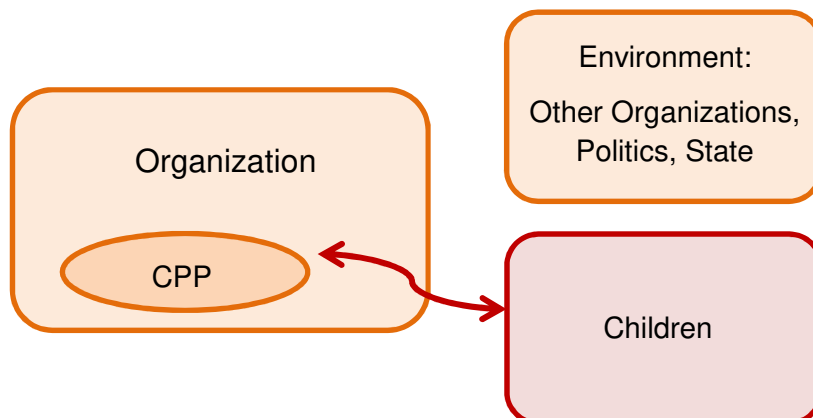
With about a six to nine months time lag the 4 days lasting Module 2 will review in detail the development steps of the different core elements of the child protection policies. A platform for sharing experiences and challenges in the elaboration and implementation process will be given. There will be a special focus on the implementation of the Child Protection Policy and of Child Protection Initiatives and on children's participation in child protection procedures.

The following sessions will be part of Module 2:

- ❖ Introduction and Status quo
- ❖ Exchange of experience
- ❖ Public and Alternative Child Safety Net
- ❖ Concept of Child Participation
- ❖ Child friendly capacity of staff
- ❖ Child protection Initiatives
- ❖ Preparing adult facilitators
- ❖ Introduction of the child protection toolkit

Objective of Module 2:

Children participate in the implementation of the CPP





2. Training program

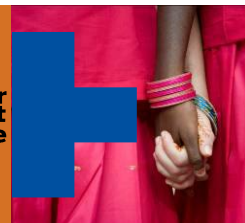
Module 2 – Table of content

Power Point Presentations

Topic

Session 1	Starting Off
Session 2	Experience Sharing
Session 3	Safety Net (Public)
Session 4	Safety Net (Alternative)
Session 5	Concept of Child Participation
Session 6	Developing Child Friendly Capacity of Staff
Session 7	Participative Methods to involve Children
Session 8	Implementation of the CPP with Children
Session 9.	Child Protection Initiatives
Session 10	Child Protection Initiatives Continued
Session 11	Preparing Adult Facilitators
Session 12	The Child Protection Handbook
Session 13	Facilitating the Child Protection Toolkit
Session 14	Guidelines in Handling Disclosures
Session 15	Wrap-Up





2. Training program

Module 2 - Working Material

	Topic	Material
Session 1	Starting Off	TD1 – Objective Module 1 TD2 – Objective Module 2 H1 – Child Protection Circles
Session 2	Experience Sharing	H2 – Flow Diagram P1 – Guideline for Sharing Experiences
Session 3	Safety Net (Public)	P2 – ToR for Information Pack
Session 4	Safety Net (Alternative)	TD3 – Circles of Support TD4 – Constructing a Child Safety Net H3 – Circles of Support
Session 5	Concept of Child Participation	TD5 – Introducing Child Participation as a Way of Life TD6 – What, How, Why, Obstacles H4 – Defining the Concept of Child Participation H5 – Key Elements for Child Participation
Session 6	Developing Child Friendly Capacity of Staff	TD7 – Child Friendly Staff
Session 7	Participative Methods to involve Children	H6 – Resources Regarding Child Participation and Participatory Methods H7 – How to Inform Children about the CPP
Session 8	Implementation of the CPP with Children	TD8 – Wrap up Day 2
Session 9.	Child Protection Initiatives	TD9 – Teaching Children how to Determine Safe, Confusing and Unsafe Touches/Situations TD10 – Child Protection Initiative Diagram TD11 – Child Protection Initiatives WS1 – Prioritization of Risks H8 – Identification of Risks
Session 10	Child Protection Initiatives Continued	H9 – Children's Groups
Session 11	Preparing Adult Facilitators	TD12 – Alligator Story TD13 – Body Parts WS2 – The Alligator River Story
Session 12	The Child Protection Handbook	Handbook
Session 13	Facilitating the Child Protection Toolkit	TD14 – How to Facilitate the Topics of the Child Protection Toolkit and Strategies for Training of Facilitators H11 – Key Issues to Consider when Planning Training with Children on Child Protection H12 – Guidelines for Planning a Training for Children
Session 14	Guidelines in Handling Disclosures	WS3 – How to Facilitate the Topics of the Child Protection Toolkit H13 – Handling Disclosures
Session 15	Wrap-Up	H14 – Action Plan

P = Preparing Documents; **TD** = Trainer Notes; **WS** = Working Sheet; **H** = Handout



2. Training program

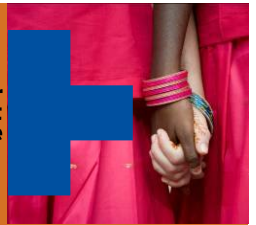
❖ Implementation phase after Module 2:

After the completion of the second workshop module the national trainers support the NGOs during a second implementation phase which will last 18 months and during which the child protection policy of each organisation is to be implemented. Special attention is given to the participation of children during the implementation process and in the project activities. At the end of the second implementation phase every organisation should have established a child protection policy according to the standards of the *Keeping Children Safe Coalition* and should have started to cooperate with a local child protection system. Previous experience has shown that during this phase a high amount of support for the NGOs is needed. Therefore the national trainers will visit the organisations several times, giving advice to the management and the employees.

The following aspects will be monitored during the second implementation phase that can last up to 18 months:

- A child protection policy (and a version understandable for children) was developed and is known to employees and children
- Preventive measures have been implemented and the necessary staff and financial resources are available
- Staff and resources for the case management system have been determined
- The organisation monitors the implementation process of the child protection policy according to their own indicators and with participation of children and youths
- Children and youths notice cases of abuse and know about a person of trust they can contact
- An evaluation system concerning the child protection measures which involves children and youths has been developed
- Child protection activities as part of the projects have been planned and implemented under consideration of the children's needs
- Other governmental and non-governmental organisations have been contacted and cooperate now in form of a local child protection system

The national trainer will be in constant touch with the organisation, before and after his or her visits, in order to support them during the process. The national trainer will note down the improvements of the organisations in form of three reports.



2. Training program

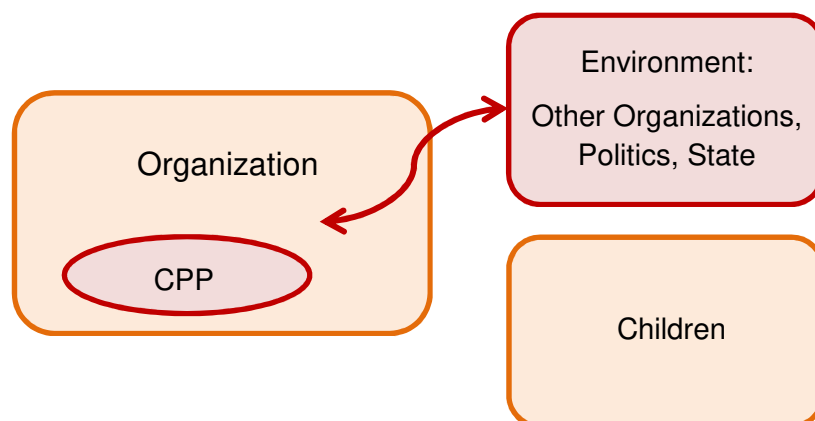
c) Module 3

The exchange of experiences between the NGOs was already part of the modules 1 and 2 to inform each other about the best practices and challenges in the implementation process. After the second implementation phase a conclusive assessment meeting is scheduled. At this meeting the participants exchange experiences about the entire process. Special attention is given to the involvement of the children during the implementation of the child protection policies, as well as to the establishment of the local child protection systems and to the ways in which state policies could be influenced. The exchanges of experiences as well as the inputs by the trainers supply the participants with ideas which can influence the prospective implementation process. The exchange of experiences is to be documented by the national trainers and is to be given to the participants afterwards. This report should also include all contact data of child protection related institutions and experts in the countries, which the NGO can contact in case of problems. This can be the start for a national network concerned with child protection which might turn into a national child protection system by the efforts of the participating NGOs. Thereby, the workshops can lead to an influence on the macro level and on national policies or implementation of laws.

Furthermore there will be a conclusive internal assessment of the training program. Taking into account the changes occurring in the NGOs, the projects and the local environment, the impact of the process on different levels should be outlined and documented.

Objective of Module 3:

Revision of CPP through exchange and best practice, network building, engage in advocacy





2. Training program

Module 3 – Table of content

Power Point Presentations

Topic

Session 1	Welcome
Session 2	Identifying Progress and/or Lessons Learnt with a focus on Outcome
Session 3	Achievements and Challenges for Case Management
Session 4	Achievements and Challenges related with Child Protection Initiatives
Session 5	How can we monitor the Implementation of our Child Protection Policy?
Session 6	Online Child Protection
Session 7	National Child Protection System
Session 8	Next Steps and Evaluation of the Workshop





2. Training program

Module 3 - Working Material

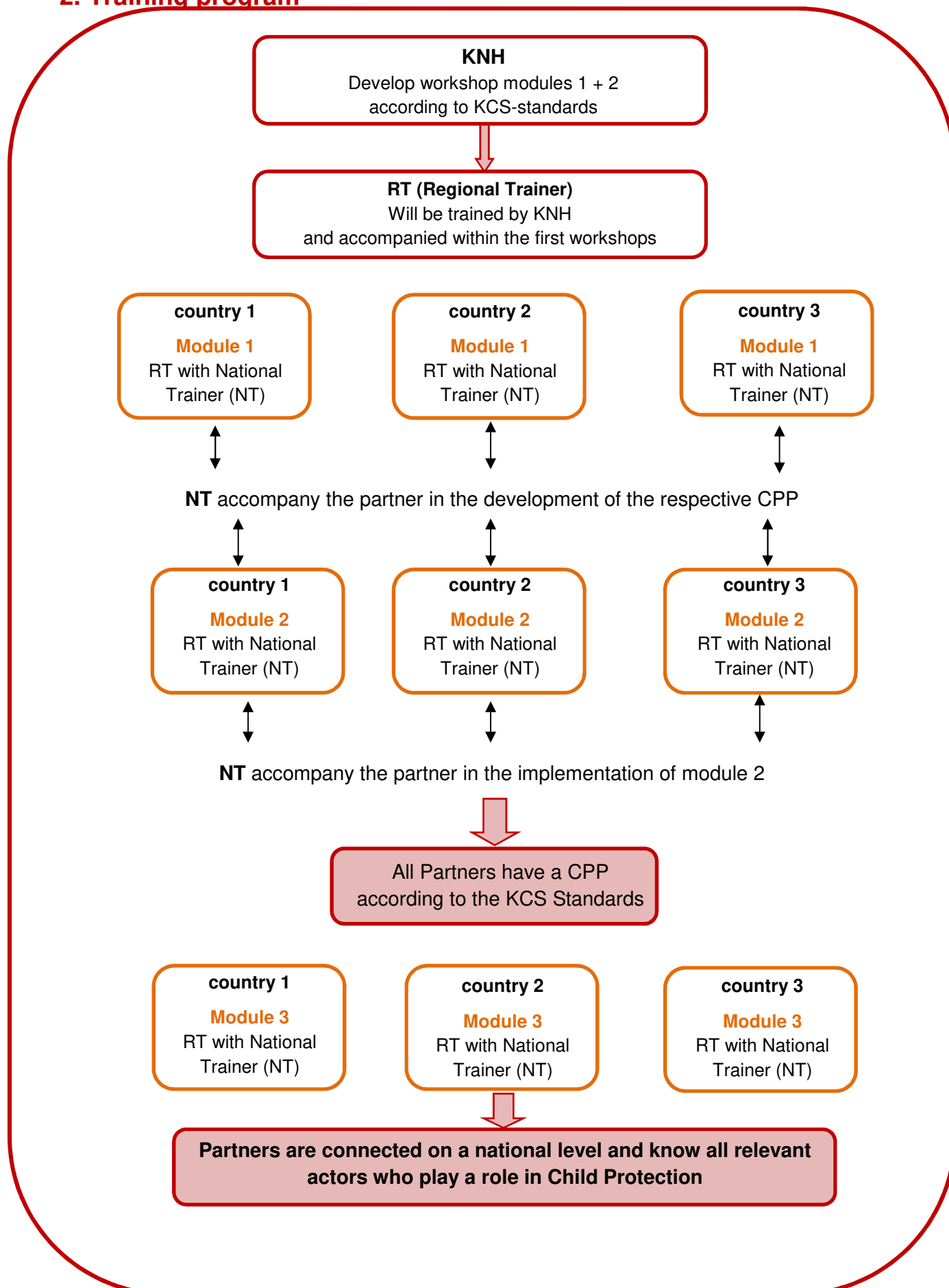
	Topic	Material
Session 1	Welcome	TN1 - Good Practices Journal
Session 2	Identifying Progress and/or Lessons Learnt with a focus on Outcome	TN2 – Outcome Indicators WS1 – H assessment H1 – Outcome Indicators
Session 3	Achievements and Challenges for Case Management	WS2 – Analysis case management experiences WS3 – Achievements + challenges case management system H2 – Key components case management
Session 4	Achievements and Challenges related with Child Protection Initiatives	WS4 – Good practices CPIs
Session 5	How can we monitor the Implementation of our Child Protection Policy?	TN3 – CPP Monitoring WS5 – Examples of indicators WS6 – Toolkit for monitoring the CPP together with the children WS7 – Body mapping exercise H3 – Tool on quality of participation H4 – Outcome Tool
Session 6	Online Child Protection	
Session 7	National Child Protection System	TN4 – Analysis of the National child Protection System WS9 – Duty Bearer Analysis
Session 8	Next Steps and Evaluation of the Workshop	WS10 – Evaluation Module 3 CPP

TN = Trainer Notes; **WS** = Working Sheet; **H** = Handout





2. Training program





3. Objectives of the Capacity Building Process

Module 1

- ❖ Participants have a good understanding about the legal framework of children's rights and child protection and how it appears in their national and local context
- ❖ Participants are informed about the different types of child abuse
- ❖ Participants are aware of appropriate strategies of prevention and case management
- ❖ Participants are able to develop a Child Protection Policy for their organization including relevant actors
- ❖ Participants are able to transform the key elements of a child protection policy into practice

Module 2

- ❖ Participants have a platform for experience sharing about the elaboration process of their Child Protection Policies
- ❖ Participants are familiar with the existing external child protection system and know how to link this with their internal child protection mechanisms
- ❖ Participants have an understanding of how to facilitate and promote child participation
- ❖ Participants have the knowledge how to involve children in the implementation of the Child Protection Policy
- ❖ Participants have an understanding about child protection initiatives with children and duty-bearers

Module 3

- ❖ Exchange of experiences and best practices: Development and implementation of a child protection policy, involvement of the children during the implementation
- ❖ Identifying achievements and challenges for Case Management as well as for Child Protection Initiatives
- ❖ How can the implementation of the Child Protection Policy be monitored?
- ❖ Information about concerns related with Online Child Protection
- ❖ Networking between institutional child protection organisations, motivation to further exchange
- ❖ Analysing the national child protection systems, identifying priority areas for advocacy
- ❖ Conclusive internal evaluation of the training program