

FAT CHILD SAFEGUARDING POLICY AND PROCEDURES

Introduction

FAT is a not-for-profit organization that believes in empowering women by enabling them to access, use and create technology through a feminist rights-based framework. It envisions a world where the use and creation of technology is gender neutral; where all girls and women have equal opportunities to learn, use and create technology, irrespective of their academic background, economic status or geographical location, without any threat, fear or experience of violence, exploitation and abuse.

FAT believes that discrimination, abuse, exploitation or crime against children does not enable them to realise their full potential. Especially adolescent girls from disadvantaged contexts like poor families, remote areas, of diverse gender and sexual orientations, living with/without disabilities, are much more susceptible to all forms of neglect, abuse and violence. This has consequences on their life choices, realities and their overall development and well-being. As a feminist organization, we believe in contributing to a world in which women and children, have full and equal rights, capacity and opportunity to experience a dignified violence free life.

This policy is an attempt by FAT to specify its zero-tolerance approach towards child abuse, discrimination, stigma and violence; using the feminist principles that inform its work as well as its policies; and the action plan to safeguard children (with whom it works) from any form of violation of their rights.

Principles

This Child Safeguarding Policy is based on the UN Convention on the Rights of the Child, 1989 (and its optional protocols); the UN Statement for the Elimination of Sexual Abuse and Exploitation and all child-related UN conventions; the national child protection legislation of India and international good practice.

The Indian legal jurisdiction encompasses many rights and safeguard principles (in accordance with the United Nations Child Rights Convention) to protect children from neglect, exploitation, abuse and ensure justice to them; still many structural issues, socio-cultural norms and existing realities of the children, do not create a conducive safe environment to access their rights.

Although the legal definition of a child varies in different documents in India, for the purpose of this policy children are defined as all those under the age of 18 years in accordance with the UN Convention on the Rights of the Child. By youth or young people, we would typically include persons between the ages of 15 to 25.

According to the World Health Organisation “child abuse” or “maltreatment” constitutes all forms of physical, sexual abuse and exploitation, emotional, neglect and negligent treatment, commercial, online abuses, 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.

Scope of this Policy

FAT was established in 2008 and primarily operates in Delhi, Bihar, Jharkhand and Maharashtra, in partnership with local organizations and stakeholders. This policy applies to:

- All full time and part time staff
- All Interns and volunteers
- All Program participants
- All Board Members

- All those who may represent FAT such as consultants, sub- contractors, patrons, donors, corporate sponsors and journalists
- All service providers and vendors

All the above will be required to, as a minimum, read FAT's Safeguarding Policy and sign a statement of commitment to adhere to its principles and procedures. The policy will be applicable for all FAT offices and centres run in partnership with local organizations.

The policy provides guidance to all the above-mentioned members the importance of child safeguarding issues and the legal, ethical and policy responsibilities within and outside working hours. In case necessary the policy will be adapted to fit the social and legal environment, without diluting the principle content and aim of this policy. Any change once approved, when in agreement with the FAT Management team, should not violate the standards and act in the best interests of the child.

Working with Partners

Child Safeguarding is an integral part of FAT's partnership concept and we expect our partners to either have or to develop within an agreed timeframe a Child Safeguarding Policy in line with the UN Convention on the Rights of the Child. FAT will support partners to develop or strengthen their Child Safeguarding Policy and procedures on a case by case basis.

If a serious incident occurs within a partner organization, FAT expects to be informed about this and about measures implemented at the earliest possible point in time. FAT will offer advice or refer to local expertise if requested by the partner to do so. Should the partner not take appropriate action, or ignore the case, FAT reserves the right to withhold funds to the partner, as a last resort, until appropriate measures are taken. Depending on national law FAT may be required to report an abuse to the relevant local authorities, if the partner fails to act.

DEFINITIONS OF HARM OR ABUSE TO CHILDREN

Physical abuse: actual or potential physical harm, injury, pain, illness, perpetrated by another person, adult or child. It may involve any or multiple acts mentioned here like - hitting, pushing, bruising, shaking, poisoning, drowning, burning, pulling, pinching, etc. Physical harm may also be caused when a parent or caretaker fabricates the symptoms of or deliberately induces illness in a child.

Sexual abuse: forcing or enticing a child to take part in sexual activities, with or without consent. If an adult or older child, engages in any sexual behavior (looking, showing, or touching) with a child to meet their interest or sexual needs, it is sexual abuse. This may include, but is not limited to acts like, rape, masturbation, kissing, rubbing and touching and includes involving children into child grooming, in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways, to the manufacture, distribution and viewing of child pornography. All forms of sexual abuse between an adult and a child is sexual abuse. Sexual touching between children can also be sexual abuse when there is a significant age difference or between the children of different developmentally or size-wise.

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a child. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

Neglect and negligent treatment: neglect and negligent treatment refers to a persistent failure to meet a child's basic physical, social and /or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, social, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, safe relations, shelter and safe living/working conditions.

Emotional abuse: as behaviors, speech, and actions of parents, caregivers, or other significant figures in a child's life that have a negative mental impact on the child emotional development and self-worth. Emotionally abusive acts include restriction of movement, name-calling, degrading/insulting, humiliating, bullying (including cyber bullying), and threatening violence, scaring, discriminating, ridiculing, allowing children to witness the physical or emotional abuse of another, allowing children to use illegal drugs or other non-physical forms of hostile or rejecting treatment.

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

Online Abuse: An act, or intention to defame or damage the child on online spaces in any forms of cyber bullying (verbally or non-verbally), online-grooming, sex-texting, sexual exploitation, emotional & mental humiliation, violence, production and distribution of child harmful material such as morphing or sharing of images of a child as pornographic material and distributing it over the internet.

Grooming: This is when someone builds an emotional connection with a child or adult to gain their trust for the purposes of sexual abuse or exploitation. Children can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Discriminatory Abuse: This includes forms of harassment, ill-treatment, threats or insults because of a person's race, age, caste, culture, gender, gender identity, religion, sexuality, physical or learning disability, or mental-health needs.

REPORTING AND INCIDENT MANAGEMENT

FAT has reporting and incident management procedures in place for handling reports related to safeguarding concerns. The aim of these procedures is to enable an appropriate and swift investigation of any given case and to identify cases of abuse and maltreatment early on. All FAT partners and their staff should be informed and agree to FAT's Child Safeguarding Policy and accompanying reporting procedures.

Initial Reporting

Disclosures; Points to remember:

- **Reassure the child** - they should understand they were right to report the behaviour
- **Don't interrupt** - Allow the child to tell you as much as they want to.
- **Avoid leading the conversation**- Limit any questions to clarifying what happened and avoid making suggestions or introducing your own ideas in the questions.
- **Ensure Accuracy**- Verify any points you are unsure of, accuracy of information is very important. However, be aware that exactly repeating a question may give the impression that the child did not give 'correct' information or that they are not fully believed.

- **Never say that you won't tell anyone-** If the child is concerned about confidentiality, you can guarantee that the information will only be passed on to the minimum number of people who absolutely need to know. You must NEVER agree to keep information secret.
- **Think of the Child's safety and well-being-** Ask the child what would help them feel safe. Appropriate suggestions can then be worked towards based. Include the child's wishes within any discussion with the local organisation and together, take proper steps to ensure the safety of the child.
- **Inform the Child of necessary steps-** Explain that you must share the information to protect their safety and that of other children, but that you will take into account how they wish the information to be shared. For example, who is told, when and how?
- **Inform the Child of the next steps-** Let the child know what you are going to do next and who will support them through the process and keep them informed of what is happening.
- **Be observant and note the possible signs of abuse-** like unusual, unexplainable or suspicious cuts, bruises or marks, inappropriate sexual behavior, unusual sexual awareness, sudden, unexplained changes of character (eg. outbursts of anger, withdrawn etc), distrust or over trust in adults, desperation for attention.

It is important that anyone working within or alongside FAT are not just available for if/when a disclosure might be made but also to be aware and conscious of possible situations where a child could be being harmed and not wanting to disclose the information. This does not mean that any assumptions should be formed about any possible situations.

Reporting Structure

All incidents of concern should be immediately directed towards the local Focal Person (FP), who will then progress it when necessary. All safeguarding reports *must* be made in written format and emailed to the FAT Safeguarding Officer (FSO) within 24 hours of the disclosure or concern being raised. The above is the responsibility of all staff, partners, interns, volunteers and beneficiaries of FAT.

Roles within the Reporting Structure

<i>Child Safeguard Reporting and Management Committee (CSRMC)</i>	<ul style="list-style-type: none"> - Consists of a Focal Person (FP) from each of FAT's working locations. - A minimum of 1 male member will part of the committee. - Is headed by the FAT Safeguarding Officer (FSO). - Responsible for making all decisions regarding any further action to be taken for all safeguarding reports. - Conducts annual review of the Safeguarding Policy.
<i>FAT Safeguarding Officer (FSO)</i>	<ul style="list-style-type: none"> - Is the Head of the CSRMC. - Must have been a staff member at FAT for a minimum of 1 year. Must have completed all basic child protection capacity building training and workshops. - Has casting vote on decisions in the case of a tie situation between the CSRMC. - Responsible for bringing cases to the CSRMC for a decision to be made on any actions to be taken. - Responsible for conducting a follow-up with the Focal Person within one week, for all cases where there is no immediate concern for a child's safety.
<i>Focal Person (FP)</i>	<ul style="list-style-type: none"> - One Focal Person (FP) will be in each of FAT's working locations. - All Focal Persons (FP) will be part of the CSRMC.

	<ul style="list-style-type: none"> - Must have been a staff member within FAT for a minimum of 6 months. - First point of call for reporting of incidents and concerns. - Responsible for ensuring that the Safeguarding Reporting Form is completed and sent to FSO within 48 hours of the incident or concern.
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If there are immediate concerns for a child's safety:

The matter must be reported immediately to the FP and the FSO, and immediate steps must be agreed to ensure the safety and well-being of the child. In the unlikely event that FSO cannot be contacted, the matter must be discussed with other members of the CSRMC. If CSRMC cannot be contacted then FP will have the power to decide steps to be taken to protect the welfare of the child, together with the team currently present locally. If the action is decided locally then the CSRMC via the FSO must be informed at the earliest possible opportunity of any action taken.

Decision Making

The aim of the CSRMC is to identify, manage and take appropriate decisions regarding all child safeguarding concerns reported to them. The welfare and safety of the child serve as the foundation for all the decisions made during the management of an incident or suspected case. Based on the information provided in the report, the Child Safeguarding Committee will make a decision including the following possibilities:

- Referring or connecting support services to the child/children in concern and their families. **If a family member is the perpetrator (who is not a staff member, volunteer or in anyway associated with FAT otherwise), the case needs to be referred to external stakeholders such as Police, Department of Social Welfare, District Child Protection Unit (DCPU), District Child Welfare Committee or Childline, to ensure appropriate steps and actions are followed. Before reporting, the child survivor needs to be briefed on the possible next steps once the case is reported. The child survivor should be aware of what could possibly happen next and the situations thereafter. This could avoid possible trauma and re-victimization and keep the Best Interest of the Child in mind and actions.*
- Logging the complaint and report to the FSO (with full details as per format attached in the Annexures).
- Appointing an internal team to investigate, if the matter is in breach of this Policy and therefore requires further enquiry.
- Monitoring the progress of the investigation and giving guidance as appropriate.
- Reporting to relevant local law enforcement agencies or any other external body if the matter is criminal in nature.
- If at any stage, the FSO is not satisfied with the action taken, they will discuss this with the local FP and may choose to raise the matter with the advisors of the organisation comprising of the Board Members, if they believe the failures place children at risk. In case the organisation Board Member or Advisor is reported to have abused a child, then the CSRMC can be the deciding authority to take steps in protecting the rights of the children.
- The legal, social and cultural context will vary greatly across regions and consequently, the specific reporting and reaction protocols will depend on the situation in which the concern arises. Effective response and reaction protocols will depend on the collaboration and shared understanding between FAT and the local/partner organisations.

POLICY IMPLEMENTATION

Confidentiality

All reports and the information herein provided will be treated and managed with the strictest confidentiality, with access limited to the CSRMC and FAT's core team. This will endeavor to protect the identity of the child concerned, informer and accused appropriately, in accordance with the relevant Indian Penal Code, Protection of Children Against Sexual Offences Act 2012 and guidelines as per the Indian constitution and legislation.

Additional Steps

Each of FATs working locations will also ensure:

- **Promotion, awareness and implementation of the Policy throughout the organisation and periphery:** For example, each centre will display awareness that FAT is a 'Child-Safe' organization, along with contact details of the Focal Person for reporting suspicions and concerns to. This will mention the different modes of reporting (e.g. verbal, written, email) and will also be displayed on the www.fat-net.org homepage.
- **Monitoring of the application of the Policy.** This will be in the form of an annual safeguarding report which audits a sample of the policy. *(For example, checking that the safeguarding policy has been signed, speaking to a sample of local organisations visited to ensure the policy was sent in advance, or assessing that media guidelines have been followed for media used).*
- **An approachable, supportive and knowledgeable first point of contact** for staff, representatives and program participants of FAT in relation to any concerns regarding the welfare of children and vulnerable adults.
- **Referral of reports and maintenance of appropriate confidentiality** of any child protection or safeguarding incidents or concern that arise in relation to FAT and its work with local organisations.

FATs Core Team will also take the following measures to ensure:

- **Recruitment-** All FAT representatives will be recruited only if it is believed they can uphold the Safeguarding Policy. They will then be required to know and understand FATs Child Safeguarding Policy and sign a commitment statement to document their agreement. All FAT job advertisements will state that FAT is a 'child-safe organisation'. All applicants will be required to provide FAT with an extract of a 'Certificate of Good Conduct' or equivalent, during the recruitment process. FAT will ask for three written references from previous employers that also include questions related to child safeguarding. Candidates will have their employment history checked including an investigation of any gaps between jobs. Candidates will have their identity checked with original documents. Candidates will be asked specific child safeguarding related questions during their interview.
- **Training-** All staff will receive ongoing training in relation to safeguarding across the organisation, which will be constantly monitored and reviewed. This may include during the Induction process of the newly appointed staff. During the Induction, this policy and a basic practical training on Child protection will be ensured.
- **Core Processes-** FAT will integrate child safeguarding measures into relevant core processes such as: Planning and program design, partner agreements, risk management, monitoring and accountability mechanisms and recruitment processes.

- **Documentation-** An annual summary of child safeguarding reports received will be compiled and presented to the core team of FAT.

Roles and Responsibilities

- All board members, staff, volunteers, interns, partners and beneficiaries of FAT have a duty to recognize their responsibilities to be aware and active in implementing this policy, helping to establish a safe environment for everyone. The above are also responsible to ensure they complete the appropriate training to carry this out.
- FAT is responsible to ensure that all board members, staff, volunteers, interns, partners and beneficiaries have access to the appropriate training and resources in order to adhere to the policy. Additional support, skills development and knowledge should be facilitated for Safeguarding Officers and Managers.
- FAT has a duty to ensure that all board members, staff, volunteers, interns, partners and beneficiaries are made aware of, understand and agree to the Safeguarding Policy. This will be reflected by agreement of the Code of Conduct and Commitment Statement.
- The FAT Safeguarding Officer (FSO) is responsible for maintaining the reporting system and providing support to staff.

Policy Review

The Core Team will hold the responsibility for reviewing, amending and implementing this policy. A Policy review will be ongoing, but formalized annually through an audit report. The Executive Director and Board Members will additionally oversee all.

Last Reviewed Date: _____

Signed:

(Executive Director)

ANNEXE 1- FAT COMMITMENT STATEMENT

I, _____ (please insert name), acknowledge that I have read and understand FAT's Child Safeguarding Policy 2017.

By signing this document, I agree:

- To comply the Child Safeguarding Policy of FAT.
- To be responsible for observing and spreading awareness for the Child Protection Policy in my work environment.
- To respond immediately to any concerns, allegations and incidents, and to notify the FAT Focal Person without delay.

In this respect I will:

- Be committed to creating a culture of openness and mutual accountability at the work place. This culture will enable all child protection concerns to be raised and discussed and where abusive behavior can and must be challenged.
- Contribute to create and/ or uphold an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with children take care that another adult is present or within reach.
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy.
- Use positive, non-violent methods to manage children's behavior.
- Respect children's dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work.
- Protect and handle personal data of children with care and ensure that third parties who receive information about children from FAT or its partner organizations also respect this.
- Immediately report any concerns, suspicions, incidents or allegations of safeguarding, or any breaches of this Policy in accordance with the procedures detailed. No person who makes a report in good faith will be subject to retaliation. A person may report on an anonymous basis although that may impede the ability to thoroughly investigate the allegations.
- Comply with any investigation (including interviews) and make available any information necessary

I will never:

- Condone or participate in any behavior with children that is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse.
- Make sexually suggestive comments or actions to a child, even as a joke.
- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defense.
- Marry a person below the age of 18, regardless of consent and local custom.
- Hold, fondle, kiss, cuddle or touch children in an inappropriate and/ or in a culturally insensitive way.
- Engage in activities involving close body contact with children beyond the professional requirements.
- Assist a child in tasks that he or she can do unaided or unless requested (such as taking them to the toilet, bathing or changing clothes).
- Hit or otherwise physically assault or physically abuse children. All disciplinary measures are non-violent and do not humiliate.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.

- Discriminate against or favor any children, to the exclusion of others. Never offer gifts to individual children. If providing a gift is appropriate, it should be given to the group and with the prior agreement of the local organisation.
- Go to a child's home where I may be alone with that child. Sleep in the same room or bed as a child or allow a child to stay overnight at their home unsupervised.
- Exploit children for their labor (e.g. domestic servants) or for sexual purposes (e.g. prostitution) 24 or trafficking of children; The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time.
- Take a child alone in a vehicle unless it's absolutely necessary and with parental and managerial consent.
- Form close attachments with individual children – your visit may be temporary and you cannot maintain contact beyond the visit. Develop relationships with children that could in any way be deemed exploitative or abusive.

Name: _____

Signature: _____

Location & Date: _____

ANNEXE 2: FAT SAFEGUARDING REPORT FORM

Please complete this form as soon as possible after the event (at least within 24 hours)

The details recorded on this form will be processed with maximum confidentiality in respect to the parties involved.

About You

Your name:	
Your relationship to FAT:	
Your email address:	
Your telephone number:	

About your concern

Are you reporting your own concern or passing on those of someone else? Give details:	
Do your concerns relate to the actions of a specific individual?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name (of person of concern)	
Relationship to FAT/ Partner	
Address	
Other Contact Details:	
Date of Incident:	Date of Writing:

Brief description of what has prompted the concerns:

(Please include details of any risk to children, what happened, where it happened, when it happened and who was involved. Where you are reporting indicators of harm please include examples of physical or emotional signs that you have observed) Was anyone else present when the incident/observation occurred, if so please give full details, including contact details if possible.

Risks to Children-

Have any children been harmed or are at risk of being harmed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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About the child/children:

Name:	
Age:	
Any further information you may have regarding the identity of the child, including possible contact details?	
Have you spoken to the child or otherwise had contact with the child? If so, when? What was said?	

Action Taken

What actions were taken to protect the immediate safety of the child/children?
Have you consulted any other agency/person, or reported this to anyone else? Give details (name of person, organisation, date and time):
What further action is planned in relation to this incident? (Please include actions planned by FAT and those planned by the local NGO)

Name: _____

Signature: _____

Date and location: _____

Any information contained within this report must be kept confidential. PLEASE RETURN THIS FORM TO THE CENTRE'S FOCAL PERSON.

ANNEXE 3- COMMUNICATION AND MEDIA GUIDELINES

For FAT it is imperative that guiding principles on communications are in place to ensure that people with ulterior motives cannot misuse photographs and related information beyond the agreed purpose and unawareness of a child's age does not count as a valid excuse. The best interests of each child are to be protected over any other consideration.

Through the use of images, video and audio, FAT seeks to capture the local socio-cultural milieu in which FAT and partner organisations operate, the interaction between staff and program participants and the positive impact that the work has on the children and young people. FAT hopes to capture the daily life of beneficiaries to showcase why the work of the organisation is so important. The images, audio, video, taken are also used to promote FAT's work through its website, social media and in exhibitions and various marketing materials (e.g. annual brochures).

Underlying Principles

- a) **Dignity:** FAT seeks to only use positive images of children which preserve their dignity and do not victimise or degrade the child. When taking images, children must always be adequately clothed and sexually suggestive poses at all times avoided.
- b) **Accuracy:** Images should not be manipulated or presented out of context. Up to date images should always be used which accurately reflect the current situation in which children are living.
- c) **Privacy:** Children's real names will never be used and limited information provided about location to protect children's privacy. Where relevant, photos / videos will include a disclaimer indicating that identifying details have been changed. Images or videos will only be captured, once consented by the guardians of a child.
- d) **Equality and Diversity:** We seek to represent beneficiaries as accurately and equally as we can, without favour or discrimination. When taking images of children, we will be aware of the stereotypes and issues affecting them and will ensure we do not reinforce or contribute to stereotypes associated with gender, age, ability or background.
- e) **Best Interest of the Child:** In all decisions about the use of images and other media, the best interests of the child will be the paramount consideration.

Use of Independent Professional Photographers/ Videographers

FAT often employs an independent professional photographer or videographer to take images/ videos on visits. Photographers are generally identified via an agent or have an existing relationship with FAT.

The selection of photographers is based on the following criteria:

Photographers or videographer should ideally be from the area where the project/organisation is located, in order to ensure a greater understanding of the context and sensitivity to local cultural norms; Photographers or videographer should have experience working in development contexts and ideally in working with children.

Prior to visiting any project on behalf of FAT, photographers or videographer will read and sign the commitment statement towards FAT Child Safeguarding Policy and sign a contract with a clause requiring compliance with the policy.

On visit to any location, the consultant will be accompanied by FAT staff. Background information on how FAT will use any media images will be given to organisations so that they can share this with beneficiaries before requesting consent. Where an independent photographer is visiting

without FAT personnel, the local organisation will confirm that the photographer will be accompanied at all times when with beneficiaries.

FAT will provide reassurance to the local organisation that they have authority to end the visit from the photographer should any concerns arise about their conduct around the beneficiaries or communities. Any concerns should be notified immediately to the local FAT Staff. Where concerns are of a safeguarding nature, they will be discussed with the Safeguarding core group to decide what action should be taken. Serious concerns of a safeguarding nature will lead to a termination of the contract and an initiation of enquiry into the matter.

Informed Consent

Informed consent requires children and adults to understand how personal information and images may be used in the future. Where possible, examples of how images will be used – such as brochures or printouts of a webpage – will be shared with beneficiaries by the local organisation prior to obtaining consent.

- FAT requests that the FAT Staff/ partner organisations seek written, signed consent from guardians of children prior to visit. Consent may be sought through internal processes within an organisation or using the FAT Consent Form that can be signed by the parent or guardian.
- Copies of these consent forms will be scanned and sent to FAT Delhi and local office, which will keep them securely on file.
- During a visit, FAT staff or representatives should request verbal consent to take photographs as children and others. Beneficiaries retain the right to withdraw consent at any point. The host organisation is responsible for informing FAT staff or representatives of any beneficiaries whose consent has not been obtained.
- FAT recognises that the lives and circumstances of children will change and that, once obtained, consent cannot be considered indefinite. FAT will only use images in new publications for 3 years after consent has been obtained. Older images will only be used to show a history of FAT' work and captions will be provided showing the year the image was taken.
- Where a child withdraws consent or FAT is made aware of the death of a child, FAT will immediately cease to use the image and it will be filed in a way that is clearly marked.

Copyright

- By signing the Organisational consent form, the organisation/individual agrees not to make any claims against the copyright holder(s).
- FAT and the photographer have joint copyright over images. FAT will request that they only use the images for a period of 3 years, except as part of their portfolio of past work, in line with FAT Informed Consent policy.
- As the joint copyright holder, the independent photographer may display the images on his/her professional website with relevant caption/ credit. No image will knowingly be sold or used for commercial or profit-making purposes or for use out of context.

Interviewing or video documentation of children

When interviewing children, certain basic principles should be followed:

- Informed Consent: In relation to interviews, informed consent extends beyond how the information may be used. It includes explaining what subjects are likely to be covered in the interview and clarifying the child's right to withdraw their consent at any point.
- Provision of support: There should be someone else present during the interview with whom the child is familiar. Wherever possible, the child should be given a choice regarding who supports them during the interview.

- Sensitivity: If you are likely to talk about potentially unsettling or emotional issues, the child must be aware of and give consent for these subjects being raised. The interviewer needs to pay close attention to the child's body language and responses and offer to stop the interview if the child appears to be uncomfortable or upset at any point.
- Gender: Consider the different needs of boys and girls and whether they would be more comfortable to talk to a man or a woman. Gender must also be considered when deciding what topics may be discussed.
- Style of questioning: Ask non-leading open ended questions, do not make assumptions or fill in words, or finish sentences. Clarify your understanding if you are not clear and don't make assumptions.
- Non-Judgemental: Do not make value judgements regarding children's responses or impose your values and understanding of the world on children. Be aware that judgements can be conveyed non-verbally and attempt to manage your reactions carefully.

Social Media Guidelines

- FAT staff will not post any images or share personal information about any beneficiaries on their personal social media accounts.
- Any interactions with children and young people on social media should always be conducted from work computers or through social media groups established and monitored by FAT.
- In all communication with children, staff will interact professionally and will not encourage personal friendships with children and young people through social media.
- Where FAT becomes aware of staff posting images or using language that is denigrating to children or against the values of FAT, this matter will be raised with staff and may lead to disciplinary action.
- Regardless of guardians' consent, FAT will never post facial images, real names or contact details of children on the website, FB or other social media pages unless the story talks about positive change.

