



## ONE OXFAM CHILD SAFEGUARDING POLICY

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## 1. POLICY STATEMENT

At Oxfam, we believe in the inherent rights, freedom, dignity and equality of all people, including children. Children can be extremely vulnerable, especially in situations of poverty, humanitarian crisis or conflict and deserve higher standards of protection. Furthermore, intersections of various factors such as class, gender, race, sexual orientation, disability or being displaced, further increase a child's vulnerability to child abuse and exploitation.

Whilst Oxfam is not specifically a child focussed organisation, we come into contact with children every day in the course of our work. In the delivery of our work, Oxfam is committed to upholding the rights of children, and safeguarding them against actions (intended or unintended) that place them at risk of all forms of violence and harm, including child abuse and exploitation.

It is Oxfam's policy to create and proactively maintain an organisational culture and operational environments which prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All those who are associated with the delivery of Oxfam's work are expected to promote – and where appropriate provide mechanisms to include – the voice of children as part of creating a child safe environment. Additionally, they are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. We will take positive action to prevent child abusers becoming involved with Oxfam in any way and will not tolerate child abuse in any form. It is the responsibility of all those working on behalf of Oxfam to raise any concerns they have or concerns which are reported to them according to this policy.

Oxfam respects, and will generally work to strengthen, the culture, traditions and practices of the communities in which it works. However, in instances where cultural practices are harmful to children, we advocate for their elimination. It is Oxfam's policy to comply with legislation in all operating jurisdictions whenever it is safe to do so. This includes local and international child welfare and protection legislation. However, sometimes our policy and procedures may differ from local laws and may have more rigorous expectations. The requirements of this Child Safeguarding Policy are in addition to any other applicable legal requirements.

Any violations of this policy will be treated as a serious issue and will result in disciplinary action being taken, including termination and any other available legal remedy.

## 2. SCOPE AND ELIGIBILITY

This policy applies globally to all Oxfam Employees and those associated with the delivery of Oxfam work both during and outside normal working hours; including Oxfam International, Affiliate HQ, Regional platforms and Country programs. Except in countries where the following policy contravenes local legislation, in these cases, local legislation must be followed with guidance from the [Affiliate equivalent to Safeguarding Team and the Head of HR]. Oxfam policy will apply in the event that it is more stringent than local legislation.

## 3. POLICY PURPOSE

This policy will demonstrate Oxfam's commitment to protect children from all harm and abuse, including sexual exploitation and abuse, physical abuse, emotional abuse and neglect. The policy and its accompanying implementation guidelines and toolkit have been developed to provide a practical guide to prevent child abuse and enhance child safeguarding within Oxfam's work. They aim to create an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, giving primacy to the best interests of the child. The responsibility for maintaining child safe environments is a shared responsibility of all those associated

with Oxfam's work, with the aim to translate the policy into the everyday culture and practice of the agency with regard to:

- **Prevention of Child Abuse:** Striving through raising awareness, good practice, training and safer recruitment to minimize the risks to children with whom we work or are in contact. All staff associated with Oxfam are expected to abide by the Code of Conduct in relation to children.
- **Training to Promote Awareness of Child Safeguarding Obligations:** Ensuring that all those associated with Oxfam's work are notified of and made aware that they are expected to comply with the policy.
- **Reporting of Child Abuse:** Ensuring that all those associated with the delivery of Oxfam's work know their specific reporting responsibilities (including any mandatory reporting responsibilities in jurisdictions where these apply), the steps to take and whom to contact where concerns arise regarding the safeguarding of children. It is expected that all those associated with Oxfam report any suspicion of children suffering harm.
- **Responding to Child Abuse:** Engaging in action that supports and protects children when concerns arise regarding their well-being; supporting those who raise such concerns; investigating, or cooperating with any subsequent investigation; and taking appropriate corrective action to prevent the recurrence of such activity.

The Policy defines the guiding principles, approach and standards to be met in different aspects of our work to ensure Oxfam is a child safe organisation.

#### 4. OXFAM CHILD SAFEGUARDING PRINCIPLES

Oxfam Child Safeguarding Policy and practices are guided by the following principles:

##### **A. Best interests of the child**

In all actions concerning children and when dealing with a concern for the safety or wellbeing of a child, the best interests of the child shall be our primary consideration. Oxfam believes children have the right to be active participants in all matters affecting their lives; that they can make choices and decisions; that they have the right to share the power adults hold and that they have a voice to influence people and events. Decisions made about children and young people will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. There may be times when adults have to make decisions for children in order to protect them from harm, but their best interest will be at the heart of those decisions at that time. In the event this policy is breached causing harm, Oxfam is committed to listening and acting according to the wishes of the child. Confidentiality may be breached through sharing information if following a risk analysis there is a requirement to do so in order to protect a child from any, or further, harm.

##### **B. Zero tolerance of child abuse and exploitation**

Oxfam has a zero-tolerance approach to child abuse and exploitation. This is enacted via robust prevention and response work, offering support to survivors and holding those responsible for harm and intolerable behaviour to account. Oxfam will ensure all those associated with the delivery of our work have access to information about how to report concerns or allegations of child exploitation, abuse or other breaches of this policy and will take immediate action upon report of any suspected breach. Oxfam will not knowingly engage personnel to be in direct or indirect contact with children or access communities whom we work with if they pose a risk to children's safety or wellbeing.

##### **C. Shared responsibility**

Oxfam believes child safeguarding is a shared responsibility, meaning that successful implementation of child safeguarding measures is reliant on all those associated with the delivery of our work having access to this policy and guidance for its best-practice implementation; knowing and understanding their responsibilities and commitment to upholding child safeguarding principles. Oxfam will ensure all those who work on behalf of the organisation with children and vulnerable populations will receive training in relation to Child Safeguarding. This training will be carried out on a regular basis. In addition, those with specific responsibilities will receive additional training commensurate with their role.

Oxfam will also ensure that all partner organisations involved in the delivery of our work have appropriate child safeguarding measures to implement the minimum standards outlined in this Policy.

#### **D. Risk management approach**

Oxfam has a duty of care to provide protective environments for children in all operations and activities. Oxfam will act with intention and foresight to ensure child safeguarding risks are identified, monitored and mitigated against in the assessment of its operations and partner operations- to prevent the risk of a child being abused, exploited or harmed. A risk management approach does not diminish the fact Oxfam has a zero tolerance approach to breaches of this policy. It is expected that child safeguarding will be considered when planning a programme as well as during.

#### **E. Accountability and Openness**

Oxfam will continue to strengthen its child safeguarding systems to ensure accountability to children, their families and the communities in which it works. Specific child safeguarding roles and responsibilities will be delegated to staff to effectively embed child- safe organisational practice across all programs, operations and activities. Oxfam will ensure an organisational child- safe culture which is transparent about safeguarding issues occurring within Oxfam, in line with privacy regulations and within legal frameworks and where any issues or concerns of child safeguarding or poor practice can be raised and discussed.

#### **F. Confidentiality**

Oxfam is committed to confidentiality in sharing sensitive information in relation to child safeguarding incidents reported to us. Information that identifies individuals will only be shared with due consideration to the safety of the child, witnesses or subject of complaint, or to protect the integrity of an investigation.

#### **G. Commitment to good practice**

Oxfam commits to creating and maintaining a safe organisational culture where all those whom Oxfam serves and who work for Oxfam feel empowered to insist on non- discriminatory and respectful behaviour from each other, where poor behaviour is not accepted, and where power is not abused. The safeguarding of children within Oxfam's work is all of our responsibility, and must be considered in every aspect of our work. A commitment to good practice is expected of all Oxfam's employees. Oxfam Safeguarding advisors and teams strive to offer the best service and advice possible and to stay appraised of sectoral and general best practice in Child Safeguarding. Oxfam is open to feedback, continual learning and improvement in order to ensure that safeguarding children is at the centre of our work.

## 5. MINIMUM STANDARDS FOR CHILD SAFEGUARDING

Below are the Oxfam Child Safeguarding (CS) minimum standards for the implementation of this Child Safeguarding Policy. These minimum standards apply to all Oxfam operations, programs and projects.

The [Child Safeguarding Toolkit](#) (to be developed via a Global working group by December 2018) contains detailed procedures, guidelines and tools for all those associated with the delivery of our work to support the implementation of One Oxfam Child Safeguarding Policy and these minimum standards.

- A) Ensure all those associated with the delivery of our work adhere to the behaviour standards outlined in Sec.10 “Contact with Children” when working with or in contact with children.
- B) Ensure child safe recruitment and selection procedures are in place and followed as per agency requirements outlined in the Toolkit.
- C) Ensure all those associated with the delivery of our work are equipped with knowledge, skills and awareness to keep children safe through the provision of appropriate training, including the emerging issues of digital safeguarding, domestic violence, forced marriage, female genital mutilation, unaccompanied minors, child sexual exploitation and trafficking, race, racism and extremism where relevant.
- D) Ensure clearly documented, contextually appropriate and child-friendly reporting Procedures are in place for managing concerns, suspicions or allegations of child exploitation and abuse, and breaches of the Oxfam CS Policy and that also consider local laws and referral systems
- E) Ensure the identification and appointment of Oxfam people with clearly articulated responsibilities to coordinate/lead child safeguarding work (including incident management and reporting) within country offices and Affiliates.
- F) Ensure effective child safeguarding risk management practices which capture and address risks to children as a result of coming into contact with Oxfam. This will require undertaking a risk assessment that unpacks child safeguarding risks related to Oxfam operations and programs to identify any potential risks to children and document steps to mitigate these. See Toolkit for step by step guidance on Child safeguarding risk assessment and management.
- G) Ensure Oxfam CS minimum standards are clearly communicated and adhered to by partner organisations involved in the delivery of our work through their own policies and procedures.
- H) Ensure that communities and people we work with are proactively informed about Oxfam’s child safeguarding minimum standards and the reporting procedures for raising any concerns relating to child safeguarding.
- I) Ensure appropriate procedures, protocols and processes are established and followed for ethical collection, storage and use of children’s stories, interviews, photos, videos and images including protocols around managing personal data relating to children so as to not put children at risk.
- J) Ensure the Oxfam Digital Safeguarding and Social Media User Policies provide for the safe use of information and communication technologies such as the Internet, social networking sites, and digital photography so as to not put children at risk.

## 6. CHILD SAFEGUARDING RESPONSIBILITIES AND ACCOUNTABILITIES

*Note: See Child Safeguarding Guidance Notes and Toolkit for more information*

Creating a safe working environment at Oxfam is **everyone's responsibility** and failure to act on concerns or disclosures relating to child abuse and exploitation is not an option.

- **Oxfam Managers, and ultimately Directors** are accountable for this Policy and its implementation. Managers are responsible for promoting awareness of this policy with people they manage. Overall responsibility for identifying individuals who particularly work with children and ensuring that they receive appropriate levels of child safeguarding training commensurate with the risk profile of their role lies with managers. Managers must prioritise child safeguarding awareness raising for themselves and their teams (including volunteers), contractors, partners working with them and communities involved in Oxfam programs and provide budget lines for such activities. Affiliate Safeguarding Leads, Safeguarding Teams and senior management teams should offer further support to help implement this Policy.
- **Managers at all levels** have a particular responsibility to support and develop systems that create and maintain a safe working environment. This means beneficiaries and those working on behalf of Oxfam know how Oxfam expects them to behave, how they can raise complaints and concerns, and that Oxfam will take action when they do. Program teams should consult partners, community members and beneficiaries to ensure this is done in an accessible and culturally appropriate way. Managers at all levels are also responsible for ensuring child safeguarding good practice with regard to risk management assessments of activities and implementation of corresponding mitigations to ensure child safety.
- **Each Oxfam Affiliate's Executive Director** is responsible for the application of this Policy within their own Affiliate and where they are the Executing Affiliate for a country office or region.
- **All those associated with the delivery of Oxfam's work** are required to report any suspicions or incidences of child abuse or exploitation or any other behaviour in contravention of this policy. This can be done without sharing details of cases if information was given in confidence. Failure to report to a relevant person suspicion of misconduct relating to a child is a breach of Oxfam's policy, and could lead to disciplinary action being taken against employees and the termination of Oxfam's relationship with non-employees.
- **Safeguarding focal points** should Coordinate the socialisation of this Policy within their respective teams and undertake a range of activities to support the continuous improvement of Safeguarding practice and the implementation of Safeguarding policies and practices such as: receiving complaints, facilitating support for survivors- including referral to appropriate services, providing logistical support to investigations, engaging communities and partners in the design of appropriate reporting mechanisms and supporting Safeguarding risk assessments.

*Note: For a comprehensive list of responsibilities, see Safeguarding Focal Point JD*

- **Local HR Staff** should adapt child safeguarding policies & practices to local contexts in collaboration with local stakeholders. They should work with managers to undertake child safe recruitment and screening and volunteer checks (or where not available utilise other procedures such as statutory declarations)
- Where possible, Oxfam should **collaborate with local child focused organisations** to provide child safeguarding training and capacity building to staff and local implementing partners.
- **If an allegation is made against you**, then you must inform your manager immediately. You should create a signed and dated record of the details as you know them. All subjects of complaint will be treated with respect and all allegations will be treated confidentially. You may wish to seek support from your Union or Staff Representative (where applicable) if you are an employee.

The Head of Employee Relations Global Shared Service and Head of Oxfam international's Safeguarding Team are responsible for reviewing and updating this Policy annually, in line with legislative and organisational developments and hold overall accountability for Oxfam's Safeguarding work.

## 7. BREACHES OF THE CHILD SAFEGUARDING POLICY

Breaches of the Policy will not be tolerated and may result in disciplinary procedures, including termination. Further information about the process of investigations and outcomes can be found in the [SG Case Management SOP](#).

Oxfam will take action against anyone, whether they are the subject of a complaint or not, who seek or carry out retaliatory action (such as but not limited to harassment, intimidation, unfair disciplinary action or victimisation) against complainants, survivors or other witnesses. Employees who are found to do this will be subject to disciplinary action, up to and including termination of employment. Others who work with Oxfam may have their relationship with Oxfam terminated.

If an Oxfam employee is found to have made an allegation that they knew to be false they will be subject to disciplinary action, up to and including termination of employment. Others who work on behalf of Oxfam will be subject to action that may result in the termination of their relationship with Oxfam.

## 8. SUPPORT FOR CHILDREN WHO HAVE SUFFERED HARM

Safeguarding Teams will offer support to children who have suffered harm abuse or exploitation, regardless of whether a formal internal response is carried out (such as an internal investigation). Support can include psycho-social counselling, access to Oxfam's Employee Assistance Programmes (where available) and/or access to other appropriate support as needed. Children can choose if and when they would like to take up the support options available to them. Oxfam will strive to provide support that is sensitive to the child's needs and seek it out wherever available elsewhere.

## 9. CONTACT WITH CHILDREN

Those associated with the delivery of Oxfam's work must:

- Conduct themselves in a manner consistent with Oxfam's values and the Child Safeguarding Policy
- Treat all children with respect regardless of their race, colour, gender (including gender diverse children), language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation or other status

- Immediately disclose all charges, convictions and other outcomes of an offence that I was/am subject to and relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with Oxfam
- Utilise Oxfam training and awareness sessions to increase their understanding of what constitutes various elements of child abuse
- Never use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate
- Never engage children in any form of sexual intercourse or sexual activity including paying for sexual services or engaging in other transactional forms of sexual services with any person under 18 years old (or under the local age of consent where higher than 18)
- Never engage in any sort of child abuse whether sexual, physical, emotional, neglect, grooming, harassment or exploitation via digital or other means
- Never engage in family violence which can include (but is not limited to) female genital mutilation, child marriage, trafficking and child labour
- Wherever possible, ensure that another adult is present when working near children
- Not sleep close to unsupervised children unless absolutely necessary however where necessary, immediately report this to my Manager and if possible make sure another adult is present (noting that this does not apply to my own children or in cases when I am acting as a guardian)
- In the capacity of my engagement with Oxfam, not visit a child's home alone or invite unaccompanied children into my own home or accommodation, unless they are at immediate risk of injury or in physical danger
- Comply with all relevant legislation, including labour laws in relation to child labour
- Not use physical or humiliating punishment on children
- Not consume alcohol or illicit drugs when working with or in contact with children
- Not discriminate against or act in favour of particular children to the exclusion of others
- Not seek to make contact or spend time with any child connected with Oxfam programs or activities outside of the designated program or activity time
- Not abuse their position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or sexual favour from a child.
- Not engage in physical contact with a child that is: unprofessional, abusive, unnecessary or excessive, that makes a child feel uncomfortable or unsafe, or in a culturally insensitive way (necessary physical contact would include attending to an injured child or removing a child from a dangerous situation).
- Not engage in child labour including hiring of children for domestic or other labour: which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- Not do things for children involved in Oxfam programs, activities or events of a personal nature that they can do for themselves such as toileting, bathing or changing their clothes
- Not use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child sexual exploitation material through any medium
- Not condone or participate in behaviour with children which is illegal, unsafe or abusive
- Immediately report concerns for the safety or wellbeing of a child, or a possible breach of the Child Safeguarding Policy in accordance with the Child Safeguarding Reporting Procedures
- Speak with Management about any concerns I have of my involvement in any situation where my words, actions or behaviour may be interpreted as a breach of this Policy
- Act professionally towards children with whom I interact, whilst at the same time showing genuine care and compassion
- To ensure the privacy and safeguarding of children when photographing or filming a child or using children's images or stories for work-related purposes including promotion, fundraising and development education, I agree to:



- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
- Obtain informed consent from the child and/or parent or guardian of the child before photographing or filming a child or obtaining their story. An explanation of how the photograph, film or story will be used must be provided;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images and stories are honest representations of the context and the facts;
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form

## **10. REPORTING**

### **10.1 Externally Facing Reporting Information**

- On all Oxfam websites, information should be provided for the general public, communities and partners on how to raise a concern or complaint. Relevant email and phone contact details should also be provided.
- Complaints mechanisms should also be visible in Oxfam offices, in communities where Oxfam is working and at Oxfam events and campaign activities. Oxfam partners should have similar processes of communicating reporting procedures.

### **10.2 Child Friendly Reporting Information and Processes**

Children rarely speak up about abuse or violence against them. If we provide the mechanisms, trusted adults and a safe environment then we increase the likelihood that children will let us know when they are being harmed or feel unsafe. There are many ways in which children can have a voice in creating a child safe and friendly environment and Oxfam operations and activities should consider these to enhance child safety. (Further details on good practice in this area can be found in the Child safeguarding guidance notes and toolkit)

### **10.3 How to Raise a Complaint or Concern**

Anyone (including Oxfam's beneficiaries) can raise a concern or make a complaint to Oxfam about something they have experienced or witnessed without fear of retribution. You can do this verbally or in writing to your country team or Executing/Home Affiliate's Safeguarding Focal Point, Safeguarding Team or using the whistleblowing helpline service. If your Employing Affiliate does not have a Safeguarding Team, a dedicated whistleblowing helpline or if you simply prefer, you can use Oxfam GB's Whistleblowing Service which is available to all Oxfam Affiliates and country teams. Employees can also choose to raise concerns with their Line Manager or Human Resources team member. Affiliate-specific reporting procedures are detailed in Annex 3.

### **10.4 Reporting Misconduct Standard Operating Procedures**

Oxfam's Reporting Misconduct Standard Operating Procedures describe the entire reporting journey from suspicion / allegation of misconduct, to how that information is managed and acted upon within Oxfam, to how that information is shared with external stakeholders, including donors. This SOP clarifies Oxfam's commitment to the prevention of misconduct, the safety of the survivor / complainant, the integrity of the investigation and confidentiality, and the compliance with all donor contractual requirements and relevant legislation including the EU General Data Protection Regulation (and other privacy legislation). This SOP (insert link) should be referred to as the standard procedure once allegations, reports and complaints have been made.

### **10.5 Requirement for Proof**

Oxfam does not expect all those associated with the delivery of its work to be child safeguarding experts or to have conclusive facts before making a report. People are required to report any knowledge or concern, founded or otherwise, that they may have of a child safeguarding incident occurring. Those with knowledge or suspicions should not gather evidence, speak to other colleagues or the child involved, or investigate the incident themselves.

### **10.6 Confidentiality, Safety and Wellbeing**

Noting that the wellbeing of the child is of paramount importance at all times, Oxfam is committed to the confidentiality, safety and wellbeing of all involved in any report of a child safeguarding incident, including the individuals who have reported the incident and the individual against whom the allegation is made. When responding to allegations, Oxfam will ensure all those involved are treated fairly, and that the rights of each individual are respected during an investigation and any applicable disciplinary process. Confidentiality must be maintained throughout the complaints process by all involved. Employees who breach confidentiality will be subject to disciplinary action up to and including termination of employment, and others who work with Oxfam may have their relationship with Oxfam terminated.

In some cases, such breaches constitute breaking the law.

## ANNEX 1: DEFINITIONS

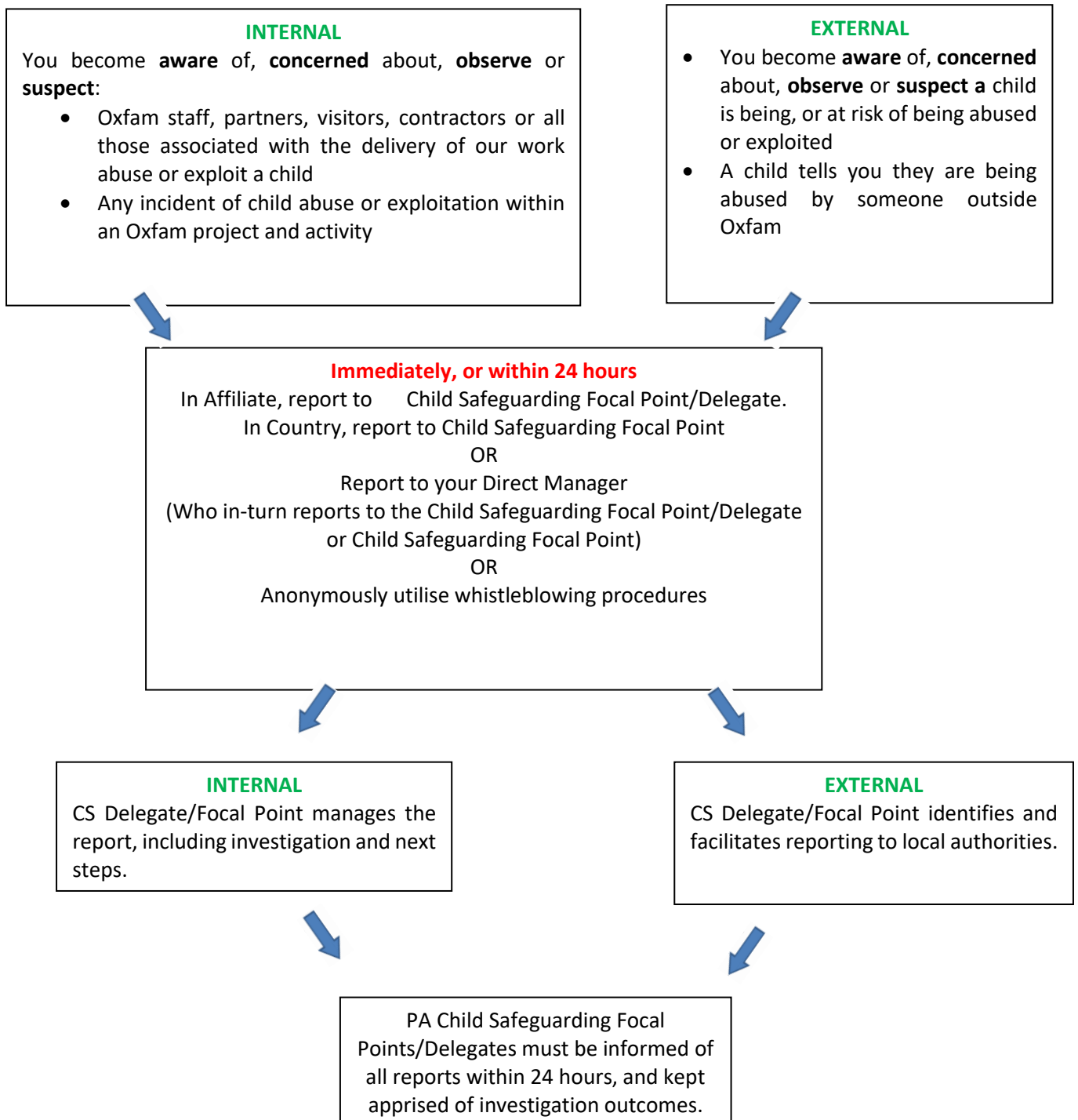
For the purposes of this Policy and Oxfam's approach to Child Safeguarding, these definitions apply:

- **Child:** Any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child.
- **Child Rights:** Children have the “right to life, survival and development” where development encompasses physical, emotional, cognitive, social and cultural development.
- **Child Safeguarding:** The policies, procedures and practices employed to safeguard children who come into contact with Oxfam and all those associated with the delivery of our work from all forms of harm, abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure Oxfam is a child safe organisation.
- **Child Protection:** The prevention of and response to significant harm, abuse, neglect, exploitation and violence against children. Child Protection programming is an activity or initiative designed to protect children from all forms of violence. This includes the integration of child protection into all thematic areas of programming to enhance the protective environments for children in the community
- **Child Abuse:** Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labour as defined below.
- **Physical Abuse:** When a person purposefully injures, or threatens to injure, a child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. It also includes cultural practices which can alter physicality in ways that cause distress, harm and/or cause lasting health ramifications such as Female Genital Mutilation.
- **Neglect:** The persistent failure, where there are means, or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development is placed at risk.
- **Emotional Abuse:** A persistent attack on a child's self-esteem. Examples include, but are not limited to – name-calling, threatening, ridiculing, shaming, intimidating or isolating the child
- **Child Sexual Abuse:** When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.
- **Family violence:** Includes verbal, physical, sexual or emotional violence within the household or family, which the child witnesses, usually on a regular basis.
- **Commercial Sexual Exploitation of Children:** Comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is targeted as a sexual object and as a commercial object. The Commercial Sexual Exploitation of Children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery.
- **Online Child Sexual Exploitation:** Includes all acts of a sexually exploitative nature carried out against a child that have, at some stage, connection to the online environment. It includes any use of Information and Communication Technologies (ICT) that results in sexual exploitation or causes a child to be sexually exploited or results in or causes images or other material documenting such sexual exploitation to be produced, bought, sold, possessed, distributed or transmitted
- **Child Marriage:** A formal marriage or informal union before age 18, is a reality for both boys and girls, although girls are disproportionately the most affected. Child marriage is widespread and can lead to a lifetime of disadvantage and deprivation.

- **Grooming:** Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender may build a relationship of trust with the child, and then seek to sexualise that relationship (for example favouring a child, isolating a child, giving excessive attention or gifts, using sexualised language or physical contact, or exposing the child to sexual concepts through online sexual exploitation material).
- **Online-Facilitated Child Sexual Abuse:** The act of sending an electronic message to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age.
- **Child Labour:** Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. In its most extreme forms, child labour involves children being enslaved, separated from their families and exposed to serious hazards and illnesses. (See OAU Child Labour Guidelines).
- **Child Trafficking:** Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power.
- **Military use of Children:** Where children are engaged in or exposed to military activity, including as soldiers or human shield.
- **Contact with Children:** Working on an activity or in a position that involves or may involve direct (including online contact with children) or indirect contact (such as use of children's images) with children. This can be either under the position description or as a result of performing the position such as coming into contact with children when working in communities.
- **Working with Children:** Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works

**ANNEX 2: OXFAM CHILD SAFEGUARDING REPORTING REQUIREMENTS**

**Oxfam Child Safeguarding Reporting Flowchart**  
(See Child Safeguarding Toolkit for CS Reporting Procedures)



CS Delegate/Focal Point manages the report.

Outcomes may involve:

- HR performance management
- Investigation
- Formal warning, transfer to other duties or suspension pending investigation
- Report to local authorities
- Dismissal

(All reports will be handled confidentially and principles of natural justice apply)

**ANNEX 3: SPEAK-UP CHANNELS**

<b>Oxfam International Oxfam GB</b> <i>And anyone from another affiliate who wishes to report via another channel.</i>	<b>Safeguarding</b> <a href="mailto:safeguarding@oxfam.org.uk">safeguarding@oxfam.org.uk</a> +44(0)1865 473813  <b>Whistleblowing</b> <a href="mailto:whistleblowing@oxfam.org.uk">whistleblowing@oxfam.org.uk</a>  <b>Confidential Helplines</b> English: 0044 (0) 1865 47 2120 Arabic: 0044 (0) 1865 47 2121 French: 0044 (0) 1865 47 2122 Portuguese: 0044 (0) 1865 47 2124 Spanish: 0044 (0) 1865 47 2123
<b>Oxfam Intermon</b>	<a href="mailto:buzonetico@oxfamintermon.org">buzonetico@oxfamintermon.org</a>
<b>Oxfam Novib</b>	Manager or Director, In-country Integrity Focal Point, or Integrity Lead at <a href="mailto:integrity@oxfamnovib.nl">integrity@oxfamnovib.nl</a> External Speak Up service: <a href="https://speakup.oxfamnovib.nl/">https://speakup.oxfamnovib.nl/</a>
<b>Oxfam Australia</b>	<a href="https://app.whispli.com/OxfamAustralia">https://app.whispli.com/OxfamAustralia</a>
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<b>Oxfam-in-Belgium</b>	Marie Bijmens: <a href="mailto:mbi@oxfamsol.be">mbi@oxfamsol.be</a> +32 2 511 89 19 Fabrice Dumont, <a href="mailto:fdumont@oxfamsol.be">fdumont@oxfamsol.be</a> , +32 477 869131
<b>Oxfam Canada</b>	<a href="mailto:speakup@oxfam.ca">speakup@oxfam.ca</a> +613-627-8699
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