



# Organizational Policy on the Protection of Children and Adolescents

International Federation of Fe y Alegría



**Fe y Alegría**  
INTERNACIONAL

**Organizational Policy on the Protection of Children and Adolescents.**

Updated Version 2025

**Daniel Villanueva**

General Coordinator

International Federation of Fe y Alegría

**Update - Drafted by:**

Federation Officer for the Protection of Children and Adolescents.

Federation Commission on the Protection of Children and Adolescents.

**Validated by:**

International Federation of Fe y Alegría Office Team



# Contents

|                                                                                                                                                         |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Introduction</b>                                                                                                                                     | <b>3</b> |
| <b>1. Terms and Definitions</b>                                                                                                                         | <b>4</b> |
| 1.1. What Is Organizational Child Protection?                                                                                                           | 4        |
| 1.2. Basic Glossary                                                                                                                                     | 4        |
| 1.3. Definition and characteristics of child safeguarding incidents and of any type of maltreatment and/or sexual abuse detected in the school setting. | 6        |
| <b>2. Policy on Organizational Protection of Children and Adolescents of the Office of the International Federation of Fe y Alegría</b>                 | <b>9</b> |
| 2.1. Principles                                                                                                                                         | 9        |
| 2.1.1. Scope                                                                                                                                            | 10       |
| 2.1.2. Regulatory Framework                                                                                                                             | 10       |
| 2.1.3. Approval                                                                                                                                         | 12       |
| 2.2. Prevention                                                                                                                                         | 12       |
| 2.2.1. Risk Analysis and Mitigation                                                                                                                     | 13       |
| 2.2.1.1. Analysis                                                                                                                                       | 13       |
| 2.2.1.2. AREAS OF RISK ANALYSIS AND MITIGATION                                                                                                          | 13       |
| 2.2.1.3. Risk Mitigation                                                                                                                                | 17       |
| 2.2.2. Hiring Staff                                                                                                                                     | 18       |
| 2.2.2.1. Considerations for Each Stage of the Hiring Process                                                                                            | 19       |
| 2.2.2.2. Volunteering                                                                                                                                   | 22       |
| 2.2.3. Codes of Conduct                                                                                                                                 | 23       |
| 2.2.3.1. Acceptable Behavior and Conduct                                                                                                                | 23       |
| 2.2.3.2. Unacceptable Behaviors and Conduct                                                                                                             | 24       |
| 2.2.3.3. Levels of Misconduct and Disciplinary Actions                                                                                                  | 26       |
| 2.2.4. Orientation and Training                                                                                                                         | 27       |
| 2.2.5. Design and Safe Implementation of Federative Strategies                                                                                          | 28       |
| 2.2.6. Link with the Federation's Gender Equality and Equity Policy                                                                                     | 29       |
| 2.2.7. Guidelines for Safe Communication                                                                                                                | 29       |
| 2.2.7.1. Publishing content on social media or websites                                                                                                 | 31       |
| 2.2.8. Roles and Responsibilities in Organizational Child Protection                                                                                    | 31       |
| 2.2.8.1. All staff members and volunteers must                                                                                                          | 31       |
| 2.2.8.2. Child Protection Officers                                                                                                                      | 32       |
| 2.2.8.3. Specific Roles and Responsibilities                                                                                                            | 32       |
| 2.2.9. Partners                                                                                                                                         | 33       |
| 2.3. Response pathway for unforeseen safeguarding incidents                                                                                             | 33       |
| 2.3.1. General Principles of Action                                                                                                                     | 35       |
| 2.3.2. Identifying Child Abuse                                                                                                                          | 37       |
| 2.3.3. Reporting Channels                                                                                                                               | 38       |
| 2.3.4. Directory                                                                                                                                        | 38       |
| 2.4. Monitoring and Evaluation                                                                                                                          | 39       |

|                                                                                                                                                              |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>3. Recommendations for National Fe y Alegría Organizations on the Development and Implementation of Policies to Protect Children and Adolescents.....</b> | <b>40</b> |
| <b>Appendices .....</b>                                                                                                                                      | <b>42</b> |

# Introduction

The **International Federation of Fe y Alegría (FIFyA)** is an association of legal entities—Fe y Alegría—established in 1987 with the purpose of consolidating coordinated efforts through shared planning that guides the actions of the global movement. The governing bodies responsible for support, advisory functions, and decision-making consist of the **FIFyA General Assembly**, which is composed of the National Director and one delegate from each country; **the Council of National Directors**, composed of all the National Directors of Fe y Alegría; **the Board of Directors**, which is elected by the General Assembly; the General Coordinator, who is responsible for the Federation’s activities; and the **Presidents of the Conferences of Provincials of the Society of Jesus** in the member countries.

FIFyA is composed of 22 member countries, whose organizations, upon joining, commit to respecting and acting in accordance with the International Statement of Principles (*Ideario*), the bylaws, and established regulations. They also commit to respecting and adhering to the decisions made by the governing bodies in forums for participation and collective decision-making. Member countries operate as private, nonprofit management entities with legal status under national laws, organized as civil associations or foundations, and with the autonomy to define their internal organization, plans, programs, and lines of action at the national level; to raise and manage the resources required for their development; and to enter into funding agreements and contracts with public and private organizations.

Also part of the movement are countries with non-federated **Fe y Alegrías (FyAs)** or those in the process of institutionalization, which are supported by FIFyA. Together, they coordinate and organize the promotion of joint actions—agreed upon and approved through internal governing bodies—that are “interdependent in their shared Mission and Vision”<sup>(1)</sup>.

For its part, the FIFyA Office is a coordination and management body that provides support, advice, and services to its entire global structure. This structure consists of networks, programs, initiatives, commissions, and teams; it also includes a specialized team in areas such as projects, planning, evaluation, communication, administration, the executive secretariat, technology, and systems. This structure is defined by the General Coordination with the approval of the Board of Directors<sup>2</sup>. Part of the team operates from the office in Bogotá, Colombia, while other members work from various countries. It should be noted that, given its role as a body for coordination, management, and support, the FIFyA Office does not provide services to children and adolescents.

---

<sup>1</sup> Conference of **Jesuit Provincials** of Latin America and the Caribbean (CPAL): <https://jesuitas.lat/hacemos/educacion/federacion-internacional-fe-y-alegria/>

<sup>2</sup> Fe y Alegría in Motion: Changing Approaches to Management, Leadership, and Structures for Network-Based Work (2020)

In light of the foregoing, this Policy is structured as follows: first, it includes a glossary of terms and definitions regarding organizational protection and the types of maltreatment and/or abuse; it then presents the Policy on Organizational Protection of **Children and Adolescents** of the FIFyA Office, which establishes clear guidelines for the protection of children and adolescents that must be implemented in the daily work of the FIFyA Office team; Finally, it offers Recommendations to countries for the protection of children and adolescents by national Fe y Alegría organizations, serving as an inspirational guide for the development of their own specific policies and protocols regarding the organizational protection of children and adolescents.

## 1. Terms and Definitions

### 1.1. What is organizational child protection?

Organizational child protection is the responsibility that organizations have to ensure that their staff, operations, and programs do not “harm” children and adolescents. In other words, they must not expose them to potential maltreatment and/or abuse, and any concerns that arise regarding the safety of a child or adolescent in the educational community in which they work must be duly reported to the appropriate authorities.

The “**do no harm**” principle refers to the responsibility of organizations to “do no harm” or to minimize the harm that we may inadvertently cause as a result of poor program implementation and actions or simply by being present in the community<sup>3</sup>.

### 1.2. Basic Glossary

- **International Standards:** “Keeping Children Safe” outlines a series of best practices for organizations to ensure that their programs, operations, staff, and partners do not expose children and adolescents to risks of harm and that they can respond appropriately in the event of concerns or incidents<sup>4</sup>.
- **Inter-Agency Minimum Standards for the Protection of Children and Adolescents in Humanitarian Action:** According to the Global Alliance for the Protection of Children and Adolescents in Humanitarian Action (the Alliance), minimum standards for action are established for all

---

<sup>3</sup> Guide to Developing Organizational Child Protection Policies, KCS, 2019.

<sup>4</sup> The International Standards for Organizational Child Protection, Keeping Children Safe, page 11.

humanitarian actors, especially those working in child protection or who interact directly with children and adolescents, families, and communities<sup>5</sup>.

- **Child:** For the purposes of the Convention on the Rights of the Child, a child is defined as any human being under the age of eighteen, unless, under the applicable law, the child has reached the age of majority earlier<sup>6</sup>. In this regard, this policy uses "**children and adolescents**" to refer to all persons under the age of 18.
- **Protection:** defined as all activities aimed at ensuring full respect for the rights of all persons, without discrimination, in accordance with existing legal frameworks<sup>7</sup>.
- **Child protection:** strategies and actions aimed at preventing and responding to violence, exploitation, and abuse against children and adolescents<sup>(8)</sup>.
- **Child safeguarding incident:** Any type of child maltreatment and/or abuse caused by the institution—due to its personnel, programs, or operations— will be classified as a child safeguarding incident.
- **Vulnerable population:** Children and adolescents may be vulnerable in various ways, for example, due to sex, gender identity, age, disability, social status, ethnic group, or nationality, resettlement status, or other factors (such as illness or lack of documentation) that may increase stigmatization or prevent the fulfillment of their rights. Social and contextual factors contributing to vulnerability must be assessed, such as discrimination, marginalization, social isolation, low income, poor governance, religious or political affiliations, and other potential hazards, such as environmental degradation and climate change.<sup>9</sup>.
- **Prevention:** Preventive measures are primarily designed to prevent harm to children and adolescents. They reduce or eliminate risk factors and promote protective factors.<sup>10</sup>.

---

<sup>5</sup> Inter-Agency Minimum Standards for the Protection of Children and Adolescents in Action, pp. 20 and 22 <https://handbook.spherestandards.org/es/crms/#ch001>

<sup>6</sup> Convention on the Rights of the Child, p. 10

<sup>7</sup> [Protection: What Is It? OXFAM, March 2016, page 3, paragraph 3.](#)

<sup>8</sup> [Glossary on Child Protection, Sexual and Gender-Based Violence, and Related Terminology, United Nations High Commissioner for Refugees \(UNHCR, 2018\).](#)

<sup>9</sup> Inter-Agency Minimum Standards for the Protection of Children and Adolescents in Action <https://handbook.spherestandards.org/es/crms/#ch001>, p. 90, paragraph 3.

<sup>10</sup> Inter-Agency Minimum Standards for the Protection of Children and Adolescents in **Humanitarian Action**, p. 36. <https://handbook.spherestandards.org/es/crms/#ch001>

### 1.3. Definition and characteristics of child safeguarding incidents and of any type of maltreatment and/or sexual abuse detected in the school setting

#### **Child maltreatment:**

Any act or omission committed within the institution or in the course of its activities that causes a person under 18 years of age or with a volitional or cognitive disability physical, sexual, or emotional harm that currently or potentially impacts the health, life, development, or dignity of a child or adolescent<sup>11</sup>.

For the purposes of this document, we consider child abuse to be any non-accidental act or omission by parents, guardians, or responsible adults that causes harm to a child's health or psychological development.

#### **According to our federation's policy, the following types of abuse may occur<sup>12</sup>:**

- **Physical abuse:** Any intentional or unintentional act that causes physical harm to a child or adolescent, including socially accepted disciplinary or behavior-control measures. Physical harm may also include causing illness.

Therefore, behaviors that constitute physical abuse include: corporal punishment, such as hitting, slapping, hair pulling, light slaps, shoving, whipping, pinching, food deprivation, or other measures that cause pain or physical suffering.

- **Psychological abuse:** This consists of hostility toward a child or adolescent manifested through verbal insults, belittling remarks, constant criticism, ridicule, and emotional and affective rejection. It may also include a lack of basic care, witnessing violence, or discrimination based on race, sex, physical characteristics, or mental capacity. Some examples include the use of foul or derogatory language, any form of mockery, public or private humiliation—including threats of physical punishment—any action intended to terrorize or isolate a person, and sanctions or punishments involving the withholding of food, rest, or access to sanitation facilities or contact with family members.

---

<sup>11</sup> Guide for Developing Organizational Policies for the Protection of Children and Adolescents, KCS, 2019

<sup>12</sup> Basic Policy on Prevention and Response to Violence Identified in Our Service Contexts, p. 10.

- **Sexual Violence:** Defined as any type of sexual activity involving a person in a position of power over a child or adolescent. Sexual violence involves actions such as sexual advances, touching, exhibitionism, voyeurism, masturbation, oral sex, oral, vaginal, or anal penetration, **sexual exploitation and commercial sexual exploitation of children**, among others. Sexual violence includes sexual abuse, rape, **human trafficking for the purpose of prostitution**, etc.

#### **When a situation may constitute a child safeguarding incident.**

In FyA's **educational centers (CE)** and community centers around the world, educators and other staff members can promptly identify cases of children and adolescents at risk or who are victims of abuse.

Because of their close proximity to these children and adolescents, these individuals are a vital link in the support network for protection, prevention, case referral, and follow-up. For this reason, anyone who works or volunteers at FyA centers worldwide must be attentive to the behavior of children and adolescents; any sudden, unexplained change in behavior, as well as the child or adolescent's relationships with peers and other adults, should be considered significant sources of information about them.

#### **Other types of abuse:**

- **Spiritual abuse or abuse of conscience:** This occurs when a religious leader or a person in a position of spiritual power and authority (whether within an organization, institution, church, or family) abuses the power and trust they inspire, with the intent to control, coerce, manipulate, or dominate a child or adolescent to achieve a specific goal. Spiritual abuse (abuse of conscience) always stems from the abuse of power within a framework of spiritual beliefs or practices, with the aim of satisfying the abuser's needs (or improving their own circumstances) at the expense of the child's needs<sup>13</sup>.

Spiritual abuse (abuse of conscience) causes spiritual harm to the minor and may be linked to physical, sexual, and emotional abuse. This type of violence is linked to violence perpetrated within power relationships and to the abuse of minors.

- **Gender-based violence**—or violence based on gender—refers to any harmful act committed against a person's will and based on social differences (gender)

---

<sup>13</sup> Organizational Policy for the Protection of Children and Adolescents (PONA), Fe y Alegría Guatemala, 2023, page 19.

between men and women. The term “gender-based violence” is used primarily to emphasize the fact that gender-based structural power differences between men and women worldwide place women at risk of multiple forms of violence<sup>14</sup> ; the term is also used when describing certain forms of sexual violence against men or violence directed at the LGBTIQ+ population (lesbians, gay men, bisexuals, transgender or intersex individuals, Queer, and other people of sexual diversity).

- **Sexual exploitation:** any abuse committed or threat of abuse in a situation of vulnerability, a relationship of unequal power, or a relationship of trust, for sexual purposes, including, but not limited to, obtaining economic benefits or deriving material, social, or political advantage from the sexual exploitation of another person<sup>15</sup> .
- **Child sexual abuse material (CSAM):** any act involving the creation, distribution, or possession of material depicting children in sexual contexts<sup>16</sup> .
- **Revictimization:** violence that may be inflicted on the victim during the response to a complaint; revictimization or secondary victimization includes the psychological effects of the response process<sup>17</sup> .
- **Abuse of power:** a relationship in which one party exercises power over or influences the other by virtue of their job or the nature of their context. Abuse of power can be committed, for example, by a teacher, an educator, a sports coach, a Scout leader, a religious leader, a humanitarian aid volunteer, a director, or any person who comes into contact with children and adolescents. Everyone in a position of power must understand the power they hold over those in their care and the responsibility that comes with it. These individuals must receive clear guidance and adhere to the codes of conduct outlined in the organization’s child protection policy to ensure that they do not abuse their position or find themselves in a situation where they are accused of abuse, whether justified or not<sup>18</sup> .

---

<sup>14</sup> Guidelines for Integrating Gender-Based Violence Interventions into Humanitarian Action: Camp Coordination and Management; Food Security and Agriculture; Reducing Risk, Promoting Resilience, and Supporting Recovery (2016, pp. 5, 6)

<sup>15</sup> Additional definitions related to protection against sexual exploitation and abuse can be found in: United Nations, Glossary on Sexual Exploitation and Abuse, 2nd edition, July 2017

<sup>16</sup> [Definition taken from the United Nations Office on Drugs and Crime \(UNODC\), University Module Series: Cybercrime, paragraph 11.](#)

<sup>17</sup> Organizational Policy for the Protection of Children and Adolescents (PONA), Fe y Alegría Guatemala, 2023, page 49.

<sup>18</sup> Guide for Developing Organizational Policies for the Protection of Children and Adolescents, KCS, 2019

## 2. Organizational Policy for the Protection of Children and Adolescents of the Office of the International Federation of Fe y Alegría

### 2.1. Principles

This organizational child protection policy is based on **the 1989 United Nations (UN) Convention on the Rights of the Child** (and its optional protocols); **Keeping Children Safe's International Child Safeguarding Standards**; and **the Declaration on the Elimination of Sexual Abuse and Exploitation by UN Personnel**; Furthermore, this policy is grounded in the mission, vision, values, and philosophy of Fe y Alegría; the Statutes of the International Federation of Fe y Alegría; the International Federation of Fe y Alegría's Gender Equality and Equity Policy; and Fe y Alegría's Global Communication Policy and Strategy. It is also based on the resolutions of the General Assembly of the International Federation of Fe y Alegría, which has emphasized the importance of all Fe y Alegría organizations developing and implementing organizational protection policies for children and adolescents with clear prevention protocols and response pathways, taking into account the safeguarding guidelines established by the Society of Jesus through the project "Promotion of a Consistent Culture of Protection" (PCCP).

#### Guiding Principles

1. All children and adolescents have the right to grow up in a safe environment that guarantees their dignity and is free from maltreatment, abuse, or exploitation.
2. At Fe y Alegría, we all have a responsibility to support the protection of children and adolescents.
3. Fe y Alegría has a duty to protect and care for children and adolescents in all settings where it operates, preventing them from suffering any harm as a result of its work or the activities of its staff, volunteers, and partners.
4. Fe y Alegría ensures that, in its work with partners, compliance with minimum child protection standards within the organizational framework is promoted and upheld.
5. All organizational actions to protect children and adolescents will be based on the best interests of children and adolescents at all times.
6. Fe y Alegría guarantees that all children and adolescents are treated fairly and equitably, without any distinction and with full respect for their dignity.
7. FyA provides ongoing support to children and adolescents and responsibly monitors each case until their adequate protection and well-being are ensured.
8. Fe y Alegría ensures that no child or adolescent is ever again exposed to experiences that

exacerbate their pain or vulnerability.

9. Children and adolescents' information is kept strictly confidential, fostering an environment of respect, privacy, and trust.
10. Fe y Alegría takes a firm institutional stance in support of children and adolescents and condemns all forms of maltreatment and abuse toward children and adolescents.

Furthermore, **this policy aims to protect against, prevent, and take action against any type of maltreatment and/or abuse, as well as any practice, act, or behavior that threatens the physical and psychological integrity of children and adolescents, thereby guaranteeing their fundamental right to a life free from violence within the scope of the FIFyA Office's services.**

### 2.1.1. Scope

This policy will be implemented by all members of the FIFyA Office:

- FIFyA General Assembly
- Board of Directors
- Federation Team composed of:
  - General Coordination, Executive Coordination Team, Executive Secretary,
  - Federation Initiatives and their teams, Commissions,
- Partners and individuals or legal entities that cooperate with the FIFyA Office or its local members.
- Volunteers

This Policy applies to any person or institution that collaborates and/or participates, actively or passively, in any project, task, or activity carried out by the **FIFyA Office**. Compliance with this Policy entails the obligation to report acts or suspected situations affecting children and adolescents, whenever they become aware of them.

### 2.1.2. Regulatory Framework

FIFyA establishes as a general guideline that the legal and administrative framework of the country in which each FyA operates must take precedence. Under no circumstances may these be ignored; on the contrary, this policy and its guidelines shall apply provided they do not contradict the local legal and administrative framework, complementing and adapting to the reality of the context in which the Movement operates, always prioritizing the best interests of children and adolescents.

### **International Regulatory Framework**

The Convention on the Rights of the Child is the most important set of standards that the international community has adopted regarding the protection of children. It enshrines children's right to be protected from all forms of neglect, cruelty, and exploitation, reaffirming the need to provide them with special care and assistance due to their vulnerability. It also calls upon States Parties, their public and private social welfare institutions, the courts, administrative authorities, and legislative bodies to give primary consideration to the best interests of children in the measures they take, always prioritizing those interests. This means that we are all called upon to safeguard, at all times, the interests of children and adolescents in the face of decisions or actions carried out by the State, with the aim of complying with the Convention, which has been ratified and incorporated into the current legislation of each signatory country.

### **National Regulatory Framework**

This policy draws upon regulations and laws of Colombia—the country in which the FIFyA Office operates—which form the basis for the framework of action promoted by this policy. The relevant regulations are as follows:

#### **LAW 1098 OF 2006 ON COMPREHENSIVE PROTECTION**

- **Article 20** establishes the rights to protection for children and adolescents, guaranteeing their safety in situations of abandonment, economic exploitation, substance abuse, sexual violence, human trafficking, armed conflict, torture, hazardous child labor, preventable diseases, and natural disasters, among other threats.
- **Article 40** states that society as a whole (organizations, businesses, and citizens) has the responsibility to guarantee these rights. This includes understanding and promoting the rights of minors, taking action in the face of threats, participating in public policy, reporting abuse, and collaborating with the authorities.

#### **LAW 1146 OF 2007, which establishes regulations for the prevention of sexual violence and comprehensive care for sexually abused children and adolescents.**

**Article 15.** Duty to Report. The State and society must report any indication of child sexual abuse within 24 hours of becoming aware of the incident.

#### **Regulations related to the protection and rights of children in Colombia:**

Laws 679 of 2001, 765 of 2002, and 1098 of 2006 form part of Colombia's regulatory framework for the protection of children's rights. These regulations include laws,

decrees, and court rulings that implement international treaties such as the **Convention on the Rights of the Child** and the **Protocol against Trafficking in Persons**. They address key issues such as education, abuse prevention, sexual exploitation, child labor, and school violence. They also regulate the protection of children in armed conflict, adoption, family welfare, and parental involvement in children's upbringing. Court rulings reinforce these rights, establishing precedents in custody, adoption, failure to pay child support, and special protection<sup>19</sup>.

### 2.1.3. Approval

| 2019 Version       |                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------|
| Approved by        | the Board of Directors of the International Federation of Fe y Alegría                  |
| Date of Approval   | April 2019                                                                              |
| Title              | Basic Policy on Prevention and Response to Violence Identified in Our Service Contexts. |
| Version            | 1                                                                                       |
| Language           | Spanish, French.                                                                        |
| Valid through 2024 |                                                                                         |

| 2025 Version                             |                                                                                                               |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Approved by                              | Board of Directors of the International Federation of Fe y Alegría                                            |
| Date of Approval                         | April 2025                                                                                                    |
| Title                                    | International Federation of Fe y Alegría Policy on the Organizational Protection of Children and Adolescents. |
| Version                                  | 1                                                                                                             |
| Language                                 | Spanish                                                                                                       |
| Effective until a new version is drafted |                                                                                                               |

## 2.2. Prevention

The FIFyA Office is committed to preventing the maltreatment of children and adolescents, based on the objective of this policy to ensure the protection, prevention, early detection, and necessary care and support to safeguard the physical, psychological, and sexual integrity of children and adolescents, based on their rights and respect for their dignity in the face of possible safeguarding incidents, maltreatment, abuse and any other risk detected within the scope of the FIFyA Office's activities. This includes preventing any form of revictimization and documenting every action taken.

<sup>19</sup> Unified Regulatory Information System of the Colombian State, Directorate for the Development of Law and the Legal System of the Ministry of Justice and Law, Protection and Rights of Children <https://www.suin-juriscol.gov.co/legislacion/dianinez.html>

This policy establishes guidelines for risk reduction in the activities planned and carried out by the **FIFyA Office** team, providing criteria to prevent and address situations that may affect children and adolescents. It also establishes safety parameters for hiring staff, codes of conduct, and other procedures and policies that promote the protection of children and adolescents, with special attention given to beneficiary populations with disabilities, refugees, displaced persons, those suffering from gender-based violence, or those facing any other natural or social factors that create conditions of particular vulnerability.

### 2.2.1. Risk Analysis and Mitigation

The FIFyA Office is committed to conducting a risk analysis across all its areas and levels of work, without exception, in relation to the actions, activities, and events it carries out. The objective is to prevent any form of child maltreatment and abuse against children and adolescents. This process will enable the identification of risks associated with the organization and the establishment of an appropriate procedure for their analysis, classification, and mitigation.

The FIFyA Office has a Practical Guide for Risk Analysis and Mitigation in FyA (Appendix A), which offers practical guidance, strategies, and a template (Appendix B) for planning risk analysis and mitigation. These guidelines are aligned with the international standards of Keeping Children Safe (KCS) and with the United Nations' Basic Standards on Protection from Sexual Exploitation and Abuse (PSEA).

#### 2.2.1.1. Analysis

*“Risk analysis is an exercise in which organizations examine aspects of their services from an organizational protection perspective to determine whether there are practices or elements of the service that could potentially put children and adolescents at risk”<sup>20</sup>.*

#### 2.2.1.2. AREAS OF ANALYSIS AND RISK MITIGATION

**Areas of analysis:** **Annual Operational Planning (AOP)** or routine or ad hoc operations and activities; **individuals** who collaborate with or have any connection to the FIFyA Office, such as staff, volunteers, partners, and visitors; **and the context or community** in which activities, proposals, and projects take place.

---

<sup>20</sup> Guide for the Development of Organizational Child and Adolescent Protection Policies, KCS, 2019.

| Area                                                                                                                | Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annual Operational Plan (AOP), or routine or ad hoc operations and activities                                       | <p><b>The International Federation team analyzes</b> the risks posed by the actions planned in the federation’s strategies, which will be implemented through the Advocacy, New Frontiers, Education and Sustainability, and Public Action Teams; as well as through the Federation Initiatives; and the Executive Coordination Team.</p> <p>Examples of what should be analyzed:</p> <ul style="list-style-type: none"> <li>• Visits by the General Coordinator and federation teams to FyAs and CEs, provided that these visits have an impact on the children and adolescents served.</li> <li>• Budgets</li> <li>• Advocacy Actions</li> <li>• Projects</li> <li>• Strategic Plans for the Initiatives</li> <li>• Annual Operational Plans of the commissions</li> <li>• Implementation of the Federation Team’s Strategic Plans.</li> </ul> |
| Individuals who collaborate with or have any connection to FIFyA, such as staff, volunteers, partners, and visitors | <p><b>The International Federation team analyzes</b> the risks posed by individuals who, through their activities, may come into direct or indirect contact with children and adolescents, including staff, volunteers, consultants, construction workers, and partners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Context:                                                                                                            | <p><b>The International Federation analyzes</b> the risks posed by the presence of Fe y Alegría, the actions it carries out, and its projects within a specific context, taking into account local customs and traditions, ways of life, and community organization in the area where it operates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

See Appendix B: Risk Analysis and Mitigation Form.

**Risk classification or significance:** This is determined by the variables of impact and probability:

- Impact refers to the consequences that the risk would have on children and adolescents if it were to occur—that is, what consequences would suffering any type of maltreatment or abuse have for their physical, emotional, and psychological development?
- Probability: how likely it is that the risk will occur.

The following traffic-light system is applied to each variable (impact and probability):

Table 1

| Level  | Definition                                                                                            |
|--------|-------------------------------------------------------------------------------------------------------|
| High   | It is <b>very likely</b> that the risk will occur and <b>will have</b> a major <b>impact</b> .        |
| Medium | It is <b>very likely</b> that the risk will occur <b>or that it will have</b> a major <b>impact</b> . |
| Low    | The risk is <b>unlikely</b> to occur and <b>will not have</b> much <b>impact</b> .                    |

Source: Brochure: Risk Analysis, KCS, 2024.

### How is the level of impact determined?

Depending on the case, the type of abuse may have a high, medium, or low level of impact on the child. To determine the level of impact, it is necessary to consider or evaluate the impact criteria set forth in Table 2.

Table 2

| Impact Categories | Criteria and Definitions                                                                                                                   | Level         |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Negligible</b> | No harm and no anticipated consequences to a person's integrity.                                                                           | <b>Low</b>    |
|                   | The risk is related to gaps in the organization's internal child protection policies; unless the gap relates to abusive practices.         |               |
| <b>Minor</b>      | The consequences of physical and emotional harm can be managed through mediation and andragogical and pedagogical techniques.              | <b>Medium</b> |
|                   | The harmful behavior or abusive practice is not recurring.                                                                                 |               |
| <b>Moderate</b>   | The harm will require limited medical care (physical and psychological) and legal counseling for the individual.                           |               |
|                   | Consequences for the individual are anticipated due to the intensity and/or frequency of the harm, affecting the individual's development. |               |
| <b>Severe</b>     | When the harmful situation requires immediate medical care (physical and psychological) for the individual.                                | <b>High</b>   |
|                   | The harm poses a greater risk to the individual's physical and psychological well-being.                                                   |               |
|                   | The harm will have a significant impact on the individual's development.                                                                   |               |
| <b>Critical</b>   | The harm will result in imminent death or severe injury to the person's well-being.                                                        |               |
|                   | The harm or abusive practice will have a negative impact on the person's family members and extended community.                            |               |

Source: Risk Assessment Brochure, Keeping Children Safe, 2024.

To identify the impact, it is necessary to ask: if this risk were to occur, how would it affect the life of the most vulnerable child? For example, we cannot state with certainty that emotional abuse will always have a medium impact on a child, as this depends on various variables, such as: Who is experiencing it? In what circumstances are they experiencing it? What factors are involved?

Table 3 presents an example of the level of impact that can be assigned to each type of abuse, which may vary depending on how the impact criteria are applied.

Table 3

| Type of Abuse               | Level of Impact |
|-----------------------------|-----------------|
| Physical abuse              | High            |
| Physical punishment         | High            |
| Sexual abuse                | High            |
| Child sexual exploitation   | High            |
| Online abuse                | High            |
| Child sexual abuse material | High            |
| Neglect                     | Medium          |
| Emotional abuse             | Medium          |

Source: *Guide for Developing Organizational Child and Adolescent Protection Policies, KCS, 2019*

### How is the level of probability that the risk will occur determined?

In other words, how likely is it that the risk will materialize? Table 4 shows the criteria that must be evaluated to determine the level of probability that the risk will occur.

Table 4

| Probability Categories | Criteria and Definitions                            | Level  |
|------------------------|-----------------------------------------------------|--------|
| <b>Improbable</b>      | The risk has a realistic probability of occurring.  | Low    |
| <b>Unlikely</b>        | The risk has a reasonable probability of occurring. | Medium |
| <b>Possible</b>        | The risk is highly likely to occur.                 |        |
| <b>Very likely</b>     | The risk is certain to occur.                       | High   |
| <b>Imminent</b>        | The risk is imminent and will occur.                |        |

Source: *Risk Analysis Brochure, Keeping Children Safe, 2024.*

- **Priority:** Based on the impact and likelihood of the risk, a priority for action is established, which involves determining the order in which risk mitigation should be addressed.

Table 3: Risk Prioritization

| Identified Risk: XXX |             |          |
|----------------------|-------------|----------|
| Impact               | Probability | Priority |
| High                 | High        | High     |
| High                 | Medium      | High     |
| Medium               | High        | High     |
| High                 | Low         | Medium   |
| Medium               | Medium      | Medium   |
| Medium               | Low         | Medium   |
| Low                  | High        | Medium   |
| Low                  | Medium      | Low      |
| Low                  | Low         | Low      |

Source: *Guide for Developing Organizational Child and Adolescent Protection Policies, KCS, 2019*

**Definition of risk:** When this policy refers to risks, it refers to the danger or possibility that some form of abuse against children and adolescents may occur. This risk may arise as a result of staff actions or the implementation of programs, operations, or activities carried out by the FIFyA Office. Risks may be either potential or actual. For the purposes of risk assessment, the definitions of child maltreatment set forth in this policy will be used. In this regard, this document provides:

- Guidelines for the protection, prevention, and early detection of risks in the development of programs, project-related actions, initiatives, and budgets.
- Procedural guidelines for safeguarding incidents, maltreatment, harassment, and/or sexual abuse of children and adolescents.
- Procedures for coordination and networking between the FIFyA Office and the various child protection agencies, with the aim of identifying and understanding when and how to report a suspicion, as well as the roles of each entity in such cases.
- It promotes consistency in the actions of all institutions to improve their effectiveness, foster procedural, support, and protection safeguards, and thus ensure that interventions involving children and adolescents are limited to what is strictly necessary, in order to avoid the repetition of proceedings, statements, and examinations that exacerbate the child or adolescent's delicate emotional state and victimization.
- It promotes the coordination, planning, and implementation of training initiatives on the protection of children and adolescents for all FIFyA staff.

### 2.2.1.3. Risk Mitigation

These are all efforts undertaken with the aim of reducing the likelihood and impact of any form of maltreatment and/or abuse of children and adolescents. To this end, it is

essential to establish mitigation strategies for each risk identified in the risk analysis. For each solution, an effort should be made to create a list of simple steps to follow and standards to meet. All risks must be mitigated, particularly those with high priority (i.e., those with a high impact and a high probability of occurring). Although most risks can be mitigated, there will be some risks that cannot be avoided. If, during the risk analysis and mitigation process, it is determined that risks with high probability and high impact cannot be mitigated, the program, operation, activity, or personnel management must be rethought to prevent the risk from materializing.

To plan risk mitigation procedures, the following steps must be taken:

- a. First, identify risks.
- b. Refer to the impact level classification table for each type of abuse.
- c. Identify the impact the risk would have on children and adolescents if it materializes.
- d. Determine the probability that the risk will occur.
- e. Determine the priority level to be assigned to the identified risk; for example: high impact + high probability = high priority.
- f. Identify specific actions for each risk according to its priority level; to do this, it is important to verify the feasibility of the actions, taking into account:
  - Human and financial resources
  - Sustainability of the actions
  - Legal status of the actions
- g. Determine whether the risk is mitigable or not. If it is not mitigable, identify the reasons why.
- h. If the risk is mitigable, then develop a protocol for action, monitoring, and evaluation to implement the mitigation strategy.

Upon completion of the mitigation plan's implementation, the actions must be evaluated, and conclusions and improvement processes must be established using the FyA Risk Analysis and Mitigation Planning form (Appendix B).

### 2.2.2. Hiring of Personnel

In accordance with the prevention guidelines of this policy, the FIFyA Office commits to establishing and applying staff recruitment procedures that include mechanisms for the selection and hiring of staff, without exception, at all levels of the FIFyA Office. This is done to ensure the protection of children and adolescents.

In this regard, the Federation Protocol for Staff Hiring **from the Perspective of the Protection of Children and Adolescents**<sup>21</sup>—Appendix (C) — serves as the basis for carrying out the hiring process for the staff required under any type of contract, providing minimum guidelines that must be taken into account at each stage of the hiring process.

It is essential that the FiFyA Office have human resources staff responsible for implementing staff recruitment processes, bearing in mind that the protection of children and adolescents is mandatory for employees, contractors, and volunteers.

The protocol aims to mitigate the potential risks of maltreatment and/or abuse posed by staff recruited through any form of employment or volunteer service who, due to the nature of their work, have any type of contact with children and adolescents.

### 2.2.2.1. Considerations for Each Stage of the Hiring Process.

At each stage of the hiring process, a checklist of controls and suggested forms is provided for reference (Appendix C)<sup>22</sup>.

- 1. Recruitment or job opening stage;**
- 2. Job posting and promotion stage;**
- 3. Recruitment and selection of staff or contractors stage**

#### **1. Recruitment or Vacancy Announcement Stage.**

At this stage, a job description must be developed that specifies the level of contact the employee or contractor will have with children and adolescents, as well as the child protection competencies that are essential for the position.

**Example of high levels of contact:** daily direct contact with children and adolescents. Examples include educators, school psychologists, school principals, and anyone who works in an environment where children and adolescents are present.

When designing a job description, you must analyze the role and consider the safety of children and adolescents and the risks associated with the position. Develop clear job descriptions and terms of reference for both short-term contracts and consulting engagements. It is worth answering the following questions:

- a. What kind of contact with children and adolescents does the position involve? Direct (technical roles, educators, others) or indirect (administrative roles)?

<sup>21</sup> The guidelines in this document are consistent with the international standards of Keeping Children Safe (KCS), the United Nations' Basic Standards on Protection from Sexual Exploitation and Abuse (PSEA), and Action Line III of the Global Implementation Plan for Immediate Actions to Protect Against Abuse

<sup>22</sup> Taken from the staff recruitment practices followed by some national FiFyAs. Page 5 of Appendix C contains recommendations for national FiFyAs that have no influence over the recruitment process.

- a. Will the employee have unsupervised access to children and adolescents, or hold a position of trust?
- b. What other types of contact will they have with children (by phone, internet, or mail)?

Finally, ensure that the selection criteria emphasize the necessary relevant experience if the position involves direct contact with children and adolescents, and consider using probationary periods to ensure the candidate's suitability for the position.

Sample Format: [Primary School Teacher Job Description from FyA Guatemala.](#)

## **2. Publication and Promotion of the Job Posting.**

When publishing and/or promoting the job posting, in addition to providing information on the requirements for applying as outlined in the job description and on what is offered or the benefits of the vacant position, it is also essential to include the following in the announcement:

- a. *FyA has an Organizational Policy for the Protection of Children and adolescents, which is binding on all employees. This statement must be included in both job postings and terms of reference (TOR).*
- b. This information must be included in all channels used to publish the call for applications (social media, website, newspapers, or other media...).

This ensures that candidates for the position are aware of the existence of the Policy, as well as the processes and commitments it entails. This process serves as the first filter to prevent individuals who pose a risk to children and adolescents from applying for a position at an institution dedicated to protecting them.

[Example of a job posting format, based on the job posting template from FyA Guatemala](#)

## **3. Recruitment and selection phase for staff or contractors.**

All staff contracts—whether for permanent, itinerant, consulting, or contractor positions—without exception must include specific clauses mandating compliance with the organization's child protection policy. In particular, and in greater detail, this applies to contracts for staff who will have contact with children.

At this stage, the following steps should be taken:

- a. Screening and sorting resumes, and verifying the candidate's information. Reviewing and speaking with employment references
  - b. Interview process
  - c. Hiring
- a. **Screening, sorting resumes, and verifying information.**

The purpose is to select resumes that match the profile detailed in the job description or that meet the terms of reference (TOR).

After screening, communication begins with the candidates to provide information about the position. **It is important to reiterate that FyA has an Organizational Policy for the Protection of Children and Adolescents.** If the candidate agrees to continue with the process, they proceed to sign the job application, which must include a section for voluntary disclosure or authorization to conduct the corresponding background check on the candidate.

The following steps must be taken during the background check process:

- Develop job application forms that request the applicant's consent and authorization to conduct the background check and collect personal information. Example of a voluntary disclosure form, taken from [the Voluntary Disclosure Statement form of FyA El Salvador](#).
- Review personal identification documents.
- Validate and verify the absence of criminal and/or police records (criminal, disciplinary, police, and sexual offenses against children and adolescents) in accordance with the mechanisms established and permitted in each country.
- Verify academic, employment, and personal records (if possible, request two employment references).
- Request at least two employment references who can attest to the candidate's experience and suitability for the position to which they are applying.
  - Verify the identity of the references.
  - Conduct all possible background checks and, preferably, make phone calls or have conversations with the references. See [the FyA Venezuela form for Verifying Employment and Personal References](#).

**b. Interview Process**

All applicants and/or candidates will be interviewed to determine their suitability for the position and to assess their understanding of organizational child protection.

- Ensure that interview processes are well-planned and that interviewers have the necessary experience and knowledge regarding organizational child protection and best practices.
- Include specific questions in the interview to assess attitudes and values regarding the abuse of children and adolescents. For example, you might ask:
  - Give me examples of times when you took action to protect a child. What did you learn from that experience?
  - What impact did it have on your professional and personal life?

See [the example of the FyA Guatemala Interview Form.](#)

**c. Hiring.**

At this stage, it is essential to meet the following requirements:

- ✓ Include in the contract a clause regarding commitment to and compliance with the Policy and Code of Conduct; this clause must specify the consequences for noncompliance with these documents. See [the example contract from FyA Guatemala.](#)
- ✓ The new employee must sign a commitment to comply with the Code of Conduct. See [the example of FyA Guatemala's Code of Conduct.](#)
- ✓ Plan and implement an orientation process for new hires. See [the example of the International Federation's institutional training plan.](#)

#### 2.2.2.2. Volunteering

In the context of volunteering, the FIFyA Office distinguishes three levels, each requiring different measures for the protection of children and adolescents:

1. **Volunteering at the FIFyA Office:** This generally involves very limited contact with children and adolescents in FyAs. However, this does not exempt the volunteer from complying with the policy and code of conduct or from collaborating with the unit overseeing them in the development of risk assessments and mitigation strategies.

Before accepting a volunteer, the FIFyA Office must conduct an interview to assess their attitudes and values regarding the protection of children and adolescents. In addition, it must request that the recommending partner organization submit documents attesting to the volunteer's integrity.

2. **Volunteer programs managed by the FIFyA Office for implementation in other Federated FyAs or Emerging FyAs:** Among the functions of the FIFyA Office are the management of projects, programs, and resources, including volunteer programs in support of national FyAs.

In this regard, the FIFyA Office is responsible for verifying that the social organization recommending the volunteer meets the necessary conditions to ensure it is a safe institution for children and adolescents and is of recognized integrity. An interview must be conducted to assess the volunteer's:

- a. Attitudes and values regarding the protection of children and adolescents.
- b. Sensitivity to the contexts of FyAs and preferences regarding the type of FyA where they wish to volunteer
- c. The volunteer's skills and qualities.

Based on this information, the national leadership of the FyAs may implement the recommendations they deem appropriate for the volunteer's role (see Appendix N).

### 2.2.3. Codes of Conduct

The Code of Conduct is designed primarily to protect children and adolescents; however, it also serves to protect staff working at the FIFyA Office by establishing standards of acceptable behavior that foster a positive organizational climate. In accordance with this policy, the signing and adherence to this Code of Conduct are mandatory for all contracted staff, consultants, volunteers, and partners of the **FIFyA Office**. Additionally, a Code of Conduct tailored for children and adolescents <sup>23</sup> must be developed.

**Failure to comply with the provisions set forth in this policy and in the Code of Conduct will result in disciplinary sanctions in accordance with internal work regulations.** In the event that a crime is committed, action will be taken in accordance with the laws of the country in which it occurs. In all actions and conduct, the best interests of the child must prevail.

Therefore, those who collaborate with the FIFyA Office waive the jurisdiction of their place of residence and shall be subject to the laws of the place where the action causing harm to the child or adolescent—and classified as a crime—occurs. Appendix D of this policy contains the commitment that each staff member must sign regarding the Code of Conduct. All signed commitments must be submitted to Human Resources, and a copy must be added to the file documenting the implementation of the Policy.

#### 2.2.3.1. Acceptable Behaviors and Conduct

Employees, consultants, volunteers, and any other person who interacts with children or has access to their information at the FIFyA Office must:

1. Adopt behaviors that foster a culture of openness and mutual accountability in the workplace.
2. Discuss all issues related to child protection.
3. Prioritize the best interests of children and adolescents in the pursuit of the common good.

---

<sup>23</sup> To this end, the Code of Conduct in this section may serve as a standard framework for Federated National FyAs and Emerging FyAs.

4. Hold open-door meetings with children and adolescents in open spaces and under the supervision of an adult responsible for the child or adolescent.
5. Help create an environment in which children and adolescents are listened to and respected as individuals and are provided with a safe, positive, and encouraging atmosphere.
6. Apply the “two-adult rule.” That is, when interacting with children and adolescents, ensure that another adult is always present, preferably the child’s or adolescent’s guardian.
7. Ensure at all times that physical contact with children and adolescents is appropriate and does not invade their privacy.
8. Always use respectful language when addressing children and adolescents.
9. Encourage respectful dialogue and reflection as a means of establishing healthy boundaries in children and adolescents’ behavior.
10. Maintain decorum and good practices in social interactions both within and outside of Fe y Alegría, avoiding the consumption of alcohol or drugs.
11. Do not collaborate with institutions or individuals that promote positions and values that undermine the protection of children and adolescents.
12. Report any concerns, suspicions, or confirmed instances of abuse against a child or adolescent.

#### 2.2.3.2. Unacceptable Behaviors and Conduct

While performing their duties, staff members, consultants, volunteers, and any other person who interacts with children and adolescents or has access to their information at FIFyA must avoid:

1. Holding, caressing, kissing, hugging, or touching children and adolescents in a manner that is inappropriate and/or inconsiderate according to their culture and context.
2. Participating in activities that require close physical contact with children and adolescents beyond what is strictly professional.
3. Acting in an abusive manner or in a way that exposes children and adolescents to the risk of abuse.
4. Making discriminatory comments or taking discriminatory actions based on gender, gender identity, sexual orientation, ethnicity, religion, or economic status.
5. Making lewd or suggestive comments or telling jokes with sexual content in the presence of children and adolescents.
6. Using inappropriate language or engaging in inappropriate behavior toward or in the presence of children and adolescents that is harassing, abusive, sexually provocative, degrading, or culturally inappropriate.
7. Engaging in sexual activity with children and adolescents, as well as any relationship related to pedophilia and/or pederasty, regardless of alleged “consent” or “local customs.” Ignorance of the child or adolescent’s actual age does not exempt one from legal liability.

8. Marrying a minor (as defined by the country's laws), regardless of their consent or local customs.
9. Assisting a child with tasks they can perform on their own and that involve an intrusion into their privacy (such as taking them to the bathroom, bathing them, or changing their clothes). If the child requires assistance, the "two-adult rule" must be followed, ensuring that the adults are of the same sex as the child. However, the child's perception and well-being must be considered when applying this rule, as abusers are opportunistic and have no gender preferences.
10. Hitting or committing any type of physical aggression or abuse against children and adolescents. No disciplinary measure should be violent or degrading.
11. Perpetrating any form of emotional abuse against a child or adolescent, such as shaming, humiliating, or belittling them.
12. Discriminating against children or favoring certain ones while excluding others.
13. Engaging in activities with children and adolescents that could be considered abusive or exploitative.
14. Spending time alone with children and adolescents in enclosed or isolated places (see the "two-adult rule" established in the guidelines for acceptable behavior and conduct).
15. Taking a child or adolescent to one's own home or visiting them at theirs; being alone with them, or sleeping in the same room without another responsible adult present.
16. Sleeping in the same bed as a child or allowing a child to spend the night at your home without adequate supervision.
17. Condoning or participating in illegal, unsafe, or abusive behavior. This includes harmful traditional practices, spiritual or ritual abuse, as well as the use or promotion of illicit substances.
18. Transporting a child or adolescent alone in a vehicle, unless absolutely necessary and with the consent of their parents or guardians.
19. Engaging in romantic relationships with someone who is in a position of subordination or dependency.
20. Reporting to work while carrying firearms or knives.
21. Reporting to work while intoxicated or with alcohol on one's breath, as well as failing to refrain from consuming alcoholic beverages in the presence of minors.
22. Possessing drugs in the workplace, whether for the purpose of consumption, sale, or promotion. In the case of medications with narcotic effects, a valid prescription must be provided to justify their use.
23. Possessing, distributing, or disseminating child sexual abuse material.
24. Possessing, distributing, or disseminating child sexual abuse material of any kind.
25. Sending messages via WhatsApp or any social media platform containing lewd content that coerces or harms children and adolescents.

Acceptable and unacceptable conduct extend beyond the workplace. Therefore, employees, partners, volunteers, and individuals associated with FyA must act in accordance with these standards in all aspects of their lives.

### 2.2.3.3. Levels of Violations and Disciplinary Measures

To ensure a culture of respect and protection for children and adolescents, this policy establishes three levels of violations, based on their severity. Each violation will result in proportionate consequences, in accordance with internal regulations, the code of conduct, and applicable law.

#### 1. Minor Violations

These are actions or omissions that violate the principles of this policy without causing direct harm to a child or adolescent.

| Example                                                                                                                                                                                                                                                                                                                                                                                                 | Disciplinary Measures                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Failure to follow the protocol for the use of social media or images of children and adolescents.</li> <li>● Communicating with children and adolescents without the proper institutional authorization.</li> <li>● Failure to comply with established procedures for registration or supervision in activities involving children and adolescents.</li> </ul> | <ul style="list-style-type: none"> <li>● Verbal warning.</li> <li>● Recording of the incident.</li> <li>● Mandatory refresher training in child protection.</li> </ul> |

#### 2. Serious Misconduct

These are behaviors that, while not constituting crimes, involve negligence, recklessness, or serious violations that put the well-being of a child or adolescent at risk.

| Example                                                                                                                                                                                                                                                                                                   | Disciplinary Measures                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Leaving a child unsupervised during institutional activities.</li> <li>● Making inappropriate comments of a personal, sexual, or discriminatory nature toward a child or adolescent.</li> <li>● Failing to report a suspicion or allegation of abuse.</li> </ul> | <ul style="list-style-type: none"> <li>● Written reprimand.</li> <li>● Temporary suspension from duties.</li> <li>● Review of the employment or volunteer status.</li> </ul> |

### 3. Very Serious Misconduct

These refer to conduct that seriously violates the rights of children and adolescents and may constitute crimes, including any form of abuse, exploitation, or violence.

| Example                                                                                                                                                                                                                                                                   | Disciplinary Measures                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Any form of sexual, physical, or psychological abuse against children and adolescents.</li><li>Using a position of power to manipulate or exploit a child or adolescent.</li><li>Cover-up or complicity in acts of abuse.</li></ul> | <ul style="list-style-type: none"><li>Immediate termination of the employment or volunteer relationship.</li><li>Reporting to the competent authorities.</li><li>Inclusion in internal registries of individuals disqualified from working with children and adolescents.</li></ul> |

#### 2.2.4. Orientation and training

The FIFyA Office is committed to promoting and maintaining specific training programs on the Organizational Policy for the Protection of Children and Adolescents. To this end, the Federation offers a self-paced training course titled *“Implementation of the Organizational Policy for the Protection of Children and Adolescents,”* designed based on international standards for the protection of children and adolescents <sup>24</sup>. The course aims to strengthen training in fundamental aspects of protection, prevention, and response, as well as in early detection, and care for those who use its educational and social promotion services. Its implementation is overseen by the Federation’s Child and Adolescent Protection Officer, in collaboration with the Virtual School and the FIFyA training team.

The course is intended for the entire team and all units of the FIFyA Office. Additionally, the national, regional, zonal and educational-center teams of the FyAs, as well as volunteers, consultants, contracted staff, service personnel, interns, and partners, must participate in this continuing education process. Everyone must hold certification attesting to their training in the Policy. This process is a key tool for the orientation of new staff members.

Table 4 shows the course content and the required learning time for each topic. For more details, see Appendix E.

<sup>24</sup> Keeping Children Safe’s International Child Safeguarding Standards.

Table 4.

| Content                                                                        | Time   |
|--------------------------------------------------------------------------------|--------|
| <b>Basics:</b> What We Mean by Organizational Protection.                      | 1 hour |
| National and international <b>regulatory frameworks</b> and codes of conduct.  | 1 hour |
| <b>International standards</b> for the protection of children and adolescents. | 1 hour |
| <b>Risk Analysis and Mitigation</b> Planning.                                  | 1 hour |
| Safe <b>Communication</b> and Safe <b>Hiring</b> Practices.                    | 1 hour |
| <b>Response pathway</b> for Concerns and Abuse.                                | 1 hour |
| Development of <b>the Implementation Plan</b> for the Child Protection Policy. | 1 hour |
| Process for <b>updating the</b> Child Protection <b>Policy</b> .               | 1 hour |

### 2.2.5. Design and safe implementation of federative strategies

The federative strategy is defined in the FIFyA Global Plan 2021–2025; the organizational chart ensures the implementation of priorities through the Advocacy, New Frontiers, Popular Education, and Sustainability Teams, as well as through the Federative Initiatives and the Executive Coordination Teams<sup>25</sup>, all within the framework of the network-based model.

The FIFyA Office is responsible for ensuring that the implementation of actions derived from these strategies does not cause harm to the beneficiary children and adolescents in the National FyA organizations. To this end, the following general parameters are established for the development and implementation of actions:

- Be familiar with and understand the International Federation of Fe y Alegría’s organizational policy on the protection of children and adolescents
- It is mandatory to participate in and obtain certification for training on the implementation of the policy and to sign the corresponding code of conduct. This includes individuals or teams joining the various bodies responsible for carrying out actions, projects, or programs
- In all actions and decisions, the best interests of children and adolescents must prevail.

<sup>25</sup> In accordance with the 2024 Federation organizational chart in the [2023 Annual Report of the International Federation of Fe y Alegría, pages 46 and 47.](#)

- Develop risk analysis and mitigation plans to identify the risks posed to children and adolescents by the implementation of actions carried out by the various bodies.
- Implement monitoring and evaluation strategies to identify any emerging problems or risks, and ensure that timely and effective measures are taken to address them.
- Promote the active and meaningful participation of children and adolescents in the design and implementation of actions.
- Understand and apply procedures to prevent, report, and respond to any form of abuse, exploitation, or neglect of the children and adolescents involved.
- Ensure that partners, contracted staff, donors, and organizations contributing to our operations have child protection measures in place that align with international standards.

In accordance with the general parameters for the implementation of federation-wide strategies, each FyA must establish its own guidelines to ensure the safe execution of programs and projects aimed at children and adolescents.

#### 2.2.6. Link with the Federation's Gender Equality and Equity Policy

All processes covered by the protection policy must be approached from a gender perspective, following the guidelines of FIFyA's Gender Equality and Equity Policy and in accordance with Policy 4: Prevention, Protection, and Zero Tolerance for Any Type of Gender-Based Violence<sup>26</sup>.

Likewise, all actions and processes implemented by the gender team to enforce the Gender Equality and Equity Policy must incorporate the child and adolescent protection approach established in this policy. This will enable the identification of risks and the development of mitigation strategies to prevent any form of harm or abuse against children and adolescents.

#### 2.2.7. Safe Communication Guidelines

Children and adolescents have the right to protection of their own image. FIFyA is committed to ensuring that all communications respect and preserve the dignity of children and adolescents, families, and communities when depicting them in photographs, videos, or audio recordings, or when using their information; therefore, their rights, privacy, and safety must be respected. To this end, FIFyA must incorporate into its Institutional Communication Policy the guidelines, criteria, and principles that enable communication with a child protection focus, which must be

<sup>26</sup> [Gender Equality and Equity Policy of the International Federation of Fe y Alegría. Pages 13 and 14.](#)

incorporated into our daily work of documenting and sharing life stories, as well as the results and impact of actions implemented in each region.

Based on the above and with the protection and safeguarding of children and adolescents as our central focus, the following recommendations must be taken into account:

- Any image or video must be produced in accordance with the principles of respect and dignity for children and adolescents, their families, and their communities. Under no circumstances should the images revictimize them or portray them in a vulnerable, humiliating, or disrespectful manner. The vulnerable context in which they live may be shown, but not the children and adolescents themselves as vulnerable subjects.
- It is a priority that contracted staff, volunteers, and communication service providers be trained in child protection policies and understand their role in protecting the privacy and safety of children and adolescents.
- Reality must be portrayed in a balanced manner, without compromising the protection of children and adolescents, their families, and their communities.
- Protect the identity of participants; their full names and exact locations must not be mentioned. (Example: Paola, a student from the Colombian Pacific coast).
- Before any recording or photography begins, children and adolescents must indicate that they agree to be recorded or photographed; additionally, their parents or caregivers must sign the consent form (Appendix F), which details the use of such material (presentation of impact results, as a life story, for educational purposes, or for local, national, or international media). In the case of individuals facing multiple challenges (disabilities, refugees, migrants, victims of conflict and/or disasters), their identity must be protected, and their context must be communicated in a way that upholds their dignity.
- Children and adolescents will be free to express their ideas and feelings without being pressured to present an image different from their own (they will not be asked to cry in front of the camera).
- When taking photographs or video footage, photographers and videographers must be accompanied by FyA staff, teachers, or parents; under no circumstances may external contractors have unsupervised access to children and adolescents.
- The collected material must be compiled on a drive and/or specific platform designated for this purpose, along with the informed consent forms for image use. It must be made clear that the communications teams have the ability to access and safeguard this material.
- In addition to the above, all images and/or videos must be approved in advance through the informed consent form signed by parents or caregivers.
- External vendors must transfer the rights to the recorded audiovisual or photographic material in a manner that ensures its proper use and protection.

### 2.2.7.1. Publication of Content on Social Media or Websites

- Do not share sensitive information (full names, locations, or instances of abuse) about children and adolescents.
- The social media accounts and websites of FIFyA (<https://proteccion.fevalegria.org/>, <https://www.fevalegria.org/>) and the FyAs will be the authorized channels for sharing material. Staff must not share photographs or videos of participants; if information is to be disseminated, it must be done through the official social media accounts or by sharing the link to the posts on the website.
- All posts must reinforce messages of respect, dignity, and empowerment for children and adolescents.
- Content should focus on inspiring stories of how participants have overcome challenges or are making a difference in their communities.
- Use inclusive and respectful language when referring to children and adolescents, families, and communities. Avoid stereotypes, sexist language, or generalizations.
- If it becomes necessary to publish information drawing attention to an emergency or urgent action to support children and adolescents, images must be selected with special care to ensure they do not violate the rights of this population.

### 2.2.8. Roles and Responsibilities in Organizational Child Protection

FIFyA has a responsibility to protect the children and adolescents with whom we interact. To this end, the following roles and responsibilities are established:

#### 2.2.8.1. All staff members and volunteers must:

1. Understand, be thoroughly familiar with, and commit to complying with the International Federation of Fe y Alegría's organizational child protection policy.
2. Be alert to any signs of risk that could lead to any type of maltreatment and/or abuse of children and adolescents.
3. Comply with the provisions of the code of conduct.
4. Foster a safe, caring, communicative, and respectful environment in all FyA spaces.
5. Prevent any form of maltreatment and protect children and adolescents.
6. Immediately report any incident, inappropriate behavior, or suspicion that may endanger the safety or well-being of children and adolescents.
7. Promote and support best practices and reject poor practices.

8. Inform children and adolescents about reporting procedures and how to report incidents or inappropriate behavior.
9. Be familiar with and apply national legal frameworks for the protection of children and adolescents at all times.
10. Keep up their training on this policy, particularly regarding protection, prevention, early detection, and care for children and adolescents.

## 2.2.8.2. Child Protection Officers

1. **Federation Officer—Executive Specialist for the Protection of Children and Adolescents:** supports each National FyA in the design, updating, and implementation of its Child and Adolescent Protection Policy, as well as in international certification processes<sup>27</sup>. This officer is responsible for ensuring that the federation team implements the provisions of this policy and for activating the reporting pathway at the FIFyA Office. Contact [proteccioninternacional@fevalegria.org](mailto:proteccioninternacional@fevalegria.org)
2. **Protection Commission:** Represents FIFyA in all matters related to this issue; provides policy guidance on the implementation of FIFyA's Child and Adolescent Protection Policy; provides policy guidance on the implementation of KCS recommendations ([International Federation website](#)).
3. **Federation Network of Child and Adolescent Protection Liaisons:** consists of the National Child and Adolescent Protection Officer from each national FyA. These individuals are responsible for driving the implementation of their FyA's organizational child and adolescent protection policy at the national level<sup>28</sup> (see Appendix M).

## 2.2.8.3. Specific Roles and Responsibilities.

1. **General Coordinator and Board of Directors:** ensures compliance with the institutional commitment to protect children and adolescents, guarantees the implementation of the policy, and monitors the process through the review of periodic reports.
2. **National Directors' Assembly:** Keeps the protection of children and adolescents on its permanent agenda and establishes common guidelines to ensure their protection.
3. **Coordinators of Federative Teams (commissions, initiatives):** Ensures that the implementation of actions derived from strategies adheres to protection standards so as not to cause harm to the children and adolescents who benefit from them.
4. **Initiative Leaders:** analyze the risks that their actions, processes, proposals, and projects may pose and propose relevant mitigation strategies tailored to the FyAs in which they work.

---

<sup>27</sup> Concept developed by the child protection team of the International Federation of Fe y Alegría.

<sup>28</sup> Concept developed by the child protection team of the International Federation of Fe y Alegría.

5. **Human Resources (Focal Point):** Ensures that staff hiring processes are implemented with the protection of children and adolescents in mind, and that hired staff receive initial orientation and ongoing training. It is also responsible for activating the reporting pathway.
6. **Sustainability Managers:** assess whether partners meet the necessary requirements to ensure the protection of children and adolescents, as well as budget for and provide the resources needed to implement the organizational child protection policy.
7. **Education Manager:** analyzes the risks posed by educational proposals in their interaction with various contexts and proposes appropriate mitigation strategies.
8. **Public Action Officer:** analyzes the risks that advocacy actions may pose and proposes relevant mitigation strategies.
9. **Communications Officer:** supports the dissemination of the policy; ensures compliance with recommendations to establish a safe communication process that respects the integrity of children and adolescents in the use of images and the handling of information; and provides support in crisis and emergency management processes related to the protection of children and adolescents.

### 2.2.9. Partners

The criteria and principles established in this Policy must be incorporated into relationships, partnerships, and/or agreements with other organizations and institutions with which national and international cooperation projects, as well as collaborative initiatives, are carried out. Every agreement, memorandum of understanding or contract must include a clause requiring the partner organization to have an organizational policy for the protection of children and adolescents. If the partner organization does not have its own policy, it must adhere to this policy.

## 2.3. Response pathway for unforeseen safeguarding incidents.

What is an unforeseen safeguarding incident? Despite the implementation of preventive measures and risk mitigation strategies, safeguarding incidents affecting children and adolescents may arise. In response, the FIFyA Office is committed to training its staff to identify and report any type of abuse against children and adolescents. It also establishes a reporting pathway for unforeseen safeguarding incidents that ensures a rapid and effective response for the child or adolescent who has been harmed.

Anyone, whether or not they have a contractual relationship with Fe y Alegría, can report a safeguarding incident. This includes consultants, volunteers, contracted staff, or anyone associated with FyA who, in the course of their duties, has

knowledge, suspicions, or concerns about an unforeseen situation of vulnerability or a safeguarding incident. Likewise, any family member of a child or adolescent—or the child or adolescent themselves—may file a complaint or report if they believe a situation has arisen that compromises their safety or well-being.

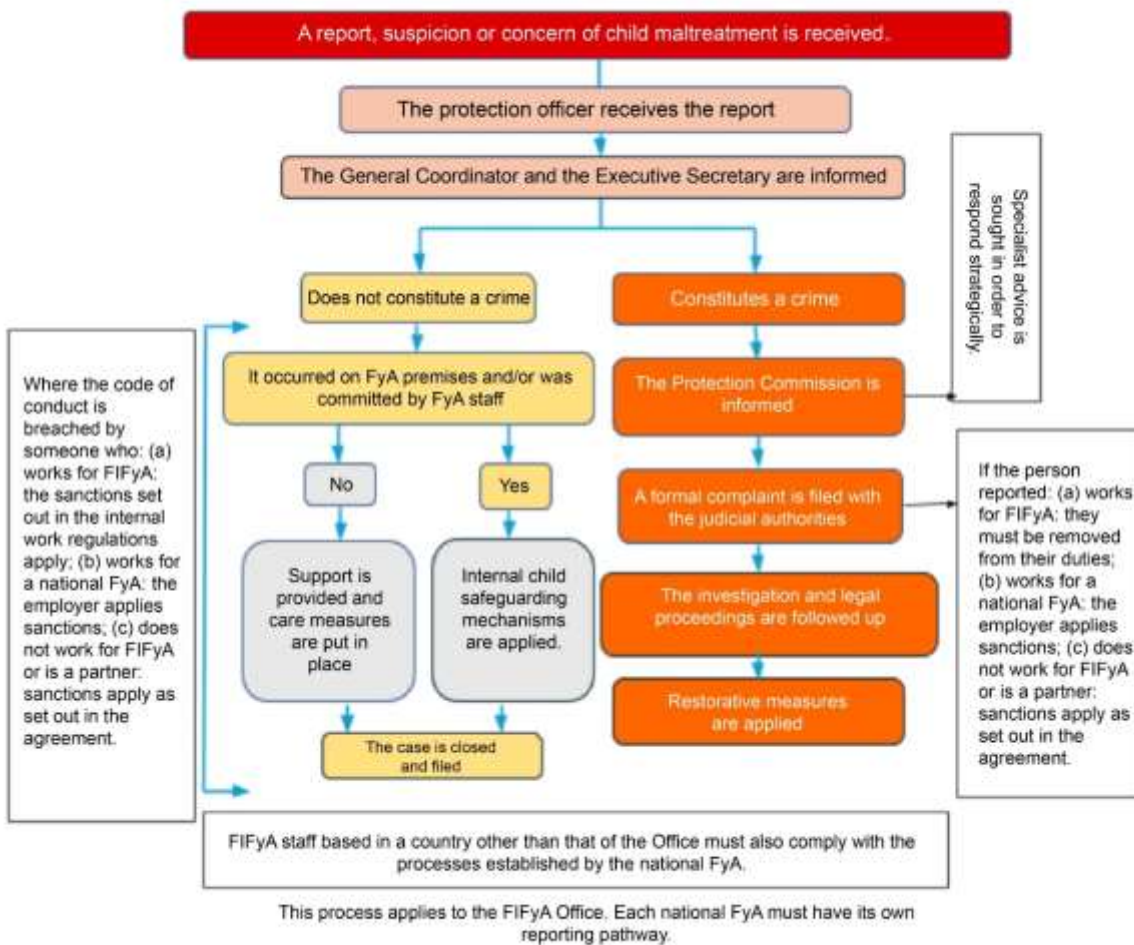
### What should I know about the report?

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What is a report of an unforeseen safeguarding incident?</b> | It is the obligation to inform the focal point or competent person of any act that causes or may cause maltreatment or abuse against a child or adolescent.<br>Anyone who becomes aware of a crime has an ethical and legal duty to report it to the competent judicial authority for proper investigation and criminal prosecution.                                                                                                                                                                                        |
| <b>Where can I file a report?</b>                               | If you know or suspect that a child or adolescent was or is a victim of an act of violence, maltreatment, or a crime, you must report it through the appropriate channels:<br>Reporting Channels: <ul style="list-style-type: none"> <li>At FIFyA—Executive Specialist for the Protection of Children and Adolescents. <ul style="list-style-type: none"> <li><a href="mailto:proteccioninternacional@fevalegria.org">proteccioninternacional@fevalegria.org</a></li> <li>Phone: (+57) 601 771 2362.</li> </ul> </li> </ul> |
| <b>What situations should be reported?</b>                      | Any type of abuse—whether physical, psychological, or sexual—against children and adolescents in any form.                                                                                                                                                                                                                                                                                                                                                                                                                  |

For reporting to work effectively, the following must be in place:

- Establish reporting channels that are publicly displayed on posters or infographics (Appendix J).
- Organize a federation-level team to handle cases.
- Establish the response pathway for safeguarding incidents and have a protocol for responding to historical cases (Appendix O).
- Organize the case register and the historical record of safeguarding cases.

## Reporting pathway for the FIFyA Office



### 2.3.1. General Principles of Action

**Coordination:** Coordinated action by the institutions involved, ensuring collaboration and joint efforts in both the detection and handling of safeguarding incidents, maltreatment, and/or sexual abuse.

**Promptness:** Immediate intervention upon detection of the abuse and actions aimed at preventing delays in the proceedings.

**Confidentiality:** The duty of the various institutions and their professionals to maintain confidentiality regarding all information in their possession concerning personal and family circumstances, as well as information arising from situations of sexual abuse or maltreatment, whether alleged or confirmed.

**Educational intervention and redress for harm:** The necessary resources and measures must be implemented to prevent acts of violence, support and promote positive or preventive factors, and propose and implement educational measures aimed at restoring damaged relationships, providing redress, and offering comprehensive assistance to victims.

**Protection and procedural safeguards:** Ensure procedural safeguards in all proceedings involving children and adolescents, with the aim of protecting and preserving their rights.

**Prevention:** All actions must be carried out in accordance with the principles of confidentiality, promptness, and discretion, and with the utmost sensitivity and respect for the individuals involved, prioritizing cases involving children and adolescents, ensuring their protection, and giving precedence to the best interests of the child or adolescent throughout the entire procedure.

**Best interests of children and adolescents:** In case of doubt or where interests conflict, their rights take precedence over those of any other person.

**No revictimization:** Avoid subjecting the child or adolescent to repetitive proceedings, while guaranteeing the adversarial principle and the principle of immediacy in the taking of evidence.

**Measures to be applied depending on who is implicated as the alleged perpetrator.**

| Person implicated                                             | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Responsible Party                                |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Staff member                                                  | <p>If the accused is a staff member, remove the staff member from their position.</p> <ul style="list-style-type: none"> <li>Measures are taken to protect and provide redress to the victim: the victim is listened to actively, their safety is ensured, and preventive measures are implemented to prevent a recurrence of the incident.</li> <li>The legal guardians of the affected child or adolescent (father, mother, or guardians) are notified.</li> </ul>                                           | General Coordinator, Human Resources             |
| Person associated with FyA (volunteers, partners, or others). | <ul style="list-style-type: none"> <li>Immediate or necessary measures will be taken regarding the relationship with partners, as stipulated in the agreement.</li> <li>Measures are taken to protect and provide redress to the victim: the victim is actively listened to, their safety is ensured, and preventive actions are implemented to prevent a recurrence of the incident.</li> <li>The legal guardians of the affected child or adolescent (father, mother, or guardians) are informed.</li> </ul> | General Coordinator, Child Protection Commission |

## Child-friendly reporting pathway for students and families

| Steps         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | 1.1. If someone is treating you badly or making you feel unsafe and afraid.<br>1.2. It's important to get away from the person who is hurting you or who might hurt you.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Step 2</b> | 2.1. Tell a trusted adult at FyA or a family member about your situation; they'll help you find support to keep you safe.<br>2.2. You can also call the FyA number or send an email <ul style="list-style-type: none"><li>● Email: <a href="mailto:proteccioninternacional@fevalegria.org">proteccioninternacional@fevalegria.org</a></li><li>● Phone number: (+57) 601 771 2362.</li></ul> 2.3. The child and adolescent protection officer should speak with the affected person to explain the process, for example: "You are very important, and other people will need to get involved to keep you safe." |
| <b>Step 3</b> | 3.1. FyA's child and adolescent protection officer will be responsible for notifying the appropriate authorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Step 4</b> | 4. FyA, your family, and community authorities will ensure your well-being at all times and will support you so that you feel protected and safe.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### 2.3.2. Detection of Child Abuse

In this context, the term "detect" means recognizing or identifying the existence of a situation of child abuse. Detection is made possible by the actions of others in the child's environment who are able to identify behaviors and/or establish a connection between physical signs and/or certain behaviors associated with a child abuse victim. To this end, it is important to recognize the indicators for each type of abuse (see Appendix L).

Detection and the act of bringing the problem affecting the child or adolescent from the private sphere into the public-social sphere constitute the first prerequisite for intervening in cases of child abuse. This enables the protection of the child or adolescent and an appropriate response for both them and their family. The sooner a situation of risk or abuse is detected, the greater the chances of remedying the harm. We must bear in mind that although some families in our communities may have different customs, cultural habits, and religious beliefs, all children and adolescents—regardless of their origin, religion, or culture—are entitled to rights, care, and attention to ensure their full development.

### 2.3.3. Reporting Channels

These are the mechanisms incorporated into the FIFyA Office's internal procedures. Appendix K includes some recommendations regarding reporting channels for each level.

The Federation has the following channels for receiving reports, complaints, or concerns related to the protection of children and adolescents:

- Email: [proteccioninternacional@fevalegria.org](mailto:proteccioninternacional@fevalegria.org)
- Phone number: (+57) 601 771 2362

### 2.3.4. Directory

The FIFyA Office must maintain a directory listing organizations, entities, and professionals who can be contacted directly and immediately to request assistance or refer cases of abuse against children and adolescents. This directory must be updated every six months to ensure the reliability of the information and guarantee an effective response should a situation arise.

The directory must include organizations related to:

- Public and private social welfare institutions, courts, administrative authorities and legislative bodies, the judiciary, etc.
- Inspection agencies, the prosecutor's office, the police, the Office of the Ombudsman for Minors, health centers, etc., each of which will have its own specific procedures.
- Other organizations (NGOs, health services, inter-agency networks)
  - Details on services, protocols, and access to healthcare for victims of abuse and sexual abuse.
  - Details on NGOs and other agencies, as well as professional and inter-agency networks working on issues such as child protection, safe houses for refugees, shelters, and so on.
- Community Resources
  - Details on community organizations such as councils and municipalities, their protection mechanisms, and how they operate.
  - Contact information for community leaders.
  - Contact information for other NGOs working in the community with children and adolescents or whose actions may affect them.
  - Contact information for religious, educational, and cultural groups that can collaborate on the protection of children and adolescents.

- o Establish contact with academic institutions working on children's and adolescents' rights.

This mapping of institutions involved in the protection of children and adolescents should identify all those corresponding to the physical location of the FIFyA Office, as well as the locations of staff based in countries other than that of the FIFyA Office.

### 2.3.5. Working as a Network

The education system—both formal and non-formal—must address child abuse but cannot do so alone. Collaboration with other governmental and nongovernmental organizations must be strengthened to work on the protection, prevention, and response to these issues. Institutions in the fields of health, child welfare, and justice are essential partners when developing comprehensive approaches.

To build an inter-institutional support network, it is necessary to understand the context and the available resources; therefore, a mapping of institutional resources must be conducted. This will enable coordinated action with the relevant institutions and specialized professionals, who should be identified in the following order:

- Support organizations for the prevention of violence.
- Organizations, resources, and professionals to contact when the reporting process is initiated
- Legal resources
- Investigation and prosecution resources (police and judicial authorities)
- Organizations providing immediate care for victims

## 2.4. Monitoring and Evaluation

FIFyA must have a reporting system that takes the following into account:

- The person responsible for child and adolescent protection will be responsible for receiving, compiling, and organizing the information, as well as for following up on the completion of the support process provided in each country for cases that have led to criminal or civil proceedings. This compiled information will be forwarded to the FIFyA General Coordination Office and the Commission for the Protection of Children and Adolescents.

This reporting system for cases of abuse will allow us to measure performance in the protection of children and adolescents and evaluate whether the measures and efforts are successful, as well as to assess where we stand and what actions need improvement to reach our goals.

The purpose of this monitoring is:

- To draw lessons learned from each case.
- To establish whether safeguarding incidents were handled appropriately.
- To determine why the maltreatment and/or abuse occurred and whether it could have been prevented.
- To determine whether the organization's safeguarding systems and procedures are functioning effectively.

The process of recording and monitoring cases will provide a measure of the implementation of child protection policies and will also allow for the maintenance of a historical record of cases (Appendix O).

As part of the implementation plan, the actions outlined in the plan will also be monitored by adding an additional column to the plan where a monitoring date will be entered. Annual monitoring reports will be based on the progress made in implementing the plan.

### 3. Recommendations for National Fe y Alegría Organizations on the Development and Implementation of Child Protection Policies.

Based on the information contained in this policy, FIFyA recommends that each National Directorate consider the following guidelines for the development and implementation of its own child and adolescent protection policy:

1. **Child and Adolescent Protection Policy:** Include clear statements and commitments to zero tolerance for any form of child abuse.
2. **Clear definitions of violence:** specify the different types of violence that can affect children and adolescents.
3. **Protection Principles:** Clearly define the principles governing the protection of children and adolescents.
4. **Risk Prevention Mechanisms:** Establish strategies to prevent child abuse in all activities promoted by FyA and its educational centers, both in their educational work and in the implementation of programs, projects, and any other routine or special activities. These strategies must be included in the Risk Analysis and Mitigation protocols.

5. **Safe Staff Hiring:** Define and implement clear processes for hiring staff, with the goal of ensuring the protection of children and adolescents.
6. **Code of Conduct:** Have a code of conduct that establishes clear guidelines for the protection of children and adolescents.
7. **Ongoing training:** Have a plan for ongoing training for all staff.
8. **Strategic partnerships:** Maintain directories that clearly identify the FyA's strategic partnerships.
9. **Staff Roles and Responsibilities:** Responsibilities regarding the protection of children and adolescents must be defined and included in job descriptions and employment contracts.
10. **Reporting pathway:** Establish a clear procedure for reporting any unforeseen safeguarding incident.
11. **Monitoring and evaluation system:** Have a system in place to measure the impact of the policy and its implementation, as well as to record and track cases.

The “Appendices” section contains examples of how to implement each of these recommendations.

# Appendices

To download the appendices, go to the [“Toolkit for Child Protection”](#) section on the Child and Adolescent Protection website.

**Fe y Alegria**  
INTERNACIONAL

Inicio Responsables Certificaciones Formación **Herramientas** Descargables Contacto

## Caja de herramienta para la protección infantil

En Fe y Alegria la protección de niños, niñas, adolescentes y jóvenes es una **responsabilidad compartida**, por ello, tenemos desarrollado un kit de herramientas para la protección infantil.

**¡Descárgalo ahora y únete a nuestra causa!**

### 5 cosas que debes saber sobre la Protección contra todo tipo de Maltrato

- Política institucional:** La Federación Internacional, después de más de 60 años de experiencia y acción contra la violencia, promueve la creación, vigencia y mejoramiento de la política institucional.
- Política por país:** En la actualidad, somos 33 países federados y cada país cuenta con su propia política propia, alineada al compromiso de la Federación y adaptada a la realidad de cada país.
- Responsables institucionales de protección:** Contamos con una persona que lidera el área o la coordinación en la prevención y respuesta contra el maltrato y la violencia en la organización.
- Responsables nacionales de protección:** Cada país cuenta con un responsable nacional de protección de los niños y adolescentes que a su vez forma parte de la Red Nacional de protección.
- Cómo se puede hacer más efectiva la protección:** Si bien es esencial contar con una política institucional, es necesario contar con la capacidad de respuesta y la capacidad de actuar de manera efectiva en la prevención y la respuesta.

La Federación Internacional de Fe y Alegria es una organización sin fines de lucro, que trabaja por la protección de los niños, niñas, adolescentes y jóvenes en todo el mundo. Para más información, visita nuestro sitio web: [www.feyalegria.org](#)

**Descargables:**

- ✓ **BROCHURA CON 10 COSAS QUE DEBES SABER SOBRE LA PROTECCIÓN CONTRA TODO TIPO DE MALTRATO (SITUACIONAL)** [Ver Documento](#)
- ✓ **¿DE QUÉ HABLAMOS CUANDO HABLAMOS DE PROTECCIÓN, PREVENCIÓN Y ACTUACIÓN CONTRA EL MALTRATO EN FE Y ALEGRIA? GLOSARIO DE TÉRMINOS** [Ver Documento](#)
- ✓ **GUÍA PARA LA ELABORACIÓN DE LA POLÍTICA DE PROTECCIÓN ORGANIZACIONAL DE NIÑOS Y ADOLESCENCIA** [Ver Documento](#)
- ✓ **GUÍA PARA ELABORAR LA PLANIFICACIÓN DEL ANÁLISIS Y MITIGACIÓN DE RIESGO** [Ver Documento](#)
- ✓ **GUÍA PARA LA RUTA DE REPORTE EN CASOS DE VULNERACIÓN A NMA** [Ver Documento](#)
- ✓ **PROTOCOLO CONTRATACIÓN SEGURA** [Ver Documento](#)
- ✓ **RED NACIONAL DE PUNTOS FOCALES** [Ver Documento](#)
- ✓ **PERFIL PARA NOMBRAR AL REFERENTE NACIONAL** [Ver Documento](#)
- ✓ **PERFIL PARA EL NOMBRAMIENTO DEL PUNTO FOCAL** [Ver Documento](#)

**Términos básicos de protección de niños, niñas, adolescentes y jóvenes**



**Fe y Alegría**  
INTERNACIONAL



social media handle