

**«APPROVED»
by the Minutes
of the Board of Trustees
of CO «CF «ADRA Ukraine»
dated «26» November 2024**



**Child Protection Policy
CO «CF «ADRA Ukraine»**

Introduction

1.1 General Provisions

ADRA Ukraine is a humanitarian organisation that is part of the ADRA International network, dedicated to assisting the most vulnerable segments of the population. As children are one of the primary target groups supported by the organisation, child protection is integral to all its programs and initiatives.

1.2 ADRA Values

ADRA Ukraine upholds the following values:

- **Compassion** — Assistance to children is guided by compassion for the negative circumstances they may face.
- **Respect** — Honouring the rights, dignity, and uniqueness of every child.
- **Honesty and Transparency** — Child protection activities must be carried out with openness and integrity.
- **Safeguarding** — Ensuring a safe environment for children that prevents all forms of violence or abuse.

1.3 Approval

- **Approved by:** Board of Trustees of ADRA Ukraine
- **Approved on:** 26.11.2024
- **Mandatory for:** All employees, volunteers, partners, contractors, and individuals working for/or on behalf of ADRA Ukraine, including those involved in local and international projects.
- **Related documents:**
 - ADRA Ukraine Code of Conduct.
 - Violence Response Policy.
 - Regulations on Risk Management.
 - Policy Against Sexual Exploitation and Abuse.
- **Next review:** The Policy is subject to a mandatory review in 2029 or earlier if required due to changes in legislation or the emergence of new challenges.

Purpose and Objectives of the Policy

2.1 Main Purpose

To ensure the protection of children who come into contact with employees, volunteers, contractors, and partners of ADRA Ukraine from any form of violence, exploitation, abuse, or neglect.

2.2 Objectives of the Policy

- Prevent all forms of violence against children.
- Establish mechanisms for safely reporting violations.
- Ensure effective responses to reported violations.
- Provide support to children who have experienced or witnessed violence.
- Ensure that all employees, volunteers, contractors, and partners of ADRA Ukraine understand their obligations regarding child protection.

Principles of the Policy

3.1 Safety and Well-Being of Children

Children's safety is a top priority. All actions, decisions, and programs must be directed toward ensuring the protection of children who come into any contact with the organisation.

3.2 Non-Discrimination

Ensuring equal protection for all children, regardless of race, sex, religion, nationality, disability, or social status.

3.3 Protection from Violence

ADRA Ukraine adopts a zero-tolerance policy toward any form of physical, psychological, sexual, or economic violence against children.

3.4 Compliance with National and International Standards

ADRA Ukraine's activities are based on compliance with Ukrainian legislation, in particular the Law of Ukraine "On the Protection of Childhood," as well as international conventions, including the UN Convention on the Rights of the Child.

Scope of the Policy

4.1 Who Is Covered by the Policy

The Policy applies to:

- All employees, volunteers, and contractors of ADRA Ukraine.
- All partners and organisations implementing ADRA Ukraine programs on the territory of Ukraine and abroad.

4.2 Contexts of Application

The Policy applies to all activities, including:

- Humanitarian aid projects.
 - Children and youth development programs.
 - Provision of services such as education, healthcare, psychological support and more.
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Prevention of Violations

5.1 Risk Assessment

Before initiating any new project, ADRA Ukraine conducts a risk assessment related to child protection. The assessment should cover:

- Specifics of the project.
- Local contexts.
- Level of interaction with children.
- Potential threats and measures to mitigate these risks.

5.2 Verification of Personnel

All employees, contractors, and volunteers undergo a comprehensive pre-employment screening process, including:

- Criminal records check.
- Verification of previous experience working with children.
- Specialized training on child protection.

5.3 Education and Awareness

ADRA Ukraine provides regular training and information sessions on child protection for all employees, volunteers, and partners:

- All employees must be familiar with the child protection policy.
 - Regular refresher training courses must be held annually.
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Procedure for Reporting Violations

6.1 Communication Channels

ADRA Ukraine ensures confidential and secure channels for reporting any violations:

- Hotline phone number: **0 800 20 13 30**
- Form to be filled out on the website: <https://www.adra.ua/complaints-and-suggestions/>
- Direct appeal to the person responsible for child protection: **Protection Specialist** (via the hotline, where the operator will transfer the call to a specialized specialist)

6.2 Complaint Submission Procedure

If any ADRA employee or partner suspects a violation, they must report it immediately, either in writing or verbally, to the person responsible for child protection:

- Complaints can be submitted via email to: Protection@adra.ua
- Each complaint is registered and reviewed by a specialist in protection from sexual exploitation and abuse (PSEA), child protection (CP) and related areas (**Protection Specialist**)

Response to Violations

7.1 Investigation

- All reports of violations must be considered within 24 hours of receipt.
- If a violation is confirmed, the responsible person must organise an investigation, which includes gathering evidence, interviewing witnesses, and consulting with relevant authorities.

7.2 Disciplinary Measures

If a violation is confirmed, the following disciplinary measures are taken:

- Suspension from duties.
- Termination of the contract.
- Referral of the case to law enforcement agencies in the event of a criminal offence.

Support for Affected Children

8.1 Immediate Support

ADRA Ukraine guarantees immediate assistance to children who have experienced violence, including:

- Psychological support.
- Legal advice.
- Medical Aid.
- Ensuring protection against further abuse or exploitation.

8.2 Long-Term Support

- Children affected by violence may receive long-term support, including rehabilitation measures and assistance with social integration.

Confidentiality

9.1 Personal Data Protection

All personal data of children related to violations must remain confidential. Disclosure is permitted only with the consent of the victim or as required by law.

Monitoring and Evaluation

10.1 Policy Compliance Monitoring

ADRA Ukraine commits to regular checks to ensure compliance with the child protection policy by all project participants, including:

- Annual policy compliance reviews.
- Random audits in cases of suspected non-compliance with the policy.

10.2 Performance Evaluation

ADRA Ukraine regularly evaluates the effectiveness of the child protection policy based on the analysis of cases of violations and feedback from program participants. Evaluation results are used to enhance the policy.

Liability

11.1 Roles and Responsibilities

- **Child Protection Officer Within the Organisation** is appointed as the key individual for the entire organisation and holds overall responsibility for implementing the policy and investigating cases of abuse throughout the organisation.
- **Child Protection Officer** is appointed for each project and holds overall responsibility for implementing the policy and investigating cases of abuse
- **Employees and Volunteers** must report all suspicions and cases of violations.

11.2 Accountability

All actions and decisions taken under the policy must be documented, and the results of investigations must be reported to the management of ADRA Ukraine.

ЗАТВЕРДЖЕНО ОПІКУНСЬКОЮ РАДОЮ
APPROVED BY THE BOARD OF TRUSTEES

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