



Child Safeguarding Policy Stichting Raja

Version September 2025

Goal of this Safeguarding Policy

It is the goal of this Policy to introduce child safeguarding in the organizational context of stichting Raja.

Objectives:

- To adequately prevent and/or respond to harm to children and child abuse, by providing a tool that sets standards and procedures for stichting Raja
- To ensure that all stichting Raja's, board members and volunteers understand the possible harmful effects of our work on children, are able to recognize signs of child abuse and child safeguarding issues for prompt response in the best interest of the child; and
- To ensure that every board member or volunteer of stichting Raja are knowledgeable of and comply with principles of child safeguarding.

Prevention

Staff/board and volunteer recruitment

1. Stichting Raja ensures that job specifications, terms of reference et cetera clearly outline generic and specific child safeguarding responsibilities.
2. Stichting Raja undertakes appropriate identity and qualifications checks and seeks satisfactory explanations and evidence for any intermissions in the employment history of a prospective board member or volunteer.
3. Every applicant that is offered a position at stichting Raja has a '*Verklaring Omtrent Gedrag*'. The objective of such a check is deterring and an assurance to the stichting Rajas of the bona fide of board members or volunteers appointed.
4. A check of former employers is done by the chair of the board.

Induction and training

1. Board members and volunteers will be informed regularly about child safeguarding. The aim will be to:
 - a. Develop the ability of staff to be aware of the possible harmful effects of our work on children and recognize signs of child abuse;
 - b. Raise awareness of issues of particular vulnerability such as gender, sexual orientation and disability;

- c. Ensure that board members and volunteers understand the Policy and Procedures relating to harm to children and child abuse.
2. For board members and volunteers who have little direct contact with children only awareness training may be required.
3. When a board member or staff is appointed, this person is introduced to the child safeguarding and signs the Code of Conduct (annex 1).
4. If board members and volunteers visit our project in India, they will have no contact with the children on our projects, and only have contact with staff. Only when it is absolutely necessary, they may have contact with children, and only when discussed with the board.

Communications

If board members and volunteers visit our project in India, they will not gather stories, photos or communication materials of the children. Stichting Raja only uses materials gathered by our project partners in line with our partners communication rules of their child safeguarding policy.

Social Media

1. It is not allowed to invite children, involved with the projects supported by stichting Raja on personal social media accounts.

Partner organization selection, assessment and communication

1. In the selection, assessment, contracting, monitoring and evaluation of their partner organization, stichting Raja pays attention to possible harmful effects of the work for children, child abuse, child protection risks and responsibilities and the child protection procedures in place.
2. As part of the partner assessment, stichting Raja requests the child safeguarding policy of the organization.
3. As part of the communication with the partner organizations, (the importance of) child safeguarding is discussed at least once a year during regular (online) meetings.

Response mechanisms

Stichting Raja encourages her board members, volunteers, and the management and staff of the partner organization to know about what measures need to be taken when they have doubts about the safety of a child.

If someone has any suspicions or concerns regarding possible harm to children, child abuse or child safeguarding concerns, or if there is anything with one feels uncomfortable, it is his/her responsibility to raise the issue the manager and/or the designated officer, preferably the same working day. If this is not possible, seek out the director.

Doubts and signs can be reported on two levels:

- With the board of stichting Raja. When signs of or worries about abuse exist within the activities of stichting Raja, the Child Safeguarding Procedures and Staff Regulations of stichting Raja need to be followed.
- With the project partner. When signs of or worries about abuse happen in a project executed by a project partner of stichting Raja, the child safeguarding policy and procedure of the project partner, including the response mechanisms, need to be followed. The management of the project partner always need to inform stichting Raja immediately about the abuse and the

measures that have been taken if a board member or volunteer of the Raja Foundation is involved in the specific case.

Stichting Raja takes seriously any concerns raised and will ensure it supports children, staff or other adults who raise concerns or who are the subject of concerns. Action will be taken by the board, or in case of the local partner the management and/or designated officer to ensure the child is safe as a priority and then to investigate the matter. Additional referral contacts could be made as appropriate, to the local police, social services or another form of assistance deemed necessary and appropriate. The template for reporting is to be found in annex 2.

An allegation of child abuse is a serious issue. In following this policy and local procedures, it is essential that all parties maintain confidentiality. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a 'need to know' basis. Unless abuse has actually been proved to have occurred, one must always refer to 'alleged abuse'.

Annex 1: Code of Conduct stichting Raja

The stichting Raja Child Protection Code of Conduct is a statement of the expectations the organization has of its employees and others involved when in contact with children and young persons. It describes a behavior protocol with rules of appropriate and inappropriate behavior, based on the stichting Raja Child Safeguarding Policy. The primary purpose of this protocol is to protect children from any harm done by us but also to protect adults from false accusations of inappropriate behavior or abuse.

This Code applies to anyone acting as a representative of, or on behalf of stichting Raja: interns, volunteers, board members, (external) advisors, and any participants visitors of the agency's projects.

Minimizing Risk Situations

I will:

1. Be aware of and behave according the Child Safeguarding Policy and this Code of Conduct.
2. Avoid direct contact with children as much as possible during project visits. Direct contact with children is only allowed when the board finds it a necessary part of the visit.
3. Ensure that a culture of openness exists between staff so that poor practice or potentially harmful or abusive behavior does not go unchallenged.
4. Treat children with respect, regardless of race, sex, gender, colour of skin, language, religion, political or other conviction, nationality, ethnical or social background, disability, et cetera.
5. Empower children: inform them on their rights, teach them what is acceptable behavior of adults towards them, what not and what they can do if something occurs.
6. Be aware of situations which may present risks to harm children and report and manage these.
7. Realise that children are vulnerable for abuse – the children involved in the work of stichting Raja are often more vulnerable or already victim of abuse.
8. Follow the "two adult"-rule for physical encounters, wherein two or more adults supervise all activities where minors or children are involved and are present at all times.
9. As far as possible, be visible in working with children, in a public location whenever possible.
10. Ensure that all people working/visiting an institution or community on behalf of stichting Raja are introduced by staff.

I will never:

1. Condone, or participate in, behavior of children which is illegal, unsafe or abusive.
2. Spend time alone with a single child or young person with whom I have a work relationship with, away from others, behind closed doors or in a secluded area.
3. Take children I have a work relationship with home or to another space where they will be alone with me.
4. Discriminate, show favoritism or spend excessive amounts of time with one child with whom I have a work relationship with.

Psychosocial behavior

I will:

1. Uphold the practice of non-discrimination at all times, including age, gender, race, language, religion, and disability.

2. Be a positive role model, for instance by treating girls and boys equally and apologizing for mistakes made.
3. Demonstrate encouragement/motivation by giving compliments on behavior and actions of the child.
4. Be aware of the power balance between an adult and a child and avoid taking any advantages this may provide.
5. Treat all children with respect and take notice of their reactions and adjust my tone of voice and manner.
6. Listen carefully to children and pose open questions.
7. Inform and consult children at all time on all matters affecting them.
8. Try as much as possible to always involve children in decision-making. Allow children to make their own decisions, particularly about their own lives. All are responsible to create an enabling environment where children are encouraged and able to express themselves, and raise issues affecting them for discussion.
9. Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
10. Talk to children about their contact with staff or others and encourage them to raise any concerns.
11. Act on children’s concerns / problems immediately.
12. Commit myself to creating a culture of openness and mutual accountability at workplaces to enable all child protection issues to be raised and discussed.
13. Contribute to create and/or uphold an environment where children are listened to and respected as individuals.

I will never:

1. Abuse the power and influence that I have by virtue of my position over the lives and well-being of any child or any other vulnerable person.
2. React judgmental, negative or rejective towards the child, insinuate things or openly question the credibility of the child’s story.
3. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
4. Suggest inappropriate behavior or relations of any kind.
5. Act in ways intended to shame, humiliate, belittle, stigmatize or degrade children, or otherwise perpetrate any form of emotional abuse .
6. Without good reason, share confidential information about a child, children and/or his family.

Physical behavior

I will never:

1. Hit or otherwise physically assault or physically abuse children.
2. Hold, fondle, kiss, cuddle or touch children, young persons or other vulnerable persons with whom I have a work relationship in an inappropriate and/or culturally insensitive way.
3. Engage in activities involving close body contact with children, young persons or vulnerable persons with whom I have a work relationship, beyond the professional requirement.
4. Use language, make suggestions or offer advice that is inappropriate, offensive of abusive.
5. Make sexually suggestive comments or actions to a child, young person or other vulnerable person, even as a joke.

6. Actively or passively engage children in child labour activities, nor will I condone this in my direct environment.
7. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
8. Neglect children e.g. not meeting children's needs, not offering adequate care to children
9. Deploy any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism.

Sexual behavior

I will never:

1. Develop physical / sexual relationships with a child.
2. Behave physically in a manner which is inappropriate or sexually provocative.
3. Engage in or allow sexually provocative games with children to take place.
4. Have a child/children with whom I am working stay overnight at my home unsupervised.
5. Sleep in the same room or bed as a child with whom I am working.
6. Do things of a personal nature that a child could do for her/himself, including dressing, bathing and grooming.
7. Purchase any sexual services, regardless of the age of the secondary individual, and regardless of the legality of the exchange, online or offline.
8. Engage in any form of activity of a sexual nature with any person below the age of 18 years, online or offline.

Use of Social Media

I will never:

1. Invite children that are involved with stichting Raja to connect to my personal social media accounts.

Reporting

I will:

1. Respond to all child safeguarding concerns, allegations or disclosures according to the reporting guidelines.
2. Immediately bring to the attention of stichting Raja instance of witnessed or suspected abuse, and any action or behavior that could be construed as poor practice or potentially harmful and/or abusive.

I have clearly read and understand the Child Protection Policy and Code of Conduct and will adhere at all times to the standards of behavior described in it.

I declare that I have never been convicted of any offence involving any type of harm to a child, children, young or vulnerable person, nor have I ever been warned or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behavior which may constitute poor practice, potentially harmful and/or abusive behavior and/or is not in the best interest of the child, young person or otherwise vulnerable person or even - constitutes a child rights violation.

Name:

Date:

Signature:

Annex 2: Reporting form for suspicion of harm to children and/or child abuse

<p>The child concerned Name and details of child</p>	<p>Case number:</p>
	<p>Person & organisation referring</p>
	<p>Name of person referring:</p>
	<p>Title:</p>
	<p>Date of report:</p>
	<p>Contact details:</p>
<p>Where is the child / where does the child stay, and who is responsible for him/her?</p>	<p>Suspect <i>Is there a suspected abuser? If the situation concerns a specific person, please fill out as many details as possible. Where names are not known, include descriptions</i></p>
	<p>Name</p>
	<p>Title</p>
<p>Is this safe? If not, alternative arrangements need to be organised</p>	<p>Location</p>
	<p>Contact details</p>
	<p>General description of the behavior</p>
<p>Situation <i>What happened?</i> Description of the concern/suspicion of child abuse</p>	

<i>What were the circumstances? (i.e. place, time, etc.)</i>	<i>Who else was there?</i>	
<i>Who else knows about the incident (full details, including names and other agencies involved).</i>		
<i>What would the child like to happen next?</i>		
<i>What services does the child need? (such as medical support) Who should provide these?</i>	<i>Who will follow up the case, and what is the timeframe?</i>	
<i>What actions need to be taken? Specify by who and when</i>		
<i>Record of follow-up</i>	<i>Action/information</i>	<i>Record made by</i>