I. Introduction

Tafteesh is a consortium which aims to strengthen the national law and policy on human trafficking by highlighting the gaps in the current criminal justice and welfare system and strengthening survivor and community participation in claiming rights and entitlements to protection, reparation, recovery and rehabilitation.

This Child Safeguarding Policy (CSP) stipulates the responsibilities of Tafteesh partner organizations, their staff members and their associates vis-à-vis child safeguard in its design and implementation of their activities. This policy will also be a standard set of guidelines for each member organization and will directly promote safety and well-being of the survivors of human trafficking.

PRINCIPLES

Tafteesh believes that:

1. All survivors will be treated with respect regardless of their language, religion, caste, sexual orientation and other status.
2. All survivors have the right to freedom from all forms of violence, abuse and exploitation.
3. All survivors should be free from any kind of violations of their basic rights and entitlements.
4. Without an informed consent and participation of the survivors, or by guardians of the survivors in case of children below the age of 18, no actions that pertain to them will be taken.
5. Tafteesh will work with the systems, represented by welfare and criminal justice, to rectify their malpractices and strengthen them, so that the systems are accountable to create safeguarding environment for children and vulnerable women from exposed to any kinds of violence.
6. All staff, partners and associates of Tafteesh partners are bound by the policy.
A. Definitions and Terms

**Child safeguarding:** For Tafteesh, “child safeguarding” means that the consortium has a clear commitment to safeguard survivors of human trafficking, children and vulnerable women with whom Tafteesh partners come into contact in the course of programme implementation from being exposed to any kinds of violence. Tafteesh and its partners are committed to safeguarding them in designing and reviewing its policies, procedures and publications through a safeguarding lens.

Tafteesh Management is ultimately accountable for ensuring that children are safeguarded across the span of Tafteesh’s work and for implementation of the Tafteesh Child Safeguarding Policy throughout the member organisations.

The goal of Tafteesh Child Safeguarding Policy is to create environment of safeguarding survivors of human trafficking as well as children from physical abuse, sexual abuse, emotional abuse, neglect, exploitation, or any form of abuse in the process of Tafteesh’s work.

**Physical abuse:** actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

**Sexual abuse:** forcing or enticing a child to take part in sexual activities that he or she does not fully understand. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

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

**Neglect and negligent treatment:** allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child’s basic physical and/or psychological needs, which is likely to result in serious impairment of a child’s healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.
Emotional abuse: persistent emotional maltreatment that impacts on a child’s emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

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

A child is any person under the age of 18 years.

B. Scope

Tafteesh’s Child Safeguarding Policy applies to:
1. All Tafteesh team members.
2. All Consultants, interns, volunteers, third party professionals and vendors associated with Tafteesh.

II. Prevention

Tafteesh partner organizations will ensure protection of children from abuse and protection of rights of children and adult survivors of trafficking. The same will be addressed through the following steps.

A. Risk Assessment/Risk Mitigation

A risk assessment of all Tafteesh partner organizations’ operations, programmes and project activities will be conducted. Risk mitigation strategies will be developed, which minimise the risk to children, and incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

The Risk Assessment exercise has been attached as Annexure 1 of this Policy.

B. Safe Recruitment

Tafteesh will ensure that it applies the highest standards in its recruitment and vetting policies across the organization. Candidates will be checked for their suitability for working with children and their understanding of child safeguarding. Contract offers for those whose work will bring them directly into contact with children, or gain them access to children’s information, will be dependent on suitable references and criminal record checks (where these are available or any other checks such as references).
1. Staff, consultants, interns and volunteers will be recruited to clear job or role descriptions that include a statement on the position or role’s responsibilities to meet the requirements of the organization’s child safeguarding policy.

2. All interviews will include an exercise (case study/questionnaire etc) and a discussion on child safeguarding, the candidate’s understanding of this and the organization’s commitment.

3. Job responsibilities will be prepared with a clear assessment on the level of contact with children.

4. Candidates will be short-listed on the basis of their relevant experience of working with children.

5. Candidates will be required to provide references and one of the references will mandatorily be an employer of the last held position.

6. Candidate will be asked to read the CSP and sign it along with the contractual documents.

7. Candidates will have to submit a character certificate provided by her/his previous organization/s (with relevance to profile of having worked with children).

8. During the probationary period there will be at least 1 training session on CS.

9. Appraisal will be jointly done at the end of the probationary period to assess the level of understanding and internalizing of CS principles.

10. Protection checks, such as disclosure of previous convictions or police checks (if disclosure is unavailable), will form an important part of our recruitment policy and will cover all those representatives that we have an employment relationship with.

11. Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions, and a minimum requirement of at least two references will be carried out in all cases.

C. BEHAVIOUR PROTOCOLS/CODE OF CONDUCT

All members of the Tafteesh Consortium will read, sign and adhere to the Code of Conduct document incorporated as Annexure 2 in this policy.

D. EDUCATION/TRAINING

All members of Tafteesh Consortium will receive inputs and information on the concept of Child Safeguarding to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

1. Tafteesh partners will receive an induction on child safeguarding.
2. Consultants and volunteers will be briefed on child safeguarding and their responsibilities under the policy upon engagement with Tafteesh partners.

3. Children/adult survivors and families will be informed regarding Tafteesh’s commitment to child safeguarding and what to do if they have concerns about a child.

4. All partners and children/adult survivors and families will be aware of the designated Child Safeguarding Officer (CSO) or Child Safeguarding Focal Point who is responsible for receiving reports of concerns and advising on assessing and mitigating risk in line with Tafteesh’s policy and procedures.

5. Every 3 years when the policy undergoes revision all Tafteesh members will be provided with information on the revisions made therein.

6. The Child Safeguarding Officer/Focal Point will conduct a session once in a year, during the Review Meeting, where s/he will provide a short training on child safeguarding and other updates on the same.

E. SAFE PROGRAMME DESIGN

Tafteesh partners are committed to designing and delivering programs which are safe for children and adult survivors of trafficking.

1. All programs and projects will be assessed for risks and appropriate mechanisms will be developed and institutionalized to address and mitigate these risks.
2. All programs and projects will ensure safety of children/adult survivors of trafficking in line with the risk assessments done.
3. The risk assessment findings will be recorded and re-visited regularly to review the programs and projects planning and delivery; to ensure maximum safety.
4. Project design will be developed keeping children/adult survivors of trafficking at the centre and will ensure that opposing mandates are not encouraged or enforced.
5. Project delivery will include active participation of children/adult survivors of trafficking and their feedback will be obtained and incorporated into future plans.

F. COMMUNICATIONS – USE OF IMAGES AND CHILDREN’S INFORMATION

In Tafteesh’s use of information and visual images, both photographic stills and video, Tafteesh’s overriding principle is to maintain respect and dignity in our portrayal of children/adult survivors of trafficking, families and communities.

Our Communications Policy incorporated as Annexure 3 details our procedures.

G. RESPONSIBILITIES

This policy has been approved by the Tafteesh Management Group and Directors’ Cohort.

III. Partners
Agreements with partners will include a statement that partners who do not have a child safeguarding policy will either abide by Tafteesh’s policy or develop their own as a condition of the partnership.

IV. Reporting/responding to concerns

Tafteesh will receive disclosures from children and adult survivors with sensitivity and will strive not to re-traumatise them in their handling of complaints. Any complaint made will be taken up for action without any judgement. Any report will be treated seriously and with confidentiality. The priority will always be the safety and best interests of the child or the adult.

One member of the Consortium will be deputed as the CS Officer/Focal Point based on mutual consensus, and using the form of Attachment 4, the CS Focal Point will report the case to the CS Committee.

The Consortium will form a CS Committee that will address complaints. All staff and associates will be obligated to report on any and all concerns they have about the survivors. The structure of Tafteesh Child Safeguarding Committee will be as follows:

1. One member from each partner organization (thematic experts).
2. One representative from the Survivors’ Council.

NATURE OF COMPLAINTS AND RESPONDING MECHANISM

<table>
<thead>
<tr>
<th>Step</th>
<th>Internal – (organizational)</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Survivor narrates incident of abuse to the organizational staff.</td>
<td>Survivor/Tafteesh team member reports incident of abuse which is perpetrated by duty bearers.</td>
</tr>
<tr>
<td>2</td>
<td>The survivor would be briefed on what would happen next after they report the incident.</td>
<td>This will prevent the disclosing survivor from being traumatized and keep the best interest of child in mind and actions.</td>
</tr>
<tr>
<td>3</td>
<td>The staff will report this to the CS Focal Point.</td>
<td>Processes outlined in Column 1 will be followed.</td>
</tr>
<tr>
<td>4</td>
<td>The CS Focal Point will inform the CS Committee</td>
<td>The CS Committee depending upon the nature of the grievances will take it up with statutory bodies.</td>
</tr>
<tr>
<td>5</td>
<td>The CS Committee will decide the next course of action – including – investigation, crisis management and solution.</td>
<td>Throughout the process ensuring that care and protection are provided to the concerned survivor.</td>
</tr>
<tr>
<td>6</td>
<td>The CS Focal Point will regularly keep the survivor informed regarding the process and the progress.</td>
<td>Throughout the process ensuring that the survivor is informed regarding process and progress.</td>
</tr>
</tbody>
</table>

FURTHER ACTIONS TO BE TAKEN IN CASE OF INTERNAL MALPRACTICE
1. Allegations against a staff member will result in suspending the staff member from their employment immediately subject to investigation of the issue. If the allegation is a criminal issue, this will be reported to the formal authorities before taking action or informing the alleged perpetrator.

2. Internal investigations will be conducted by person(s) with the skills to do so. The investigation will involve interviews of all parties involved including witnesses to gather all relevant details of the allegation.

3. Appropriate disciplinary measures will be taken in the event that the allegation is found to be true. If the allegation is found to be without base, appropriate steps will be taken to minimise damage to the reputation of the individual accused.

4. Internal investigations related to allegations of criminal behaviour will be discussed with the formal authorities prior to embarking on this course of action to ensure that the organisation does not compromise the formal investigation.

5. Support and counselling will be made available for those involved in the report and response.

IDENTITY OF VICTIM AND ALLEGED PERPETRATOR

Identifying information about children will be shared on a ‘need to know’ basis only. Any member that raises concerns of serious malpractice will be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a ‘need to know’ basis only.

PENALTIES

If an accused is proven guilty post a thorough investigation; the penalty would range from termination of contract without notice; to informing the police and getting the perpetrator arrested.

CHECKLIST OF ORGANISATIONS, RESOURCES AND PROFESSIONALS TO SUPPORT REPORTING AND RESPONDING TO CONCERNS

Legal resources
- Lawyers are already a part of Tafteesh consortium and will be reached out to as resources.
- DLSA and SLSA.
- Lawyers’ Collective.

Criminal investigation/prosecution – police and judiciary
• Local police stations.
• Magistrates.
• District and state level administration personnel.

Other agencies – health services, NGOs, interagency forums
• Government hospitals.
• Panchayat
• Other NGOs working in the operational area.
• Trafficking networks.
• Childline
• Child Welfare Committee (formed under Juvenile Justice Act)

Community
• Tafteesh has a Survivors’ Collective as a member of the consortium. This collective will be mobilised for support.
• Tafteesh partner has set up a watch group in the community which will be reached out to.
• Family members of survivors.
• Thematic experts.

V. Monitoring and review

Tafteesh has a monthly coordination meeting using internet phone, where each partner organization’s designated representatives participate and report the monthly output. The call will include a discussion on effectiveness of child safeguarding measures and other aspects related to the same. Minutes of these meetings are always recorded and will be the source of reference and verification.

This policy will be reviewed at a minimum of every 3 years or when it is shown necessary that additional issues need to be identified and addressed through this policy.
<table>
<thead>
<tr>
<th></th>
<th>HIGH</th>
<th>MEDIUM</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAMS</strong></td>
<td></td>
<td>Non-participation of primary constituency in planning and decisions making.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PEOPLE</strong></td>
<td>Discrimination and neglect on part of duty bearers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abuse by duty bearers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abuse by community members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stigma perpetrated by community members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Threats by traffickers and others involved in trafficking.</td>
<td></td>
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<tr>
<td></td>
<td>Violence perpetrated by traffickers and others involved in trafficking.</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>OPERATIONS</strong></td>
<td></td>
<td>Lack of appropriate policies for recruitment of staff.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Lack of appropriate policies for financial management leading to delay in delivery of services owing to lack of funds.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff attrition leading to delay in delivery of services.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lack of appropriate policies for processes and systems.</td>
<td></td>
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</tbody>
</table>
### TAFTEESH RISK MANAGEMENT FRAMEWORK

<table>
<thead>
<tr>
<th>LIST THE RISKS</th>
<th>DO NOTHING (LOW RISK) / MONITOR CLOSELY AND REVIEW AGAIN BY (LOW RISK)</th>
<th>CHANGE ACTIVITIES, PLANS, PROCESS (MED – HIGH RISK)</th>
<th>STOP ACTIVITY/HANDOVER TO MORE EXPERIENCED SET UP (HIGH RISK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-participation of primary constituency in planning and decisions making</td>
<td>Discuss and plan in a manner that involves quality participation of the primary constituency in planning and deployment of activities and in decision making.</td>
<td></td>
<td>Empowering the victim to lodge complaints with higher authorities. If and when need be lodging a complaint with appropriate authorities.</td>
</tr>
<tr>
<td>Discrimination and neglect on part of duty bearers.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Abuse by community members and family.</td>
<td></td>
<td></td>
<td>Intervening through awareness generation and counselling. Empowering the victim to lodge complaints with higher authorities. If and when need be lodging a complaint with appropriate authorities.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Issue</td>
<td>Action</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
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<td>Threats by traffickers and others involved in trafficking.</td>
<td>Empowering the victim to lodge complaints with higher authorities.</td>
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<tr>
<td>Lack of appropriate policies for recruitment of staff.</td>
<td>Developing appropriate policies and ensuring application of the same.</td>
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<td>Lack of appropriate policies for financial management leading to delay in delivery of services owing to lack of funds.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Staff attrition leading to delay in delivery of services.</td>
<td>Ensuring quick action and appropriate recruitment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CODE OF CONDUCT (TO BE FOLLOWED BY TEAM MEMBERS, STAFF, PARTNERS, VOLUNTEERS, CONSULTANTS OF TAFTEESH CONSORTIUM)

I, ___________________________ acknowledge that I have read and understand Tafteesh’s Child Safeguarding Policy, and agree that in the course of my association with Tafteesh, I must:

• treat children and adult survivors with respect regardless of race, colour, gender, language, religion, sexual orientation, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
• not use language or behaviour towards children and adult survivors that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
• not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
• wherever possible, ensure that another adult is present when working in the proximity of children
• not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger after informing my supervisor, immediately or within the shortest time
• not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor’s permission, and ensure that another adult (of same sex of the child) is present if possible
• not to condone/belittle/joke when a child/adult survivor is sharing their issues of abuse or any other concern.
• Not to share the child/adult survivors information to outsiders or those who are not directly involved in the case management process.
• Not to label survivors or victims while addressing them in a forum or within the organization’s spaces.
• Not to make any false promises to child/adult survivors so as to gain their trust and cooperation.
• Take consent from the child/adult survivors before disclosing confidential information regarding them to relevant stakeholders.
• To ensure that child/adult survivors also have copies of important documents (medical papers, case papers, etc.) in their possession.
• Constant communication between case workers to avoid trauma and abuse which may be unintentional but have an adverse impact on the child/adult survivors.
• use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass child/adult survivors or access child exploitation material through any medium
• not use physical punishment on child/adult survivors
• not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and
recreational activities, or which places them at significant risk of injury
• comply with all relevant local legislation, including labour laws in relation to child labour
• immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
• immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with Tafteesh that relate to child exploitation and abuse.

When photographing or filming child/adult survivors or using children/adult survivors’ images for work-related purposes, I must:
• assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child/adult survivor
• to ensure that faces of child/adult survivors (if captured) are blurred before they are used for any purpose.
• obtain informed consent from the child and parent or guardian of the child and the adult survivors before photographing or filming. As part of this I must explain how the photograph or film will be used
• ensure photographs, films, videos and DVDs present children/adult survivors in a dignified and respectful manner and not in a vulnerable or submissive manner.
• ensure images are honest representations of the context and the facts
• ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with Tafteesh, to use common sense and avoid actions or behaviours that could be construed as exploitation and abuse.

Signed:

Date:
ANNEXURE 3

TAFTESH COMMUNICATIONS POLICY

The objective of putting this document in place is to ensure that there is clarity within Tafteesh and for visiting photographers regarding basic rules that must be followed while taking photos and/or while filming within Tafteesh Partners’ premises or in Tafteesh Partners’ operational areas. The points have been adopted from documents created and shared online by Photographers without Borders and Photoshare.

Tafteesh Partners, External Photographers/Videographers should –

1. Comply with local traditions or restrictions when taking photos of people, objects or places.
2. Gain verbal or written consent before taking photographs.
3. Respect a person’s right to refuse to be photographed. If you sense any reluctance or confusion, refrain from taking the photo.
4. Not misrepresent the individual, situation, context or location of the photo.
5. Absolutely no payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent.
6. Do not identify individuals. Position the camera so that faces and other unique characteristics cannot be seen.
7. Gain written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
8. Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.
9. Do no harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their image.
10. Photograph all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
11. Survivors of trafficking, sexual exploitation, gender-based violence or abuse are not to be identified as such.
12. An individual’s status as a person living with HIV, TB or any other serious health conditions must not be revealed.
13. An individual’s engagement in socially marginalised or criminal activities must not be identified.
14. Care must be taken in photographing people in times of crisis. Do not exploit an individual’s vulnerability at times of trauma or grief.
15. Ensure photos present children/adult survivors of trafficking in a dignified and respectful manner and not in a vulnerable or submissive manner. Children/adult survivors should be adequately clothed and not in poses that could be seen as sexually suggestive.
16. Photos must be honest representations of the context and the facts.
17. File labels must not reveal identifying information about a child when sending images electronically.
18. Obtain informed written/verbal consent from every individual human photography subject.
19. Tafteesh partners will be available and used for extensive photographic shoots to explain and communicate the purpose of the photos and gain informed consent.
20. If photos are edited to protect identities, this must be noted and explained.
21. Photos of individuals should illustrate autonomy and dignity of person.
22. Photos should support an accurate and balanced understanding of Tafteesh Partners’ projects.
23. Computer information is password protected with protocols.
24. Clear and documented accountability to ensure regular reviews are carried out on who has access to child photos/videos.

I understand that the onus is on me, as a person associated with Tafteesh, to use common sense and avoid actions or behaviours that could be construed as exploitation and abuse.

Signed: ____________________________

Date: ______________________________
Referral Form

Child’s name:

Referral details:

Time: Date:

Place:

Referrer’s details:

Name:

Address:

Contact telephone no:

Occupation:

Relationship to child

Child’s details (where available):

Name:

Age: Date of birth: Gender:

Address:

Household structure:

Language spoken:

Religion:

Availability of ID card:

Name of Guardian (only for the one below 18 years old):

Contact number of the guardian:
Details of concern: what, who, where, when *(including child’s words if possible)*:

Alleged Perpetrator’s details (if known):

Name:

Address:

Age: Date of birth:

Employment details: Nature of job:

Identify if partner agency is the employer:

Relationship, if any, to child:

Current location of alleged perpetrator:

Current safety of child including location:

Has emergency medical attention been required?

Provided by:

Who else knows? Include contact details.

Agencies:

Family members or other individuals:

**Actions taken to date** e.g. Referral to police, children’s services, social welfare, other. Give contact details and date and time of action.
**Referral taken by (where possible, line manager):**

Name: 

Position and Location: 

Date: 

Signature (on hard copy): 

---

**Action to be taken**

**Decision made by Director for immediate action as agreed in Child Safeguarding Policy?**

(Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)

Referral to Local Authority for child protection /welfare

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs

Signature of person arranging above action: