

Kentalis International Foundation

## **Child Protection Policy**

August 2025

## Definitions

### Child

A child is defined as anyone under the age of 18 years old, in accordance with the definition in the UN Convention on the Rights of the Child.

### Child Abuse

Child abuse or maltreatment includes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’<sup>1</sup>

### Child Exploitation

Commercial or other exploitation of a child is the use of a child in work or other activities for the benefit of others. It includes, but is not limited to, child labor and child prostitution. Such work and activities are at cost of the child’s physical or mental health, education, moral or social-emotional development.<sup>2</sup>

### Child Participation

Anyone below the age of 18 years old taking part in a process or playing a role in a process of decision-making and thereby thinking for themselves, expressing their views freely and effectively and interacting in a positive way with other people; involving children in the decisions which affect their lives, the lives of the community and the larger society in which they live, in a manner consistent with the evolving capacities of the child.<sup>3</sup>

### Child Protection

The philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organizations – and individuals associated with those organizations – towards children in their care.

### Direct Contact With Children

Being in the physical presence of a child or children in the context of the organization’s work, whether contact is occasional or regular, short or long term. For the purpose of this policy, contact over the phone is deemed direct contact.

### Indirect Contact With Children

Having access to information on children in the context of the organization’s work, such as children’s names, locations (addresses of individuals or projects), photographs and case studies providing funding for organizations that work ‘directly’ with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organization responsibility for child protection issues.

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<sup>1</sup> World Health Organization (1999), Report of the Consultation on Child Abuse Prevention, Geneva: WHO.

<sup>2</sup> Ibid.

<sup>3</sup> Adapted from Article 12 of the UN Convention on the Rights of the Child, the Save the Children UK training materials for West Africa, and: ChildHope (2005) Child Protection Policies and Procedures Toolkit. How to create a child-safe organization, London: Consortium for Street Children.

## Child Protection Policy

'A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.'<sup>4</sup>

## Informed Consent

The capacity to freely give consent based on all available information, according to the age and evolving capacities of the child. For example, if you seek consent from a child regarding their photograph and using it for publicity purposes, the child is informed as to how the photograph will be used and is given the opportunity to refuse. If a child is invited to input into the development of a child protection policy or in any other policy or decision-making process, they must be made aware of the time it will take, what exactly it will be involved, their roles and responsibilities and only then will they be able to give their 'informed consent'.

## Staff

All persons working at or for Kentalis International Foundation, such as employees, experts, interns, volunteers, freelancers, and consultants.

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<sup>4</sup> Setting the Standard: A common approach to Child Protection for International NGOs, Standard 1 (Policy).

# 1. Introduction

Kentalis International Foundation is committed to the advancement of inclusive deaf education in the Global South. We are an independent foundation with non-governmental status, but receive support from our parent organization, Royal Kentalis. Our goal is to make quality education accessible to all learners who are deaf or hard-of-hearing, in line with the principle of the Convention on the Rights of Persons with Disabilities (CRPD).

The team of Kentalis International Foundation operates as a knowledge broker, linking the deafness and hard-of-hearing expertise of Royal Kentalis to the specific needs of our international partners, that include NGOs, universities, governments, and local organizations in our partner countries. By implementing a train-the-trainer approach, we ensure sustainable knowledge exchange. This approach also means that our interaction with children primarily occurs indirectly. However, there are instances when our staff and representatives are physically present at schools or other institutions where children or youth are involved, and interaction with them is more direct. This Child Protection Policy outlines our commitment to safeguarding the well-being and safety of all children and youth that are involved in our work in all given circumstances.

Associated documents:

- Kentalis International Foundation Code of Conduct (annex 1);
- Consent Form Photos and Videos (annex 2);
- Recognizing Signs of Abuse (annex 3);
- Reporting Form for Suspicion of Harm to Children or Child Abuse (annex 4).

## 1.1. Policy Statement

Kentalis International Foundation is dedicated to creating and maintaining an environment that prevents child abuse and safeguards all children and youth with whom we come into contact during our work. We believe that child protection is crucial to ensuring that children can reach their full potential without fear of abuse or exploitation and commit to no action or inaction that causes harm to a child.

## 1.2. Scope of Application

This Child Protection Policy applies to:

- all staff, experts, consultants, interns, and volunteers;
- partner organizations who participate in projects led by Kentalis International Foundation;
- all those who participate in events and meetings organized by Kentalis International Foundation that involve children;
- anyone who represents Kentalis International Foundation.

It covers both direct and indirect contact with children.

## 1.3. Goal of this Child Protection Policy

The goal of this Child Protection Policy is to introduce child protection in the organizational context of Kentalis International Foundation. Its objectives are:

- to adequately prevent and/or respond to harm to children and child abuse, by providing a tool that sets standards and procedures for Kentalis International Foundation;

## Kentalis International Foundation

Title Child Protection Policy  
Target group Employees, Consultants and Contracted Partners of  
Kentalis International Foundation



- to raise awareness and share good practices that ensure children's rights in the field of education;
- to ensure that all Kentalis International Foundation members of staff, including experts, volunteers, interns and consultants, are aware of the possible effects of our work on children, and are able to recognize signs of child abuse and child protection issues for prompt response in the best interest of the child;
- to ensure that every Kentalis International Foundation member of staff is knowledgeable of and complies with principles of child protection.

## 2. Prevention

### 2.1. Staff Recruitment

1. Kentalis International Foundation ensures that job specifications, project contracts (Terms of Reference), et cetera clearly outline generic and specific child protection responsibilities.
2. Kentalis International Foundation undertakes appropriate identity and qualifications checks and seeks satisfactory explanations and evidence for any intermissions in the employment history of a prospective employee.
3. In case of Dutch employees, the Ministry of Justice and Security is asked to run a check on a successful applicant that is offered a contract with Kentalis International Foundation (a '*Verklaring Omtrent Gedrag*'). The objective of such a check is to deter and assure the employer and subjects of the bona fide staff appointed.
4. In the case of international consultants with a long-term assignment that includes direct contact with children, the candidate is required to sign Kentalis International Foundation's Code of Conduct.

### 2.2. Induction, Education and Training

1. Kentalis International Foundation staff will receive initial induction and a yearly reminder session during team meetings on child protection, including information about this Child Protection Policy and its procedures, Kentalis International Foundation's Code of Conduct, and related documents. The aim of this 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 and disability;
  - c. ensure that staff understand the Child Protection Policy and procedures relating to harm to children and child abuse.
2. Upon employment, each Kentalis International Foundation employee is introduced to this Child Protection Policy and Kentalis International Foundation's Code of Conduct.
3. Every Kentalis International Foundation staff member is required to read and sign Kentalis International Foundation's Code of Conduct. By signing this, they also acknowledge to have read and understood this Child Protection Policy. They are to be kept informed of policy changes as they arise.
4. Personnel traveling overseas for projects are reminded of the procedure and form to ask consent related to the use of photo- and videography (see 'Consent Form on Photos and Videos' in annex 2) and reporting procedures in the event that the visitor may witness abuse whilst overseas (see annex 4).
5. Project Managers are accountable for ensuring that within each project, possible risks for child protection are assessed, and steps are taken as necessary to minimize these risks.

### 2.3. Communications and ICT

#### 2.3.1. General Communications and ICT Guidelines

1. Kentalis International Foundation is committed to the protection and respect of children's rights in both offline and online environments.
2. The child's best interests must always be the primary consideration in the design and delivery of all communication and ICT activities, projects and operations.

3. Every child has a right to be accurately represented through both words and imagery. The organization's portrayal of each child must not be manipulated or sensationalized in any way but provide a balanced depiction of their life and circumstances. Children must be presented as human beings with their own identity and dignity preserved.
4. Communication about children should use pictures that are decent and respectful, not presenting them as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive should be avoided. Language that implies a relationship of power should also be avoided.
5. Kentalis International Foundation will make sure that upon the request by children, parents, guardians, teachers, schools, and partner organizations, their photos or videos will be deleted from all social media accounts and websites administrated by Kentalis International Foundation, at all times.
6. Kentalis International Foundation ensures that all photos or videos are shared and published only with informed consent from children and/or their parent(s)/guardian(s), or, in the context of a school visit, the Principal, Head of School or Teacher.

### 2.3.2. Content Gathering and Informed Consent

1. For children under 12 years old, the consent of either a parent/guardian or, in the context of a school visit, the Principal, Head of School or Teacher needs to be sought. For children between 12 and 16 years old, consent needs to be sought from both the parent(s), Principal, Head of School or Teacher and the child. For children 16 years and older, only their consent needs to be sought, and no consent from an adult is needed.
2. In the case of an interview for either communication or research purposes, whether in the form of audio, video or written statements, Kentalis International Foundation ensures that the child and/or parent or guardian or Principal, Head of School or Teacher are aware of this and understand the goal and intended use of the interview.
3. Anyone who is featured in a photograph or on film will understand why the materials are being gathered and how they will be used and will have given written consent on this (see 'Consent Form on Photos and Videos' in annex 2).
4. A child and/or a parent or guardian or Principal, Head of School or Teacher should not be pressured in any way and understand that the story may be spread locally and globally. Therefore, permission should be sought in the most accessible language of the child, if necessary, with an interpreter, and as much as possible in consultation with an adult the child trusts.
5. If a subject (child or adult) seems confused or uncomfortable, no photographs will be taken, and no other footage will be shot until this has been resolved.
6. Kentalis International Foundation offers, wherever possible, translated consent forms appropriate to the local language spoken by the image subject.

### 2.3.3. Content Sharing and Portrayal of Children

1. Kentalis International Foundation ensures not to (further) stigmatize children, especially those in vulnerable conditions and those with disabilities. Categorizing children is to be avoided, as well as providing descriptions of children that put them in danger of (more) harm, abuse, discrimination or exclusion by their community.
2. People, including children, should be able to give their own accounts. If this is not possible or desirable due to the child's vulnerability and/or privacy, Kentalis International Foundation can speak on their behalf. The ability of children to take responsibility and action for themselves should be highlighted.

3. Kentalis International Foundation avoids leading or biased questions, and refrains from behavior or comments that are not sensitive towards the culture, values or (traumatic) experiences of children.
4. Kentalis International Foundation does not stage anything: we do not ask children to tell a story or do something that is no part of their own history.
5. Kentalis International Foundation considers portraying certain subjects and situations as intolerable. This is the case if, to our knowledge, a child is nude, carries a weapon, may be harmed or in danger by telling their story, or has died.
6. Extreme caution is required when reporting about (vulnerable) children. We consider this the case if a child, to our knowledge:
  - a. is very ill (for instance HIV-positive or infected with aids);
  - b. is a (former) child soldier;
  - c. is in mental or physical distress;
  - d. is the perpetrator of physical or sexual abuse;
  - e. is the victim of physical or sexual abuse, exploitation or violence, including domestic violence;
  - f. is accused or convicted of a misdemeanor;
  - g. is undocumented, a refugee or seeking for asylum.Should the decision be made to report on such children and their circumstances, their name and identity is changed, and images are made unrecognizable.
7. However, in some cases, if explained duly and with consent of the child and their parent(s) or guardian(s) and only in situations comparable to the ones below, the usage of the real identity (name and/or image) can be in the best interest of the child. When using the real identity of the child, they still need to be protected against any kind of damage, stigmatization, and possible retributions. Special cases could exist when:
  - a. a child seeks contact with a reporter out of their own motion, because they want to make use of the right to freedom of speech and have their opinions heard;
  - b. a child is part of an advocacy, representation and/or empowerment program and as such wants to be recognized;
  - c. a child is part of a psychosocial program and making reference to their identity is part of a healthy development and/or (re)integration into society.

### 2.3.4. Social Media

1. It is not allowed to invite children, who are involved with Kentalis International Foundation in any way, to personal social media accounts.
2. Kentalis International Foundation staff members active on personal social media accounts should avoid sharing any images of children.
3. Kentalis International Foundation is committed to upholding a respectful manner of interaction, both offline and online. Any discriminatory, sexist or derogatory comments are to be avoided. A manner of expression that is respectful and makes children feel comfortable should be maintained.
4. Kentalis International Foundation always keeps the best interests and privacy of children in mind. It is important to consider whether putting information in the public domain about an individual, especially a child, can cause them harm or put them at risk.
5. It should be remembered that the internet is permanent. Posts and comments made online may remain accessible for years. One should always be aware of the risks when making comments.
6. When sharing content online, it is important to consider location and geotagging services. Social media posts may automatically include geolocation data when published. Sharing the location might be dangerous or harmful to children in the photo, while it might not contribute to the intended goal/purpose of the post.

### 2.4. Partner Organization Selection, Assessment and Contracting

1. In the selection, assessment, contracting, monitoring and evaluation of a partner organization, Kentalis International Foundation pays attention to possible harmful effects of the work for children, child abuse, child protection risks and responsibilities.
2. Upon officially starting a project collaboration with Kentalis International Foundation, in conjunction with the project contract (Terms of Reference), a partner organization is required to adhere to Kentalis International Foundation's Code of Conduct (annex 1). By signing this Code of Conduct, the partner organization acknowledges that it has also received, understood, and will comply with Kentalis International Foundation's Child Protection Policy.
3. In projects where Kentalis International Foundation is a partner (rather than the lead), the organization does not assume liability for any harm or abuse affecting children or youth participating in project activities carried out by a partner organization.

## 3. Reporting and Responding Procedures

### 3.1. Reporting

Kentalis International Foundation encourages their staff, the staff of project partners and others to know about what measures need to be taken when they have doubts about or suspects of the safety of a child. Even though child abuse can be difficult to identify, one should be alert to possible signs and/or situations that may suggest child abuse. Possible signs that may help recognize abuse can be found in annex 3.

Any witnessed, suspected, or alleged violations of this Child Protection Policy should be promptly reported, as it is everyone's responsibility to raise any concerns or suspicions regarding possible harm to children or child abuse.

Doubts and signs can be reported on two levels:

1. With Kentalis International Foundation. When signs of or worries about abuse exist within the activities of Kentalis International Foundation, the issue should be raised to the Project Manager for the specific project, preferably the same working day. If that is, for any reason, not possible or sensitive, a report or complaint should be sent to either the email address [international@kentalis.nl](mailto:international@kentalis.nl), which is monitored by the Program Officer, or, if an anonymous report is desired, via the contact form on our website, [www.kentalis.com](http://www.kentalis.com). The report or complaint should, as much as possible, contain the date and location of the incident as well as accurate facts. For this, the template for reporting can be used, which is found in annex 4.
2. With the project partner. When signs of or worries about abuse happen in a project executed by a project partner of Kentalis International Foundation, the child protection policy and procedure of the project partner, including the response mechanisms, need to be followed. If such policy and/or procedure is not written down or not available, general complaint procedures can be followed and/or the management of the project partner organization can be informed. The management of the project partner always needs to inform Kentalis International Foundation immediately about the abuse and the measures that have been taken. If it is not possible, for whatever reason, to report the abuse with the management of the project partner, worries or signs need to be reported to Kentalis International Foundation directly, by reaching out to [international@kentalis.nl](mailto:international@kentalis.nl), which is monitored by the Program Officer, or, if an anonymous report is desired, via the contact form on our website, [www.kentalis.com](http://www.kentalis.com).

### 3.2. Responding

1. Kentalis International Foundation 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.
2. In all cases, the best interests of the child and the child's safety are the most important considerations. All appropriate measures to protect the child from a harmful situation should be taken.
3. When a complaint or report is received by a Project Manager of Kentalis International Foundation, it should be shared with both the Program Officer and the Program Manager, as focal points for this Child Protection Policy.
4. When a complaint or report is received by the Program Officer, it should be shared with (at least) the Program Manager, to ensure various perspectives and reflections can be shared. Only where deemed necessary and appropriate, will the Program Officer and Program Manager share the complaint or report with another staff member, if necessary anonymized.

5. Appropriate intervention will be requested by one or a combination of the following: Kentalis International Foundation's Program Manager, Royal Kentalis' Director of Academy, Royal Kentalis' Board of Directors, depending on their formal engagement with the respective local partner organization. Their priority in taking action is ensuring the child is safe, followed by investigating the matter or requesting the concerned local partners to start investigating the matter. Where deemed necessary and appropriate, additional support and assistance from local authorities, child protection agencies or other relevant parties should be arranged.
6. Kentalis International Foundation acknowledges that an allegation of child abuse is a serious issue. In following this Child Protection Policy and local procedures, it is essential that all parties maintain confidentiality. Sharing 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'.

## 4. Implementation, monitoring and evaluation

1. The Program Manager, supported by the Program Officer, is responsible for the effective implementation, monitoring and evaluation of the Child Protection Policy within the organization.
2. The Program Manager, supported by the Program Officer, takes a lead in regularly reviewing the Child Protection Policy, putting it on the agenda within the organization, and keeping staff members informed of policy changes as they arise.
3. The Program Manager, supported by the Program Officer, is responsible for ensuring that all staff members sign in agreement with Kentalis International Foundation's Code of Conduct and, as a consequence, the Child Protection Policy. The signed documents are filed in the document filing system of Kentalis International Foundation.
4. For each project, the Project Manager, supported by the Program Officer, is responsible for ensuring that the project partner signs in agreement with Kentalis International Foundation's Code of Conduct and, as a consequence, the Child Protection Policy. The signed documents are filed in the document filing system of Kentalis International Foundation.
5. The Program Manager is responsible and accountable for fostering an open and responsive work culture. This ensures that staff members and others feel comfortable discussing matters related to harm to children and child abuse, with the confidence of receiving a positive response to any concerns that may arise. Additionally, every staff member bears the responsibility of actively contributing to this organizational culture.

# Annex 1. Kentalis International Foundation Code of Conduct

## 1. Introduction: Why This Code of Conduct?

The Kentalis International Foundation Code of Conduct is a statement of the expectations the organization has of its employees and others involved in our work. It is part of our ambition to ensure a safe, inclusive, and professional environment for all people working for and with Kentalis International Foundation, and for those involved in our project activities.

This Code of Conduct describes which behavior is appropriate and inappropriate. In your work for Kentalis International Foundation, you are aware of your responsibilities and the applicable rules. When rules are missing, unclear, or contradictory, you are expected to judge for yourself and act in a morally responsible manner. This means you act within generally accepted social and ethical norms, you take responsibility for your own behavior, and you are approachable and accountable.

This Code of Conduct applies to all Kentalis International Foundation staff members and anyone acting as a representative of, or on behalf of Kentalis International Foundation, such as interns, volunteers, experts, and (external) consultants. It also applies to project partners who conduct activities in projects led by Kentalis International Foundation.

The purpose of this Code of Conduct is:

- promoting awareness of responsible behavior;
- protecting against missteps by removing risks or temptations;
- the careful handling of integrity.

The Code of Conduct is also part of our larger Child Protection Policy, with which we aim to prevent any harm to children. Our Child Protection Policy can be found and accessed on [www.kentalis.com](http://www.kentalis.com).

## 2. General Behavior in Relation to Colleagues and the Organization

### 2.1. Duty of Confidentiality

1. You have a duty of confidentiality. Whatever you learn through your job, you are to keep it secret, unless laws or regulations require you to disclose it.
2. The duty of confidentiality applies even after the termination of your work for Kentalis International Foundation. Functional consultation with Kentalis International Foundation staff and colleagues is an exception to this rule.
3. Whenever you gain access to sensitive information, you handle this with extreme care.

### 2.2. Culture and Respect

1. You treat all people fairly, with respect and dignity, and are accountable for your own actions.
2. You help to ensure the safety, health, and welfare of all colleagues, partners, and children.
3. You respect other persons' feelings, values, norms and cultural or philosophical views. This does not necessarily mean that you accept all the resulting behavior, especially when the mission, vision and core values of Kentalis International Foundation are at stake.

## 2.3. Inappropriate Behavior

1. You refrain from any form of harassment, discrimination, physical or verbal abuse, aggression, intimidation or exploitation, in word, gesture, image or behavior, to children and adults alike.
2. You never knowingly engage in any exploitive, abusive, or corrupt relationships and take appropriate action if you become aware of them.
3. You treat others with mutual respect and courtesy and never use language that could be considered offensive or derogatory.
4. You recognize the right of every person to privacy and physical integrity, and act according to this right and the normal decency rules.
5. You do not distinguish between persons based on their disability, race, sex, age, skin color, race, faith or sexual preference.
6. You address issues when you become aware of disrespectful or inappropriate behavior to a member of the Kentalis International Foundation team.

## 2.4. Responsible Working

1. You are responsible for the use of information and resources to which you are given access by reason of your working relation with Kentalis International Foundation.
2. You ensure that you use Kentalis International Foundation information, funds and resources entrusted to you in a responsible and cost-effective manner.
3. You do not accept any additional employment or consultancy work outside of Kentalis International Foundation that may result in a conflict of interest.
4. You ensure that your conduct does not bring Kentalis International Foundation's reputation into disrepute or cause potential safety and security issues for Kentalis International Foundation staff, other (partner) organizations, beneficiaries or local populations.
5. You avoid involvement in any criminal activities, activities that contravene human rights, or those that compromise Kentalis International Foundation's work.
6. You inform Kentalis International Foundation and the appropriate authorities if you become aware of or are found guilty of any form of illegal activity.

## 2.5. Communication

1. Kentalis International Foundation strives for an open and accessible dialogue between those who work for and with our organization. This means consciously trying to connect and tune into each other's communication, including using sign language, voice, interpreters, images, adapted meeting technology or otherwise.
2. If you use social media or other online means of communication, your expressions are not harmful to Kentalis International Foundation or our partners. You take the confidentiality of information, the privacy of children or students, or colleagues, and copyrights into account.

## 3. Behavior in Relation to Children

### 3.1. Minimizing Risk Situations Related to Children

1. Apart from complying with this Code of Conduct, you are aware of and behave according to Kentalis International Foundation's Child Protection Policy, which can at any time be found and accessed on our website, [www.kentalis.com](http://www.kentalis.com).
2. You commit yourself to creating a safe environment for children, and a culture of openness and mutual accountability to enable all child protection issues to be raised and discussed.
3. You empower children: inform them of their rights, teach them what is acceptable behavior of adults towards them, what not and what they can do if something occurs.

4. You are aware of situations which may present risks to harm children and report and manage these.
5. You realize that children are vulnerable to abuse, and the children involved in the work of Kentalis International Foundation are often more vulnerable or already victims of abuse.
6. You 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. This means you never spend time alone with a child or young person with whom you have a work relationship.

## 3.2. Psychosocial Behavior

1. You treat all children with respect and uphold the practice of non-discrimination at all times, including age, sex, gender, race, color of skin, language, religion, political or other conviction, nationality, ethnical or social background, disability, et cetera.
2. You do not exclude, show favoritism or spend excessive amounts of time with one child with whom you have a work relationship.
3. You do not act in ways intended to shame, humiliate, belittle, stigmatize or degrade children, or otherwise perpetrate any form of emotional abuse.
4. You never use language or offer advice, which is inappropriate, offensive, or abusive.
5. You are aware of and never abuse the power and influence that you have by virtue of your position over the lives and well-being of any child or any other vulnerable person.
6. You contribute to creating an environment where children are listened to and respected as individuals. This includes listening carefully to a child, asking open questions, and taking notice of the child's reaction. When necessary, you adjust your tone of voice and manner.
7. You inform and consult children on matters affecting them and try, as much as possible, to involve them in decision-making.
8. You encourage children to express themselves and raise any concerns, and will act on children's concerns or problems immediately. You never react judgmental or rejective or openly question the credibility of a child's story.
9. You do not, without good reason, share confidential information about a child or their family.

## 3.3. Physical Behavior

1. Before taking photographs or videos of children, you ask for informed consent, except under exceptional circumstances, based on the child's best interest, where this might not be possible.
2. When making images of children, you ensure that they are decent and respectful, that the children are adequately clothed, and that sexually suggestive poses are avoided.
3. You never hold, fondle, kiss, cuddle, touch or harass, hit or otherwise physically abuse children, young persons, or other vulnerable persons in an inappropriate and/or culturally insensitive way.
4. You never condone, or participate in, behavior of children which is illegal, unsafe or abusive.
5. You do not actively or passively engage in or condone child labor activities.
6. You never neglect children or purposely fail to meet their needs, e.g. not offering adequate care.

## 3.4. Sexual Behavior

1. You avoid any semblance of unwanted proximity between you and a child.
2. You do not respond to or take any initiative in sexual behavior or sexual harassment towards a child, young person or other vulnerable person, online or offline; engaging in sexual contact or purchasing sexual services is prohibited and has immediate consequences for the continuation of your employment for or with Kentalis International Foundation.
3. You never make sexually suggestive comments or jokes to a child or other vulnerable person.
4. You never behave physically in a manner which is inappropriate or sexually provocative, nor engage in or allow sexually provocative games with children to take place.

5. You refrain from doing things of a personal nature that a child could do for himself or herself, such as dressing, bathing, and grooming.
6. You are never involved in any way in the viewing, possessing, producing or distributing of child pornography, child sex tourism, trafficking of children, or any other form of sexual exploitation.

### 3.5. Use of Social Media in Relation to Children

1. You never invite or accept invitations from children that are directly or indirectly involved with Kentalis International Foundation to connect to your personal social media accounts.
2. You are conscious of any material portraying or giving information about children that you share via social media or other online accessible platforms. Even if you have written permission to use the material, ask yourself critically how it portrays the children and if sharing it is necessary. Private use of photos taken during a Kentalis International Foundation assignment is not permitted.

## 4. Reporting & Procedures

1. If you suspect a (serious) violation of the rules of this Code of Conduct, including any suspicion of sexual contact with children during or surrounding activities of Kentalis International Foundation, you are **obliged** to report this to the organization through either [international@kentalis.nl](mailto:international@kentalis.nl) or, if an anonymous report is desired, the contact form on our website, [www.kentalis.com](http://www.kentalis.com).
2. In severe cases and cases where victims feel unsafe, Kentalis International Foundation encourages victims to report to competent legal authorities and seek help. In countries of the European Union, victims fearing for their security can call emergency number 112. Worldwide, victims can also reach out to a Child Helpline: <https://childhelplineinternational.org/helplines/>.
3. Kentalis International Foundation will take appropriate action in response to breaches of this Code of Conduct. This can include disciplinary measures such as an official warning, legal action, or dismissal. If there is a criminal offence, local authorities such as the police will be notified.
4. All complaints and remarks will be processed confidentially, with care and understanding, and no legal action will be undertaken without the consent of the person reporting.

I hereby state that I have clearly read and understand this Code of Conduct and will adhere at all times to the standards of behavior described in it. By signing this Code of Conduct, I am also signing to abide by the standards of Kentalis International Foundation's Child Protection Policy, which can be found on [www.kentalis.com](http://www.kentalis.com).

I declare that I have never been convicted of any offence involving any type of harm to a child, 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.

Name: .....

Date: .....

Signature: .....

## Annex 2. Consent Form Photos and Videos

Kentalis International Foundation (KIF), part of Royal Kentalis, is a non-profit organization. Within our work, we often take (or request our project partners/consultants to take) photos and videos and we would like your permission to use this material.

### Why would we like to have your consent?

In principle, we believe that people have the right to decide whether they want to be photographed or recorded. That is why we are asking for your consent to take photos or videos and to use them for the purposes mentioned below.

- Our work depends on funding from third-party donors; often they need some persuasion with regard to the needed investment on their part. Photos/videos show how important our work is and help us convince donors to fund our projects. We also use photos/videos to report back to funders, to show them how the funds they have provided are being spent.
- We want to include photos and videos in our training courses and do not wish to rely solely on stock photography.
- Photos and videos allow us to raise awareness. This is why we use it on our website and social media.
- As an inspiration to new trainers to come to work with us as well as to train our own staff and our co-trainers within our projects.

### What happens if you do not want the photos/videos to be used?

Nothing. You have the right to object and abstain from being featured/or your child being featured in the photos or videos. If you do not want to be on photos or videos, simply don't sign this form.

### How will we use your photos and/or videos?

We might use the photos or videos on:

- Our website ([www.kentalis.com](http://www.kentalis.com)): for external marketing, to report on projects and raise awareness.
- Social media (Facebook and LinkedIn "Kentalis International Foundation"): to raise awareness with a large audience about the need and effectiveness of our projects and the rights of children with disabilities to education.
- Internal communication channels (intranet): for internal marketing, to inspire/attract new trainers from Royal Kentalis for our work.
- Annual report and other printed (information) materials: to report back to our funders and give new funders and partners insight into our work.
- Training material: to add visualization to our online and on-location training courses, including our e-learning platform, as well as for internal training of KIF staff and co-trainers.

We will not show your name or the name of your child when using the material, unless permission has been given. We will not use the material for any commercial activity or sell it to third parties. Furthermore, photos/videos will be saved in a secure digital location with restricted access and may, in principle, be used for an indefinite duration.

You can at any time change or withdraw your consent (in its entirety or for specific parts). You can do this by sending an e-mail to [international@kentalis.nl](mailto:international@kentalis.nl) with a name/description of the photo/video material and when it was made.

## Permission for a child (if applicable)

1. If the child shown in the photos/videos is younger than 12 years: the **Principal / Head / Teacher** gives permission to use photos or videos of children in the school / class by signing this consent form. He/she will inform parents about the visit / project and explain that photos of their children will be used for reasons stated above. He/she will also inform them that consent can be withdrawn at any time, by sending an email to [international@kentalis.nl](mailto:international@kentalis.nl) with a name/description of the photo/video material and when it was made.
2. If the child is between 12 and 16 years old (and is considered legally capable), the child and the **Principal / Head / Teacher** will both give permission by signing the consent form.
3. If the child is 16 years or older, only the child must give permission unless that person is legally incompetent. In that case, a parent/caregiver is requested to sign.

*Only in case of permission for a child, fill out the details below. Continue to fill out the child's details on the next page.*

Name Principle / Head / Teacher:

---

Name and place of school:

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Date:

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Signature:

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## Permission for use (children and adults)

In furtherance of the mission of Kentalis International Foundation, and without expectation of compensation or other remuneration, I hereby give consent to Kentalis International Foundation for the following:

*Please check the applicable boxes to indicate that you give permission.*

|                                                                   | Yes                      | No                       |
|-------------------------------------------------------------------|--------------------------|--------------------------|
| I give permission take <b>group and individual photos</b>         | <input type="checkbox"/> | <input type="checkbox"/> |
| I give permission to take <b>videos</b>                           | <input type="checkbox"/> | <input type="checkbox"/> |
| I give permission to make <b>sound recordings</b>                 | <input type="checkbox"/> | <input type="checkbox"/> |
| I give permission to use my <b>first name(s)</b> in communication | <input type="checkbox"/> | <input type="checkbox"/> |

|                                                                                                                         |                          |                          |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| KIF may use the consented materials in their <b>training and course materials</b>                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| KIF may use the consented materials in <b>internal/external communication</b> (website, internal website, social media) | <input type="checkbox"/> | <input type="checkbox"/> |
| KIF may use the consented materials for <b>funder reporting/information</b>                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| KIF may use the consented materials for their <b>annual report and other (printed) materials</b>                        | <input type="checkbox"/> | <input type="checkbox"/> |

I have read the information on the previous pages. I acknowledge that I do not have any rights of ownership or other claims over the photos/videos/sound recordings.

## Signature

*In case of permission for a child, add the name and age of the child in the first column and place the signature of the Principal / Head / Teacher in the last column.*

| Name (+ age, in case of a child) | Date | Signature |
|----------------------------------|------|-----------|
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*The following is to be filled out by the Kentalis International Foundation representative.*

Name of representative collecting this informed consent form:

\_\_\_\_\_

Signature:

\_\_\_\_\_

## Annex 3. Recognizing Signs of Abuse<sup>5</sup>

The signs of child abuse are difficult to identify. Therefore, it is important to be aware of potential signs. The following is a list of possible signs and indicators that may point to abuse, partly based on information from the [National Society for the Prevention of Cruelty to Children \(NSPCC\)](#). However, note that this list is not exhaustive, and that signs can vary depending on the cultural and economic context. Also be aware that recognizing these signals may indicate abuse, but abuse should not be automatically assumed. If you have concerns or recognize any signs, please report this to Kentalis International Foundation.

### Possible signs of sexual abuse

Avoiding being alone with or frightened of people or a person they know  
Language or sexual behavior you wouldn't expect them to know  
Having nightmares or bed-wetting  
Alcohol or drug misuse  
Self-harm  
Changes in eating habits or developing an eating problem  
Changes in their mood, feeling irritable and angry, or anything out of the ordinary  
Change in normal behavior for the child, for example suddenly not attending education or avoiding wanting to go home/running away  
Bruises  
Bleeding, discharge, pains or soreness in their genital or anal area  
Sexually transmitted infections, including in the throat  
Pain/soreness in throat  
Pregnancy  
Difficulty in walking/sitting that are not usual for the child  
Extremely risky behavior

### Possible signs of emotional abuse

Seem unconfident or lack self-assurance  
Struggle to control their emotions  
Have difficulty making or maintaining relationships  
Act in a way that's inappropriate for their age.  
Be overly affectionate to strangers or people they don't know well  
Seem unconfident, wary or anxious  
Not have a close relationship or bond with their parent  
Be aggressive or cruel towards other children or animals  
Use language you wouldn't expect them to know for their age  
Act in a way or know about things you wouldn't expect them to know for their age  
Struggle to control their emotions  
Have extreme outbursts  
Seem isolated from their parents  
Lack social skills  
Have few or no friends  
Runs away  
Fearful of new situations

<sup>5</sup> While we have taken information from the [Nederlands Jeugdinstituut](#), a Dutch organization, we base this list of possible signs of abuse on the information from the [National Society for the Prevention of Cruelty to Children \(NSPCC\)](#), a British organization, as this information is more extensive and fits more broadly in the context of our work.

## Possible signs of neglect

Having poor appearance and hygiene, such as being smelly or dirty, or having unwashed clothes  
Having the wrong clothes, such as no warm clothes in winter  
Being hungry or not given money for food  
Stealing food  
Having frequent and untreated nappy rash in infants  
Health and development problems, such as body issues and medical or dental issues  
Missed medical appointments, such as for vaccinations  
Not given the correct medicines  
Poor language or social skills  
Regular illness or infections  
Repeated accidental injuries, often caused by lack of supervision  
Skin issues, such as sores, rashes, flea bites, scabies or ringworm  
Thin or swollen tummy  
Being constantly tired  
Untreated injuries  
Weight or growth issues  
Housing and family issues, such as being left alone for a long time  
Living in an unsuitable home environment  
Taking on the role of carer for other family members  
Having a change in behavior, such as becoming clingy or aggressive  
Being withdrawn, depressed or anxious  
Changes in eating habits  
Displaying obsessive behavior  
Finding it hard to concentrate or take part in activities  
Missing or being late to school  
Showing signs of self-harm  
Using drugs or alcohol

## Possible signs of physical abuse

Showing symptoms including bruises, broken or fractured bones, burns or scalds, or bite marks  
Having other injuries and health problems, such as scarring  
Showing the effects of poisoning, such as vomiting, drowsiness or seizures  
Having breathing problems from drowning, suffocation or poisoning  
Frequent abdominal pain, headaches, or fainting  
Unlikely excuses to explain injuries  
Refusal to discuss injuries  
Stiffens with physical contact  
Arms and legs are always covered, even in warm weather  
Reluctance to participate in activities that require changing clothes (e.g., sports)  
Fear of going home  
Fear when parents are contacted  
Apathetic or distrustful towards adults  
Passive  
Self-mutilation  
Aggressive behavior towards others  
Often runs away

## Possible signs in adult behavior

A child becomes unusually restless or fearful in the presence of a specific person  
A staff member or a parent/caregiver asks a child to lie about something (especially if it involves an encounter with the child)  
A staff member or parent/caregiver prevents a child from speaking and answers questions on their behalf  
A staff member or parent/caregiver asks you to lie about a situation involving a child, especially if the child appears tense  
A person repeatedly violates the Kentalis International Foundation Code of Conduct  
Private meetings (outside of work) between a child and a staff member

## Annex 4. Reporting Form for Suspicion of Harm to Children or Child Abuse

If you have any suspicions or worry of harm to children or child abuse, Kentalis International Foundation must be informed immediately either by email or, in case an anonymous report is desired, through the contact form on our website, [www.kentalis.com](http://www.kentalis.com). Send your email to either the Project Manager of the project or to our Program Manager and Program Officer at [international@kentalis.nl](mailto:international@kentalis.nl). In case of emergencies, always call the local emergency number (in the European Union this is 112).

If you can contact Kentalis International Foundation by email, you can use the form below. This form is for reporting concerns about potential violations of Kentalis International Foundation's Code of Conduct or Child Protection Policy. You can also fill out the form after your first report, in collaboration with our Program Manager or Program Officer. Try to provide as much information as you can. Leave areas blank where you have no information or nothing to report. **Note: if you send this form to us by email, we will treat the information confidentially and with care.**

### Reporting Form for Suspicion of Harm to Children or Child Abuse

|                                                                                             |          |
|---------------------------------------------------------------------------------------------|----------|
| Case number: 201_ -00_                                                                      |          |
| <b>1. Who is filling out this form? (If you want to remain anonymous, leave this empty)</b> |          |
| Name                                                                                        |          |
| Role and organization                                                                       |          |
| Email                                                                                       |          |
| Telephone                                                                                   |          |
| Date                                                                                        |          |
| <b>2. What do you want to report? What is/are the type(s) of concern or abuse?</b>          |          |
| Physical                                                                                    | Yes / No |
| Sexual                                                                                      | Yes / No |
| Emotional                                                                                   | Yes / No |
| Neglect/Negligence                                                                          | Yes / No |
| Economic and other exploitation                                                             | Yes / No |
| Breach of Kentalis International Foundation's Code of Conduct                               | Yes / No |
| Other (please explain)                                                                      |          |
| <b>3. Can you tell us how your concerns have arisen?</b>                                    |          |
| Have you witnessed child abuse?                                                             | Yes / No |

|                                                                                                                                                                                                                                                                                |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Do you suspect someone of child abuse?                                                                                                                                                                                                                                         | Yes / No |
| Has a child told you about or shown you signs of child abuse?                                                                                                                                                                                                                  | Yes / No |
| Has someone told you they have abused a child?                                                                                                                                                                                                                                 | Yes / No |
| Do you have general worries about child abuse or a breach of the Code of Conduct?                                                                                                                                                                                              | Yes / No |
| <b>4. Who has it happened to?</b>                                                                                                                                                                                                                                              |          |
| Please describe if it concerns a specific child, more than one child, another vulnerable person, or if you do not know but have worries in general. You can also indicate if you have general worries about unjust or unethical use of information, images, or other material. |          |
| <b>5. If something happened to a specific child, who was it?</b>                                                                                                                                                                                                               |          |
| Name                                                                                                                                                                                                                                                                           |          |
| Age                                                                                                                                                                                                                                                                            |          |
| Location and country                                                                                                                                                                                                                                                           |          |
| Project number (if applicable)                                                                                                                                                                                                                                                 |          |
| Name of the partner organization in project (if applicable)                                                                                                                                                                                                                    |          |
| Contact information                                                                                                                                                                                                                                                            |          |
| Does the child have any special needs that you know of?                                                                                                                                                                                                                        |          |
| Do you know the names of the parents, guardians or others responsible?                                                                                                                                                                                                         |          |
| Do you know the current location of the child, and who is responsible for him/her?                                                                                                                                                                                             |          |
| If you know the child's current location, is this safe?                                                                                                                                                                                                                        |          |
| <b>6. What is the situation, what happened? Please provide a description of the concern/suspicion of child abuse.</b>                                                                                                                                                          |          |
| Can you describe what happened or what makes you worried?                                                                                                                                                                                                                      |          |
| When did it happen? Provide a date and time if you can. If you are unsure, leave this blank.                                                                                                                                                                                   |          |
| Where did it happen? Please provide a specific location if you can.                                                                                                                                                                                                            |          |
| Can you give any other relevant context or information about the circumstances?                                                                                                                                                                                                |          |
| Who else was there?                                                                                                                                                                                                                                                            |          |

|                                                                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Have you taken any measures so far, or do you know of any measures taken?                                                                                                         |  |
| <b>7. 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.</b> |  |
| Name                                                                                                                                                                              |  |
| Role and organization                                                                                                                                                             |  |
| Location and country                                                                                                                                                              |  |
| Contact details                                                                                                                                                                   |  |
| General description of the behavior                                                                                                                                               |  |
| <b>8. Who else knows about the incident?</b>                                                                                                                                      |  |
| Have you reported this to anyone else, or are you aware of other people or agencies that know about the incident? If yes, please provide their names and contact details.         |  |
| <b>9. Needs of the child</b>                                                                                                                                                      |  |
| Have you spoken with the child about its wishes? What would the child like to happen next?                                                                                        |  |
| What services (such as medical support) does the child need? According to your knowledge, who should provide these?                                                               |  |
| At this moment, are there any specific worries about the child's safety if additional people would be contacted, such as parents, guardians or anyone else?                       |  |
| <b>10. Follow-up (to be filled out by Kentalis International Foundation staff)</b>                                                                                                |  |
| What actions need to be taken? Specify by who and when.                                                                                                                           |  |
| Record of follow-up                                                                                                                                                               |  |
| Consequences and results after this report                                                                                                                                        |  |
| Case closed per                                                                                                                                                                   |  |
| Record made by                                                                                                                                                                    |  |
| Signature                                                                                                                                                                         |  |