



# **Child Safeguarding and Protection Policy**

**Protection from Child Abuse, Exploitation and Sexual Harassment**

Last updated: December 2024

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# 1. Policy Statement

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Organizations that have set themselves the goal of the safety and dignity of the most vulnerable children and youth in difficult circumstances have a special responsibility to live up to their own standards. SONNE-International has committed itself and all its partner organizations to create an environment in which abuse of entrusted power is effectively prevented and further to take appropriate actions to protect our beneficiaries, especially children, against any form of (sexual) violence, abuse or exploitation.

To fulfill these obligations, SONNE-International is determined to compel itself and all its partner organizations to the following child safeguarding and protection policy. Thereby prevention plays an essential part. On this, a lively culture of mindfulness and respectful interaction with one another are the basis of effective prevention. At the same time, effective complaint and whistleblowing mechanisms are made use of so that cases can be identified, investigated and appropriate action can be taken. Those affected must be supported and misbehavior is to be sanctioned.

SONNE-International supports marginalised children and provides them with free access to quality educational facilities, medical care and individual support measures for the holistic, needs-orientated promotion of communities. Our vision is: Education against poverty. At SONNE-International we believe that all people, especially children, have a right to live a life in dignity and free from any forms of abuse, exploitation or harassment. We recognize that due to imbalanced hierarchy structures beneficiaries, especially children and other vulnerable groups, are at an increased risk to experience any form of abuse or violence. We expect all employees, trainers, volunteers and partners to be aware of that imbalance and that they will not exploit their position or cause harm to anyone within SONNE-Internationals programmes.

This Policy outlines the **key principles and implementation strategies to ensure a safe environment for vulnerable beneficiaries**. Safeguarding is the organization's responsibility to ensure that staff, programs, and projects do not harm children and vulnerable adults or expose them to risks of harm and abuse. The child safeguarding and protection policy extends to all personnel within SONNE-International and its partner organizations.

The aim of this document is to clarify SONNE-International's **commitment to safeguarding individuals—particularly children and vulnerable adults—against any potential harm** resulting from interactions with the organization. This includes harm arising from the actions of SONNE-International staff, representatives, and partners, as well as from the planning and execution of programs and initiatives.

The following policy sets out our key principles and implementation strategy to ensure that SONNE-International as well as all its partner organizations commitment to create a safe and protected environment for most vulnerable beneficiaries. Safeguarding stands for the responsibility of our organization to ensure that our staff, programmes and projects do not harm children and other vulnerable people nor exposes people to the risk of harm and abuse. Furthermore, our child safeguarding and protection policy is extended to people within SONNE-Internationals employees as well as staff from our cooperation partners.

The aim of this document is to clarify SONNE-International's policy on how to safeguard individuals, particularly children, vulnerable adults and all those receiving assistance, from any potential harm that may result from their interaction with SONNE-International. This encompasses harm from:

- Actions of SONNE-International's staff, representatives and partners
- Planning and execution of SONNE-International's programs and initiatives

## 1.1 Vision and Mission

With being part of the SONNE-International team and anyone involved in this process (see section of obligated parties Chapter 4), we hold the belief that every individual we encounter, regardless of their age, gender identity, disability, belief, sexual orientation, ethnic origin or any other characteristic or status, is entitled to protection from all types of harm, abuse, neglect, and exploitation.

SONNE-International is determined to compel itself and all its partner organizations to the following child safeguarding and protection policy. Thereby prevention plays an essential part. On this, a lively culture of mindfulness and respectful interaction with one another are the basis of effective prevention. At the same time, effective complaint and whistleblowing mechanisms are made use of so that cases can be identified and investigated. Those affected must be supported and misbehavior is to be sanctioned.

To uphold this principle, SONNE-International implements a strict zero-tolerance policy and adheres to the areas and guidelines of the Convention of the Right of the Child and the UN Declaration (see chapter 8).

## 2. Areas of Safeguarding

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We believe that the necessary protection of children can only work if adults are also safeguarded. These measures need to be implemented in all areas of work and no matter in what country and through whom in the processes.

SONNE-International is dedicated to several general areas of protection:

- Securing a workplace for its staff that is free from discrimination
- Securing a workplace that prevents any form of harassment, including bullying and sexual harassment
- 

SONNE-International has the following responsibilities:

- providing a safe environment in all its work
- ensuring partners' responsibility to meet the required standards
- taking occurred incidents seriously, with respect and confidentiality
- providing an effective complaints mechanism
- investigating immediately
- securing an anonymous procedure, if desired

## 3. Means of Safeguarding

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SONNE-International makes sure to follow the 6 Principles of Safeguarding: Accountability, Empowerment, Partnership, Prevention, Proportionality and Protection.

Accountability: Transparency in reporting potential abuse or maltreatment and maintaining up-to-date safeguarding training is essential for safeguarding vulnerable individuals and children and avoiding serious consequences.

Empowerment:	Empowering and supporting individuals and children who have experienced abuse or neglect is crucial, ensuring they have control over their situation and making their own decisions without feeling pressured to disclose information.
Partnership:	Understanding of multi-agency collaboration, as it enables effective reporting of safeguarding concerns by fostering partnerships with the local authority and relevant community services, all while maintaining strict confidentiality protocols to ensure sensitive information is shared with the appropriate individuals.
Prevention:	Having a comprehensive understanding of the signs and indicators of abuse and neglect through verifiable safeguarding training enables timely intervention and reporting to protect the wellbeing of vulnerable individuals and children.
Proportionality:	When encountering a safeguarding incident, reporting should be tailored to the level of risk involved while documenting details of suspicious incidents for future reference when there are no imminent threats.
Protection:	Being an ally to individuals who have experienced or may be at risk of abuse or neglect is crucial for their protection, as safeguarding is a shared responsibility to ensure the well-being of everyone in various settings.

Children have equal rights to protection from physical, sexual, emotional abuse as well as neglect and disguised compliance. Therefore SONNE-International makes sure that an appropriate usage of photos of children is included. For the realization of the latter SONNE-International has developed a Photo Policy, which must be signed by parents, responsible persons and staff (see Appendix).

## 4. Obligated Parties

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SONNE-International includes different staff, representatives, and partner organizations.

Everyone who is working with SONNE-International will be committed to the content of this Policy. Representatives are defined as trustees, employees, whether permanent or temporary, consultants, contractors, programmed visitors (such as journalists), donors and volunteers, who work directly or indirectly with the organization. Each individual and entity will be held accountable for good practice while working either 'directly' or 'indirectly' with children.

## 5. SONNE-International: People

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### 5.1 Safeguarding Coordinator

The management ensures that this policy is fully implemented by promoting its integration across various areas of responsibility and providing the necessary human and other resources for its execution. The Safeguarding Coordinator will be nominated by the managers of SONNE-International and seconded by the heads of the country offices. The selection of the person will be renewed and reconsidered on an annual basis and requires a holistic understanding of the sensitive issue. The Safeguarding Coordinator will initiate the necessary steps to investigate or manage the situation/issue in a sensitive manner. If required, the person will also guide and support the local teams for reporting the case to the appropriate authorities, which may include donors and regulatory bodies. Confidentiality will be maintained as per the wishes of the victim(s) in all instances.

## **Safeguarding Coordinator & Person of Trust:**

Sabine Ebner, sabine.ebner@sonne-international.org, +43 664 3012099

### **5.2 Responsibilities: Staff**

- Before commencing work, all personnel are required to read and sign a form to uphold SONNE-International's safeguarding policy and code of conduct
- Every staff member has access to, is well-versed in, and comprehends their obligations within this policy. They understand that it is their responsibility to notify a manager, someone from the safeguarding board, or use the complaint mechanism (see Chapter 6) about any incidents
- All employees, volunteers, partners, and representatives must sign the policy, including the code of conduct. Mandatory compliance is found in every contract.

### **5.3 Responsibilities: Partners**

- Project partners will be given the information on safeguarding and SONNE-International's protection approach, as appropriate in this policy
- This agreement also requires that the partner organization pledges to ensure that all employees comprehend and comply SONNE-Internationals' policy, especially with the Scope explained in Chapter 7.
- Any partner organizations directly delivering services to beneficiaries must complete a safeguarding agreement, which guarantees adherence to SONNE-Internationals' Safeguarding Policy
- SONNE-International assists partners in creating and modifying their own safeguarding approach, if necessary due to local circumstances, if it adheres to the general principles in substance

### **5.4 Responsibilities: Representatives**

- All representatives will have to sign the policy and its included Code of Conduct of SONNE-International
- Special Expectations, due to context and/or work, regarding safeguarding will be explained in a briefing prior to any visit or work.

## **6. Reporting and Complaints Mechanism**

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SONNE-International will take measures to make sure that both its staff and the communities it serves have access to a secure, suitable, and easily accessible method for reporting any concerns related to safeguarding.

SONNE-International will safeguard all employees who report complaints that are submitted, received, or requested through its Complaints Mechanism. Please refer to the attached document in Chapter 7 outlining the procedure for reporting safeguarding concerns.

External requests and complaints can be reported through the same mechanism.

For raising a complaint, there is the option to use the safeguarding e-mail address or telephone number of the responsible person mentioned above (under 5.1)

## 6.1 Reaction

Safeguarding reports and complaints will be processed following SONNE-International's policy, procedures, and legal obligations. In the event of any policy violation, SONNE-International will impose suitable disciplinary measures on its staff.

For serious safeguarding issues, SONNE-International will comply with mandatory reporting requirements to donors and/or statutory bodies and foundations. The report includes recommendations and insights that aid cross-organizational learning, with the goal of preventing similar incidents from recurring and overcoming any reluctance to report misconduct. The information in the internal report is anonymized.

## 6.2 Accountability

Safeguarding is a joint responsibility of both the organization and its individuals. SONNE-International's boards have the ultimate responsibility for ensuring that the safeguarding policy is efficiently enforced to prevent harm to children, young people, or adults at risk who are involved with or supported by the organization.

This includes safeguarding them from any potential harm resulting from interactions with SONNE-International's staff or operations.

To encourage accountability, SONNE-International has implemented the following measures:

- Implementation of safeguarding contacts
  - Ensuring that these safeguarding contacts are well familiar with the mechanism and the necessary steps
  - Ensuring that the safeguards are keeping the complaint confidential, if desired
- Ensuring that staff members who have designated safeguarding responsibilities are equipped with the appropriate skills and knowledge to carry out their duties effectively.
- Ensuring that the reports after incidents are being used as lessons learned and will be implemented in SONNE-International's works and procedures.

## 6.3 Confidentiality

SONNE-International implements strict confidentiality measures throughout the entire process of addressing safeguarding concerns. Any information regarding ongoing and future case management is only shared on a need-to-know basis and is always kept securely.

# 7. Scope

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- The policy applies to all related members, representatives, and staff (see obligated parties in Chapter 4)
- SONNE-International makes sure that everybody related to SONNE-International's activities is aware of this policy. All representatives must sign it and will be held accountable for the policy.
- The policy will be applied in all activities in the programs
- SONNE-International is responsible to ensure the implementation and the frequent review of its success
- The associate members of the operational countries shall implement their own strategies and mechanisms, but only if it achieves the objective and standards of this policy. The administrative body will be informed about changes and strategies.

## 7.1 Code of Conduct

To give guiding principles to anyone working for SONNE-International and being in direct or indirect contact with children and adults in the countries of operation, apply the APRR Principle. This principle applies not only during working hours, it shall also be applied after working hours.

- Awareness:** SONNE-International takes measures to ensure that all its staff, representatives, and third-party affiliates are aware of the strict standards of behavior and conduct expected of them to safeguard children from any form of abuse and exploitation, both in their personal and professional lives.
- Prevention:** SONNE-International aims to ensure that its staff and partners are aware of the risks of child abuse and exploitation and follow best practices to minimize these risks. This includes conducting relevant vetting and background checks on staff as part of the recruitment process to prevent potential risks of abuse or exploitation.
- Reporting:** The organization makes sure that all its staff and collaborators are aware of the appropriate measures to take when suspicions or concerns arise regarding allegations of child abuse or exploitation.
- Responding:** It is important to take prompt action to identify and address any reports of child abuse and exploitation, and to ensure the safety and well-being of the children involved.

## 7.2 General Conduct

1. Respect and promote human rights without discrimination based on social status, race, ethnicity, religion, gender, sexual orientation, belief, age, marital status, national origin, political affiliation, or disability.
2. Foster a safe environment that prevents abuse, including bullying, harassment, sexual harassment, sexual exploitation, abuse of power, and corruption, and promote adherence to the Code of Conduct.
3. Managers have a particular responsibility to develop and support systems that maintain this environment.
4. Aid should never be used to further a political or religious standpoint, and assistance must not be contingent on the adherence of recipients to specific political or religious views.
5. Never exploit the vulnerability of any group, particularly women and children, or allow individuals to be put in compromising situations.
6. Never engage in any act that could result in physical, sexual, or psychological harm to individuals, particularly women and children.
7. Any form of abuse or sexual exploitation of any group (men, women, and children) leads to termination of employment.
8. Never exchange money, employment, goods, or services for sex, including sexual favors. All forms of humiliating, degrading, or exploitative behavior are prohibited.
9. Sexual activity with children (under 18 years old) is strictly forbidden, and mistaken belief in a child's age is not a defense.

## 7.3 Conduct with Children

1. It is recommended to avoid being alone with a child whenever possible. If it becomes necessary to do so, ensure that others are within earshot or sight of your actions. This is particularly



important during home visits, when taking children to your home, or when transporting a child in a personal vehicle or taxi for medical or other care.

2. It is advised not to participate in bathing or toilet activities, except in the case of preschoolers or children who are unable to wash themselves. Even then, such activities should be carried out openly and only in the presence of another worker within hearing or seeing distance.
3. When educating children or creating awareness about our work, it is important to ensure that it takes place in an open environment where other adults are present or have access to the room.
4. It is important to avoid engaging in inappropriate physical contact with children, such as overly affectionate touching, suggestive behavior, rough physical play, or inappropriate tickling.
5. Avoid spending an excessive amount of time with any particular child or showing obvious favoritism towards certain children.
6. Physical punishment should not be used to discipline a child. In case of potential disciplinary issues, it is advisable to discuss them with a colleague or manager.
7. It is important to avoid involving children in domestic work. According to the ILO Minimum Age Convention (C138), the minimum age for any kind of work is never less than the age of completion of compulsory schooling, and in any case not less than 15 years (except for specific countries where it may be 14 years). National laws may allow children between the ages of 13 to 15 to engage in light work, provided it does not harm their health or development, does not interfere with their attendance at school, and allows sufficient time for rest, leisure, and completion of homework. Therefore, children can engage in domestic or personal work for staff or anyone else, as long as they still attend school and have adequate time for rest, leisure, and homework.
8. It is essential to adhere to national and international policies related to child rights (see chapter 6).
9. It is important to establish a welcoming and secure environment for children, treating them with dignity and respect.
10. Avoid using harsh, harmful, threatening, or insulting language when communicating with a child.
11. Ensure that your language is appropriate, easy to understand, and inclusive when in a setting where children are present.

## 8. Glossary of Terms

Term	Explanation
<b>Safeguarding</b>	Safeguarding refers to the set of measures and procedures in place to ensure that children are protected from harm, abuse, exploitation, and neglect. It involves creating a safe environment for children where their well-being and best interests are prioritized, and risks to their safety and welfare are identified and addressed. It includes policies and practices, trainings and awareness programs for staff and partners and the continuous monitoring and review of these measures.
<b>Child</b>	The Convention on the Rights of the Child (CRC) in Article 1 defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. Accordingly, all the countries SONNE International works have domesticated the CRC and define a child in that manner.
<b>Child Protection</b>	A broad term to describe 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 SONNE-International

	<p>and all its individuals associated with the organization - towards children in their care. 'Child protection' is a term used by many organizations for the work and programs they undertake in the community or broader social environment. This may lead to confusion when discussing child protection responsibilities and issues involved in managing an organization. This policy is about institutional child protection and building a 'child-safe organization.'</p>
<b>Victim</b>	<p>A person who, individually or collectively, has suffered harm, including physical or mental injury, emotional suffering, economic loss or substantial impairment of his/her fundamental rights.</p>
<b>Child Labor</b>	<p>Child labor refers to work that deprives children of their childhood, potential, and dignity, and that is harmful to their physical and mental development. It includes work that is mentally, physically, socially, or morally dangerous and interferes with their education, such as depriving them of the opportunity to attend school, obliging them to leave school prematurely, or requiring them to combine school attendance with excessively long and heavy work.</p> <p>However, if a young person under 18 is part of an apprenticeship scheme within the statutory law of the country and does not meet any of the above criteria, it would not be considered as child labor by SONNE-International. Nevertheless, any partner, supplier, contractor, or sub-contractor must inform SONNE-International of the name of any apprentice who will be directly involved with SONNE-International's work.</p> <p>Child labor can also be a form of child slavery, which involves transferring a young person (under 18) to another person for exploitation. SONNE-International considers it unacceptable for any of its staff or representatives to engage anyone under 18 to work as domestic help in their place of work or at home.</p>
<b>Exploitation</b>	<p>Child exploitation is a broad term that encompasses the mistreatment of children who are coerced, tricked, forced, or trafficked into exploitative situations. SONNE-International's definition of child exploitation includes modern slavery, trafficking of children, and the use of children in armed conflict.</p> <p>Child sexual exploitation is a form of sexual abuse that occurs when a person or group with an imbalanced power dynamic manipulates or coerces a child under the age of 18 into sexual activity in exchange for something the child needs or wants or for the perpetrator's financial or social gain. Even if the sexual activity appears to be consensual, the victim may still be considered to have been sexually exploited.</p> <p>Child sexual exploitation can take place without physical contact, through the use of technology. Child early and forced marriage is also considered a form of child sexual abuse and exploitation within the scope of SONNE-International's work.</p>
<b>Abuse</b>	<p>Encompasses all forms of maltreatment. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. Types of child abuse include Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Neglect.</p>
<b>Sexual Abuse</b>	<p>Sexual abuse involves any sexual activity involving a child, whether or not the child is aware of what is happening. These activities may include physical contact, such</p>

	<p>as assault by penetration (e.g. rape, oral sex) or non-penetrative acts like masturbation, kissing, rubbing, or touching outside of clothing. Non-contact activities may also be considered sexual abuse, including exposing children to sexual images, encouraging them to engage in sexually inappropriate behavior, watching sexual activities, grooming a child for abuse (including online grooming), or involving them in the production of sexual images. It should be noted that sexual abuse can be perpetrated by adult males, females, and even other children.</p>
<b>Bullying</b>	<p>Bullying is the repeated use of power or aggression to intentionally cause harm, distress, or fear to someone who has difficulty defending themselves, often occurring within a power imbalance between the bully and the victim.</p> <p>When working with children, bullying can take many forms, including (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group), cyberbullying, exclusion or social isolation, and coercion. It can occur in various settings, such as schools, communities, and households, and can have long-lasting negative effects on the mental, emotional, and physical well-being of children.</p> <p>It is important to prevent and address bullying and to ensure the safety and protection of all children. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.</p>
<b>Physical abuse</b>	<p>Physical abuse involves the intentional or unintentional use of physical force that puts a child at risk of, or causes actual injury. Examples of physical abuse include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or causing any other type of non-accidental physical harm to a child. Physical harm can also result from a parent or caregiver fabricating symptoms of illness or deliberately causing injury or disability in a child.</p>
<b>Vulnerability</b>	<p>Vulnerability refers to being at risk of harm or marginalization due to factors like poverty, inequality, or conflict. The goal is to reduce vulnerability by promoting inclusive development and addressing systemic issues.</p>
<b>Protection</b>	<p>Protection refers to measures aimed at preventing and responding to threats to the safety, dignity, and rights of individuals and communities. This includes interventions targeted at vulnerable groups to ensure their access to basic rights and services, and providing them with support to overcome challenges and rebuild their lives. Measures can take various forms and are integrated into broader development programs and strategies.</p>
<b>Emotional/ Psychological harm</b>	<p>Emotional abuse pertains to actions that harm a child's emotional, intellectual, mental, or psychological growth. Such abuse can occur as a single event or repeatedly. Humiliating or degrading conduct, including bad name-calling, threats, yelling, teasing, continuous criticism, belittling, persistent shaming, and others, is categorized as emotional abuse. Additionally, emotional abuse may involve neglecting to meet a child's emotional needs, as well as rejecting, ignoring, terrorizing, isolating, or confining the child. It may feature age- or developmentally inappropriate expectations being imposed on children. These may include</p>

	interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
<b>Neglect</b>	Neglect encompasses a range of actions or inactions that result in harm or risk of harm to a child. It involves failing to meet the basic needs of a child, such as providing adequate food, clothing, and shelter appropriate for the season. Neglect can also take the form of failing to prevent harm, ensuring adequate supervision, providing access to appropriate medical care, or maintaining a safe physical environment. For instance, it could involve administering medication without authorization, exposing children to violence, placing them in unsafe locations, releasing them to unauthorized adults, or failing to childproof a space occupied by children. Furthermore, neglect can also occur when SONNE-International staff, partners, contractors, suppliers, or sub-grantees fail to apply minimum requirements specified in mandatory procedures.
<b>Zero tolerance</b>	SONNE-International has established a culture where no form of abuse or mistreatment, such as sexual exploitation and abuse, harassment, intimidation, or bullying, is tolerated. This implies that all concerns raised are thoroughly addressed, and if required, swift action is taken, which includes conducting an investigation and implementing disciplinary measures. It also means that all staff members are held to the same standards and subjected to the same processes, irrespective of their position or reputation within the organization.
<b>‘Direct’ contact with children</b>	‘Direct contact’ refers to 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. This could involve project / site visits by SONNE’s international and/or local team and attending events at which children are also present.
<b>‘Indirect’ contact with children</b>	Indirect contact refers to for example 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. Although indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organization responsibility for child protection issues.

## 9. Important Sources

- UNCRC: United Nations, [Convention on the Rights of the Child](#)
- UNCRC-OP: United Nations, [Optional Protocols \(Sale of Children, child prostitution and child pornography\)](#)
- International Labour Organization: [International Labour Standard on Child Labour and Foced labour](#)
- United Nations, [UN Declaration](#)

## 10. Appendix: Forms

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### Incident Reporting Form

**Introduction: Please give as detailed information as possible.**

#### 1. Personal Information:

Name:	
Position:	
Organization:	
Address:	
Telephone Number:	
E-Mail Address:	

#### 2. Information about your concern:

Country of Incident	
Project Name	
Date or period of incident (please mention if this concern still risks or harms anyone):	

#### 3. Observations and actions:

Who is/ are the accused person(s)? What do you know about him/her/them?	
Please describe reports/interviews with the affected persons/children:	
Observations: What did you see, hear, know? Are there any injuries, emotional affections?	
Specific factors which are crucial for the incident: Gender, culture, disabilities	
Actions taken: Has anything already been done; by you or by others? (Parents, other staff)	
Actions NOT taken: Which actions should have been introduced but were ignored or failed? By whom?	
What relevant communication can be traced? Please explain and attach, if	

possible. (Accused person, police, other staff member, etc.)	
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**Statutory declaration**

I (name) do solemnly and sincerely declare that the information I have given is correct to the best of my knowledge and belief and has occurred as it did.

\_\_\_\_\_  
Date and Signature

# Child Safeguarding Acknowledgment

I acknowledge that I have been provided with and have reviewed the “SONNE-International Child Safeguarding and Protection Policy” with the effective date of\_\_\_\_\_.

I agree to comply with all aspects of the policy and its procedures, and I understand that my ongoing compliance with it is a condition required for my participation in any visits to any project sites (all project countries and Austria) or any other SONNE-International related activities.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

# Photo/Video Consent Form

This form must be completed by individual(s) (or their parents/care givers if individual is less than 18 years old) who appear in any photographs or videos taken by or on behalf of SONNE-International.

If a subject is unable to read the consent form, it must be explained to them by a trusted party, including in their language if relevant.

This form must be scanned and archived prior to any photos and videos being used by SONNE-International.

SONNE-International is an International NGO that works to ensure that marginalized children can live a life of dignity. Therefore, we support in several countries access to modern educational facilities. Medical care must also not be an unaffordable luxury for anyone.

In addition to education and health, however, we also consider individual support measures to be important for the holistic, needs-oriented advancement of communities. These are the cornerstones for a dignified life and therefore essential for the work of SONNE-International.

### **Subject(s) captured in photograph(s)/ video(s)**

I agree to allow the SONNE-International to take photographs/make videos of me/my organization and grant permission for these to be used and published by SONNE-International and its project partners in press articles, websites, social media, and other publications, exclusively for non-commercial purposes.

By signing this form, I confirm that SONNE-International have informed me of the purpose of the photos and/or video being captured, any risks involved, and my rights in relation to my data. In case of concerns, feedback, or complaints to SONNE-International, I can write to office@sonne-international.org or call +43 1 79 85 183.

Name	
Contact e-mail/phone	

\_\_\_\_\_  
Signature and Date



**Permission of parent/guardian if person photographed/filmed is less than 18 years of age**

I agree to allow SONNE-International to photograph/film the child(ren) in my charge and grant permission for these to be used by the NGO Forum and its project partners in press articles, websites, social media, and other publications, exclusively for non-commercial purposes. By signing this form, I confirm that SONNE-International have informed me of mine and my children's rights and SONNE-International's obligations as outlined above.

Name of Parent or care giver	
Name of child(ren)	
Contact e-mail/phone	

\_\_\_\_\_  
Signature and Date