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INTRODUCTION

Widhya Asih Bali Foundation is a non-profit organization established by a Christian Protestant Church (GKPB) in Bali on 31 December 1975. The foundation was originally named Widhya Asih Foundation, which then in accordance with its vision "To be the leading social service agency working to reduce poverty among the community in Bali"; in 2014 Widhya Asih Foundation was renamed Widhya Asih Bali Foundation by virtue of a notarized deed made before Notary I Gusti Ayu Made Susianingsih, SH., M.KM No. 13 dated 27 August 2014, and has been registered in the Ministry of Justice and Human Rights No. AHU-05097.50 .10.2014 dated 28 August 2014.

The mission of Widhya Asih Bali Foundation is "Helping impoverished people so they can help themselves to break their cycle of poverty by providing safe and hygienic living space, nutritious food, formal education, physical and spiritual health, and life-skills training." To achieve the mission, Widhya Asih provides funding and other supporting facilities to ensure a better life for children living under the poverty line, those abandoned and experience social problems, especially to help them in getting an education and completing their study, through services in seven Social Welfare Institutions for Children.

As an organization working for children, Widhya Asih Bali Foundation realizes that the children involved and play active role in Widhya Asih are vulnerable to being victim of abuse, neglect and exploitation. Widhya Asih also realizes that every party, from any background, including social workers and volunteers actively involved and work with children, has the potential of becoming perpetrators of abuse, neglect or exploitation. Therefore, Widhya Asih is committed to promote and respect the dignity and human rights and uphold the child protection principles to ensure and protect children and their rights to live, grow, develop and participate optimally in accordance with the human dignity, and to be protected from abuse and discrimination (Act No. 23 of 2002).

Widhya Asih believes that the welfare of children in Widhya Asih is the top priority and it is the responsibility of everyone in Widhya Asih to ensure that they are protected. In the effort to raise awareness and develop child protection standards, Widhya Asih takes the initiative to make a written policy that explains and affirms Widhya Asih's commitment to protect children from all kind of violence, neglect, abuse, or any behavior that is not in accordance with the humanity principles by creating a safe environment for children and to minimize the risk of abuse, neglect, or exploitation against children within the scope of Widhya Asih.

PURPOSE OF HAVING CHILD PROTECTION POLICY

Child Protection Policy and Procedure refers to the policy made by and for Widhya Asih with the following purposes:

1. Increasing the Child Protection awareness and sensitivity of all staff and those parties collaborating with Widhya Asih.
2. Protecting all of Widhya Asih's program beneficiaries, especially children, from any action that are harassment, exploitation, abuse and neglect.
3. Providing clear and practicable guideline that outlines the standards of conduct Widhya Asih expects from any or all individual involved with children in Widhya Asih, in order to prevent child abuse, neglect, or exploitation anywhere in any activity.
4. A guideline in identifying and responding if any violation to the protection and the rights of the child occurs while conducting an activity.

WIDHYA ASIH'S BASIC VALUES

Six (6) Widhya Asih's Basic Values

1. Integrity – Consistency between behaviors, actions and words of each staff.
2. Respect – Every staff has the same important role and encourage to have an attitude of respecting the rights of children.
3. Transparancy – Open the access to clear and true information (rules, plan, process and action)
4. Trust – Every staff shall trust each other when it comes to skills, honesty and reliability in performing tasks based on good communication and common goals.
5. Accountability – Each staff is responsible for any circumstances of the tasks performed to the Government, donors and other stakeholders on the child's best interests.
6. Innovation – Perform various innovations/breakthroughs to achieve the vision.

BASIC PRINCIPLES

Four (4) basic principles of Child Protection Policy are as follows:

1. The child's best interests is the top priority
The child's best interests either individually or collectively is our top priority, in the programs and services performed, also in every interaction with children by all parties involved.
2. Each child shall have his/her rights of non-discrimination guaranteed
All programs and services are designed and implemented without discrimination in terms of age, gender, race, religion, culture, and disability.
3. The rights of the child to develop and survive are equally important rights
All programs and services are performed with attention and support to the child's optimal survival dan development, especially the child's physical, mental, emotional, cognitive, and sociocultural development.
4. The child's viewpoint shall be heard and respected
The child's opinion, either individually and collectively, will be heard, respected, and taken into account in every decision making process, especially one that may significantly affect the child's life.

DEFINITION AND TERMINOLOGY

Child: is anyone who is under the age of 18 (eighteen) years, including those who are still in the womb (According to Law No. 23 of 2002 on Child Protection).

Children's Rights: the human rights and freedom of children, which is specifically outlined in the 1989 UN Convention on the Rights of the Child.

WA Staff: a person who is appointed and employed in accordance with his/her duties, responsibilities, and position in Widhya Asih (WA).

Volunteer: a person who voluntarily participate in Widhya Asih's activities and programs and fit the established criteria.

Child abuse: all kinds of action carried out by an individual or group of people that could potentially harm the child. Child abuse includes: physical abuse, emotional abuse, sexual abuse, verbal abuse, as well as neglect and exploitation against children under one's supervision and care.

Child protection: all efforts and measures to protect the rights and freedoms of children so that they can live, grow, develop and participate optimally in accordance with the human dignity and are protected from abuse and neglect.

Physical abuse: the following actions (but not limited to), pushing, hitting, punching, kicking, burning, pinching that results in physical trauma or injury to the child, with the intention to harm, hurt, injure or cause burden on the child's condition, directly or indirectly (stand in the sun, punishment).

Emotional abuse: refers to any verbal and non-verbal actions against children that lead to the child feels isolated, hurt, humiliated, frightened, or abused and degrade the child's pride, dignity and self-esteem, which can lead to anxiety, suffering, depression, and psychiatric disorders, thus hinder the child's cognitive, emotional, psychological or social development (bullying, forcing, ignoring their opinion, etc.).

Sexual abuse: the involvement of a child in sexual activity that he or she does not fully comprehend, which can occur with or without touching (that is, but not limited to: indecent behavior of adults or caregivers against children, showing pornography or sexual activity to children), by force, threat or manipulation, including any actions that exploit children for profit - including (but not limited to), persuading children to prostitution, pornographic photos or films.

Verbal abuse: refers to the utterance to a child or group of children that are insulting and demeaning in nature, or bother or intimidate them, including in other languages that could make the child feels embarrassed or afraid, or eliminate the motivation, confidence or creativity of the child, and including speaking harshly (yelled) and say bad words in verbal intonation.

Child neglect: any actions that fail to meet the needs of the child, such as care, attention, security and supervision, as well as the failure to fulfill the basic needs of the child, either physically, socially, and emotionally, including, but not limited to, expelling or isolating the child.

Child exploitation: abuse in the form of misuse of authority against a child and a group of children, to take benefit, both financially and socially against a child and a group of children.

Child protection staff : someone who is given an authority and trusted by the organization to accept, follow up or record a report on abuse against a child or a group of children.

Evaluation: activity to obtain an overview regarding the process and outcome of the services performed and provided to children, such as appreciating the achievement of the nurture plan's goals.

SCOPE OF POLICY

This Child Protection Policy shall be implemented by all people who work in Widhya Asih Foundation, the foundation's collaborating partners, and the assisted communities receiving services from the foundation, namely:

1. Board of Widhya Asih Foundation
2. All staff working in Widhya Asih Bali Foundation
3. Volunteers
4. Teachers/skill trainers
5. Visitors/guests, journalist and donors
6. Family of the child living in Widhya Asih facilities or those who in family-based care
7. Researchers
8. Alumny and adults living in the neighborhood of Widhya Asih Children's Homes
9. Consultants
10. Organization Partners
11. Company Partners
12. Congregations of Protestant Christian Church In Bali (GKPB)

IMPLEMENTING STRATEGY

Child Protection Policy and Code of Ethics shall be implemented through:

1. Child Development Workshop: Human Resource Department of Widhya Asih Bali Foundation will raise awarness on child development issues among staffs, volunteers, teachers, etc., through deseminatoin of policy, mutual agreement, advocation as well as the ongoing education and training.
2. Widhya Asih's Code of Ethics for Child Protection: A number guidelines on the acceptable and unacceptable conducts while working with children. This document will be printed and publicly published to ensure the whole staffs, volunteers, teachers, partners and also children accept and understand its content.
3. Agreement: All parties who conduct an activity in Widhya Asih are required to sign a written statement stating an agreement to comply with Widhya Asih's child protection policy and code of ethics.
4. All indications, reports, and follow up of a case shall be recorded by the Child Protection Officer: Any report on child abuse allegation or suspicion shall be handled professionally, immediately, and treated with utmost confidentiality. Any staff who is allegedly, even convicted of committing a violation is subject to disciplinary sanction.
5. Risk Management: Effective strategy to prevent the occurance of child abuse will be the core of attention in all programs, activities, facility developments and emergency response in Widhya Asih.
6. Child Protection Guideline: Detailed guideline will be made available to assist the implementation of activities, and also to meet the standards of child protection policy.

STAFF AND VOLUNTEER RECRUITMENT

STAFF RECRUITMENT PROCEDURE / MECHANISM

1.1.1 Job Vacancy Announcement

Recruitment shall be done openly and in writing with focus on Widhya Asih's commitment to child protection in placing job vacancy ads.

1.1.2 Staff Application Process

- Applicants are required to include a letter of good conduct issued by the police or a recommendation from a trusted person stating the candidate doesn't have any criminal record, violence history, or any behaviors contradicting to child protection.
- Psychological Test against staff candidate, to know his/her psychological condition.
- Tracing the staff candidate's track record by contacting at least 2 (two) persons from his/her previous history.
- Analyzing the content of the staff candidate's personal account in social media.
- Direct interview, to know first-hand the staff candidate's work motivation and information from his/her background. Besides, in this process Widhya Asih informs its commitment to child protection policy, if the candidate join the foundation as volunteer.

1.1.3 Accepting New Staff

The new staff understands the content of Child Protection Policy and Procedure, also sign the employment contract and the applicable code of ethics in Widhya Asih.

1.1.4 Staff Mentoring

- Requiring all staff to participate in a workshop on child protection and mentoring, child development phases, including how to become an effective parent (or adult).
- The way of giving positive discipline, preventing and responding child abuse.

VOLUNTEER RECRUITMENT PROCEDURE / MECHANISM

1.1.5 Volunteer Opportunity Announcement

Recruitment shall be done openly and in writing with focus on Widhya Asih's commitment to child protection in placing volunteer opportunity ads.

1.1.6 Volunteer Application Process

- Volunteer candidates are required to include a letter of good conduct stating the candidate doesn't have any criminal record, violence history, or any behaviors contradicting to child protection.
- Tracing the volunteer candidate's track record by contacting at least 2 (two) persons from his/her previous history.
- Analyzing the content of the volunteer candidate's personal account in social media.
- Online interview, to know the volunteer candidate's work motivation and information from his/her background Besides, in this process Widhya Asih

informs its commitment to child protection policy, if the candidate join the foundation as volunteer.

1.1.7 Accepting Volunteer

- Conducting orientation for volunteers, in which they are given the understanding of Widhya Asih's vision and mission, dissemination information on the rights of the child, and child protection commitment.
- Volunteer understands the content of Child Protection Policy and Procedure, and agrees to sign it and the applicable code of ethics in Widhya Asih.

PREVENTION, REPORTING MECHANISM, CASE HANDLING PROCEDURE

Widhya Asih understands that child abuse, neglect, and exploitation, are *veryintolerable* regardless the reason whatsoever.

The first stage is by ensuring the rights and freedom of the child are upheld and protected to prevent any violation to their rights.

PREVENTION

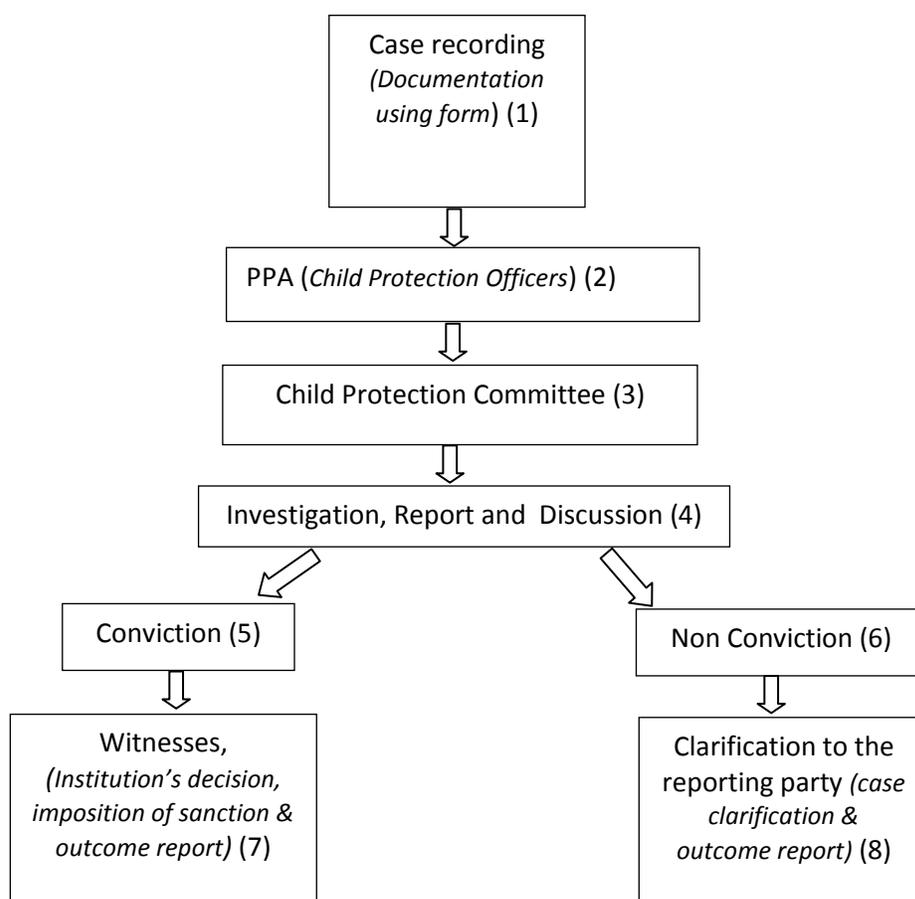
Preventing measures are implemented by:

1. Poviding children with education on the rights of the child and child protection, by upholding 3R principles(*Right, Respect, Responsibility*);
Note: 3R (Children are enabled to be responsible for their own development and protection. They are encouraged to participate in all respects that may affect their lives and engage in various discussions on their rights. Every child is given a chance to develop themselves according to their needs and potentials).
2. Building an open environment to allow children to communicate their needs and problem encountered.
3. Ensuring that the information on Child Protection Policy (CPP) is made available and accessible for all parties involved in Widhya Asih's activities and programs.
4. Ensuring full confidentiality on the use of the child's background information, special record, documentation and photographs which are personal in nature and intended to protect the child, by not allowing it to be released to the media without prior consent of the institution's responsible coordinator. Furthermore, the child's published photograph should not list detailed information about the child.

REPORTING MECHANISM

1. Widhya Asih creates an open culture which provides opportunity and convenience for everyone to talk about the situation of child abuse and exploitation.
2. Widhya Asih establishes a recording (case data) and reporting mechanism of child abuse and exploitation cases.
3. In certain situation where the child victim requires special care, treatment and protection beyond the capacity of Widhya Asih, then Widhya Asih will refer to and cooperate with hospital, Legal Aid Institute, Counseling Institute, Government, Police, the Witnesses and Victims Protection Agency (LPSK) and other civil society organizations that can provide services the child needs.
4. Widhya Asih considers that all reports on the concern, abuse and exploitation of children is a very serious matter and reaquires immediate action.

"CASE HANDLING PROCEDURE" CHART



DISCIPLINARY SANCTION

Imposing severe disciplinary sanction to all parties whose actions have been proven as abusing or degrading the dignity of a child or group of children, without any exemption.

Sanctions are in the form of:

1. Administrative sanctions against those found guilty in the form of written and verbal warning.
2. Sanctions in the form of suspension of his/her duties (scorsing) shall be imposed on Widhya Asih's internal party (Widhya Asih's organs of foundation, employees, volunteers) proved to be involved in the violations of the rights of the child.
3. If Widhya Asih's internal party (Widhya Asih's organs of foundation, employees, volunteers) is CONVICTED of committing abuse, disciplinary sanction shall be imposed such as dismissal, a ban on child contact and legal measures, if necessary.

EXTERNAL VISITOR ACCESS

1. Visitors are required to understand and adhere to the rules and Child Protection Policies and Procedures.
2. Provide a prior written/verbal notice before visiting.

3. Visitors should explain the identity, organization, purpose of visit and length of visits.
4. Every visitors must be accompanied by Widhya Asih's staff in accordance with the purpose of visit.
5. Visitors are not allowed to take the foster child out of Widhya Asih premise or sleep over without the presence of Widhya Asih's staff.
6. If visitor intends to visit the foster child on family basis, then Widhya Asih needs to make the following arrangements:
 - a. Informing the forster child's family on the visit plan either verbally or in writting.
 - b. Asking if the foster child's family is willing to accept the visit plan either verbally or in writting.
 - c. Preparing a conducive meeting place for the child.
7. Widhya Asih shall conduct an examination of the files, correspondence, drawings, as well as goods from visitors that will be accessed by the child.
8. Visitors are not allowed to provide a contact number and promise something material or otherwise to the child.
9. Communication between visitor and the child and community should be done in an understandable language (or with assistance of an interpreter from the staff or volunteers, if necessary).
10. Each visitor is required to fill out and sign the visitor/guest book.
11. Individual who comes in contact with the child they support/help should always follow the guidelines set by Widhya Asih, where the child is sheltered. (e.g. : correspondence should be sent through Widhya Asih)

PHOTO POLICY (CHILD PHOTO)

The purpose of this policy is to protect the privacy and reputation of Widhya Asih's children from commercial sexual exploitation, discrimination, and to prevent other dangers or crimes against children due to the publication of their images.

1. Taking photos/images of the child shall only be done to appreciate their dignity and honor, and not to expose them as victims, vulnerable or other particular conditions. Please take only pictures that show the child's positive aspects in terms of both outfit and expression.
2. Please make sure that the child photos or images being taken cannot be interpreted as a sexual photo or abuse situation that make the child feels depressed, the publications should otherwise illustrate the joy instead of suffering.
3. Photo/image will hold the child harmless and should not directly reveal the child's personal details that can connotatively be interpreted as child pornography, abuse, exploitation and discrimination.
4. The images generated from recording Widhya Asih's activities can only be used with prior consent/permission of Widhya Asih.
5. Asking for permission and approval shall be done by providing Widhya Asih's children, parents, and staff with a verbal/writting explanation on the intention to capture the photos/images.
6. The place and time of taking photos/images shall be accessable for parents/staff of Widhya Asih.

7. Any photos/images that can easily be recognized by the public as showing the child as victim of sexual abuse or exploitation is not allowed to be published regardless the consent of the child and parents.
8. Ensuring that the use of photo/images is consistent with the vision and mission of Widhya Asih Foundation i.e. for the empowerment, welfare and safety of children.
9. Journalist, media reporter, photographer, film maker, visitor, marketing and other media workers intending to take photos/images are required to comply with and subject to Widhya Asih's policy.

POLICY REVIEW

Child Protection Policy (CPP) shall be reviewed every two years to determine and identify the changes needed after adjusting to the existing developments (evaluation, addition, subtraction, or replacement) by engaging all parties: Boards of Widhya Asih Foundation, all employees, consultants and children.

Widhya Asih will be responsible for conducting evaluations on a pre-determined schedule and other improvements, if necessary.

CODE OF ETHICS

1.2 As an adult who interacts with children, **I WOULD:**

- Appreciate and respect the rights, dignity and freedom of the child as an individual or group of children.
- Play an active role in creating a welcoming and comfortable environment for children
- Be responsible and make sure the child is under supervision inside and outside the institution (LKSA).
- Lead by example in terms of non violence behaviour, soft spoken manners, modest appearance and respect for others, both to children and to adults.
- Respect and listen to children's opinion, to support children's freedom of expression and encourage open communication.
- Assist the children in making decisions based on their interests, provide feedback on the impact of the decisions made.
- Treat the children as active participants who took part in all the activities.
- Act bravely and decisively against violations to child protection.
- Appreciate any kind of participation of the child and express such appreciation to the child.

1.3 As an adult who interacts with children, **I WOULD NOT:**

- Use inappropriate language, judge, degrade, embarrass, discriminate children and co-workers.
- Perform any abusive actions which can cause physical injury (hitting, scratching, kicking, biting, burning, stabbing, drowning, pushing and grabbing, etc.)
- Perform any abusive actions which cause psychological distress to the child (disturbing, threatening, taunting or talking harshly, labeling etc.).

- Have a special relationship with a child or group of children with the purpose of exploiting the child for personal interest and sexuality.
- Smoke, drink alcohol, use drugs, or commit any action that could lead to a crime.
- Hold, kiss, hug, and touch sensitive parts (genital) of the child as well as show pornography / sadism to a child or group of children.
- Stand, allow, or let a child to be in closed room without staff supervision.
- Allow or put the child in a dangerous situation.
- Personally give a present to the child with any purpose in contrary with child protection.
- Discriminate children.

CLOSING

Ultimately, this Child Protection Policy serves as a guideline for Widhya Asih to be able, sensitive and aware of any individual's behaviors against children, especially children being cared in Widhya Asih, and those who come in direct contact with children in general, to be able to respond in case any violation to child protection occurs.

This Child Protection Policy is drafted in good faith, and Widhya Asih shall conduct serious evaluations if any improvement is required to the existing policy. May the blessing of God be upon us.

Mangupura, 1 January 2017

Board of Directors of Widhya Asih Bali Foundation

Rev. I Made Budiarsa, M.Si
Secretary

Rev. I Wayan Sudiartha, M.Th
Chairperson

Acknowledged by
Board of Governing of Widhya Asih Bali Foundation

Bishop. I Nengah Suama, M.Th
Chairperson



WIDHYA ASIH BALI FOUNDATION

Widhya Asih _____

2016

On this day ____, __ December 2016, at 10.00 Central Indonesian Time, I:

-----: (EXAMINER FULL NAME) :-----

As Child Protection Officer in Widhya Asih, a Social Welfare Institution for Children (LKSA) _____, conduct an examination against a child named:

-----: (REPORTING PARTY'S FULL NAME) :-----

With the following information:

_____(who?,where?,when?etc.)_____

Follow up:

Findings:

Decision :

This record is made truthfully in good faith as a documentation under the power of the oath, then closed and signed in Widhya Asih, a Social Welfare Institution for Children _____, on the day and date above mentioned.

(Child Protection Officer's full name)

(Reporting Party's full name)

Acknowledged by

(Head of Social Welfare Institution for Children/LKSA)