



CHILDREN AND YOUNG PEOPLE PROTECTION POLICY



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Introduction

This Children and Young People Protection Policy (CYPPP) presents actions and positions taken by YMCA Liberia as an authoritative collective entity to prevent abuses and exploitations, and safeguard the wellbeing of children, students and young people affiliated with the institution. The policy provides appropriate standards and procedures to ¹volunteers, ²staff and ³board members on acceptable behavior of engagement with children, students and youth in every activity and at all times. The standards and procedures also apply to ⁴consultant and ⁵contractor working with the YMCA Liberia.

The policy is in conformity with national, international legal instruments and YMCA Liberia policy framework on the treatment for children and youth. These legal instruments include the Constitution of Liberia (1986), Children's Law of Liberia (2011), Education Law (2011), National Youth Policy Plan of Action (2011), National Gender Policy (2009), African Charter on the Rights and Welfare of the Child, African Youth Charter, United Nations Convention on the Rights of Children (1989), United Nations Universal Declaration of Human Rights (1948). The YMCA Liberia policies are the Constitution, Strategic Plan (2013 – 2016), Human Resource Policy and Code of Conduct.

1. Children and Youth Protection in Liberia

The population of Liberia is ⁶3.4 million with an annual growth rate of 2.3%. ⁷Most of Liberia's populations are children and young people residing primarily in urban and peri-urban areas, and 42% are below 15 years of age, and 63% below 25 years. About 3 out of every 4 persons or over 75% are below 35 years of age. Several factors have reduced life expectancy, including poverty, poor prenatal care, lack of adequate health facilities and delivery systems, which is as low as 45 years.

1.1 Children Protection Context

⁸The people of Liberia recognized that children are the pillars, cornerstones and foundations for building a vibrant future, just, peaceful and prosperous country. Because of the importance of children to the socio-economic development of Liberia, childhood is a period that requires special care and attention as many children suffer as a result of abuse, neglect, exploitation, conflict and violence. The Government of Liberia has pledged its commitment and demonstrated its support for the survival, development, protection and participation of all children across all sectors of the country through the enactment into law of the Children's Law of Liberia. The principle of the Best interest of the child guides the interpretation of the law which states, *'In all decisions and actions that may affect the child, the best interest of the child shall be the paramount consideration'*; and defines a child as any person below the age of 18. The law serves to facilitate the respect, protection, promotion, and provision of the realization of child rights. The Ministry of Gender and Development has the statutory mandate to advise government on all matters regarding the wellbeing of children, and coordinates and monitor the child wellbeing, and the Ministry of Health and Social Welfare is responsible to address the effects of vulnerability associated with children. The Ministry of Justice has responsibility to address child justice issues, and the Ministry of Labor addresses issues related to child labor.

¹ Members, Caregivers, peer educators, coaches and mentors

² Management, Administration, Program Staff, School Administrators, Teachers, and Interns

³ National and Local Board Members

⁴ Consultant refers to an Individual or Organization

⁵ Contractor refers to an Individual or Organization

⁶ National Population and Housing Census Report 2008

⁷ National Youth Policy (NYP) 2011

⁸ Preamble, the Children's Law, 2011

⁹However, children in Liberia continue to be subjected to violence, exploitation and abuse including the worst forms of child labor in communities, schools and institutions; and harmful practices such as female genital mutilation and child marriage. Many more, not yet victims, also remain without adequate protection.

1.2 Youth Protection Context

¹⁰Youth in Liberia is defined as a male or female between the ages of 15 to 35 years of age. The implication is the country has a very youthful population which must be nurtured and developed to assume national leadership roles. There are diverse categories of Liberian youth and different situations, concerns and problems. The National Youth Policy of the Government of Liberia driven by the Ministry of Youth and Sports principle objectives are to mainstream youths in all national policies and programs and ensure they are youth driven, and develop policies and programs for youth development through education, skills training, mentoring and social services to reduce unemployment, delinquency, violence and social risks.

Liberian youth are faced with myriad of challenges including high illiteracy, unemployment and the lack of skills and job opportunities, etc. They are also vulnerable to drugs and alcohol abuse, sexual promiscuity, teenage pregnancy, sexually transmitted diseases including HIV/AIDS and violence.

1.3 Legal, Social and Medical Protection Structures

Liberia has existing national and international legal structures for the protection of children and youth in Liberia. The national legal structures are the 1986 Constitution of Liberia, Chapter 3 – Fundamental Rights (Article 11), Liberia Rape Law (2005); National Gender Policy (2009), Children’s Law of Liberia (2011), Education Law (2011), and National Youth Policy (2012 – 2017). Additional national legal structures include the National Referral Pathway particularly for reporting Sexual and Gender-Based Violence (SGBV) cases:

1. Liberian National Police (LNP)/ Women and Children Protection Section (WACPS) established at police stations and depots of the Ministry of Justice (MoJ).
2. Gender-Based Violence (GBV) Units established at Public Hospitals and Specialized GBV Centers.
3. Psychosocial Support and counsel through certified Social Workers.
4. Legal Prosecution through Criminal Court E and/or Juvenile Court.

International legal frameworks are the United Nations Universal Declaration of Human Rights (1948), United Nations Convention on the Rights of Children (1989), United Nations Convention on All the Eliminations of All Forms of Violence Against Women (1979), African Charter on the Rights and Welfare of the Child (1999), and African Youth Charter.

The Social Welfare and Medical Structures are the established department of Social Welfare at the Ministry of Health and Social Welfare and public and private medical centers and clinics with established GBV centers.

The legal and social obligations to report child abuse cases in Liberia involve the Community Welfare Committees (CWCs) established in communities, Child Protection Section and GBV Unit established at the Ministry of Gender and Development (MoGD). Hotlines established at the MoGD for reporting are GBV Unit Hotline: 0888641464; 077036829 and Sex Crime Unit Hotline: 0886270114.

⁹ United Nations Children Fund 2009

¹⁰ Op cit, NYP

The child protection and support structures are the Child Protection Networks and Community Welfare Committees (CWCs).

2. YMCA Liberia Profile

2.1 Profile

Founded in 1881, YMCA Liberia is an ecumenical movement comprising of individuals and institutions committed to utilizing the teachings of Jesus Christ as guidance in their endeavours to foster development among themselves and their communities, and empowering them for social transformation. YMCA Liberia operated as a youth and community development organization, and its primary program focus was on the development and training of young people through intellectual, physical and spiritual programs. Over the years YMCA Liberia was recognized for supporting sports and recreational activities, youth development through the National Older Boys Conference and ¹¹Hi-Y clubs in schools. As a result of these programs, hundreds of young people have been trained as leaders of state, church, academia, the business world, etc. and who are now serving in Liberia and other parts of the world.

YMCA Liberia transitioned its program interventions in the 1990s as a result of the Liberian civil conflict and supported project delivery targeting disadvantaged children, internally displaced persons and refugees through the provision of nutritional feeding, literacy, recreational and emergency assistance programs. The organization also supported the rehabilitation of former fighters and child-soldiers, among others. This period saw the organization being dynamic in its program response to meet the needs of local communities who were distressed by the conflict. As a result of these interventions, the YMCA Liberia's program profile grew, and outreached to many parts of the country was strengthened and national presence established through its national headquarters and 6 active branches. By the end of the Liberian civil conflict in 2003 and election of democratic government in 2006, YMCA Liberia strengthened its thematic delivery into youth leadership development and governance, livelihood, skills provision, sexual and reproductive health, education, peace building, youth empowerment training, computer literacy program and recreation including the Children Vacation Sports Program and Saturday Morning Recreation for Children 5 – 12 years old.

2.2 Mission and Vision Statements and Core Values

Mission Statement: The YMCA Liberia seeks to unite and empower young people through self-development and service to their community as an extension of the Kingdom of our Lord and Savior, Jesus Christ.

Vision Statement: The YMCA Liberia will be a guiding light for the self-actualization of young people for good citizenship.

Core Values: Integrity, Respect, Commitment, Trustworthiness, Inclusiveness, and Initiative.

3. Policy Statement

YMCA Liberia does not tolerate any form of abuse and/or exploitation against children, students and young people. The work of volunteers, staff and board members involves interactions with children and young people in YMCA Liberia's premises including headquarters, branch offices, school campuses and in communities. These interactions include supervision of school clubs, children Saturday

¹¹ YMCA High School Clubs

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morning recreation program, children vacation sports program, camps, computer literacy program, etc. The policy is developed to ensure that all measures regarding the safety and wellbeing of children or young people are appropriately taken without discrimination.

YMCA Liberia is committed to the protection and welfare of children and young people from abuse and/or exploitation using the following strategies:

1. Awareness: YMCA Liberia ensures that all its Staff, volunteers, board members and partners are aware of the issues associated with children and young people abuse and the risks to them.
2. Prevention: YMCA Liberia enlightens staff, volunteers, board members and partners through awareness and good practices to prevent the risks of abuse and/or exploitation to children and young people.
3. Reporting: YMCA Liberia enlightens staff, volunteers, board members and partners about the necessary actions to take when faced with the problem of abuse and/or exploitation of children and young people.
4. Responding: YMCA Liberia takes prompt action against perpetrator(s) of children and young people abuse and/or exploitation, and provides support and protection against the abuse and exploitation of children and young people as required.

3.1 YMCA Liberia Commitment to Children and Young People Protection

YMCA Liberia makes it a priority the safety of all children and young people who the organization is working within its premises, school campuses, communities, and committed to ensuring their protection from all forms of harms, including abuse, exploitation and violence. YMCA Liberia recognizes that it is the collective responsibility of all volunteers, staff, board members and partners to oppose and report all types of abuse including physical, sexual, and emotional, neglect, discrimination, exploitation and manipulation of children and young people. Potential risks facing children and young people affiliated with YMCA Liberia are:

1. Emotional:
 - Persistent Criticism of a Child or Young Person
 - Denial of Respect
 - Public Humiliation/Shaming
 - Bullying
 - Use of offensive or cruel statement
2. Physical:
 - Abuse of Power and Authority
 - Physical Injury
 - Assigning Tasks or Errands to a child or Young Person above his/her capacity
 - Close Embracing and Touching Sensitive Body Parts
 - Bribes for Grades
 - Corporal Punishment (Canning)
3. Sexual:
 - Sexual Abuse
 - Sexual Harassment
 - Exposure to Internet Pornography
 - Failure to report and/or prevent sexual abuse
 - Sex for Grade

4. Neglect:

- Exposure of a Child or Young Person to Danger
- Failure of carryout Action of Care, Medical or Physical

At all times, children and young people must be treated with respect, dignity and actively participate in decision making about activities that affect their development in YMCA Liberia.

Therefore, YMCA Liberia pledges to remain committed to implementing, maintaining and regularly reviewing this policy at its headquarters, branches, schools and in communities.

3.2 YMCA Liberia Commitment to Volunteers, Staff and Board Members

YMCA Liberia is committed to creating an enabling environment where the appropriate values and standards working with children and young people is continuously improved, disseminated and institutionalized. Ensuring staff, volunteers, board members and partners benefit from orientation and training sessions about the protection of children and young people. As a result, create a secure environment where volunteers, staff and board members can share concerns on protection issues and give and receive feedback.

3.3 Scope of Policy

The policy is designed to be applied to YMCA Liberia staff, volunteers including peer educators, board members and partners and all should sign the policy declaration form. The policy also applied to individual/organizational consultants and contractors, in-country and external visitors, national headquarters in Monrovia, 6 branches in Monrovia, Unification Town, Kakata, Ganta, Yekepa and Zwedru and 5 academic institutions in Paynesville, Somali Drive, Unification Town, Kakata, and Ganta. The policy also applied to partner organizations, vendors, and donors working with YMCA Liberia, and forms part (i.e. appendix) of contractual agreement.

At all times, measures must be taken for the safety and wellbeing of the children and young people with whom YMCA Liberia works, or covers instances of children and young people abuse and/or exploitation that occurred inside and outside of working hours and locations witnessed or suspected by is reported.

3.4 Description of Children, Young People, Child Protection and Form of Abuse

YMCA Liberia defines children and young people below the age of 18 years old, which conforms to the Children's Law of Liberia, 2011. Adolescents are defined as minors between the ages of 18 - 19 years old, and youth between the ages of 15 - 35, and the latter conforms to the National Youth Policy 2011.

3.5 Terminologies and Types of Abuse

¹²Terminologies:

1. Child Protection - is defined as the responsibilities, measures and activities that YMCA Liberia undertakes to safeguard children from both intentional and unintentional harm.
2. Child Abuse -is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child.

¹² Plan International

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3. Visitors - are donors, journalists, media, researchers, celebrities, etc., who may come into contact with children and young people through YMCA Liberia are also bound by the Child and Young People Protection Policy.
4. Associates - these include volunteers, community volunteers, consultants and contractors. Also representatives of partner organizations and local governments who have been brought into contact with children and young people and may have access to sensitive information while working for or with YMCA Liberia.
5. Child Victim - is a child who has suffered or may be suffering or is at risk of suffering as a result of the issue that is being reported.
6. Complainant- is a person reporting a problem or issue.
7. Perpetrator - is a person who is subject of or responsible for the concern, complaint or incident being reported.
8. Suspicion - is a belief or idea that something awkward may be happening or about to happen.

¹³Types of Abuse:

The types of abuse are any physical, emotional or sexual harm committed against children and young people. There are four main categories of abuse:

1. Emotional: This is persistent and psychological ill treatment, which results in a severe impact upon children and young people behavior and development. It will involve a denial of normal respect and may take the form of persistent personal criticism, humiliation or discrimination in the absence of any positive interest or concern. This can happen in situations when children are subject to a persistent level discrimination due to being unaccompanied, low status, gender, religion, ethnic background and/or bullying as a result of the unrealistic expectations of others.
2. Physical: This can include any direct acts of physical injury upon children and young people which are not the result of an accident. This can also include tasks and errands, which clearly exceed the capacity of the child to manage safely.
3. Sexual: This includes all forms of sexual acts perpetrated upon children and young people by another person and includes sexual abuse and sexual harassment. This issue is more complex when it occurs between older children of similar age groups. The essential issue is one of exploitation, which is considered to have occurred if an adult perpetrated the activity on a child and young person and/or involved a misuse of power, services, age or authority, or the use of physical force or emotional manipulation by children and young people of the opposite sex from peer group. This can also include exposure or failure to prevent the exposure of children to all forms of pornography and sexual acts.
4. Neglect: This relates to the persistent failure to prevent the exposure of children and young people to danger, or the extreme failure to carry out important aspects of care, medical or physical which results in the significant impairment of the children and young people health or development. This can occur when a worker fails to adequately supervise the safety of children and young people or exposes any child or young person to extreme conditions or preventable risk of serious injury. Violation of labor laws and practices also needs to be considered.

3.6 Roles and Responsibility

YMCA Liberia's volunteers, staff, board members, visitors, consultants and contractors by the nature of their work and engagement, interact with children and young people and are therefore aware of sensitive information. The information may be used as evidence in protection investigations or to

¹³ActionAid International

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inform decision-making. It is important to note that volunteers, staff, board members, visitors, consultants and contractors must never act or make decision alone with a child or young person abused or exploited. Protection of human rights is a state responsibility. Specific decisions should be made collectively by authority and stakeholders.

1. Role and Duty of General Staff, Volunteers, Partner Organizations, Consultants and Contractors

- Report without delay any case of abuse and/or exploitation of a child or young person to YMCA Liberia Protection Focal Point and who in turn will report to Branch Coordinator.
- Detailed notes of the circumstances and conversation must be developed and included in records and kept confidential. These records may be used as evidence to save a child or young person from further abuse or exploitation. The principal custodian of protection records is the Protection Focal Point and records must be stored and kept confidentially on the premises of the YMCA Liberia.
- Abuse and exploitation of a child or young person evidenced by impairment of health, physical injury, sexual exploitation, criminal activity and threats must be reported immediately to legal protection agencies (see annex 5 in policy document for detail contacts of legal protection agencies).
- Alert any questionable behavior with site supervisor and/or branch manager regarding any partner or staff prior record of a child or young person abuse and/or exploitation.

2. Administration and Human Resource Department

- Ensure this policy is included in employment offer letters to all new staff and board members. As part of the acceptance procedure, staff and Board members must sign a declaration form related to the policy stating that they are aware of its existence and will abide/adhere to it.
- The signed declaration form is kept on the staff and Board member file and may be referred to in legal proceedings if a staff or board member is found to be in breach of the policy.
- Roles and responsibilities regarding children and young people protection to be incorporated into job descriptions. Defined roles and responsibilities, specifying the action each volunteers, staff and board members must take in the event they are faced with children and young people abuse or exploitation.
- Ask pertinent questions when requesting references for new staff member, particularly with regard to any dealings and work with children and young people prior to joining YMCA Liberia.
- Increase awareness about the different types of abuse, the risks and effects on children and young people among the staff as well as among the volunteers, Board members, partner organizations' representatives and contractors.

3. Management

- Ensure the application of procedures for reporting and investigating cases of children and young people abuse and/or exploitation.
- Ensure all members, volunteers, staff and board members are aware of procedures for reporting abuse and/or exploitations and their responsibilities in reporting.
- Report and record any incident of children and young people abuse and/or exploitation to the appropriate legal protection agency.
- Ensure children, young people and communities are informed about preventing abuse and exploitation of children and young people, and have easy access to reporting complains to the Protection Focal Points who are responsible at headquarters, branches and in schools.
- Conduct appropriate training for members, volunteers, staff and Board members through orientation and refresher workshops, as well as increase access to national and international child protection instruments.

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- Strengthen partnership with organizations and networks with responsibility for children and young people welfare and protection.
- Ensure parental or guardian consent is sought for any activity with children under 18 years old, while young people 18 years and above will be required to fill out and sign policy agreement of consent.
- Ensure parental or guardian consent is sought before taking any images or recording of children under 18 years old, while young people 18 years and above will be required to fill out and sign protection policy agreement of consent.
- Ensure that the parent or guardian understands the purpose of this activity and how the images or recording of under 18 years old will be used, while young people 18 years and above will be required to fill out and sign protection policy agreement of consent.
- Support and ensure safe work environment and eliminate risks to children and young people, and be aware of situations which may present risks and ensure these are supervised appropriately.
- Ensure that a culture of openness exists amongst members, volunteers, and staff to enable any issues or concerns to be raised and discussed.
- Nominate and appoint staff who would serve as Protection Focal Point for raising awareness and implementation of the policy among staff and partners within organization. Management will review the profiles of existing YMCA Liberia staff at headquarters, branches and schools and appoint individuals with prior basic experience and understanding on protection issues.
- Ensure that strong disciplinary procedures and decisions are implemented for members, volunteers and staff found to have violated the policy.

4. Board

- Secure commitment from board members, volunteers, staff, partners, consultants and contractors with YMCA Liberia to ensure protection of children and young people affiliated with the organization.
- Be informed of statutory laws and policy framework applying to children and young people protection and the agencies responsible. Ensure that all staff and volunteers are aware of these laws and policy framework.
- Receive and review periodic general progress report on the implementation of the policy and make appropriate decisions to ensure the safety of children and young people affiliated with YMCA Liberia.
- Ensure all volunteers, staff and board members are trained on how to recognize children and young people abuse and/or exploitation and report.

4. Legal Framework

During formulation of the policy, several YMCA Liberia policies, national and international legal and policy framework on the treatment of children and young people were referenced. YMCA Liberia is established by a *Private Act of the 44th Legislature of the Republic of Liberia 1960 - 1961* "An Act Incorporating the National Council of the Young Men's Christian Associations of Liberia" to support the development of youth Liberia. Other organizational policy framework this policy is based on is the YMCA Liberia's Constitution, Strategic Plan (2013 - 2016), Human Resource Policy and Code of Conduct. National legal framework are 1986 Constitution of Liberia, Chapter 3 - Fundamental Rights (Article 11); Children's Law of Liberia (2011), Education Law (2011), National Youth Policy (2012 - 2017), National Gender Policy (2009), and Agenda for Transformation (2012). International legal framework are the African Charter on the Rights and Welfare of the Child (1999), African Youth Charter, United Nations Convention on the Rights of Children (1989), and United Nations Universal Declaration of Human Rights (1948).

YMCA Liberia's volunteers, staff, board members, visitors, consultants and contractors must be knowledgeable at all times about the relevant legal and policy framework mentioned supra, and regularly engage statutory agencies and networks responsible for protection of children and young people.

5. Guiding Principles

YMCA Liberia believes that children and young people are the most valued assets of the Liberian society and need to be protected. Safeguarding and securing the wellbeing of children and young people ensure their rights, increase their self-confidence to actively participate in decision making that affect their lives, and communicate effectively with peers and adults. Children and young people can blossom and improve their personal and family lives when they are protected and empowered. The fundamental guiding principle of this protection policy is binding on all members, volunteers, staff, board members and partners and complied with the principles of human rights and protection for children and young people. Children and young people abuse is the abuse of their human rights.

5.1 General Standards

¹⁴Standards provide a benchmark against which protection practice can be measured and audited. These standards are developed based on consultations with volunteers, students, school administrators and teachers, staff, Board members and partners at national headquarters and in branches. Key informant interviews were conducted with relevant statutory ministries, and partner organizations working on child protection programming in the country. The standards described practical needs and abuses/violations to be addressed, and can assist YMCA Liberia in reviewing and evaluating current practice and identifying areas for development. The standards also make explicit what is expected in relation to children and young people protection in the organization, and provides a basis for accountability and challenge if practice falls below a certain standard. The below set of standards reduces the risk to children and young people abuse and/or exploitation. By establishing and implementing these standards, YMCA Liberia has made a clear commitment to keep children and young people entrusted with the organization safe.

5.2 ¹⁵Children Protection Standards

- All children have equal rights to protection from abuse and/or exploitation.
- All children should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- YMCA Liberia has a duty of care to children with whom the organization works.
- When working through partners, they also have a responsibility to meet minimum standards of protection for the children in their programs.

5.3 Protection Standards

1. Policy Aligned to Local Context

The policy key standards and practices are in compliance to the local context through the Government of Liberia children and young people protection laws and policies.

¹⁴ Op cit, Plan

¹⁵ The United Nations Convention on the Rights of a Child (UNCRC), 1989

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2. Safeguarding of Children and Young People

Safeguarding the wellbeing and interests of children and young people entrusted to and within the premises of the YMCA Liberia is a key standard. The categories of beneficiaries are children (below age 18), adolescent (18 – 19 years old), and young people (20 – 35 years old) and safeguarding them is based on their special categories of needs. Another special category of children affiliated with the YMCA Liberia are students of the 5 community-based academic schools operated by the YMCA Liberia, they must be safeguarded against corporal punishment (beating) by school administration and teachers, which is a violation of the education law of Liberia and international human rights instruments, also child sexual abuse and exploitation, extortion of bribes for grades, physical and verbal abuse, alcohol and drug abuse, etc. Ensure the provision of clean and safe learning environment, including access to safe water and sanitation facilities for children and young people.

3. Protection of the Rights of Children and Young People

Uphold the fact that children and young people are entitled to their fundamental human rights at all times including right to protection and justice, especially when they are abused and exploited. Respect the choices of children and young people by listening to them and value their views and concerns.

4. Development of Children and Young People

Support children and young people to realize their '*full potential*' to development, survival, protection and participation.

5. Education and Training

Systems and processes are established to ensure all members, volunteers, staff, Board members and partner of YMCA Liberia are knowledgeable, develop and maintain the necessary behaviors, skills and language to keep children and young people safe.

6. Recruitment, Selection and Induction Program

Maintain that recruitment, hiring, procedures, practices and contractual agreements reflect YMCA Liberia's commitment to keep children and young people safe and minimize to the greatest extent possible risk that the YMCA Liberia engages with volunteers, staff, board members, consultants and contractors who may be unsuitable to work with children and young people or has an history of abuse and/or exploitation.

7. Acceptable Behavior for working with Children and Young People

¹⁶Guarantee that volunteers, staff, Board members, consultants, contractors and Partners understand appropriate behavior towards children and young people, what is expected of them in terms of their interactions and ensure that children and young people are protected from abuse and exploitation. All external visitors within the site where a YMCA Liberia program is operated for children and young people must be accompanied at all times by a representative from YMCA Liberia.

Generally, it is inappropriate for volunteers, staff, Board members, consultants, contractors and Partners to:

- Spend unnecessary time alone with children or young people.

¹⁶ Please see annex 6 for YMCA Liberia detailed Code of Conduct

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- Take children or young people to their home, particularly if they will be alone with staff unless they are acting to protect the children or young people.
- Inappropriately use children or young people to solicit support, financial or otherwise.
- Promote any form of harsh labor – exploitative or otherwise.

Volunteers, staff, board members, consultants, contractors and partners must never:

- Hit or otherwise physically assault or physically abuse children or young people.
- Develop physical/sexual relationships with children or young people.
- Frequently closely embrace/hug children or young people and touch of body parts.
- Develop any form of relationship with children or young people which could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive to children or young people.
- Place children or young people at risk of abuse or exploitation, be aware of these and not do anything about it.
- Exploit their own position and the children or young people by making them run errands, do domestic work or carry out other forms of economic exploitation.
- Place children and young people at risk by organizing activities in an unsafe environment.
- Expose children and young people to pitiable behavior related to the use of internet in case computers or smartphones are used within the YMCA's premises. e.g. access and view pornographic.

Volunteers, staff, board members, consultants, contractors and partners must avoid actions or behaviors that could be construed as poor practice or potentially abusive. Example they must never:

- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative to children or young people.
- Have a child or young person with whom they are working to stay overnight at their home without others being present.
- Sleep in the same room or bed with children or young people with whom they are working.
- Do things for children or young people of a personal nature they can do for themselves.
- Condone or participate in conduct which is illegal, abusive or unsafe for children or young people.
- Act in ways intended to shame, humiliate or degrade children, or otherwise perpetrate any form of emotional abuse.

8. Positive Standards and Best Practices

- Respect and promote the rights of children and young people to protection, survival, participation and development.
- Listen to views of children and young people and involve their active participation in decision making about programs that affect their lives.
- Always be in the present of children and young people with other staff and volunteers.
- Never abuse or physically assault children and young people.
- Demonstrate positive examples for children and young people to emulate.
- Ensure and create a safe environment always for children and young people.
- Serve as mentors and coaches to children and young people.
- Discourage children and young people from the unacceptable use of internet in case computers or smartphones within the YMCA's premises.
- Build children and young people self-esteem and self-confidence.
- Always develop an open and safe helpful relationship with children and young people.
- Request children and young people to do physical work commensurate with their and capacity.

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- Training of volunteers, staff, and beneficiaries in First Aid technique and skills.

9. Non-Discrimination and Inclusion

Volunteers, staff, board members, consultants, contractors and partners must ¹⁷avoid discrimination against, showing preferential treatment, or favor particular children or young people to the exclusion of others.

10. Diversity

Volunteers, staff, board members, consultants, contractors and partners must respect the gender, sex, age, beliefs, religions, status, ethnicity, language, culture, traditions, etc. of all children or young people.

11. Communication and Disseminations

The Protection policy is made widely available to all volunteers, staff, board members, consultants, contractors and partners and its distribution is supported in ways that mean the policy and procedures are understood by everyone. Further, everyone is made fully aware about the content of the protection policy and the implementing structures within the YMCA Liberia.

12. Confidentiality

An allegation of child or young person abuse and/or exploitation is a serious issue. In implementing this protection policy, it is essential that all parties (volunteers, staff, board members, consultants, contractors and partners) maintain confidentiality. Sharing of information, which could identify a child or young person or an alleged perpetrator, should be purely on a 'need to know' basis only, and may include Site Supervisor, Project Managers, Branch Coordinator, Head of Local Board, Administration and Human Resource, Development Secretary, National General Secretary, and head of national Board. YMCA Liberia's volunteers, staff, board members, consultants, contractors and partners are ¹⁸obliged to maintained high degree of confidentiality about any victim of abuse. Every effort must be made to ensure that confidentiality is maintained at all times. Unless abuse has actually been proved to have occurred, one must always refer to "alleged abuse".

13. Media and Advocacy

Ensuring children and young people are not harmed or exposed to risk as a result of their involvement with the media and advocacy campaigns.

14. Fundraising

Institutional fundraising must take every precaution to protect and ensure the dignity of children and young people in general. (i.e. privacy data, protection issues, and copyright laws). Ensure parental or guardian consent is sought before taking any images or recording of children under 18 years old, and young people and youth 18 years old and above will be required to fill out and sign Protection Policy consent form.

15. Working with Partners

¹⁷ YMCA Sierra Leone Child Protection Policy, 2011

¹⁸ Ibid, YMCA Sierra Leone

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YMCA Liberia works with or through partners that are in contact with children and young people. Ensure that partners understand and adhere to the protection policy and procedures. Work with partners and ensure they adhere to protection standards of working and appropriate engagement with children and young people.

16. Reporting, Responding to Investigation of Abuse of Children and Young People

YMCA Liberia ensures that all children and young people protection issues are addressed through appropriate reporting mechanism and investigated within twenty-four (28) hours in a timely fashion and in ways which ensures that the best interests of the child or young people are safeguarded.

6. Policy Implementation

6.1 Custodian of Policy

The protection policy is universal and the key custodians of this policy document are the national and local Boards who are held accountable to ensure the policy is enforced. The Administrator, Branch Coordinators, Development Secretary and National General Secretary are held responsible for the implementation of the policy. Members, volunteers including caregivers, peer educators, coaches and mentors, consultants, contractors and partners are responsible to comply with the implementation of the policy in communities, branches, schools and headquarters levels.

Management will review the profiles of existing YMCA Liberia staff at headquarters, branches and schools and appoint individuals with previous basic experience and understanding on protection issues. At the national headquarters, the National Secretariat General with the acquiescing of the National Board will appoint Protection Focal Point and who is YMCA Liberia national staff. At the branches and schools, the Branch Coordinator with the acquiescing of the local Board will appoint a Protection Focal Point and who is a YMCA Liberia local staff. At YMCA Liberia schools, the administration will appoint a Protection Focal Point (in administration/teacher) and a 7-member Protection Committee comprising school administration (2), teachers (2), and students (3) considering gender balance and provided clear terms of reference. The Protection Focal Points are responsible to coordinate the implementation of the policy. Protection Committees (PC) will also be established comprising of representatives of children, young people, volunteers, management and board to provide oversight guidance for the effective dissemination and implementation of the policy. The National Board will appoint a 7-member Protection Committee comprising Board members (2), staff (2), a child, an adolescent, and youth considering gender balance and provided terms of reference. The local Board will appoint a 7-member Protection Committee comprising Board members (2), staff (2), a child, an adolescent, and youth considering gender balance and provided terms of reference. Further, the principal tasks of the Protection Focal Point and Protection Committee are to ensure the implementation, compliance and regular review of the policy. The YMCA Liberia must make public and post the contact details of the Protection Focal Point and Protection Committee members upon their appointment.

All cases related to children and young people abuse and/or exploitation will be handled by the Protection Committee for investigation. The responsibility and authority for making decisions and taking actions will rest on the Branch Coordinator/Local Board and/or National General Secretary/National Board. Members, volunteers and staff have the responsibility to notify the Protection Focal Points or Protection Committee (incase the Protection Focal Point(s) is involved) of any concerns that they may have about the safety and wellbeing of children or young people and inappropriate behavior of any adult, irrespective of their acquaintance to the suspect(s) concerned.

6.2 Approach to Working with Children and Young People

YMCA Liberia's members, volunteers, students and youth actively participated in the revision and approval of this revised protection policy document. The process of working with children and young people must involve a national dissemination and rollout of protection policy at national office and in 6 branches (See annex 4: activity for the rollout of Protection Policy). The participation of national and local youth councils, school clubs, branch coordinators quarterly review meetings, and local and national board meetings. Protection Focal Points appointed and protection committees established must involve the active participation of children and young people.

The institutionalization of preventive measures against children and young people abuse and/or exploitation is the focus of YMCA Liberia protection policy. ¹⁹YMCA Liberia approach to working with children and young people is aligned with the below 7 principles, and volunteers, staff and Board should promote them as good practices:

1. Working with children and young people to know, claim and enjoy the full entitlement of their human rights.
2. Ensure meaningful and active participation of children and young people in planning and implementation of YMCA Liberia programs that affect their development and welfare.
3. Maintain commitment to the holistic development of children and young people through wide range of programs including education, capacity development, personal development and recreational activities to make them agent of their own development and communities.
4. Remove all barriers of inequality and exclusion and recognize the inherent quality of all children and young people to fully participate and support the work of YMCA Liberia.
5. Promote informal and experiential learning initiatives with children and young people in the development process.
6. Design evolving capacity building programs for children and young people based on special needs for life-cycle development to empower them to make decisions and take action fully aware of the consequences of their choices.
7. Respect and recognize the contribution of parents, families and communities, who are the primary caregivers of children and young people. Working with them in their diverse forms, and others who support children and young people to fulfil their responsibilities.

6.3 Application of Policy

The protection policy is designed to be applied to all YMCA Liberia volunteers, staff, board members and partners. Further, the policy is applied to individual/organizational consultants and contractors, YMCA Liberia in-country and external visitors, national headquarters in Monrovia, 6 branches in Monrovia, Unification Town, Kakata, Ganta, Yekepa and Zwedru and 5 academic institutions in Paynesville, Somali Drive, Unification Town, Kakata, and Ganta. The policy is also applied to partner organizations, vendors, and donors working with YMCA Liberia, and form part of contractual agreement.

At all times, measures must be taken for the safety and wellbeing children and young people with whom YMCA Liberia works. The policy covers instances of abuse that occur during and after of working hours and other locations. Instances of abuse or violations witnessed, suspected or disclosed by a child or youth must be reported. All YMCA Liberia volunteers and staff must have

¹⁹ YCI Working with Children and Young People Policy and Procedures, 2012

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access to protection policy and procedures, and are required to sign-off the protection declaration form and code of conduct.

6.4 Communication and Awareness Raising

The effective implementation of the protection policy depends on all YMCA Liberia volunteers, staff and board members and relevant stakeholders having access to and awareness about the policy. YMCA Liberia must also share its protection policy and procedures with other organizations and individuals it works with. The Administrator and/or Human Resource Assistant and Protection Focal Points at headquarters, branch and in schools are responsible for conducting awareness sessions and activities on the protection policy amongst members, volunteers, staff, board members, consultants, contractors, visitors and partner organizations.

Any records related to child protection referrals and concerns will be kept in a secured location, with access to this strictly limited. If action is taken against a member of staff then a note of this will be made on their confidential personnel file, and will be disclosed by the Administrative Officer if a reference is sought.

6.5 Advertisement and Recruitment

YMCA Liberia recognizes that actions must be taken to protect children and young people from individuals who may gain access to them through employment with the organization. Henceforth, all YMCA Terms of Reference (ToR) for advertisement must include a children and young people protection clause. Reference check must be conducted on all forms of recruitment including filling in vacant positions, consultant services, vendors and contractors on past record of any abuse and exploitation of children and young people. Applicants must provide evidence of identification with photo and three (3) confidential referees, including previous assignment with children and young people and references must be contacted and interviewed. Final recruitment decision must consider outcomes of confidential reference check and suitability for working with children and young people. Henceforth, all advertisements and contracts should include a Protection Clause.

6.6 Induction and Training

A protection policy is effective when volunteers, staff and board members understand concepts and principles of the document and are committed to support the implementation. All induction courses for members, volunteers, staff and board members must cover sessions on this protection policy and procedures conducted by the Administrator and Protection Focal Points. Induction for all new staff will cover sessions on children and young people protection issues.

²⁰Members, volunteers, staff and board members who have access to information about children and young people such as personal contact information, specific case history, photographs or any other details of a child or young person personal file must be trained to fully understand what constitutes acceptable and unacceptable sharing of information related to children and young people. The training is conducted through workshops, seminars and additional methods for training audience to gain adequate knowledge about protection of children and young people and assist the staff and volunteers to be able to:

- Conduct analysis of what is deemed appropriate and/or inappropriate behavior related to protection of children and young people from abuse and exploitation.

²⁰ Op cit, YMCA Sierra Leone

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- Recognize their responsibilities and report any issue about suspected abuse and exploitation of children and young people.
- Professionally handle and address issues raised by children and young people.
- Work safely and professionally with children and young people.
- Assess the safety and security of the environment, and take risk mitigation measures as appropriate.

Therefore, all volunteers and staff who have direct access to working with children and young people must undergo confidential reference check. All volunteers and staff must receive advisory information vividly describing acceptable and unacceptable behaviors around children and young people, and what is required of them to ensure effectiveness of the protection policy preventing abuse and exploitation in the organization.

7. Reporting Procedure

YMCA Liberia must be informed of abuse and exploitations in diverse ways. Suspected and observed cases of violations must be reported by volunteers, staff or directly by children and young people themselves. Depending on the nature of the alleged abuse, the matter must be referred to the local authorities and decide on other appropriate steps, including informing relevant YMCA Liberia authorities and/or supporting criminal prosecution.

It is particularly important to respond to abuse and/or exploitation properly. That is why YMCA Liberia must always display contact details for reporting possible cases and every volunteer and staff must access and record the contact details for reporting. Protection Committees are established at national headquarters and in all branches to handle and investigate cases. No reprisal or disciplinary action will be taken, or be permitted to be taken, against anyone who, in good faith, raises a child or young person protection issue.

²¹When volunteer or staff raises a legitimate issue about suspected child or young person abuse, which proves to be unfounded on investigation, no action will be taken against the individual. However, individual who makes false and malicious accusations will face disciplinary action. YMCA Liberia must take appropriate action against consultants, vendors, contractors and partners who make false and malicious accusations of child or young person abuse. An alleged perpetrator of child or young person abuse will normally be suspended from his/her normal relationship with YMCA Liberia during investigation of allegations. YMCA Liberia must sever all relations with any consultants, vendors, contractors or partners who are proven to have committed child or young person abuse.

Procedures: These procedures applied to the all perpetrators including YMCA Liberia volunteers, staff, Board members, contractors and consultants, etc.

Step 1: Volunteers, staff, management and board members must remain calm upon receiving incident report and don't frighten the child or young person. Reassure child or young person they are not to blame oneself, and listen attentively showing that you are taking keen interest and the matter seriously. Keep questioning to the minimum, only ask questions to clarify and inform the child or young person that you must tell other people about what you have heard. This is intended to assist stop the abuse of children and young people in the organization. Always remember the safety of the child or young person is paramount and all actions must be taken in their '*Best Interests*' and incase

²¹ Op cit, Plan

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the need exists call an ambulance, do referral for medical and psychosocial assistance to protection agencies and police for investigation.

Step 2: The compliant should record all information and complete the Report Form to report case to the Protection Focal Person immediately.

Step 3: The Protection Focal Person reports the case to the Branch Coordinator at the local level or Administrator at the national office level.

Step 4: The Branch Coordinator reports the case to the local Board President and Administrator reports the case to the Development Secretary at national level.

Step 5: The case is reported to YMCA Liberia National General Secretary or referred to the statutory government agencies and/or protection agencies/networks at local level. At the national level, report case to National General Secretary.

Step 6: The National General Secretary reports the case to national Board President.

Step 7: The case when appropriate is referred to the statutory government agencies and/or protection agencies/networks at national level.

Step 8: In case the alleged perpetrator is a YMCA Liberia volunteers and staff, the individual is suspended and investigation must be conducted within forty-eight (48) hours.

The expected result of the reporting process is to prevent the abuse and violation of the rights of children and young people associated with the YMCA Liberia and do not compromise cases to protect children and young people from further harm. Also YMCA Liberia must take all disciplinary measures as appropriate, and monitor the implementation of the policy and avoid any reoccurrence.

7.1 Optional Procedure

²²There are optional reporting procedures that can also be used to handle and report cases of abuse or exploitation.

1. Informal Protection System Health: In cases where the violation does not pose any immediate danger to health, such as confusion, family dispute, light punishment, but has the potential to generate into a proportion that could adversely affect child or young person, cases are reported to Child Welfare Committees (CWCs), family and community heads.
2. Formal Protection System: In cases that involve heinous offences such as sexual offences, criminal or aggravated assault, and acts that pose eminent threat to the health, survival and development of the child or young person.
3. GBV Referral Path: The GBV referral pathway is established by the Ministry of Health and Social Welfare. Work with relevant partners to ensure victim seek medical attention, report case to Women and Children Protection Section (WACPS) of the Liberian National Police, ensure victim obtain psychosocial support, and bring alleged perpetrator to justice.
4. Abuses Referral Systems: Sexual Gender-Based Violence (SGBV) or sex crimes reported to Ministry of Justice, WACPS, Police depots, Ministry of Gender and Development, County Gender Coordinator and Child Welfare Officer.
5. Protection Networks: Community Child Welfare Committees, national and county level GBV Task Force, and National Child Protection Network coordinated by the Ministry of Gender and Development
6. Statutory State Agencies: Ministry of Gender and Development, Ministry of Youth and Sports, Ministry of Health and Social Welfare, Ministry of Justice (Liberian National Police) and judiciary court system.

²² Right to Play Child Protection Policy, 2012

8. Review of Policy

²³The implementation of this protection policy is monitored through diverse means such as preparation of quarterly protection reports, conduct semi-annual protection policy review, quarterly Branch Coordinator program meeting, review progress at semi-annual local and national board meetings, and conduct national child and young person protection audit.

The National General Secretary is responsible for ensuring that the policy is disseminated to national office, local branches and schools, and training on the protection policy is conducted. Feedback on progress towards the implementation of this protection policy must be included in the annual priorities and reports of YMCA Liberia. (See annex 7 for monitoring mechanism and indicators)

YMCA Liberia is aware that both internal and external environments change. Such change may have a bearing on the scope and content of this protection policy. Consequently, it must be reviewed periodically. The review process is consultative and participatory in nature. The responsibility for initiating the policy review process rests with the National General Secretary, and/or the National Board. The Board reserves the right to add, alter, amend, modify or delete any provision in this policy in accordance with national and international legal instruments on the treating of children and young people and organizational policy framework.

8.1 Knowledge Management

YMCA Liberia must develop a knowledge management repository and established to properly document and catalogue best practices and lessons learned gathered from the implementation of the protection policy. The knowledge management repository will be developed jointly by YMCA Liberia administration, Protection Focal Points and Protection Committees at the national headquarters and branches.

9. Compliance with Policy

Non-compliance with this protection policy and code of conduct must be taken very seriously. The YMCA Liberia must thoroughly investigate all child and young person abuse and/or violation cases raised and take the necessary appropriate action. Any breach of the provision of this protection policy, or any behavior in conflict with the provisions of this protection policy and code of conduct must be investigated and all volunteer and staff must be responsible for their actions irrespective of the child or young person behavior.

9.1 Code of Conduct

A Code of Conduct is considered a key tool for the prevention of harassment, exploitation, abuse and inappropriate behavior by people. The Code of Conduct describes the standards of behavior expected of all members, volunteers, staff and board members and anybody/group engaged by YMCA Liberia, and seeks to promote good practice. All volunteers, staff, board members, consultants, contractors and partners must be given a copy of this policy and code of conduct, and an explanation of the content of both documents. They must confirm that they have read them, understood their content, and that they agree to conduct themselves in accordance with them. It is the responsibility of all volunteers, staff, board members, consultants, contractors and partners to adhere to both protection policy and code of conduct. All staff and volunteers of YMCA Liberia must sign a code of conduct. (See annex 6 for code of conduct)

²³ CONCERN Programme Participants Protection Policy

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9.2 Consequences of Violations of Policy

YMCA Liberia is committed to ensuring volunteers, staff and board members demonstrate the highest level of comportment, credibility and dignity with children and young people. Therefore, whenever an individual(s) associated with YMCA Liberia who contravenes this protection policy, whether within or without the domain of work, in manners that are criminal, grossly infringe a child or young people rights, or contravene the standards and principles contain in this policy document, YMCA Liberia must take immediate disciplinary measures or any other decisions appropriate in the interest of the organization. This means practically:

1. Volunteers (Caregivers, Peer Educators, Coaches and Mentors) – Termination of relationship.
2. Staff (Administrative Staff, Program Staff, School Administration and Teachers) - Disciplinary action up to and including dismissal.
3. Visitors (Internal and External Guests) - Termination of relationship.
4. Consultants, Contractors, and Vendors – Termination of contract agreement.
5. Partner Organizations – Possible withdrawal of funding/support/relationship.
6. In case of peer abuse or harm, the YMCA Liberia Code of Conduct will apply. (See annex 6 for Code of Conduct)

YMCA Liberia reserves the right to consider handling over accused individual(s) over to local authority where appropriate, including the Liberian National Police, to ensure protection of children and young people.

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Annex 1: Declaration Form

Declaration of Commitment to YMCA Liberia Child and Young People Protection Policy

I, _____ have read and understood the standards and guidelines outlined in this Child and Young People Protection Policy. I hereby agree with the principles contained therein and accept the importance of implementing the child and young protection policy and practice while working for the YMCA.

Job Title/ Role: _____

Signature: _____

Date: _____

Annex 2: Reporting Flow Chart

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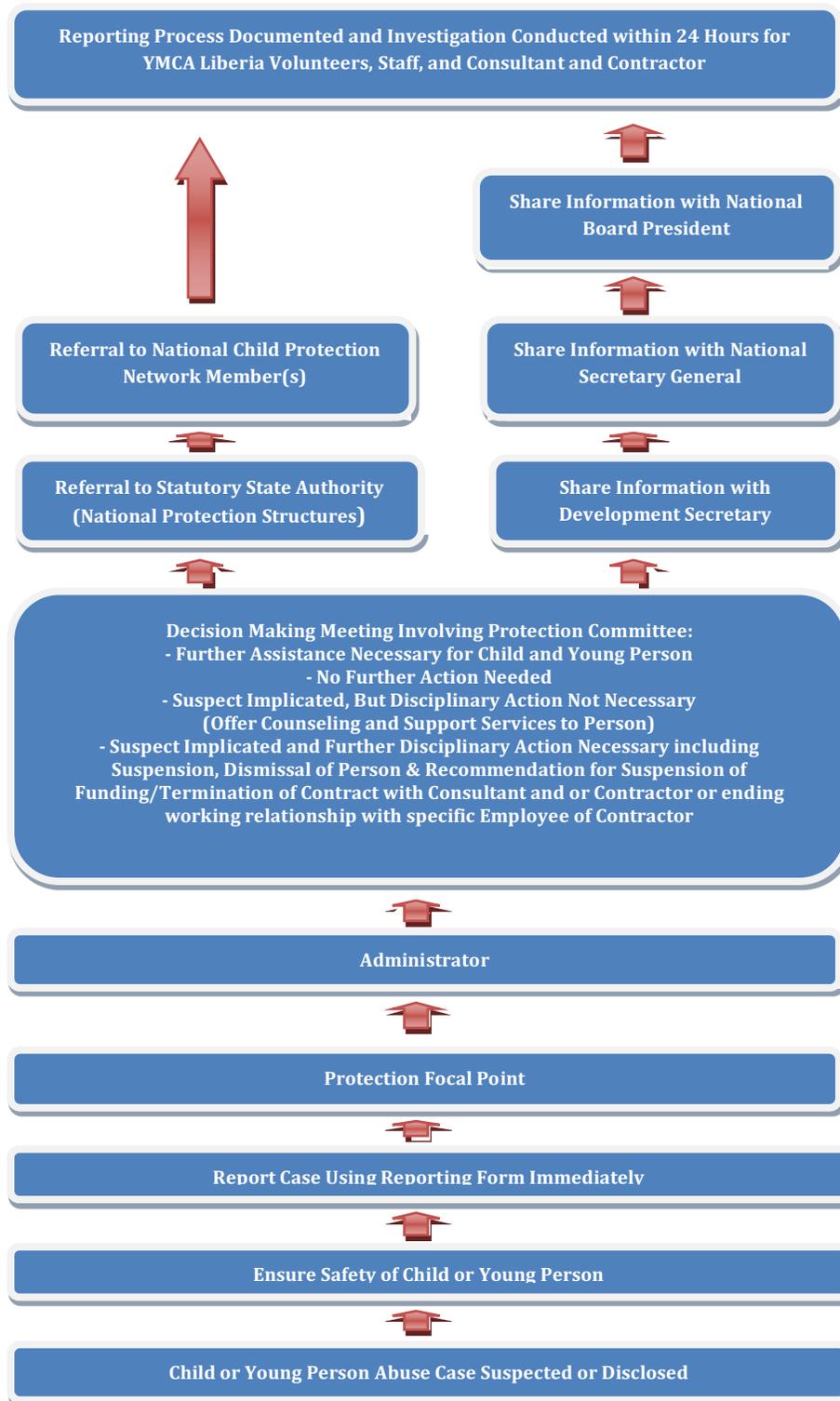
2.1 ²⁴Branch Level



2.2 ²⁵National Level

²⁴ At the branch level report from the Protection Focal Point is made to the Branch Coordinator, and outcome of the investigation is shared with the National General Secretary at headquarters.

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Annex 3: Incident Report Form

²⁵ At the headquarters level report from the Protection Focal Point is made to the Administrator, and outcome of the investigation is shared with the Development Secretary and National General Secretary.

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Form Number: _____

1. Name of Child or Young Person: _____

Sex: _____ Age: _____ Date of Birth: _____

Home Address: _____

Contact Telephone Number: _____

Name of Person Making Report: _____

Home Address: _____

Contact Telephone Number: _____

2. Nature of the Allegation, including Dates, Time and other Relevant Information: _____

3. Description of any Visible Bruising or Injury, Location, Size, etc. Also any Indirect Signs, such as behavioral changes: _____

5. Details of Witnesses to the Incident: _____

6. The Child or Young Person Account, if it can be given, of What has Happened and How any bruising/Injury Occurred: _____

7. Have the Parents been Contact, if so What has been Said: _____

8. Has anyone else been contacted, eg. Police if so Record Details: _____

9. Has anyone been alleged to be the Abuser/Violator, if so Record Details: _____

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Annex 4: Activity Plan for Rollout of Protection Policy 2014

No.	Activity Description	Responsible	Quarter 2	Quarter 3	Quarter 4
1.	Finalize and Presentation of Protection Policy	National Secretariat			
2.	Approval and Adoption of Protection Policy	Board			
3.	Printing and Reproduction of Protection Policy	Administration & HR			
4.	Distribution of Protection Policy at headquarters and branches	National Secretariat			
5.	Conduct orientation workshops at headquarters and branches	Administration & HR			
6.	Develop ToR and ²⁶ Criteria for Protection Focal Points and Protection Committees	Administration & HR			
7.	Use ²⁷ Criteria for Appointment of Protection Focal Points and Protection Committees	NGS and Branch Coord.			
8.	Post Contact Details for Protection Focal Points on Bulletin	Administration & HR			
9.	Develop and submit Protection Policy quarterly progress reports	Protection Focal Points			
10.	Monitor implementation of Protection Policy	Board, NGS, DS			

²⁶ The criteria will include YMCA Liberia volunteer or staff with previous experience and/or training in protection related activities.

²⁷ ibid

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Annex 5: Contact Details Legal Protection Agencies

No.	Name of Agency	Location	Contact Person	Phone Contact
1.	Child Protection Unit, Ministry of Gender and Development	Monrovia, Liberia	Mr. James Karwah	0886-675815
2.	Gender-Based Violence Unit, Ministry of Gender and Development	Monrovia, Liberia	Ms. Beatrice Walker	0886-540788
3.	Department of Social Welfare, Ministry of Health and Social Welfare	Monrovia, Liberia	Ms. Esther G. Thomas	0886420158; 0777950124
4.	Department of Youth Services, Ministry of Youth and Sports	Monrovia, Liberia	Mr. Lance Gbagonyon	0886605685; 0886576035
5.	Women and Children Protection Section (WACPS), Liberia National Police, Ministry of Justice	Monrovia, Liberia	Ms. Vera Manly	0770800131
6.	Child Labour Commission, Ministry of Labour	Monrovia, Liberia	Ms. Sieh Yeaneh	0886789970; 0777040111
7.	Save the Children UK	Monrovia, Liberia	Ms. Lovely Sieh	0886-536485
8.	Right to Play	Monrovia, Liberia	Mr. Benedict Seekie	0886-547722
9.	Child Fund Liberia	Monrovia, Liberia	Ms. Henrietta Tolbert	0886-843419
10.	Plan Liberia	Monrovia, Liberia	Mr. Tamba Nyumah	0770009076
11.	FAWE Liberia	Monrovia, Liberia	Ms. Winifred Deline	0886424918
12.	DCI Liberia	Monrovia, Liberia	Mr. Foday Kawah	0886407054
13.	ANPPCAN Liberia	Monrovia, Liberia	Mr. Clement Stephens	0886592905
14.	Association of Evangelical of Liberia	Monrovia, Liberia	Rev. Isaac Wheigar	088655994
15.	Restore Our Children's Health (ROCH)	Monrovia, Liberia	Mr. Keifala F. Kromah	0886512997
1.	Restore Our Children's Health (ROCH)	Kakata, Margibi County	Mr. Keifala F. Kromah	0886512997
2.	Women & Children in Action for Dev.	Kakata, Margibi County	Ms. Roberta Freeman	0777384503; 077793659
3.	Women Aid, Inc.	Kakata, Margibi County	Ms. Sallimatu Kamara	0886522509
1.	Social Action and Poverty Alleviation	Gbarnga, Bong County	Pst. Valiscious Sanusi	0886477696
2.	Women of Change	Gbarnga, Bong County	Mth. Heidi Paye	0886882799
3.	Association of Evangelical of Liberia	Gbarnga, Bong County	Rev. Isaac Wheigar	088655994
4.	Liberia Shelter for Abuse Women & Children	Gbarnga, Bong County	Mr. Beverly Goll Yekeson	0886514517
1.	Restore Our Children's Health (ROCH)	Nimba County	Mr. Keifala F. Kromah	0886512997
2.	Liberia Shelter for Abuse Women & Children	Nimba County	Mr. Beverly Goll Yekeson	0886514517
1.	Beacon of Hope for the Least Developed	Foya, Lofa county	Mr. Alex M. Lansana	0886795988; 0886230830S
1.	Restore Our Children's Health (ROCH)	Zwedru, Grand Gedeh Co.	Mr. Keifala F. Kromah	0886512997
2.	Association of Evangelical of Liberia	Zwedru, Grand Gedeh Co.	Rev. Isaac Wheigar	088655994

Annex 6: YMCA Liberia Code of Conduct

All Volunteers, Staff, Board Members, Consultants and Contractors must:

- Respect and promote fundamental human rights without discrimination of any kind irrespective of social status, race, ethnicity, religion, gender, age, marital status, national origin, political affiliation and disability.
- Treat beneficiaries/target group fairly and with respect. Make sure that everyone is protected against harm, or any form of intimidation.
- Create and maintain an environment that prevents sexual exploitation and abuse, abuse of power and corruption.
- Create an open culture environment to enable an open honest discussion of issues or concerns.
- Staff/volunteers/beneficiaries should have the opportunity to express themselves freely without threat.
- Never commit any act or form of harassment that could result in physical sexual or psychological harm or suffering to your subordinate or program beneficiaries especially women and children.
- Never exploit the vulnerability of any target group, especially women and children or allow any person to be put into a compromising situation.
- Never engage in any sexual activity with children (under the age of 18) regardless of consent. Mistaken belief in the age of the child is not a defense.
- Never engage in sexual exploitation or abuse of any target group (adolescent and youth).
- Never exchange money, employment, goods or services for sex, including sexual favors. All form of humiliating, degrading or exploitative behaviors is prohibited. It includes exchange of assistance that is due the beneficiaries for any form of benefits other than the intended beneficiary(s).
- Don't engage in sexual relationship with beneficiaries. Such relationships are highly discouraged since they are based on inherently unequal power dynamics.
- Never use language, make suggestions or offer advice which is inappropriate, offensive or abusive on the job.
- Observe your dress code on the job, no exposing of body or dressing in a manner that is inappropriate or sexually provocative on the job.
- No one is allowed to sleep or play games on the job during working hours.
- Never hit or otherwise physically assault or abuse on the job.
- Never act in ways that may be abusive, or may place your colleague (s) or target group (s) at risk.
- Don't take in alcohol or smoke or take in any form of illicit drugs during working hours in the office or on the field.
- Ensure to report to job regularly and on time and also make sure to sign out during the office closing hour. Employee is only excused from their post based on substantial excuse, health problem or emergency.
- Ensure that all confidential information including personnel issues and report of breaches of this code of conduct by colleagues obtained from beneficiaries or colleagues are channeled correctly and handled with confidentiality.
- Ensure that report or breaches of these standards are immediately reported to senior management or the requisite person who is expected to take prompt investigative action.
- Any breach of the code of conduct will result in disciplinary action in accordance with the respective terms and conditions (what are or where can these terms and conditions be found for reference by staff?)
- Any staff member purposely making false accusation on any action by another staff member which is in breach of the code of conduct will be subjected to disciplinary action at the discretion of the employer.

Annex 7: Monitoring Mechanism and Indicators

7.1 Monitoring
Approach

YMCA Liberia must assess the effectiveness of the protection policy implementation by these approaches:

1. Appoint and support the work of Protection Focal Persons and Protection Committees in the branches and in school systems.
2. Branches and school system developed annual action plan to serve as framework for the implementation of the protection policy.
3. Conduct quarterly review during Branch Coordinator review meetings and prepare quarterly YMCA Liberia protection report.
4. Ensure all advertisement and staff recruitment activities reflect and integrate elements of the protection policy.
5. Conduct thorough confidential reference check on staff, consultant or contractor previous history and records working with children and young people.
6. Ensure all contracts of the YMCA Liberia must have protection clause and declaration signed by staff, consultants, contractors, etc.
7. Conduct assessment of partner organization capacity considering behavior and practices on the wellbeing and safety of children and young people.
8. Ensure volunteers, staff, Board members, consultants, contractors and partner organizations are committed to protection of children and young people from abuse and violations of their rights.
9. Ensure all YMCA Liberia internal and external Visitors are aware of the protection policy procedures and committed to protection of children and young people from abuse and violations of their rights.
10. Training of YMCA Liberia volunteers, staff and Board members on the identification and respond to children and young people protection issues.

7.2 Monitoring
Framework

YMCA Liberia Strategic Pillar	Organizational Results	Measurable Indicators
Pillar 1: Effective Organizational Governance and Management	The YMCA Liberia is well-managed, competitive and sustainable.	Number of children and young people actively participating in decision making about programs that affect their well-being and safety. Number of children and young people's views considered in program development and implementation.

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Pillar 2: Delivering Relevant Programs and Services to Transform Young People from being 'Subjects' to 'Citizens'.	The YMCA Liberia has a recognized niche and is the 'go to' local organization in Liberia for youth development with tailored signature programs geared at the empowering of young people for the African renaissance.	Percent of programs and services implementation mainstreamed with Children and young people protection policy guidelines and procedures.
Pillar 3: Invest in Infrastructures and Innovative and Sustainable Programs	The YMCA Liberia is able to respond to local youth needs and independently manage its interventions based on its 'cause-driven' agenda and with less donor or partner interventions.	<p>Number of children and young people protection issues considered and addressed in YMCA Liberia investment in infrastructure and sustainable development programs by 2016.</p> <p>Percent of YMCA Liberia infrastructure and work environment safe and secure for the protection of children and young people.</p>
Pillar 4: Invest in Human Resource Capacity	Combined Board and staff capacity in a bankable resource for a vibrant and sustainable YMCA Liberia.	Percent of YMCA Liberia volunteers, staff and Board members trained in human rights, protection programs, and able to respond to a case of abuse.
Pillar 5: Membership and Branch Development	The YMCA Liberia is decentralized, strong and strengthened more at the community level.	<p>Number of YMCA Liberia members aware of and having signed children and young people declaration form; and number of YMCA branches actively implementing protection policy.</p> <p>Number of children and young people served by the YMCA Liberia aware of their rights for protection and aware of the CYPPP.</p>
Pillar 6: Strengthen the YMCA Community School System	The YMCA School System is efficient and delivering quality low cost education to children from low income households and offering quality time for youth during after-school hours.	Increased percentage of cases of abuse and violations of children and young people reported and addressed in YMCA Liberia school system.