

Child protection policy

There are many different forms of violence and therefore different warning signs to look out for. Violence against children can include physical violence, sexual violence, psychological violence and violence in the name of honor. Further information can be found in the document *Information on violence against children*.

Clowns without Borders Sweden work to prevent violence against children

Clowns without Borders Sweden works strategically and operationally to prevent all forms of violence against children and to create a safe environment for our activities. This is done through safe recruitment, requirements for collaboration partners, code of conduct for direct or indirect contact with children, regulations for documentation of children, liability and duty to report as well as training and advocacy on the subject.

Safe recruitment

Safe recruitment means that Clowns Without Borders Sweden has methods to ensure a consistent selection process for all recruitment of representatives. This also prevents unsuitable people from progressing in the recruitment process. To ensure this safe recruitment, Clowns without Borders Sweden must always:

- Request extracts from the police charge register when a person/member based in Sweden applies for an assignment or receives a position of trust in the organization. New extracts can be requested if a crime is suspected. New extracts must be requested every three years regardless of suspicion. If possible, similar register extracts are requested from authorities in the country where persons who are not Swedish citizens are registered.
- Before assignments that involve contact with children, the person, regardless of citizenship, signs a declaration that he or she has not committed any crime covered by the crime register.
- Request CV, cover letter and references when recruiting. Clowns without Borders Sweden shall check employment history and references. References should include specific questions regarding the candidate's experience and suitability to work with children.
- Written contracts with everyone who is employed or undertakes a non-profit assignment within the organization. The contract includes reading, understanding and following policy documents in Clowns without Borders Sweden.
- After recruitment, all representatives for the assignment in question shall participate in a mandatory start-up day. Child protection issues play a central part on these occasions.

Collaborations

In all collaborations between Clowns without Borders Sweden and other parties, protection of children is an important issue for discussion. Before we establish a collaboration, we always check carefully to make sure the other party uses a strategy to protect children in the activities carried out.

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When Clowns without Borders Sweden activities are part of other organizations' activities for children, our representatives are often asked to sign their policies and maintain a safe environment for children. If, however, a partner does not have its own policy for this or if the policy is inadequate, our representatives follow Clowns without Borders Sweden policy. We are also keen to support collaboration partners in the development of their own policies and to provide information and knowledge for such work.

Code of Conduct

Clowns without Borders Sweden has a code of conduct that must be understood and followed by all representatives of the organization. The purpose of the code of conduct is to ensure that everyone who is active in Clowns without Borders Sweden follows a common set of values, which is ultimately about creating a safe environment for the children we meet.

All questions or concerns regarding child protection and violations of the code of conduct must be immediately reported to the general secretary of Clowns without Borders Sweden. Necessary measures must be taken in accordance with the action plan to address problems and provide protection and support for the child concerned. If, for various reasons, it is not suitable to report to the general secretary, the chairman of the board must be contacted.

See the document Clowns without Borders Sweden Code of Conduct for more information.

Documentation of children

Clowns without Borders Sweden applies a communication policy to ensure representatives understand and follow the Clowns without Borders Sweden mission. In this policy, Clowns Without Borders Sweden undertake all documentation of children to be carried out with the utmost care to guarantee the child's right to privacy. Approval for documentation of children must always be obtained from the child in question (provided they have reached an age to understand) and from the guardian or person in charge on site. Furthermore, all documentation of children must be respectful and not used to exploit or ascribe a certain role to the child.

Clowns without Borders Sweden process all personal data in accordance with EU legislation General Data Protection Regulation (GDPR). See the document Clowns without Borders Sweden Communication Policy and *Clowns without Borders Sweden Photo and Visibility Guidelines* for more information.

Liability and duty to notify

When a Clowns without Borders Sweden representative signs a contract and thereby consents to follow this policy, their liability is to report obligations. A representative always has a responsibility to be observant about indicators that a child is not well or has been subjected to violence. These indicators must never be ignored even if there are other explanations for the signs and shall always be investigated further according to the action plan. A representative who has received information about, or suspects that a violation of legislation or this policy has been committed has a duty to report. Should a representative becomes aware of a violation of the policy and fails to fulfill their duty to report this may lead to disciplinary consequences and, in serious cases, expulsion from the organization. There is a requirement for Clowns without Borders Sweden representatives to cooperate with both internal and external investigators.

When reporting a crime, the identity of the informant is treated as being confidential.

See document *Clowns without Borders Sweden Action Plan* in case of suspected crime for more information.

Education and opinion formation

A central part of the implementation of the Child Protection Policy is education and advocacy around children's rights both internally and externally. This is done, among other things, by Clowns without Borders Sweden:

- Communications shall make sure that children's rights and safety are everyone's responsibility throughout the organization.
- Gives and provides new representatives with an introduction and training which must include a mandatory section on regarding children's rights and child protection.
- Further educates existing representatives in these matters through, for example, lectures, courses and literature.
- Works on forming opinions towards the public in Sweden in order to strengthen knowledge about children's rights.
- Continues work with education and dissemination of information to children in Sweden and the world to increase their awareness of their rights.
- Responsibility throughout the organization.

Responsibility

The Clowns without Borders Sweden board is responsible for determining and updating the policies that the organization needs. The board assigns the general secretary to ensure the adopted by the board.

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