“All children, whoever they are and wherever they are, have a right to be protected. Keeping Children Safe has produced this guidance for journalists in collaboration with Terre des Hommes to ensure they are doing all they can to keep children safe.”
Child Safeguarding Guidance for Journalists

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Terre des Hommes provisions

Terre des Hommes and its partner organisations consider child abuse unacceptable in all circumstances and are committed to ensure that all possible and necessary steps are taken to protect the rights of children and to ensure their well-being.

We believe it is the responsibility of all journalists to protect children from all forms of harm.

In general terms, this means ensuring high standards of personal conduct as well as being vigilant about the conduct of others towards children — this could mean conduct of other staff and associates e.g. family members, adults or other children in the community.

Should you develop any concerns regarding possible or actual harm to children, you are duty bound to report these in line with local reporting procedures (see section on reporting below).

Terre des Hommes upholds the Convention on the Rights of the Child (CRC) and works with journalists for them to abide by the following five principles:

I. The rights of the child
Everybody must respect and promote the Rights of the Child. In particular, he/she must protect the right of every child to live in safety, free from the risk of abuse or exploitation. All must always act in the best interests of the child.

II. Zero tolerance
Terre des Hommes will not tolerate any form of ill treatment of its programme beneficiaries especially children by those working for or with it, and will take whatever steps may be necessary in the case of a failure to abide by the Child Safeguarding Policy.

III. Risk management
Journalists ensure that any risks of ill treatment or harm to which children may be exposed are identified and minimised right from the planning stage of their activities through to their implementation.

IV. The responsibility of everyone
Successful implementation of the Child Safeguarding Policy depends on the individual and collective responsibility of all those who report on issues involving children.

V. The duty to report
Any suspected or actual breach of the present Code of Conduct must be reported without delay to the relevant authorities.
The International Federation of Journalists recommends that journalists and media organisations shall strive to maintain the highest standards of ethical conduct in reporting children’s affairs and, in particular, they shall:

1. strive for standards of excellence in terms of accuracy and sensitivity when reporting on issues involving children

2. avoid programming and publication of images which intrude upon the media space of children with information which is damaging to them

3. avoid the use of stereotypes and sensational presentation to promote journalistic material involving children

4. consider carefully the consequences of publication of any material concerning children and minimise harm to children

5. guard against visually or otherwise identifying children unless it is demonstrably in the public interest

6. give children, where possible, the right of access to media to express their own opinions without inducement of any kind

7. ensure independent verification of information provided by children and take special care to ensure that verification takes place without putting child informants at risk

8. avoid the use of sexualised images of children

9. use fair, open and straightforward methods for obtaining pictures and, where possible, obtain them with the knowledge and consent of children or a responsible adult, guardian or carer

10. verify the credentials of any organisation purporting to speak for or to represent the interests of children

11. not make payment to children for material involving the welfare of children or to parents or guardians of children unless it is demonstrably in the interest of the child

Journalists should put to critical examination the reports submitted and the claims made by Governments on implementation of the UN Convention on the Rights of the Child in their respective countries.

Media should not consider and report the conditions of children only as events but should continuously report the process likely to lead, or leading, to the occurrence of these events.

1 Putting Children in the Right – Guidelines for Journalists, Published January 2002 by the International Federation of Journalists
Personal conduct

Journalists should not:

» Use language, make suggestions or offer advice that is inappropriate, offensive or abusive

» Behave physically in a manner that is inappropriate or sexually provocative

» Condone or participate in behaviour with children that is illegal, unsafe or abusive

» Act in ways intended to shame, humiliate, belittle or degrade children or engage in any form of emotional abuse

» Develop physical and/or sexual relations with children

» Develop relationships with children that could in any way be deemed exploitative or abusive

» Spend time alone with children away from others

» Fondle, hold, hug, kiss or touch children in a culturally insensitive way

» Exchange personal contact details with children

» Offer children the chance to visit my country of residence

» Arrange to stay overnight with a child or their family

Breaches of the code of conduct may result in serious consequences, including termination of contract and possible civil action or referral for criminal investigation.

All Terre des Hommes staff and those of partner organisations are trained on child safeguarding, so check with them on any situation where you are uncertain of what behaviour is appropriate or if you want to report a concern.
In general, the following key points apply to everyone that might film or photograph children:

» Obtain consent of the child and his/her parents or carers before taking photographs and images. Ensure that the children and their parents/carers fully understand why the photographs are being taken and how they will be used.

» Take and use photographs and images of children that are dignified and respectful and that do not present them as victims, vulnerable or submissive.

» Ensure children are adequately dressed in photographs and images and not in poses that could be interpreted as sexually suggestive.

» Protect the safety and privacy of children and their families by not using their images on the internet without explicit consent, or using them in any way that reveals their identity or location.

2 Putting Children in the Right – Guidelines for Journalists, Published January 2002 by the International Federation of Journalists
3 Where there are no parents or guardians i.e street children, ensure the children fully understand the purpose of the photograph and if in doubt do not take their photograph.
Interviewing children checklist

Terre des Hommes also sets out the following principles as essential when interviewing a child or putting together a news report:

Always:

- make sure that the child or person looking after him/her knows that they are talking to a journalist
- try to interview the child in a safe, private space
- explain the purpose of the interview and the way it will be used to the child or person looking after him/her
- obtain prior permission from the child and/or the person responsible for him/her for all interviews. If necessary, where this is appropriate, this permission should be given in writing
- be sure to obtain the child’s permission in his/her language and make sure the decision is taken with the agreement of an adult the child trusts
- make sure that the child’s safety will not be compromised if pictures of his/her home, community or environment are broadcast or disseminated
- use simple words and short sentences while asking open questions the child can answer freely
- avoid questions, attitudes and comments that reflect a value judgement or which are insensitive to cultural values
- show the circumstances which make the children vulnerable while respecting their dignity
- use images that tell a story and that will enable the public to discuss the subject
- comply with local traditions and restrictions relating to pictures or find out about them from local teams
- make sure the child is not posing in an unsuitable way or in a manner that might have a sexual connotation
- make sure the pictures are an honest representation of the situation and facts
- provide an accurate context for an article about a child or for an image portraying him/her
- make sure that filenames do not reveal any information that would enable the child to be identified when electronic images are sent

Continues »

4 Terre des Hommes, Child Safeguarding Policy, Media and Communication (section 1.2), 2015
change the name and disguise the appearance of any child presented as:

- a victim of sexual abuse or exploitation
- a victim of trafficking or ill treatment
- a perpetrator of sexual abuse or acts of physical violence
- HIV-positive, living with AIDS or whose death was caused by AIDS, unless the child, a relative or a guardian has given his/her authorisation
- accused, suspected or guilty of a crime
- an armed child soldier, gang member or member of any other armed group
- a former child soldier, gang member or member of any other armed group who is not holding a weapon but who could be in danger

continues »
Never:

- ask questions which **put the child in danger** or expose him/her to possible humiliation
- **force discussion** on subjects which are painful for the children when the child does not want to discuss these
- **discriminate against children** when choosing who to interview
- **stage** a story or ask children to tell a story that they have not experienced
- **add to the stigmatisation** of a child
- photograph subjects from a **distorted perspective**
- use or manipulate an image in a way that **distorts the reality** of a situation
- **label children** or describe them in a way that might attract a hostile response, particularly physical and psychological abuse, or discrimination or ostracism by their communities
- **harm children** in any way
- take photos or make videos of children for any use other than a **strictly professional** one
- look at, publish, produce or share **pornography** either involving children or in the presence of a child
- take photos of children who have expressly **declined to be photographed**
- take and publish photos in which the children pictured are completely **naked or are inappropriately dressed** for the situation in which they are shown
- take photographs of children which portray them **only as victims**
- publish a story that could **endanger** a child, those around him/her or his/her community
- be in contact with children on **social networks** for personal reasons
- take a child's **contact details** (email address, address, telephone number) or give him/her yours
Section Two
Good practice and safeguarding considerations
Planning and preparation

From the outset, it is important to plan for and anticipate situations that might present risk and that therefore need to be addressed. The following ethical principles and safeguarding considerations represent a good starting point for planning and should inform ongoing activity:

» Balance the need to maximize children’s participation by hearing their own opinions on the issues affecting their lives with the need to minimize their exposure to harm.

» Careful advance planning is crucial. Journalists are responsible for thinking through all possible consequences, both intentional and unintentional, of the information-gathering activity and for anticipating the effect of the activity on young people and their families. If appropriate safeguards cannot be put into place, the activity should not proceed.

» Discussions should be held with local community members, including children and adolescents, whenever possible. Community meetings at different stages of the information-gathering activity can serve a variety of purposes, including sensitization, review, and interpretation. These discussions can serve the dual purpose of improving adherence to ethical standards and improving the quality of the information gathered.

» If there is any question about whether the data collection could be harmful to children, only begin the activity if services are in place to address possible consequences. If the information-gathering activity is not associated with a service, prepare referral information for children to reach the required support. Do not conduct the activity without functional support systems in place.

Some of these will be dealt with in subsequent sections. In addition to advance discussions with communities (in this case with children and their families/communities) having preparatory conversations with staff who are working with the children will be important to ensure all safeguarding risks and issues are identified and mitigated against.

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Legal and ethical issues

The conduct of those who gather information from children and adolescents is governed by both legal and ethical requirements. Adults working with children may be subject to multiple legal codes governing their behaviour. These codes may include those of the country of the organisation managing the activity, the country funding the activity, and the country where the activity is taking place.

In relation to research, it will be particularly important to make sure that local laws are followed and local definitions are used, especially for the process of gaining informed consent. The age of majority in Brazil is 18, so those under 18 are classed as children.

Research Ethics Committees at national level have been established, but these tend to focus on ethics in medical research, particularly where this involves humans.

There does not appear to be national legislation governing research in Brazil, although a National Committee for Research Ethics – CONEP exists under the Ministry of Health that covers medical research.

Mandatory reporting

Brazil has mandated reporting of child abuse, although there are limitations. (See section on reporting and responding below for details).

Accessing child respondents

There may be tensions between that which might produce good material for the report, and the best interests of the child. It is the role of journalists and those working with children to ensure children are kept safe and the responsibility of journalists to accept when an interview may be denied or curtailed as experts judge this to be the right thing for the child or children involved.
Good practice and safeguarding considerations

Risk assessment

Before any interview takes place, it is essential that a risk assessment is undertaken, or that existing risk assessments are reviewed in light or in case of any changes to circumstances.

Risks should be assessed in relation to all parties affected by the interviews and the research overall, to include risks for the child or children, families, communities, for the journalists and staff, for the local partner organisations and for the research exercise overall.

Review of existing risk assessments should:

» Review existing assessments and mitigating actions
» Consider additional information
» Anticipate possible negative consequences
» Identify any further mitigating actions
A full explanation should be given to all participants or potential participants in the reporting both in advance of requesting their participation (where possible) and again at the time of interview.

Written and verbal explanation should be provided to include details of:

» the reporting itself – why it is taking place, who is conducting it, what it hopes to achieve
» the researchers/investigators – who they are, where they are from
» the process – what will happen, where, who will be present
» the outputs – what will happen to the information disclosed by child respondents, how will this be recorded, kept, accessed, disseminated
» safety and support – the risks involved and the commitments to keep respondents safe and to assist them as far as possible/as required
» consent – based on the information provided, consent should be obtained in line with the following reminder of the child’s rights in the process:

**We respect your rights?**:

• to take time to decide whether to help us
• to refuse to take part without this affecting your care/education/whatever
• to refuse to answer some questions
• to withdraw from this project at any time
• we will keep notes and tapes from the groups in a safe lockable place
• when we talk about the research or write reports, we always change people’s names so that they remain anonymous

Consent should ideally also be obtained from parents/carers, although this may not be possible given the circumstances of some of the children. Consideration also needs to be given to risk issues associated with contacting parents/carers for permissions, as this may put the child at increased risk of violence, abuse or exploitation. If you think this may put the child in danger it is best to avoid reporting on him.

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7 After an original by Priscilla Alderson, cited in ‘So You Want to Involve Children in Research?’ Save the Children 2004
Although it may be fair to assume that the children that have agreed to participate in interviews are willing to speak about their circumstances and their experiences, it is inevitable that they will have some anxieties about this. Also, as a result of their experiences at the hands of adults, their levels of trust may be severely diminished. It is important, therefore, that basic principles of effective communication with children are adhered to, and that care and attention is paid to ensuring a safe and comfortable environment is established in which the children can feel as relaxed as possible.

Thought will need to be given to where the interviews should take place. Children themselves should be consulted on where is best for them to meet. A neutral venue may be best, but somewhere they are familiar with and safe in will help in putting them at their ease. A place where they can be seen, either a public place or a place where they are very visible to others in the community entering and leaving, may not be a safe or relaxing option.

The physical space within the venue also needs to be made welcoming and designed to relax the interviewee.

Initial rapport building is important – just saying hello, being warm and friendly, showing an interest in the child and talking about a neutral topic along the lines of where they have come from, the locality, what they like to do, and so on will demonstrate a respect and regard for the child that will help to break down any possible barriers.

A clear introduction and explanation of the research exercise – including purpose of research, rights of the child as outlined above, consent, confidentiality, use and dissemination of research data, supports available, as some background on the interviewer will also help and show respect for the child.

Children that have been abused and exploited have often felt powerless in their interactions with adults, so giving the child some control over proceedings and consulting them on how the process will go, even just minor things such as seating arrangements, when to take a break, and so on, will also go a long way to demonstrating respect and concern for their safety and wellbeing.
Abuse is based on an imbalance of power, and in an interview the media professional has far more power than the child. The following guidelines from the IJF8 describe how an interview be carried out effectively while still respecting the rights of a child:

» Interviews with children should, except in exceptional circumstances, always take place with someone acting in the best interests of the child on hand, to protect the child and to call a halt if necessary.

» The interviewer should sit or stand at the same height as the child and not ‘talk down’, either literally or metaphorically.

» In the case of radio or television interviews it is essential that the child is relaxed and not distracted or overawed by the camera or technology. This may mean that camera crews have to spend time around children until they stop focusing on the cameras and lights.

» Questions should be directed to the child, not to the adult, and the adult should observe and not intervene—otherwise you get the adult’s story, rather than that of the child.

» An interviewer should adopt a calm, friendly and neutral voice and not react with shock or amazement.

» Questions should be clear and straightforward, and should not lead the child. At first ask open questions (so the child is not pressured to respond in any particular way) and then use closed questions to narrow down on facts that you have to check.

» Questions can be repeated in a different form to cross-check that the child has understood and has expressed himself or herself clearly.

» It is better to ask factual questions about what someone said and did, than to ask about how they felt. A child will often reveal, when he or she is comfortable with the interview, how he or she felt, but may be pressured by direct questioning about feelings.

» Wherever possible corroboration should be sought (good practice for all kinds of interviews).

» If interviewing through a translator, care should be taken that the interpreter translates exactly what the child says and does not mediate or summarise answers.

Recognise factors such as gender, cultural background and ethnicity, for example, of the interviewer and anyone who accompanies the interviewer, may have significant influences on the process and the child’s willingness to talk.

8 Putting Children in the Right – Guidelines for Journalists. Published January 2002 by the International Federation of Journalists
Section Three

Reporting and responding to child protection concerns
Mandatory Reporting

In Brazil, the Constitution decrees that the law must severely punish any abuse, violence, and sexual exploitation of children and adolescents. According to the Brazilian Penal Code, it is a crime to benefit or profit from the prostitution of a third party, which is punished with up to four years in prison and a fine, and if the victim is older than fourteen and less than eighteen years of age, or if the perpetrator is the victim’s ancestor, descendant, spouse, partner, sibling, tutor, guardian, or a person responsible for the minor’s education, treatment, or custody, the punishment is increased to up to six years in prison and a fine. If violence or a serious threat is used, the punishment increases to up to eight years and a fine, plus the corresponding punishment for the violent acts.

Additionally, giving an offspring less than eighteen years of age to a person in whose company, the parent knows or should know, that the minor is morally or materially in danger is punished with up to two years in prison. If the perpetrator carries out the offense to obtain profit, the punishment is increased to up to four years in prison.

In general terms, no child or adolescent must be the object of any form of negligence, discrimination, exploitation, violence, cruelty, or oppression, and any attempt, by action or omission, to violate the fundamental rights of a child or adolescent must be punished according to the law.

The presentation, production, sale, supply, disclosure, or publication, by any means of communication, including the internet, of photographs or images of pornography or sex scenes involving a child or an adolescent is punished with up to six years in prison and a fine.

Additionally, to subject a child or an adolescent to prostitution or sexual exploitation is punished with up to ten years in prison and a fine. The same punishment is also applied to the owner, manager, or person in charge of a location at which a child or an adolescent is prostituted or sexually exploited.

In Brazil, mandated reporting of child abuse only applies to certain professionals.

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9 For a list of local contacts for reporting on child abuse see annex 4
Threshold for reporting

It is not practical to report every instance in which a child tells of abuse or risk of further abuse, and reporting would not be possible if this was to happen. In these circumstances, the normal threshold for reporting is suspended, but that does not mean that no reports will be made.

The following protocol is adapted from Save the Children research where interviews involving children engaged in commercial sex work raised significant issues relating to confidentiality and operation of its child safeguarding policy.

The protocol allows for deviation from normal procedures of mandatory reporting, although it is vitally important that all those concerned in the process, and especially the children themselves, are clear about the limits of confidentiality that apply to the interviews in question.

Agreement not to automatically report the child or young person to the statutory authorities must not be interpreted as a ‘blank cheque’ in relation to confidentiality. Equally, responsibilities and concerns for the safety of children do not diminish on the basis that the interviewees consent to engage with the process. The following procedure is aimed at ensuring an interview process that upholds the rights of the young people involved, enables a productive exchange of information, and also promotes the protection of children in line with commitments contained in the child safeguarding policy.

Principles

All children involved in commercial sexual exploitation are sexually, physically and emotionally at risk. Anyone under 14 in Brazil cannot, in law, consent to sexual activity and should be seen as victims of abuse.

All children at risk of commercial sexual exploitation are children in need of services and are also children in need of protection, though use of statutory child protection procedures may not always prove effective or appropriate in all circumstances (see below).

The research recognises the potential risks faced by children engaged in commercial sex work, and will act in a way that respects the rights of these children and also promotes their protection and freedom from abuse and exploitation.

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11 Terre des Hommes, Child Safeguarding Policy, Reporting Concerns and Child Safeguarding Incidents (section 2.1.), 2015
Confidentiality and reporting

The interviews should be conducted within the current agreements and guidelines covering reporting in relation to use of the gathered data and understandings on the boundaries of confidentiality such as those protecting the identity of participants, for example.

In addition to this, the position on child protection must be made clear. It should also then be explained that the usual thresholds for triggering a child protection referral are being suspended for the purposes of these interviews. However, it must also be explained that, if in the course of the interview the interviewee passes on information that staff feel they are compelled to act on, then in exceptional circumstances confidentiality may be breached.

It must be explained to interviewees that breaching confidentiality in exceptional circumstances could include situations when:

» a child is clearly not in charge of their own safety (being held against own will, for example)
» the emotional/mental state of young person is such that it places their own or a third party’s life at risk
» a third party is at risk of abuse (younger sibling within a family, for example)
» an allegation of misconduct is made against a member of staff or other professional working with children
» the child’s parents/carers or an adult in a position of trust or responsibility to the child is facilitating, organising or encouraging the exploitation
» interviewee identifies individuals responsible for encouraging or organising the abuse

In such circumstances, journalists must discuss the situation and agree what action to take in line with the child safeguarding policy and the agreements surrounding this reporting. The young person must also be involved in discussions relating to any concerns, and their views taken seriously.

Assessments of the young person’s age, competence, understanding and ability to effect change in their current circumstances must also be taken into account.

At the end of each interview there must be a full debrief involving the researcher, the local manager and the research supervisor, to consider any issues arising from the interview. These discussions should consider the content of the material divulged during the course of the interview, but should also make some overall assessment of the situation of each young person and whether or not further action is needed. Further action could take the form of particular support to the young person, or might include a child protection referral if there are serious concerns regarding the safety of the young person or of other children as described in the ‘exceptional circumstances’ criteria above.

The referral should be discussed with the young person concerned wherever and as soon as possible, and on the basis of agreements reached as part of this process, contact must then be made with the appropriate statutory authorities.
Support

Support is available to young people following the interviews as disclosure of information is likely to provoke strong feelings in the interviewees. It may be more appropriate to identify national and local sources of advice and information, and to help young people access support where it is clear they wish to make changes to their present situation.

Contact should be made with the local authority responsible for child protection in order to advise them of the interviews, agree the reporting protocol that is being adopted for the purposes of these interviews, and to gather information and advice from them on local responses to children at risk from commercial sexual exploitation. This advice will be important for the professionals involved in the research process, but it is also important for the children themselves to be aware of support that might be available to them via the local authorities.

Other considerations

Many children engaged in commercial sex work come from families with severe problems including experience of abuse. Interviewees may disclose information of past as well as present abuse and this information may in turn trigger a child protection referral as described above. Children are often coerced into prostitution by older men, and this coercion may be sustained by use of alcohol and drugs. The child may also have been deliberately isolated from the supports of friends and family. Children in such circumstances are especially vulnerable.

In the course of explaining the limits to confidentiality, it may be helpful to advise interviewees to anonymize information so that they do not compromise the researchers, themselves or others through their disclosures. They should also be warned that it is possible the police could subpoena the notes of the interview if they became relevant to any criminal prosecution.

Maintaining anonymity

The journalist has a duty to anticipate ways in which confidentiality of the respondent may be comprised once the interview is published. For example, just changing names may not be sufficient in guaranteeing anonymity if the person is the only refugee in a classroom, or the only girl in a group. In such cases it can be useful to discuss with the respondent in question what to do for the best. They may wish to withdraw consent to use their data, or they may be happy to be identifiable. Respondents may want to use their real names in order to have acknowledgement for their work or input. Journalists need to think this through, as respondents may not be aware of all possible consequences of publishing their views or experience openly.
Storage of data relating to child safeguarding

Data that relate specifically to a child safeguarding issue will need to be stored separately for a longer period of time. These records may need to be passed onto a third party at a later date.

Provision of support for investigators/journalists

As with the section above on interviewing children, given the content of the interviews, the emotional impact on the journalists and others that might be involved should not be underestimated. Journalists should anticipate feeling distress as a result of the process and consider what steps they will take to distress following each interview and/or the process overall. In addition, where necessary, professional support should be identified and provided.

Reward/recognition of child respondents

There has been a lot of debate around rewarding children for their participation in reporting, research and other activities organised by NGOs, for example, and this still remains a bit of a grey area with mixed views, although there is a sense that payment for participating in research is problematic and can distort the process. However, providing compensation - so reasonable expenses and money to cover loss of earnings, for example - seems less of an issue.

So for example, if a child loses money because s/he has taken time off from work to attend an interview, and possibly also had to spend money to travel to meet the investigators/journalists, then it is reasonable to offer recompense, although it would be better to call it ‘compensation’ for loss of earnings, travel and other out-of-pocket expenses rather than ‘rewards’. Provision of drinks and snacks is also a common form of ‘treat’ when participating in such a process, but again this should be seen as a courtesy rather than a reward for participation.

12 The Ethics of Social Research with Children and Families in Young Lives: Practical Experiences, Virginia Morrow Young Lives 2009
Section Four

Annexes
I : Key ethical considerations

- Assess and minimise the risks of harm to participants through your research
- Ensure that all participants give informed consent to their involvement
- Seek the informed consent of children, ensuring that children know that they can withdraw their consent at any point
- Be prepared to deal with any distress children show during the research process
- Make arrangements for ongoing support to individual children who need it
- Consider child protection issues in daily practice and in the recruitment of research staff
- Seek consent from parents and carers (if possible)
- Seek the support of community organisations, people who are important in the lives of children locally
- Ensure that information about the research is given in a way that it is understandable and attractive to children, and includes information about their rights as respondents, and how the data they provide will be handled
- Make practical arrangements to protect the confidentiality of respondents
- Discuss how you would handle situations where risk of serious harm to respondents is disclosed
- Make sure that your methods maximise the chances of girls and boys to participate fully
- Consider how to include the voices of children who face discrimination
- Consider whether there is a need to offer recompense to those helping you with your research, and what form this should best take
- Assess possible risks to the safety of researchers and prevent these
- Ensure that you properly consult with communities in planning your research, and contribute where possible to capacity building
- Give feedback to respondents’ communities on the findings of the research, in an appropriate form

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13 So You Want to Involve Children in Research? Save the Children 2004
Annex II

II : Checklist of what you need to explain to each respondent

- Who you are
- Purpose(s) of research (or evaluation) including an outline of the main topics
- Funders and sponsors
- Length of the project; amount of time each person will be involved; how many sessions there will be and where; how often and long these will or might be
- How the respondents will be recompensed for their time e.g. travel expenses, loss of earnings.
- What form the reporting (or evaluation) will take e.g. interviews, video interviews, in groups or alone
- How data will be recorded and stored e.g. tapes, notes and then locked in cupboards separate from names and addresses and registered under the current Data Protection Act (where relevant)
- That the child or young person is under no obligation to participate in the report
- That the child or young person has the option not to answer any question and can stop the interview at any point.
- Anticipated consequences of the report e.g. longer term policy change
- Anticipated uses of the interview information e.g. the extent to which each person’s data will be used; how the report will be disseminated and publicized e.g. published as a newspaper report, television item or online story
- Possible benefits of the study and possible harm or discomfort that might affect participants
- Child Safeguarding Policy details and the degree of anonymity and confidentiality that can be afforded respondents
- How research participants will be fed back to or involved (if at all) at any future point e.g. launches and/or media coverage


Annex III & IV

III : Child safeguarding checklist

- Have all journalists and associates been fully briefed on the child safeguarding policy and child safeguarding procedures?
- If the potential participants have been defined as children at risk, have the implications for child protection been considered?
- If the project manager believes that the reporting threshold for child protection needs to be raised, have the necessary processes for developing a protocol that establishes the limits of confidentiality been drawn up and agreed?
- Is information to hand about possible sources of help and support?

IV : Numbers for reporting crimes against children in Rio de Janeiro

» In emergencies, call the regular police force, the Military Police, on 190. You can reach the Civil Police (responsible for investigations) on 197. In cases where the Federal Police are relevant, such as suspected trafficking of children, dial 194.

» Report suspected cases of child sex abuse to the child’s rights organisation CEDECA in Rio de Janeiro (Centre for the Defence of Children and Adolescents) on (21) 3091-4666.

» In cases where you wish to remain anonymous, crimes can be reported to the hotline Disque Denuncia on (21) 2255-1177 in Rio state, or dial 100 to report human rights violations anywhere in Brazil.

» To reach the conselotutelar or children’s social services officers in your area of Rio de Janeiro, consult the list of numbers here: http://www.cedca.rj.gov.br/cons_tutelares.asp

» ANCED, the National Association of Centres for the Defence of Children and Adolescents, is based in Brasilia, and can be reached on (61) 3447-9335 or email anced@anced.org.br

» A police station dedicated to children and teens who are victims of crime (Delegacia da Criança do Adolescente Vitima) is located at R. da Relação, 42 - Centro, Rio de Janeiro - Rio de Janeiro or call (21) 2332-9786 or (21) 2332-9788.
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**Terre des Hommes**

*International Federation*

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Terre des Hommes launched the Children Win campaign in February 2014 to ensure that leading sports bodies mitigate risks and enhance opportunities of Mega Sporting Events on children, both direct and indirect.

**Keeping Children Safe**

Keeping Children Safe is a dynamic and growing global network working to keep the world’s most vulnerable children safe from abuse and exploitation.

www.keepingchildrensafe.org.uk

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For any communication: info@childrenwin.org or info@keepingchildrensafe.org.uk
All children, whoever they are and wherever they are, have a right to be protected.

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