



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY GUIDANCE

THE SELECTION AND RESPONSIBILITIES OF SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY FOCAL POINTS AND NETWORKS

This document provides guidance on the demands of individuals who have been identified as Safeguarding Policy Focal Points and terms of reference for the Safeguarding Policy network group. The demands of such individuals and the group, in the scope of this document, are in relation to the implementation of internal safeguarding measures and structures as guided by Plan's International Safeguarding Policy and related documents

1 - AN OVERVIEW OF THE ACCOUNTABILITY AND RESPONSIBILITY FOR IMPLEMENTING THE SAFEGUARDING POLICY

In accordance with the Safeguarding Children and Young People Policy (SCYPP):

- The Boards of Plan International, Inc./Limited and Plan International National Organisations are ultimately accountable for the SCYPP.
- The CEO and Executive Directors of Plan International, Inc./Limited and the National Directors are responsible for the implementation of the SCYPP.
- At an office level, the Office Director (i.e. National / Regional / Country Director) is ultimately responsible for the implementation of the SCYPP and associated procedures.
- Managers are responsible for ensuring that the SCYPP is fully embedded within their areas of responsibility in accordance with the SCYPP Implementation standards as applicable to their area of responsibility.¹

Who are the Safeguarding Children and Young People Policy Focal Points (SCYPP FPs)?

The Safeguarding Policy Focal Points are staff who have the delegated responsibility, from the Office Director, for coordinating the implementation of the Safeguarding Policy within a defined operational unit (National /Regional/ Country/ Programme Unit/Headquarter offices).

2 - SELECTION OF SAFEGUARDING POLICY FOCAL POINTS

The selection of the Safeguarding Policy Focal Point (i.e. who, how many is needed and whether the lead focal point position is a full time position) and the allocation/division of responsibilities is at the discretion of the Office Director. However, consideration should be given to the demands and

¹ For example, the Head of Human Resources would be responsible for ensuring SCYPP Implementation Standard 3 – Recruitment, Selection and Engagement with Plan is appropriately embedded within the office, the Head of Sponsorship would be responsible for ensuring SCYPP Implementation Standard 7 – Keeping Children and Young people Safe in Child Sponsorship is appropriately embedded within the office. Note that the compliance indicators in some standards are cross cutting and will apply to all managers

complexity of the office² and the ability of the individual selected to deliver on and/or lead on the delivery of the SCYPP FP responsibilities within that operational unit.

The following acts as guidelines.

How many SCYPP FPs should an office have?

It is recommended that each Plan Office (Country, Regional, National and IH level) should have at least one lead Safeguarding Policy Focal Point (SCYPP FP) who will be the main contact for all aspects regarding the SCYPP within the office.

It is advisable for the **LEAD** SCYPP FP to be a member of the Country leadership team (CLT) for effective implementation of the SCYPP in each office, and for management to display full accountability in the delivery of this policy. In addition, the **CO-LEAD** should have a program background and provide technical support, while coordinating the implementation of the policy across all aspects of the office entity. In addition, focal points have also been identified at Program Unit level and for specific departments at national level.

Lead and/or additional SCYPP FPs may be appointed according to the size, demands of and activities engaged in by the office (*see footnote2*) as follows:

- a co-lead focal point, to act as a cover for and assist the lead SCYPP FP
- focal points for extensive or high risk programme/projects involving children
- focal points for emergency/conflict response interventions
- delegate focal points within large office departments(especially at Country office level)

Who should be selected to be the lead Safeguarding Policy Focal Point?

Lead SCYPP FPs are usually selected from within the:

- Programmes department (e.g. Child Rights, Violence Against Children, Safeguarding in Development or Safeguarding in Emergency programme staff) –*Child Protection staff have an in depth/technical understanding of safeguarding issues; they often work closely with children and young people , community and associates such as partners who all need to be briefed on Plan’s SCYPP; they are often involved in SCYP Programmatic, Emergency and Advocacy interventions and external SCYP Programming/Policy/Safeguarding networks. and/or*
- Human Resources departments – *HR staff have the knowledge and skills required to be able to respond to SCYPP and Code of Conduct(CoC) issues concerning staff, consultants, contractors and volunteers (who all fall within the scope of the Plan’s CoC and internal disciplinary measures) and an awareness of local labour laws.*

However, selections for lead SCYPP FPs have also been made from the Sponsorship, Monitoring and Evaluation and Media departments. The office director must make a selection which works best for the office³.

It is important that individuals selected to be lead SCYPP FPs :

- Understand the organisation’s safeguarding and gender policies

² For example, but not limited to, the size of the office, the number of sub-offices, the number of staff, the number of high-risk programmes/activities (e.g. programmes/events involving children, emergency response) engaged in or the number of partners engaged.

³ The IASC (Inter Agency Standing Committee) 2010 report ‘Global Review of Protection from Sexual Exploitation and Abuse (PSEA) by UN, NGO, IOM and IFRC Personnel’ (Plan is a member agency) which reviewed the effectiveness of institutional PSEA policies and procedures found that organisations that had strong PSEA controls in place where those whose SCYP measures included having in place dedicated (i.e. full time position) focal points located within HR and Programmes

- Have the appropriate skills and knowledge, with passion to be able to deliver on or lead on (i.e. supervise) the delivery of the SCYPP FP responsibilities (see Section 3 below);
- Hold personal values, ethics and attitudes which are in alignment with the principles of the SCYPP and the organisational values; with the ability to reflect on their value system and take account of their biases towards individuals (including children and young people) in all their diversity
- Have the authority and ability to challenge inappropriate behaviour at all levels;
- Be an appropriate advocate and role model for the SCYPP at all times; and
- Also have good coordination, communication and facilitation skills

Furthermore, where the role of the lead SCYPP FP is not a full time position (i.e. the individual's job responsibilities also include other work for example in sponsorship/programmes/HR etc) consideration should be given to the availability of the individual and the number of other tasks assigned to the individual.

The assigned responsibilities of the FPs should be written into their Job Description/ Individual Accountability Plan (IAP) and their performance appraisal.

3 - SAFEGUARDING POLICY FOCAL POINTS RESPONSIBILITIES

Terms of Reference for Country and National Office level Safeguarding Policy Focal Points

The below are the **suggested responsibilities** for the lead/country level SCYPP FPs. These may be revised according to office demands and management decision. Agreed responsibilities **must** be reflected in job descriptions and Individual Accountability Plan and linked to performance management.

Suggested responsibilities for the lead Safeguarding Policy Focal Points

1. Undertake clear and strong advocacy on the SCYPP at all levels across the office acting as an ambassador and role model for SCYPP implementation at all times. This will involve making use of appropriate internal platforms and events (e.g. management meetings, staff inductions etc) to raise awareness on and increase commitment to the policy.
2. Provide high quality and accessible advice, support and guidance to managers and staff ensuring that adequate SCYPP measures are integrated into office operations, processes and programmes as outlined by the SCYPP implementation standards and other core SCYPP documents.
3. Collaborate with and provide advice to key teams and/or departments within the offices to ensure that risk identification and management strategies of the country's processes, procedures and activities includes assessment of SCYP risks and appropriate mitigating actions are developed.
4. Deliver mandatory SCYPP briefings, inductions and/or workshops to staff, managers and associates ensuring all are aware of what the SCYPP means for them and how to execute their specific responsibilities under the policy. Deliver on-going refresher training and induction as necessary.
5. Review and strengthen SCYPP systems and processes within partner/donor agencies ensuring there is an understanding of and commitment to the requirements of Plan's SCYPP. Plan and deliver SCYPP training workshops accordingly.
6. Provide and deliver briefings, inductions and/or workshops on Plan's SCYPP to children, young people and communities that the office works with/in as appropriate.
7. Coordinate the implementation of Plan's SCYPP Implementation standards, ensuring managers are aware of which standards apply to their area of responsibility and facilitating a team of delegate focal points, in order to ensure SCYP measures are integrated into activities across all departments.

8. Support the development of country level SCYPP implementation action plans that clearly outline gaps in implementation and how these can be addressed. Oversee and enforce follow-up on actions in order to ensure maximum levels of compliance and competence. *(Note that managers are responsible for the implementation of the SCYPP standards as they apply to their area of responsibility plus the development of actions to address identified gaps)*
9. Coordinate the annual SCYPP implementation standards self-assessment and incident reporting exercises, providing reports on outcomes and trends to the country management team.
10. Undertake and or support the development of local SCYPP procedures in line with mapping of local child protection external environment and global guidelines.
11. Provide a central point for the recording, reporting and dissemination of collated information on the safeguarding policy implementation activities taking place across the office and sharing information and good practice to global SCYP counterparts.
12. Receive reports on safeguarding allegations and respond effectively in line with local procedures, acting as the country/national office referral point.
13. Provide support and advice in dealing with alleged cases of child abuse and safeguarding concerns by Plan staff, associates and visitors including initiating, assisting with or managing any necessary investigations in line with appropriate policies and procedures.
14. Provide follow-up and support to staff for the implementation of victims' care plans

Demands of delegate/department/other SCYP FPs will fall within the above and be as delegated by the lead SCYPP FP or as identified by the office director

An example of the main responsibilities might be:

Agreed responsibilities **must** be reflected in the Individual Accountability Plan

1. To assist the main SCYPP FP in coordinating the mainstreaming of SCYPP into the department's/project/programme/unit's core processes and procedures as outlined in the SCYPP implementation standards.
2. To be the department/project/programme/unit's representative for coordinating the completion of the annual safeguarding monitoring tools which reviews compliance to the safeguarding implementation standards that impact on their department.
3. To challenge poor safeguarding practice and support and promote good practice within the department/project/programme/unit.
4. To provide SCYPP induction/briefings to department/project/programme/unit staff and associates. Deliver on-going refresher training and induction as necessary.

Names and contacts for the lead and co-lead safeguarding policy focal points for each Plan office may be found on the Safeguarding Resources Pages '[Contacts](#)' on planet.