

**Implementing “Keeping Children Safe” – Final – Revised March 2012**

**Audit Checklist (base-line) for TDHIF Member organisations (MO), Programmes and Partners<sup>1</sup>**

**Objectives:**

- **As basis to develop individual MO action plans**
- **For common reporting to GA**

**Please fill in the box “comments” whenever there is a “B” response**

**Key:** A = In Place  
B = Partially in Place  
C = Not in Place

No	Philosophy & Principles	Audit Checklist	A	B	C
1	Mission statement, policies and other institutional documents prioritise child protection	Can you provide examples of statements, policies and other documents where child protection is prioritised by the MO?			
<i>Comments:</i>					
2	The MO is very clear about its responsibility to protect children and makes it known to all who come into contact with it.	Can you provide examples of resources & materials such as public briefing papers & posters etc? Where and how is the material made accessible?			
<i>Comments:</i>					
3.a.	Senior management at HQ drive the process of the child protection policy	Can you provide evidence of key management decisions i.e. minutes of meetings, responsibilities, actions & timings?			
<i>Comments:</i>					
3.b.	Senior management at regional and country level drive the process of the child protection policy	Can you provide evidence of key management decisions i.e. minutes of meetings, responsibilities, actions & timings?			
<i>Comments:</i>					

<sup>1</sup>Numbering of questions : «a » refers to HQ and « b » to regional or country level

No	Policy	Audit Checklist	A	B	C
4	The MO has a written child protection policy (or has some clear arrangements) which are validated by the institution to make sure that children are kept safe from harm.	Does a policy document exist for the MO?			
<i>Comments:</i>					
5	If applicable, each field project managed by MO adopts the child protection policy	Does a policy document & action plan exist for each project in an accessible format.?			
<i>Comments:</i>					
6	Child protection policy is clear to all & understood at all levels (HQ, regions, countries, projects)	Can you provide evidence of approval & general awareness & acceptance of the policy at all levels?			
<i>Comments:</i>					
7.a.	Organise training workshops & learning activities on the implementation of a Child Protection Policy for HQ staff	Do plans, timings, participant list & workshop reports on the child protection policy exist?			
<i>Comments:</i>					
7.b.	Organise training workshops & learning activities in regions/countries/projects on the implementation of a Child Protection Policy	Do plans, timings, participant list & workshop reports on the child protection policy exist?			
<i>Comments:</i>					

No	Procedures & Systems	Audit Checklist	A	B	C
8.a.	There is a named child protection focal point at HQ with clearly defined role and responsibility (in job description)	Does a named individual's job descriptions reflect its responsibilities?			
<i>Comments:</i>					
8.b.	Define regional, country and project roles & responsibilities for child protection responsibilities	Do named individuals job descriptions & person specifications reflect their child protection policy responsibilities?			
<i>Comments:</i>					
9	There are child protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about child's safety and welfare.	Can you provide copies of guidelines & procedures of how to deal with child protection concerns when they arise?			
<i>Comments:</i>					

No	Prevention	Audit Checklist	A	B	C
10.a.	HQ recruitment procedures reflect the child protection policy	Do your HQ human resource procedures call for reference &/or police checks?			
<i>Comments:</i>					
10.b.	Country and regional recruitment procedures reflect the child protection policy	Do your local human resource procedures call for reference &/or police checks?			
<i>Comments:</i>					
11	There are written guidelines for behaviour (code of conduct) or some way of describing staff and other representatives what behaviour is acceptable and unacceptable especially when it comes to contact with children	Do these guidelines asses risks for key positions, is a gender balance considered, do personal privacy & adult to child contact protocols exist?			
<i>Comments:</i>					

<b>No</b>	<b>Access to Advise &amp; Support</b>	<b>Audit Checklist</b>	<b>A</b>	<b>B</b>	<b>C</b>
12	At project level (or partner's project), information exists for children on where to go for advise & help in relation to abuse, harassment & bullying	Is information for children on sources of support clearly visible, in local languages & available?			
<i>Comments:</i>					

<b>No</b>	<b>Working with Partners</b>	<b>Audit Checklist</b>	<b>A</b>	<b>B</b>	<b>C</b>
13	A Child protection policy forms part of the capacity building measures planned for local partners	Does a child protection capacity building framework & plan exist for each local partner?			
<i>Comments:</i>					
14	Partners develop their own child protection policy/procedures	Can you provide a copy of partners own policy & procedures?			
<i>Comments:</i>					
15	Organise training workshops & learning activities for projects/partners and children	Do plans, timings, participant list & workshop reports on child protection exist?			
<i>Comments:</i>					