



CHILD

SAFEGUARDING *Policy*



JBCCOCA

CONTENTS

- CHILD SAFEGUARDING** 3
 - Policy Statement..... 3
 - Our Commitment..... 3
 - Guiding Principles 4
 - Purpose 4
 - Scope 5
- PROCEDURE OVERVIEW** 5
 - 1. Training and Raising Awareness 5
 - 2. Recruitment and Selection..... 6
 - 3. Building Child Safeguarding into Management Systems and Processes 6
 - 4. Risk Assessment and Risk Management 6
 - 5. Parental Permission and Children’s Informed Assent 7
 - 6. Learning and Development..... 7
 - 7. Partners 7
 - 8. Protection of Personal Information 8
 - 9. Reporting Procedure 8
 - 10. Responding to Concerns..... 9
 - 11. Sanction and Discipline 10
 - 12. Roles and Responsibilities..... 10
 - 13. Audit and Review 10
- CHILD SAFEGUARDING ACKNOWLEDGEMENT FORM** 11
 - Annex 1: Definitions 12-13
 - Annex 2** 14
 - Additional Resources**
 - General..... 14
 - Child Safeguarding and Child Protection..... 14
 - Annex 3** 15
 - Key Steps of the Reporting Process..... 15
 - Annex 4** 16
 - Emergency Contacts 16
 - Annex 5** 17
 - Guidance on Parental Permission 17
 - Guidance on Consent (18+ yrs)..... 17
 - Guidance on Assent (12+ yrs) 18
 - Guidance on Assent (7-12 yrs) 18
 - Guidance on Assent (<7 yrs)..... 18
 - Annex 6**..... 19
 - Example of Incident Report**..... 19
 - Urgency of the case 19
 - Reporting Party 19
 - Information child 19
 - Details of incident 20
 - Has the incident been reported?..... 20
 - Office Use 20

CHILD SAFEGUARDING

We believe that every company whose employees or business partners engage directly or indirectly with children has a legal and moral duty of care to do all it can to respect child rights, protect children from harm and provide access to remedy.

POLICY STATEMENT

This policy is built on the fundamental belief that every child has the right to be safe from physical, sexual and emotional abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. This includes child labour, forced labour, slavery and all practices that exploit children or expose them to harmful and hazardous conditions. **We take the position of zero tolerance for all forms of abuse and exploitation against children, including child labour.**

We uphold the United Nations Convention of the Rights of the Child (CRC), Children's Rights and Business Principles, the UN Guiding Principles on Business and Human Rights, and International Labour Organisations ILO Convention No. 138 on Minimum Age and Convention No. 182 on Worst Forms of Child Labour. Where domestic and international child welfare legislation affords greater protection and safeguarding, we will ensure compliance in that regard.

The Child Safeguarding Policy, together with JB Cocoa's policies on code of conduct, recruitment and data protection, constitute policies which operationalise JB Cocoa's values into behaviours that our stakeholders are expected to conform. They are the foundation for safer operating standards, reflecting JB Cocoa's commitment to first assess risk of harm and abuse, implement prevention measures, and then report and respond whenever concerns do arise.

OUR COMMITMENT

We commit to protect and safeguard children from intentional or inadvertent harm caused by our activities, businesses, and programmes, including the behaviours of our employees, contractors, visitors and partners. We recognise that our businesses, programmes and activities, directly or indirectly have an influence on the livelihoods of many people, children in the regions and communities from which we source our cocoa beans, especially within our cocoa sustainability programmes.

We will ensure processes are in place to enable the remediation of any adverse child and human rights impact that we may have deliberately or inadvertently caused, or to which we contributed.

We will always put the best interest of the child first, irrespective of the child's ability, ethnicity, faith, gender, sexuality and culture.

As child abuse is often hidden and under reported due to fear, stigma, discrimination, cultural norms or other sensitivities, JB Cocoa recognises that an element of risk exists. While we may never be able to totally eliminate this risk, it is important that we make every effort to manage it, including identifying as many risks as possible within operations and programmes, and developing mitigation strategies and actions.

We commit to implementing and monitoring this Child Safeguarding Policy, and will review the policy every three years or earlier, where necessary.

GUIDING PRINCIPLES

1. Zero tolerance for all forms of child abuse.
2. Promote a safe and secure environment for children.
3. Protect the best interests of each child above other considerations.
4. Respect the dignity and rights of every child in every circumstance.
5. Respect the child's right to have their opinions heard and participate in decisions affecting them in accordance with their age and maturity.
6. Provide necessary assistance and guidance without distinction or exclusion to gender, race, sexuality, political or religious affiliation, disability or social class.
7. Ensure that operations or programmes should never exploit the child or their parents/guardians, nor increase their vulnerability or place them at risk.
8. Build responsible programmes, partnerships and policies on child labour monitoring and remediation systems following best international practices in human rights, child rights, child safeguarding and protection.
9. Contribute to the elimination of child labour, including in all business activities and relationships.
10. Reinforce community and government efforts to protect and fulfil childrens' rights.

PURPOSE

The purpose of this policy and associated procedures are to provide clarity to all our internal and external stakeholders on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or as a (business) partner of JB Cocoa. In order to be successful and meaningful, every stakeholder must uphold the principles and practices of this policy.

It is intended to create a common understanding of safeguarding within our operations, developing good practices across our supply chain and increasing accountability.

JB Cocoa's Child Safeguarding Policy identifies our minimum standards and expectations, and applies to all worldwide entities. All JB Cocoa employees, and partners are expected to also comply with all relevant and applicable laws and regulations of the country(s) they operate in. Where differences or conflicts in standards arise, it is expected that the highest standard is applied.

SCOPE

This Policy applies to:

- All aspects of JB Cocoa's operations and business relationships where children are potentially impacted.
- All employees and associates of JB Cocoa, full-time or part-time, temporary or long-term, including, consultants, interns, volunteers, secondees, Board members and any other person associated or working under contract with JB Cocoa in any capacity (hereon referred to as "Employees").
- All partners, suppliers and contractors, including downstream partners or any entity(s) under contract by JB Cocoa (hereon referred to as "Partners").

Child safeguarding is everyone's responsibility and all stakeholders are required to adhere to the commitment.

PROCEDURE OVERVIEW

1. Training and Raising Awareness

- 1.1. JB Cocoa will ensure that this and the other relevant policies are publicised, accessible and made available to all Employees and Partners in a language and format that they understand.
- 1.2. All Employees and Partners may report concerns, complaints and/or violations of this Child Safeguarding Policy via the email: responsiblebusiness@jbcocoa.com.
- 1.3. All Partners are responsible for taking preventative measures to protect children, especially those whose roles may involve contact with children.
- 1.4. All Employees and Partners' employees whose roles may involve contact with children must receive child safeguarding and protection training and onboarding, followed by regular refresher trainings at least every two years, with the objective of equipping them to recognise child safeguarding and protection situations and risks.
- 1.5. If child safeguarding and protection training is provided internally by our Partners, proof should be provided to JB Cocoa on the key contact who is knowledgeable on the topic of child safeguarding.

2. Recruitment and Selection

- 2.1. Strict recruitment practices apply to all candidates, including but are not limited to comprehensive background screening thorough interviewing procedures, and robust reference checks.
- 2.2. When children reach the legal and eligible age for employment, the work that they do should be age-appropriate, and one where workers' rights are protected and which generates an adequate income, with adequate social protection. There should be freedom, equity, security and a sense of dignity in the work.
- 2.3. Always seek the authorisation of a government's Labour Inspectorate before hiring someone under the age of 18 years old.
- 2.4. Partners should adhere to JB Cocoa's Supplier Code.
- 2.5. All Employees and Partners are aware of the Child Safeguarding Policy and Supplier Code, and are committed to adhering to all safeguarding policies and procedures, both in their professional and personal interactions with children.

3. Building Child Safeguarding into Management Systems and Processes

- 3.1. Behaviours that exploit or pose a risk to children, or may lead to child abuse, including child labour, will not be tolerated. Any existing or new practices, processes and systems must incorporate the standards of this policy to ensure that the rights of children are observed, and the risks are adequately mitigated.
- 3.2. This policy must be reflected in all processes that define or determine how Employees and Partners carry out their work. This includes, but is not limited to job descriptions, terms of reference, codes of ethics, performance management systems and disciplinary procedures.
- 3.3. Every manager in JB Cocoa is responsible for understanding and communicating with their staff the functional responsibilities they hold, so as to ensure that operations and sustainability programmes are safe for children, mitigate foreseeable risks, and execute the duty of care.

4. Risk Assessment and Risk Management

- 4.1. Risk assessments must be conducted for all business activities to ensure standards of child safeguarding are established. This includes activities carried out by JB Cocoa's Partners.
- 4.2. Mitigating actions must be assigned to all identified risks, and such actions should be routinely monitored.
- 4.3. Activities that involve directly or indirectly children must promote the safety, inclusion and equitable participation of all children across all of their intersecting identities, including but not limited to disability, racial and ethnic heritage, national status, tribal affiliations, religious beliefs, languages, gender or gender association and/or medical/physical conditions.

5. Parental Permission and Children's Informed Assent

- 5.1. Children are inherently more vulnerable than adults and legally incapable of giving valid informed consent, thereby requiring a higher level of protection.
- 5.2. Engagement with children and their parents or guardians for the purposes of child labour monitoring, remediation, marketing, media/communications **must always be done with the appropriate assent and informed consent.**
- 5.3. Children and their parents/guardians, should be provided with all necessary details (including any associated risk) to make an informed decision regarding their participation in the programmes and activities affecting them.
- 5.4. No child may participate in activities without the child's parent/guardian written permission prior to the child's participation.
- 5.5. Employees and Partners must ensure that adequate provisions are made regarding child's/children's assent, taking into account the age, maturity, and the psychological state of children involved, and the permission of the parent(s) or guardian(s). This includes support for activities under the child labour monitoring and remediation system.
- 5.6. Children younger than 13 years of age must either sign a (brief) assent form and/or verbally indicate a willingness to participate.
- 5.7. Children aged 13 years and above can sign and/or verbally assent to the same form requesting for permission, as provided to the parents/guardians.
- 5.8. Children (and adults) are allowed to decline participation with no subsequent repercussions.

6. Learning and Development

- 6.1. Child Safeguarding training will be available and delivered to all Employees and relevant Partners, emphasising the Child Safeguarding policy, providing guidance on promoting a culture where children's rights are observed, identifying potential harm to children, and learning how to report allegations and suspicions of abuse, including how to respond to or support a child disclosing or reporting abuse.

7. Partners

- 7.1. All Partners must acknowledge the requirements of this policy, especially those working directly in cocoa communities.
- 7.2. If a Partner elects to use its own policy, the Partner's policy must be of an equal or higher standard for protecting and recognising the rights of children, and must include details about the safe recruiting and reporting of suspected or known policy violations, as well as the conducting of risk assessment to ensure the safety of children.
- 7.3. The Partner should first identify if the activity/event/project involves "working with children" or "with direct or indirect contact with children".
- 7.4. When conducting Child Labour Monitoring and Remediation (CLMRS), do no harm to

any child — avoid questions, attitudes or comments that are judgmental, and/or insensitivities to cultural values that would place a child in a position of danger or expose a child to humiliation, or that would reactivate the pain of traumatic events.

- 7.5. Employees and Partners should ensure that adequate safeguarding assessments are made as part of their due diligence processes when it comes to the partnerships.
- 7.6. Third party entities that are (sub)contracted or supported to work with children must be subjected to the same safeguarding principles and approach outlined in this policy.

8. Protection of Personal Information

- 8.1. Personal information regarding any child or children, whether or not such information is obtained as part of the (child labour) programmes involving children, should be treated confidentially.
- 8.2. All matters raised and dealt with under the Child Safeguarding Policy would be kept as confidential as possible, with information being shared exclusively on a need-to-know-basis, ensuring the safety of all involved (survivors, alleged perpetrators and reporters) and the best interest of the child at all times.
- 8.3. When handling personal data, there should be clear procedures showing the responsibilities for accessing and using such data with appropriate authorisations, also described in JB Cocoa's policy on data protection.
- 8.4. Such data should not be disclosed to any third party, as required by applicable local laws.
- 8.5. Children have the right to control the narrative of their stories and be represented with dignity and respect. The use of images or videos of children and details about their lives for media and other purposes must never include images, videos, or information that would allow a child or children to be identified, particularly by ensuring that a child's full name, specific location and image are never combined.
- 8.6. No story or an image may be published which might put the child, siblings or peers at risk even when identities are changed, obscured or not used.

9. Reporting Procedure

- 9.1. All Employees and Partners are required to report concerns, suspicions, and known incidents without delay, no matter how trivial the issue may seem. For Employees, reports are to be made to the designated department or CEO-appointed personnel via the email: responsiblebusiness@jbcocoa.com.
- 9.2. Partners, parents, guardians, children, community members, former Employees and government officials, inspectors or auditors may all report concerns.
- 9.3. Every allegation of a violation of our Child Safeguarding and Protection Policy would be taken seriously, and an investigation team set up to oversee the review.

- 9.4. **Cases that pose immediate physical and mental health risk to the child are considered acute, and should be reported within 24 hours.** All other cases should be reported within 48 hours.
- 9.5. Concerns may be reported in person or anonymously via e-mail: responsiblebusiness@jbcocoa.com.
- 9.6. The identities of whistleblower(s) are protected and kept confidential to whatever extent possible, even if the whistleblower(s) chooses to be identified.
- 9.7. Whistleblowers should not incur any liability for defamation or otherwise in respect of giving such information that a child is in need of protection, unless it can be demonstrated that the person willfully and intentionally falsified the report.
- 9.8. The safety and well-being of the child or young person must take priority when reporting concerns. Under no circumstances should a child be left in a situation that exposes him/her to harm or the risk of harm, pending JB Cocoa's intervention.
- 9.9. A suspicion, unsupported by an objective indication of abuse or neglect, would not constitute as reasonable suspicion or reasonable grounds for concern, but should always be recorded.
- 9.10. Case information should minimally include: date, location and any identification details of the child or children; pertinent details of the incident, including any harm known or suspected to be suffered by the child or children in question; any actions that have been taken; any details regarding the other person involved.
- 9.11. All pertinent case information from the initial report should be managed within the central reporting system until the case is closed.
- 9.12. Reports should be given an identification number, which may be used to receive a brief update on the stage at which the report is reached.
- 9.13. The level of urgency ought to be determined by the acuteness of type of case reported, for example, if there are immediate health and safety concerns.
- 9.14. Concerns should be written and information provided therein should be kept confidential and private, in accordance to JB Cocoa's whistleblowing policy and/or local legislation.
- 9.15. In countries where child protection systems are inadequate, cases that have been referred to a child protection service provider should be followed up to ensure the right the support is given and should include at least two follow-up visits.

10. Responding to Concerns

- 10.1. The first step includes initial information gathering to ensure that all basic information is gathered.
- 10.2. Employees and Partners involved are expected to act appropriately and effectively in the process of initiating investigation, or co-operating with subsequent process of investigation, and should act in the 'best interests of the child.
- 10.3. The investigation process should be documented.

- 10.4. Assistance will be provided to the victims based on the legal and moral obligations of the company.

11. Sanction and Discipline

- 11.1. Failure to adhere to the standards and best practices of child safeguarding is recognised as a serious disciplinary breach and will result in proportionate action.
- 11.2. In cases of Employee's violation of this policy, performance management or disciplinary action would result, including immediate suspension from service pending an investigation, as described in JB Cocoa's employee relations and industrial relations policies and procedures.
- 11.3. For Partners, a breach of this policy will lead JB Cocoa to revisit the (business) partnership and take relevant actions, which may include immediate termination of the agreement if non-compliance is deliberate or persistent, or if no genuine effort is made to comply.
- 11.4. These measures will ensure that children are protected from further potential harm.

12. Roles and Responsibilities

- 12.1. The Chief Executive Officer (CEO) and the Human Resource & Administration (HRA) department are responsible for raising the visibility of and ensuring compliance with the Child Safeguarding policy, including alleged policy violations reporting and response.
- 12.2. HRA is committed to take appropriate corrective actions where required. Disciplinary, legal or other applicable actions in response to any violation of this policy would be taken against those who commit a child safeguarding violation, and/or anyone with the awareness of such violation and yet failed to act or report it.
- 12.3. HRA is also responsible for training Employees on JB Cocoa's policies, including this Child Safeguarding Policy.
- 12.4. The Sustainability, Trading and Procurement Teams are responsible for communicating this policy to Partners, raising awareness raising and ensuring that Partners undersign the policy.
- 12.5. All Managers and Supervisors should refer cases when they are aware of violations.
- 12.6. Employees selected for leadership, managerial, or supervisory positions are responsible for identifying preventative measures to mitigate risks that occur in JB Cocoa's operations and sustainability programmes, and must report any concerns that arise.

13. Audit and Review

- 13.1. All Partners must cooperate with all audits commissioned by JB Cocoa to monitor the level of compliance required in implementing our policies.

CHILD SAFEGUARDING ACKNOWLEDGEMENT

I acknowledge that I have been provided with and have reviewed JB Cocoa's Child Safeguarding Policy.

I agree to comply with all aspects of the policy, and I understand that my ongoing compliance with the policy is a condition required for my ongoing contractual agreement with JB Cocoa in accordance with its terms.

Signature: Name:

Position Title:

Name of Company:

Date:

ANNEX 1

Definitions

Abuse refers to a violation of an individual's human and civil rights by any other person or persons, which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. It could take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult.

Child Physical Abuse occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence may be inflicted in many ways, including beating, shaking, burning or use of weapons, such as belts and paddles.

Child Emotional Abuse refers to serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It could include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Child Sexual Abuse occurs when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity, including fondling, masturbation, penetration, voyeurism and exhibitionism. It could also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Child Sexual Exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. The sexual exploitation and abuse of children under the age of 18 years old is considered child abuse and policy violation.

Child Neglect and Negligent Treatment is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or likely to be, jeopardised. Serious neglect could also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.

Child Exploitation is the actual or attempted abuse of a position of vulnerability, power differential, or trust for the benefit of the individual leveraging their position, power, privilege, or wealth (through enticement, manipulation, coercion or trickery) to engage a child in labour, domestic servitude, forced labour, forced criminality, or soldiering.

Typically, the person(s) exploiting a child does so in order to profit monetarily, socially, or politically. It can happen to one or a group of children, in the community of origin, outside of the community, or internationally.

Assent is concerned with a child's affirmative agreement to participate in an activity, including monitoring and/or remediation. Mere failure to object or absent affirmative agreement should not be construed as assent. Assent gives a child the opportunity to decide if he/she wants to take part in, or decline if they are not interested. In such cases, an Assent Form is required, and the procedure is very similar to that of obtaining consent from an adult.

Child is aligned with the United Nations Convention on the Rights of the Child, and for the purposes of this policy, is defined as any person – girl, boy, young woman, young man, and children of other gender identities - under the age of 18 years (UNCRC Article 1), irrespective of the age of the majority of children in the country where the child lives, or in their home country.

Child Safeguarding refers to the duty of care and responsibility of private and public organisations to adopt preventative and responsive systems, policies and practices to safeguard from harm and abuse all the children they come into direct and indirect contact with in their day-to-day operations and work.

Child Labour Monitoring and Remediation Systems (CLMRS) was initially developed by the International Labour Organisation (ILO) and later adapted for use in the cocoa sector by the International Cocoa Association (ICI). Main components of CLMRS are (i) raising awareness of child labour and resulting harm amongst farmers, children and members of the wider community; (ii) Identifying children involved in child labour through an active monitoring process, using standardised data collection tools; (iii) providing both prevention and remediation support to children involved in child labour, and others who may be at risk, and documenting the support provided; (iv) follow-uping with children identified in child labour to monitor their status on a regular basis until they have stopped engaging in child labour.

Guardian refers to an individual who is authorised under the applicable local national or state law to consent on behalf of a child.

Harm is defined as any detrimental effect on a child's or young person's physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.

Parent is a child's biological or adoptive parent.

Parental Permission is necessary in addition to obtaining the assent of a child participant. This gives a parent or guardian the opportunity to learn about the activity, ask questions, and decide to agree or decline for their child to participate.

Safe Recruitment uses recruitment processes that help keep children safe, including robust safety checking.

ANNEX 2

Additional Resources

General

- **International Labour Organization (ILO):** <http://www.ilo.org>
- **UN Guiding Principles on Business and Human Rights:** Guiding Principles for Business and Human Rights: Implementing the United Nations “Protect, Respect and Remedy” Framework | UN Global Compact
- **Accountability Framework:** Home | Accountability Framework (accountability-framework.org)
- **International Finance Cooperation (IFC) Performance standards:** Performance Standards(ifc.org)
- **Ethical Trade Initiative (ETI) base code:** ETI Base Code | Ethical Trading Initiative(ethicaltrade.org)
- **Responsible Sourcing Tool:** <https://www.responsiblesourcingsourcingtool.org/>
- **OECD-FAO Guidance on responsible Agricultural Supply chains** <https://www.oecd.org/daf/inv/investment-policy/rbc-agriculture-supply-chains.htm>
- **OECD Due Diligence Guidance for Responsible Supply Chains:** <https://www.oecd.org/investment/due-diligence-guidance-for-responsible-business-conduct.htm>
- **USDOL Comply Chain:** <https://www.dol.gov/ilab/complychain>
- **ETI Human Rights Due Diligence Framework:** <https://www.ethicaltrade.org/resources/human-rights-due-diligence-framework>

Child Safeguarding and Child Protection

- **Children’s Rights and Business Principles (UNICEF/UN Global Compact/Save the Children):**
 - <http://childrenandbusiness.org/>
 - https://sites.unicef.org/csr/css/PRINCIPLES_23_02_12_FINAL_FOR_PRINTER.pdf
- **UN Convention on the Rights of the Child:** [Convention on the Rights of the Child | UNICEF](http://www.unicef.org/convention-on-the-rights-of-the-child/)
- **ILO:**
 - **International Programme on the Elimination of Child Labour(IPEC):** <https://www.ilo.org/ipec/lang--en/index.htm>
 - **Child Labour Platform: Good Practice notes – with recommendations for companies:** [Child Labour Platform: Good Practice Notes - with recommendations for ...](http://www.childlabourplatform.org/)
- **UNICEF:**
 - **Child Protection** [Child protection | UNICEF](http://www.unicef.org/child-protection/)
 - **Child Labour:** <https://www.unicef.org/protection/child-labour>
 - **Birth Registration:** <https://www.unicef.org/protection/birth-registration>
- **Tools**
 - **Engaging Stakeholders in on Children’s Rights a Tool for Companies:** [ENGAGING STAKEHOLDERS ON CHILDREN’S RIGHTS - UNICEF](http://www.unicef.org/engaging-stakeholders-on-childrens-rights/)
 - **Strengthening Child Protection Systems:** <https://www.unicef.org/protection/strengthening-child-protection-systems>
 - **Children’s Rights in Impact Assessments and Taking Action for Children** [Children’s Rights in Impact Assessments - UNICEF](http://www.unicef.org/childrens-rights-in-impact-assessments/)
 - **Child Safeguarding toolkit for business** https://www.unicef.org/csr/files/UNICEF_ChildSafeguardingToolkit_FINAL.PDF
- **ETI:**
 - **Base code clause 4: Child labour shall not be used | Ethical Trading Initiative (ethicaltrade.org)** https://www.ethicaltrade.org/sites/default/files/shared_resources/eti_base_code_guidance_-_child_labour_web_0.pdf
- **Global Child Forum:**
 - **A Swedish non-profit foundation which organises regional forums to find solutions for children, including on issues involving companies:** <https://www.globalchildforum.org/>
 - **Children’s Rights and Business Atlas:** <https://www.globalchildforum.org/childrens-rights-and-business-atlas/>
- **US Department of Labor (USDOL):** <https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-products>
- **Alliance 8.7 The Global Partnership for eradicating forced labour, modern slavery, human trafficking and child labour around the world:** <https://www.alliance87.org/>
- **Save the Children**
 - **Business and Children’s Participation: How businesses can create opportunities for children’s participation:** <https://resourcecentre.savethechildren.net/library/business-and-childrens-participation-how-businesses-can-create-opportunities-childrens>

ANNEX 3 – KEY STEPS OF THE REPORTING PROCESS



ANNEX 4 EMERGENCY CONTACTS

Contact Template

Country	Entity	Contact details
Malaysia	Emergency response	+607-5042888

JB Cocoa

Country	Function	Contact details
Malaysia (HQ)	HR Director	+607-5042888

ANNEX 5

GUIDANCE ON PARENTAL PERMISSION

Employees or Partners working directly with families and their children should make every effort to ensure that both the parents and child understand the CLMRS activity and their respective rights as thoroughly as possible. Parental permission must be documented as the required adult consent.

This includes conveying to parents that they should respect their child's autonomy in this regard, such as not exerting overt or implied pressure for the child to participate, nor displaying anger or disappointment if the child wishes to decline or withdraw from participation to the activity. The parent(s) must be provided with a permission form that meets all requirements for adult consent, but is written to refer to the subject as "your child" instead of "you."

If there are two parents available to give permission and the enumerator becomes aware that they disagree about allowing their child to participate, the child may not be interviewed. This applies to all permissible categories; i.e., even if only one parent's signature is required. When both parents are involved in the decision, they must both agree in order for the child to participate.

Guidance on Consent (18+ yrs)

Obtaining informed consent seeks to ensure that potential participants would understand the nature of the activity and can knowledgeably and voluntarily decide whether or not to participate.

Consent should include information about the **purpose, risks, benefits and alternatives**, and should provide explanations on how one should make such considerations when making an informed decision. Consent should be focused, and presented in a clear and concise manner.

1. A statement on the type of activity, an explanation of the purpose of the activity, expected duration of a subject's participation in the activity, and a description of the procedures to be followed.
2. A description of any foreseeable risks or discomforts to the subject participating in the activity.
3. A description of any benefits to the subject or society that may reasonably be expected from the activity.
4. A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
5. Explanation of whom to contact for answers to pertinent questions about the activity and subjects' rights.
6. A statement/disclaimer stating that participation is voluntary, and that refusal to participate or discontinuation of participation at any time would not result in penalties or the loss of benefits.

One of the following statements should be included about any activity that involves the collection of identifiable personal information:

- a. A statement where the identifiers might be removed, such that after the removal of private and identifiable information, the information could be used or distributed to another party for future use without additional informed consent from the subject, or the legally authorised representative.
- b. Or, a statement indicating that even if identifiers are removed from the subject's information collected, it would not be used or distributed for future use.

Guidance on Assent (12+ yrs)

The child should either sign or verbally agree to the same form as the one that has been provided to the parents, or it should be ensured that the child's assent should closely follow the consent form used for parental permission. It should be written in a clear and simple language that is appropriate to the target group. The child should preferably sign the form where possible. If that is not feasible, the form should still document that verbal assent that was obtained.

Guidance on Assent (7-12 yrs)

For children of 7 to 11 years of age, the assent form should be simple enough for the child to understand what he/she is agreeing to do. In general, it should briefly explain in basic terms:

- that they are being asked to participate in an interview/CLMRS survey or study;
- the purpose of the interview CLMRS survey or study;
- an estimate of how much time is involved in the participation being requested of;
- what would happen to them if they agree to participate (for example, "answer some questions");
- the foreseeable risks and/or discomfort, and any benefits that they may experience (immediate risks and/or discomfort and benefits, rather than future or theoretical possibilities);
- that they should ask their parents or enumerator to report any questions they may have about participating;
- that their participation is voluntary (up to them), and that they may stop at any time;
- that their parent(s)/guardian are aware that they have been asked to be a part of the study;

The child should sign the form if possible. If not, the form must still document that verbal assent was obtained.

Guidance on Assent (<7 yrs)

Children in this age range may not be able to participate in a written assent process, or if they are very young or otherwise incapable, may not be able to be part of any meaningful assent process. In such cases, only a permission form for the parents will be required.

ANNEX 6

EXAMPLE OF INCIDENT REPORT

This template must be provided to a child or their family if they disclose an allegation of abuse or safety concern in your organisation. Staff can also use this resource to record disclosures.

Reporting should be **within 24 hours** when acute. For all cases (acute and non-acute), you should return a copy of this completed form to your supervisor at the earliest possible opportunity. You must use a securetransfer if sending by email, or a sealed envelope if returning in person.

Assure the child that you will only share the information collected to fill out this form with your supervisor and the focal point, then explain to the child what will happen next.

All incident reports must be stored securely.

Urgency of the case

Child is at immediate risk Child is not at immediate risk I Don't know

Is the case acute?

yes no I Don't know

Is the child still at risk/experiencing abuse?

yes no I Don't know

Reporting Party

Name of Person Reporting Incident	
Relationship to the child	
Wants to remain anonymous?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone number	
Email	
Address	
Signature	

Information child

Child's Name (main contact)	
Age	
Child's gender	

Child's contact details if available	
Child(ren)'s address / safe location to meet	
Name of adult trusted by the child	
Contact details of adult trusted by the child	Phone: Email: Home Address: Office Address:

Details of Incident:

Date of incident	
Time of incident	
Location of incident	
Number of children involved	
Suspect's name	
Name(s) of Employee(s) involved	
Other involved parties	

Incident information

Action taken

Has the incident been reported?

- Child Protection/Social Welfare
- Police
- Another Party (please specify):

Official Use

Date of incident report received	
Staff member managing the incident	
Follow-up date	
Incident ref. number	