



National Policy

Child Protection

Meneur	Fair World Builders
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I. Application

This Child Protection Policy document is applied to all Fair World Builders, Inc. employees without any regard to their position. It's also applied to every partner, volunteer and so forth working with the organization to ensure children are safe and protected by our team as the issue of child abuse, molestation and trafficking become a more acute problem for children living in Haiti.

We understand that organizations serving children, particularly those from distressed circumstances, are most susceptible to being targeted by those who prey on children. FWB has a zero-tolerance policy for incidents of child abuse.

We understand that protecting children is our most important responsibility, and that our programs serve no positive purpose if we do not ensure their safety. In **EVERY** case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority, and FWB will do everything in its power to fully ensure the successful prosecution of the perpetrator of the law.

This document provides guidelines and establishes procedures for employees, board members, volunteers, consultants, or anyone conducting or involved (**defined as “Individuals”**) in youth programming on behalf of the FWB. Note that such “Individuals” do not include outside vendors, contractors, or service providers, unless they are directly involved with FWB youth programming.

II. Compliance

The FWB, as part of its Child Protection Policy, is responsible for engaging the Chief Executive Officer in the Child Protection policy. The CEO ensures the organization is acting in accordance with any requirements outlined in the policy. He/she is also responsible for designing and implementing any internal controls, policies, and/or procedures to assure compliance with the internal policy and with any outside parties. The CEO audits each outside entity to make sure they are following the policy guidelines, ensures that any reports/incidents are handled appropriately and in a timely manner, and responds to requests for information from internal and external clients.

Other duties of the CEO include but are not limited to:

- Conducting orientation and training of internal new hires
- Ensuring that annual background checks are conducted internally and externally
- Notifying President or Board of Directors of any incident reports

III. Orientation and Training of Internal New Hires

All internal new hires will be provided with training during their new hire orientation within one month of hire, but always prior to working directly with children.

Orientation/Training will cover:

- Employee's obligations regarding reporting incidents of child sexual molestation and abuse
- The proper care for a victimized child
- The process for reporting to the proper authorities and notification of CEO and FWB.
- Understanding what signs to look for in a child who may have been abused

IV. Background Checks

Until a time when national fingerprint-based criminal background check is available, at minimum all FWB ***“Individuals”*** will be subject to national name-based criminal background check on an annual basis. All background checks resulting in a positive finding of sexual abuse or molestation will result in that individual being permanently banned from working or volunteering in the organization.

a. FWB ***“Individuals”*** are defined as follows:

- All employees of the FWB
- Any volunteer working directly with children on behalf of the FWB
- All board members of the FWB
- All interns or others who may conduct youth programming on behalf of the FWB
- Any Individual who may be affiliated with a FWB sponsored activity in any capacity and who is in regular contact with young people involved in FWB programming

b. Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum:

- National Police Records
- National Office Against Drug Trafficking in Haiti
- Child Protection Shield
- National Criminal File
- National Sex Offender Registry
- Social Security Number Verification in case of the US residents

V. Incident Reports

- a. The CEO will have a form that MUST be filled in the event an incident is reported or occurs. The report will be submitted to senior staff and all appropriate authorities will be contacted. This form should be completed and submitted to the CEO immediately and no more than 24 hours after incident occurs or is brought to the attention of the Individual.
- b. Individuals must immediately report all incidents, suspected incidents, or allegations of molestation or abuse in accordance with the governing state law. Individuals will immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse to the proper local authorities and the CEO. It is not the responsibility of the individual to decide if an incident is valid, truthful, or worth reporting. This determination will be made by local authorities.
- c. All those participating in a FWB sponsored program event must sign a copy of this policy along with a waiver that will be provided to them prior to the event. Individuals will not be given permission to participate in any event where children are present without signing the policy and waiver.
- d. Individuals must agree to immediately report any incident or allegation of child abuse to local child welfare agencies and/or law enforcement, regardless of the inclusion or absence of this mandate within their governing state laws. Additionally, individuals must agree to immediately report any incident or allegation of child abuse to their appointed CEO and supervisor.