**Self-evaluation tool for Child Protection Concept**

The Kindermissionswerk considers it essential that child protection is actively practiced in the organization and that the protection concept is incorporated in day-to-day interactions with children.

This self-evaluation tool is designed to help you assess which measures in the areas of prevention, reporting system and case management your protection concept already integrates. At the same time, the self-assessment when submitted back to us, allows the Kindermissionswerk to get a preliminary overview of your child protection concept.

Please complete this form and send it to the Kindermissionswerk along with your child protection concept. If there are any key elements missing from your child protection concept, please indicate a timeline by when these elements will be integrated in your child protection concept.

**Note: In your annual report to the Kindermissionswerk, kindly include a chapter on the implementation of child protection in your institution or in the project on a regular basis.** The important factors for the Kindermissionswerk in the said reports are, for example, the numbers and content of the trainings carried out, the number of cases of child endangerment, improvements in child protection, etc.

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| --- | --- |
| Legal Holder |  |
| Project number and Title of the Project |  |
| Country |  |
| Evaluated by:  Name and Function |  |
| Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | Partially | **Comments and Timeline – When will missing elements be added?** |
| **The protection scheme has already been accepted by other donor organizations.** Please provide the date of acceptance and the name of the donor organization? |  |  |  |  |
| **The components of a protection concept are as follows:** |  |  |  |  |
| The protection scheme is signed and implemented by the management of the institution/organization. |  |  |  |  |
| The objective and scope of the concept are defined in the preface. |  |  |  |  |
| A definition of child endangerment is made clear. |  |  |  |  |
| The legal requirements of the respective state regarding child protection are respected and incorporated. |  |  |  |  |
| The concept is designed in accordance with the principles established by the UN Convention on the Rights of the Child of 1989. |  |  |  |  |
|  |  |  |  |  |
| **Prevention**   * The protection concept is mandatory for all employees, committee members and volunteers. |  |  |  |  |
| * There are guidelines for staff recruitment / employment (e.g. certificate of good conduct, self-disclosure declaration, references). |  |  |  |  |
| * There are regular trainings for staff on child protection |  |  |  |  |
| * There is a binding code of conduct that all employees and volunteers must sign and endorse. |  |  |  |  |
| * An individual responsible for the implementation and monitoring of the protection concept has been appointed.   Please enter Name and Function: |  |  |  |  |

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| **Complaints Channel for Reported Suspected Cases**   * The protection and best interests of the child are central |  |  |  |  |
| * The procedure for reporting a suspected case is defined |  |  |  |  |
| * There is a policy regarding mandatory documentation of reported incidents and complaints. |  |  |  |  |
| * Official contact persons at different hierarchical levels are designated (men and women). * Please enter name and function: |  |  |  |  |
| * Confidentiality is assured. |  |  |  |  |
| **Case Management**   * The protection and best interests of the child are central |  |  |  |  |
| * The operational procedures are described |  |  |  |  |
| * The members of the ad hoc team and the responsibilities for case processing are defined |  |  |  |  |
| * The inclusion of other experts (as and when needed) is envisioned |  |  |  |  |
| * Local legislation is followed in cooperation with the police and authorities |  |  |  |  |
| * In case of a Church organizations, the stipulations of Ecclesiastical polity are followed. |  |  |  |  |
| **If required** |  |  |  |  |
| * There are appropriate policies for children with disabilities |  |  |  |  |
| * There are established guidelines for public relations, fundraising, use of social media, photos |  |  |  |  |
| * There are regulations regarding people visiting the project |  |  |  |  |

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| **General Questions** |  |  |  |  |
| A risk analysis involving all stakeholders was carried out before the protection concept was drawn up |  |  |  |  |
| The protection concept is culturally sensitive and respects local contexts |  |  |  |  |
| The perspective of children / adolescents were included while developing the protection concept |  |  |  |  |
| The protection concept is available in both the official language and the local language of your State |  |  |  |  |
| The protection concept is attuned to the organization/institution in question and the specific circumstances in each case |  |  |  |  |
| The protection concept complies with the directives of the higher-level institution, such as the Bishops' Conference |  |  |  |  |
| **Implementation of the protection scheme** |  |  |  |  |
| Children and all stakeholders such as Employees, volunteers, children, parents, visitors are cognizant of the protection concept |  |  |  |  |
| The procedures for reporting and contact persons are known to the children and the stakeholders, e.g. through regular information events, posters, homepage. |  |  |  |  |
| There is a child-friendly version of the protection concept available (if required). |  |  |  |  |