



## German Doctors Child Protection Procedures

# MONITORING AND EVALUATION

German Doctors treat the issue of child protection seriously. We therefore believe it is critical to monitor and evaluate our child protection policy and procedures on a routine basis to check that they are implemented appropriately and work effectively.

Through regular monitoring and evaluation, we can determine the improvements or revisions we need to implement in our quest to be a child safe organisation.

It is important that we ensure compliance with the Child Protection Policy and Code of Conduct at the headquarters level and at the project level. We must strive to achieve a high level of compliance in both areas in order to effectively protect children.

Key positions in the monitoring and evaluation process of our Child Protection Policy are held by the

**- Child Protection Officer**

The Child Protection Officer (CPO) is based in the German Doctors' headquarters in Frankfurt to oversee all child protection matters.

and the

**-Child Protection Representatives**

A Child Protection Representative (CPR) will be appointed in each country where German Doctors work. The CPR is the first point of contact for staff and partners working outside Germany.

## **Monitoring and Evaluation Processes**

German Doctors will employ a range of monitoring and evaluation processes in order to provide credible and verifiable evidence of our child protection performance. We will:

- Undertake informal observation of compliance with to the Child Protection Policy and the Code of Conduct in the headquarters and in our projects around the world.
- Collect quantitative data regarding the number of child abuse incidents and prepare qualitative reports assessing our response performance.
- Collect annual data outlining our performance in adhering to the Child Protection Policy and Code of Conduct. For example, data may include the number of staff who have received child protection training and who have signed the Code of Conduct, and the number of Partner Projects who have a functional Child Protection Policy.

- Conduct routine Child Protection Audits (see attached Checklist) in our headquarters and projects to assess compliance with the Child Protection Policy and Code of Conduct.
- Include child protection as a regular agenda item in meetings at the headquarters and project offices to provide an opportunity for staff to report issues, concerns and gaps in compliance.
- Expect a child protection update from Child Protection Representatives (CPRs) every three months.
- Expect all projects to include a section on child protection in their annual reports.
- Review our Child Protection Policy and Code of Conduct every two years to confirm their ongoing relevance to our operations and emerging child protection trends.

As a matter of importance, we will utilise the information collected during the monitoring and evaluation processes to continuously improve our child protection practices. We will work to ensure that the recommendations resulting from the Child Protection Audits are acted upon.

## **Responsibility of the CPO**

The Child Protection Officer (CPO) will work in partnership with the CPRs and the management team to determine:

- What indicators of progress are important to us (i.e. what will we monitor)?
- How often should we conduct monitoring?
- Who will be responsible for the monitoring? Who will this person be responsible to?
- How will we involve stakeholders (including children and vulnerable adults) in the monitoring process?
- Who has the authority to respond to and make decisions about the information which is collected during our monitoring?

The Child Protection Audit Checklist is attached below.

## **Child Protection Audit - Checklist**

<b>Child Protection Audit - Checklist</b>			
<b>Project:</b>			
<b>Country:</b>			
<b>Date:</b>			
<b>Assessor:</b>			
<b>Indicators of Performance</b>		<b>Indicator Met?</b>	
		<b>Yes</b>	<b>No</b>
<b>Child Protection Policy</b>			
Do staff have a good understanding of the Policy?		<input type="checkbox"/>	<input type="checkbox"/>
Have all staff received child protection training?		<input type="checkbox"/>	<input type="checkbox"/>
Does the Policy appear on our website?		<input type="checkbox"/>	<input type="checkbox"/>
Is the Policy mentioned in our recruitment advertising?		<input type="checkbox"/>	<input type="checkbox"/>
Are applicants required to submit a 'Clearance Certificate'?		<input type="checkbox"/>	<input type="checkbox"/>
Can staff identify improvements in child safety since the Policy?		<input type="checkbox"/>	<input type="checkbox"/>
Are the recruitment and induction guidelines being followed?		<input type="checkbox"/>	<input type="checkbox"/>
Is there a secure storage facility for child protection information?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Code of Conduct (CoC)</b>			
Have staff signed the CoC?		<input type="checkbox"/>	<input type="checkbox"/>
Is there a secure process for filing the signed copies of the CoC?		<input type="checkbox"/>	<input type="checkbox"/>
Do staff demonstrate good knowledge of the CoC?		<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence that the CoC is being practically implemented?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Human Resources</b>			
Has the CPO been appointed?		<input type="checkbox"/>	<input type="checkbox"/>
Has a CPR been appointed (for high risk projects?)		<input type="checkbox"/>	<input type="checkbox"/>
Has the CPR received child protection training?		<input type="checkbox"/>	<input type="checkbox"/>
Is the CPR satisfactorily conducting their child protection role?		<input type="checkbox"/>	<input type="checkbox"/>
<b>High Risk Projects</b>			
Have staff received child protection training?		<input type="checkbox"/>	<input type="checkbox"/>
Do staff know who to contact to report abuse?		<input type="checkbox"/>	<input type="checkbox"/>
Are reporting processes and contact numbers displayed in the office?			
Have staff reported incidents of abuse?		<input type="checkbox"/>	<input type="checkbox"/>
Was the abuse reported in a timely manner?		<input type="checkbox"/>	<input type="checkbox"/>
Was there a satisfactory response to the reports of abuse?		<input type="checkbox"/>	<input type="checkbox"/>
Has there been any breach of the Code of Conduct?		<input type="checkbox"/>	<input type="checkbox"/>
Are the guidelines for project visits being followed?		<input type="checkbox"/>	<input type="checkbox"/>
Are images and messages about children conveyed appropriately?		<input type="checkbox"/>	<input type="checkbox"/>
Is child protection information stored appropriately?		<input type="checkbox"/>	<input type="checkbox"/>
Do annual reports include a section on child protection?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Especially for Partner Projects</b>			
Was a risk assessment conducted for the project?		<input type="checkbox"/>	<input type="checkbox"/>
Does the Partner Project have a Child Protection Policy?		<input type="checkbox"/>	<input type="checkbox"/>
Has the partner project signed the Code of Conduct?		<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence that the Code of Conduct is implemented?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Other observations:</b>			
<i>For example:</i>			

- *Have staff become aware of abuse and how have they managed the reporting process?*
- *Are staff experiencing any difficulties in implementing the Code of Conduct?*
- *Do staff need further training to enhance their awareness of child protection?*
- *What else could be done to reduce the risk of child abuse in this project?*

**Recommendations:**