

RISK ASSESSMENT CHECKLIST					
Project:					
Country:					
Date:					
CP Focal Point:					
1.	Contact with Children	YES	NO	N/A	Remarks
1.1	The project deals directly with children (This means project staff has direct access to children in the work context. If yes, please answer the following questions. If no, please continue with question no. 2)				
1.2	These children are ...				
	Vulnerable				
	Abandoned, homeless or orphaned				
	Children with disabilities				
	Children with chronic illnesses				
	Children who have been abused in the past				
1.3	Children are <u>always</u> accompanied by parents/guardians when the project has contact with them				
1.4	Parents/guardians give <u>at least oral consent</u> before the project involves children				
2.	Safe Environment	YES	NO	N/A	Remarks
2.1	The workplace/project facility offers a safe environment to children by ensuring ...				
	Lockable rooms are accessible only to authorized personnel				
	Counselling rooms are in public areas and have windows				
	Landscaping provides open, visible spaces with no possibility of concealment				
	Adequate supervision takes place (including daily walk-throughs of the building and its grounds), especially of areas that can be secluded at certain times of day				
2.2	Children enjoy privacy by ...				
	Separate bathrooms				
	Separate dormitories and sleeping facilities for boys and girls				
2.3	Information about reporting mechanism for abuse cases				
	Is visible and accessible for patients and staff				
	Is written in the commonly used languages				
	Is accessible for illiterate and visually impaired people				
2.4	Information about child rights and child protection				
	Is visible and accessible for patients and staff				
	Is written in the commonly used languages				
	Is accessible for illiterate and visually impaired people				
2.5	Awareness sessions on child protection and children's rights for patients and families take place				
2.6	A national child helpline is available and widely known				
2.7	Safe places for victims are available and widely known				
2.8	Anonymity and safety of whistle-blowers is guaranteed				
2.9	Thorough reference and background checks are conducted on all applicants to the project (including low cadres and volunteers)				
3.	Staff¹ Conduct	YES	NO	N/A	Remarks

¹Staff refers to all employees (permanent, short-term, fulltime, part-time) as well as volunteers and individual contractors such as consultants, evaluators, advisors etc. and partner organizations who are engaged in the project for a certain period. Not included are guests and visitors, that are obliged to adhere to the AD Visitors Protocol.

3.1	Staff carry out project activities ...				
	Located away from the community or in isolated, secluded or inaccessible locations				
	Involving visiting a child's home				
	Located in shelters, orphanages, boarding houses or schools				
3.2	Staff carry out activities with children ...				
	One-on-one (for example conducting interviews, providing medical treatment, tutoring, counselling)				
	Involving personal hygiene (for example assisting with toileting, bathing, changing clothes)				
	Involving accompanying a child alone				
	Unsupervised or without formal supervision by other staff				
3.3	Staff use digital communication appropriately (e.g. not engaging children via social media or online gaming, not allowing children to access inappropriate online content)				
3.4	Staff refrain from using or being under the influence of alcohol, tobacco and/or drugs while working				
3.5	Staff treat all children ...				
	Equally irrespective of gender, religion, socio-economic background etc.				
	With respect and interact with them in safe and supportive ways that foster their social, emotional, and academic development				
	By maintaining physical boundaries at all times and only including appropriate and nonsexual touches				
	By not engaging in inappropriate physical behaviour that abuses, exploits, or harasses children – or is simply disliked by children				
	By communicating verbally in appropriate ways (e.g. praising all children equally, refraining from using profanity or telling sexual jokes, not threatening, ridiculing, making degrading comments)				
3.6	Children are or have been ...				
	Bullied or intimidated				
	Given gifts without the knowledge of their parents/guardians				
	Given ride home without explicit parental/guardian permission				
4.	Access through Visitors and Outsiders	YES	NO	N/A	Remarks
4.1	All project visits strictly follow the AD Visitor's Protocol				
4.2	All project visitors are always accompanied by at least one staff member				
4.3	Staff always apply a two-adult rule ² when accompanied by visitors and working with children				
4.4	All project visitors refrain from taking pictures of children without parental or guardian consent				
4.5	Staff provide contact information about children to visitors				
5.	Child Protection Policy	YES	NO	N/A	Remarks
5.1	All staff members have received a training in child protection less than 2 years ago				
5.2	The organisation uses the Austrian Doctors CP policy				
5.3	All staff members are aware of the child protection policy and have signed the code-of-conduct				
5.4	All staff members either own a copy of the child protection policy or have at least unrestricted access				

²The two-adult rule is critical to implement and the preferred standard for abuse prevention. It simply states that no fewer than two adults and two children must be present at all times. This includes during the normal course of business, at special events, both on or off site. The main purpose is to increase accountability and decrease isolation.

5.5	A regular revision of child protection measures and risks for children takes place to improve the project				
5.6	Potential partners or contractors are assessed with regard to child protection and safeguarding issues				
5.7	Cooperation with partners or contractors is established only if they meet minimum requirements ³ in terms of child protection and safeguarding of children				
6.	Reporting Mechanism	YES	NO	N/A	Remarks
6.1	All staff can confidently identify suspicions or incidents of child abuse and know what to do in such occasions				
6.2	All staff are regularly oriented on how to report abuse happening outside the workplace (e.g. parent, caregiver)				
6.3	All staff are regularly oriented on how to report abuse happening inside the workplace (e.g. by staff, volunteers)				
6.4	Staff are willing to ...				
	Participate actively in the implementation of the CP policy				
	Cooperate during investigations of staff misconduct/child abuse				
	Report staff misconduct and child abuse				
6.5	A system is in place to document and securely store suspicions, allegations, and reports of abuse				
6.6	The project office has a secure filing facility for confidential child information and reports of abuse				
7.	Child Protection in the Community	YES	NO	N/A	Remarks
7.1	Children are listened to and respected in the community				
7.2	Disciplinary measures in the community are non-violent and do not humiliate children				
7.3	Community members are aware about child abuse and know how to report suspicions and/or incidents of abuse				
7.4	Families have unrestricted access to materials and resources about child abuse and neglect				
7.5	Children are learning specific skills and rules for staying safe in potentially dangerous and abusive situations				
7.6	Government institutions that protect children are ...				
	Countrywide in place and easily accessible 24/7				
	Child- and youth-friendly, i.e. easy to approach				
	Efficient and reliable in handling cases of abuse or neglect				
	Adequately equipped and resourced for child protection				
7.7	The law requires to report cases of child abuse and neglect				
7.8	Corporal punishment is ...				
	Not allowed according to the law				
	Commonly practiced in families and communities				
	Commonly practiced at schools and childcare institutions				
7.9	Child marriage is ...				
	Forbidden by the national law				
	Allowed for religious reasons and/or with parental consent				
	Commonly practiced in rural communities				

Other Observations:

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³CP policy including code-of-conduct available and up-to-date, willingness to undergo risk assessment, training of personnel in CP, reporting mechanism in place, background check of employees

Where do you see risks for children in your project environment?

Have there been cases or incidents of child abuse in the project environment?

What do you think can work in your context to protect children? What does not work?

What works

What does not work

How are cases of child abuse reported? Which ways of communication are mostly used?

Where is the information about reporting procedures at your office? What is your experience with national hotline?

Do you feel your current reporting and case management procedures are working well?