

NEEDS MAP

Child Safety Policy Document

Needs Map

Needs Map is a social cooperative that brings together those in need with individuals, institutions and organizations that want to support them. In this context, it collects and verifies needs from individuals, institutions and civil society organizations and facilitates the matching of these needs with appropriate support through its map-based technology. At the same time, it undertakes an important mission in bringing together real needs and resources in humanitarian aid activities.

Policy Statement

Managers or relevant officers are responsible for dealing promptly and fairly with any concerns about child safety when brought to their attention, whether in writing or in a formal complaint. Managers or relevant officers must take all complaints or concerns seriously and ensure that any such conduct is reported immediately. They must take appropriate action to prevent retaliation or repetition of the prohibited conduct after a complaint is made or following any investigation.

Any breach of the child safeguarding code of conduct is a major oversight, harms the individuals we support and endangers the reputation of the institution. It also violates universally accepted international legal rules and standards. Exploitation, abuse and inappropriate behaviour towards children by a person who comes into contact with Needs Map is never acceptable. Needs Map takes all suspicions and complaints about violations of the child safeguarding code of conduct submitted to it seriously. All employees and managers are obliged to comply with this policy and to report any persons, incidents and suspicions they have that they believe violate the policy.

Persons authorized by the Needs Map in this context are obliged to investigate allegations of child safety violations and take appropriate disciplinary measures. All members of the Needs Map, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers, contractors, grantees and volunteers are obliged to report persons and incidents they believe violate child safety to the focal person determined by the Needs Map or to the e-mail address etik@ihtiyacharitasi.org .

1. Entrance

This "Child Safety Policy" has been created for all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers, volunteers of Needs Map (IH) to become conscious about the Child Safety Policy, to create awareness and to internalize the existing rules and policies. Within the scope of these rules, it is expected that the values produced will create an institutional culture. This Child Safety Policy Document is the declaration of Needs Map to the public.

2. Aim

The purpose of the Child Safety Policy is to determine the necessary principles in order to prevent all kinds of risks that children may be exposed to and to support their development in a safe environment, to create a framework and provide guidance to ensure the safety, protection and well-being of children. Within this scope, Needs Map undertakes to raise awareness of child safety, to prevent risks, and to operate an effective investigation and sanction mechanism in case of such allegations or complaints.

3. Scope

Needs Map's Child Safety Policy is valid for all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers in all situations, regardless of place and time.

4. Responsible Parties

While the founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map are responsible for the implementation of this policy; the focal persons to be appointed by Needs Map are responsible for monitoring whether the policy is implemented or not, and for the procedures to be followed or the operation of the investigation and sanction mechanism in case of non-implementation.

This policy document includes the ethical values and principles that all parties and all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers working in the Needs Map institution must comply with. Needs Map founders, board of directors, employees, representatives, consultants, interns,

project partners, stakeholders, service providers and volunteers accept the obligation to act in accordance with this policy document based on the principle of honesty and sense of responsibility.

5. Definitions

To ensure clarity of terms used in this policy, the following definitions have been made.

Child: Every individual under the age of 18 is considered a “child” regardless of their gender, nationality, ethnicity, sexual orientation, religion or disability.

Child Participation: It includes children expressing their thoughts freely, having their ideas evaluated at every level of democratic decision-making processes (municipality infrastructure works, governorship, district governorship, village and neighborhood headmanship, etc.), being informed and participating in social life .

Child Protection: Actions and measures to prevent and respond to abuse, exploitation and violence against children.

Child Safeguarding: Child safeguarding is an accountability system consisting of policies, procedures and measures adopted to ensure that organisations are safe for children. The policies and procedures put in place aim to prevent, report and respond to any harm to children as a result of their interactions with organisations.

Child Labor: It is the employment of children in jobs that deprive them of their childhood, potential and dignity, and that harm their physical and mental development, and that are socially or morally dangerous. It is the deprivation of children's opportunities to attend school, forcing them to leave school early or making it difficult for them to continue their education through excessively long and intense work.

Child Abuse: Any verbal or behavioral behavior that negatively affects the emotional, physical and psychological safety and development of a child. It includes modern slavery, child trafficking, and children forced into or involved in armed conflict. Regardless of the country's rules on child labor, the principle of "best interests of the child" should be taken against child labor in all areas. Child abuse is a broad term that describes the forcing of children into abusive activities by force, deception, threats or through human trafficking.

Child Exploitation : The use of a child, usually for financial gain or personal benefit. This includes

forced labor, sexual trafficking, or other forms of exploitation of children. The primary focus here is the use of a child for economic or personal benefit.

Child Sexual Abuse: This is defined as an individual or group forcing an individual under the age of 18 into sexual activity, exposing them to sexually explicit material, or forcing them into child marriage. These actions can also be seen as exploiting a child in exchange for something the victim needs or wants and/or for financial gain or increased status by the perpetrator or agent. In this case, the victim has been sexually abused even if the sexual activity appears to be consensual. Consent is not required when a child is involved.

Physical Abuse: Any harm other than accidental harm to a child under the age of eighteen by a parent or caregiver. This may include hitting, kicking, shaking, pulling hair, or spitting.

Emotional Abuse: Involves causing emotional distress through verbal abuse, threats, degrading statements, or manipulation.

Neglect: Defined as the failure to meet the child's basic needs (food, shelter, safety, education, health services and emotional support).

Child-Friendly Area: Areas where children are provided with a safe environment, that include play, education, health and psychosocial support according to their developmental levels and needs, that provide children with a safe and supportive environment, and that contribute to their physical, emotional and social development. These areas offer integrated programs designed in accordance with the developmental levels and needs of children, are designed in a participatory manner and create an environment where children can express their own ideas and engage in social interactions. They are commonly created as safe areas for children to get away from the negative environment outside and continue their routines as much as possible in disasters, crises and emergencies.

Child Safety Focal Person: Personnel who work directly or indirectly with children take responsibility for protecting the rights of children, ensuring their well-being and meeting their needs. This person oversees the safety, confidentiality and best interests of children, and ensures that child-focused services and processes operate correctly. They are also responsible for intervening in cases of neglect, abuse or violation of rights against children.

6. Child Safety Principles

- 1) Best interests of the child: All actions planned and carried out by the IH shall prioritize the health, safety and well-being of children.
- 2) Zero Tolerance: Child abuse, exploitation or neglect is completely unacceptable. Immediate action is taken against those involved in such prohibited acts.
- 3) Privacy and Confidentiality : Children will be encouraged to express their views on issues that concern them and to participate in possible decision-making processes, and their views will not be ignored. Children's personal information and views should be kept confidential in order to protect them and provide a safe environment. This has a vital role both in allowing children to express themselves more freely and in encouraging them to contribute to processes that concern them.
- 4) Non-Discrimination: All children, regardless of their background, gender, ethnicity or ability, have the right to be protected from harm and to be treated humanely.

7. Legal Guidance and Guidelines

This policy is based on the following legal bases:

- 1) National Legislation: Child Protection Law No. 5395, Turkish Civil Code, Turkish Penal Code and other relevant Turkish laws regarding child safety and welfare.
- 2) International Standards: United Nations Convention on the Rights of the Child (CRC), UNICEF's Child Protection Guidelines and Minimum Standards for Child Protection in Humanitarian Action
- 3) Corporate Policies: Alignment with IH's mission, values and ethical standards.

8. Preventive Measures

Needs Map is aware of the vulnerabilities towards children; the risks that may arise from its personnel, activities and operational procedures and accepts the responsibility to manage these risks. It undertakes to implement the following preventive measures in order to create a safer environment for children.

- 1) Job posting, Recruitment, Employee, Volunteer and Intern Selection Process: The job description or job descriptions in the job posting clearly state the responsibilities required to work with children. All employees, interns, volunteers and partners are subject to a

rigorous recruitment process that includes background checks, reference verification and a review of previous experience and qualifications with children. Formal criminal checks are conducted, and if checks are not possible, candidates are requested to submit a form containing their criminal declarations.

- 2) **Child Protection and Child Safety Training:** Training is provided to all members, employees, representatives, consultants, interns, project partners, stakeholders and volunteers of IH in order to raise awareness on child protection and child safety issues. Necessary planning should be made to ensure that responsible parties and individuals complete Child Safety and Child Protection training immediately and to repeat the training when necessary.
- 3) **Raising Awareness:** Uses child-friendly environments and materials to ensure that beneficiaries are aware of the Child Safeguarding Policy and understand the rules covered by the policy. Ensures that beneficiaries are informed on how to report possible neglect, abuse and exploitation of children. Ensures that reporting mechanisms are in an appropriate language, understandable, safe and accessible.

9. Child Safety Procedures

9.1 Preventive Procedures (Reducing Child Safety Risks)

Through good practices, training and mechanisms, Needs Map aims not only to intervene but also to prevent the possibility of harm to children and to minimise risks.

- All members, employees, representatives, consultants, interns, project partners, stakeholders and volunteers of Needs Map are expected to sign the Child Safeguarding Code of Conduct (CGDK) and act in accordance with these rules.
- All Needs Map components are expected to demonstrate an equal, non-violent, constructive and inclusive approach to children, adults, animals and all living things. Those who exhibit child abuse or violent behavior outside of working hours may be investigated by the Needs Map Ethics Committee.
- Children's participation is at the forefront in all activities within Needs Map and represented by the centre. Children are encouraged to be included in decision-making processes that affect them; adult support is available when needed.

- There is always a Child Safeguarding Focal Person at Needs Map who is knowledgeable about child safeguarding, participation and rights, has field experience and is trusted by children. This person is known by all Needs Map staff, especially children.
- All internal and external work is programmed in line with the perspective of child safety and participation. This responsibility covers all Needs Map components.

10. Child Safety Code of Conduct

to act in accordance with the following rules of conduct :

- Acts in accordance with the vision and mission of Needs Map,
- Reads, understands, adopts and implements the privacy policy of Needs Map,
- Ensures that every child is safe at all times and always keeps the child's best interests in mind,
- Treats all children equally and with respect, regardless of any individual characteristics,
- Always be ready and accessible for children,
- Be aware of the child's personal boundaries during every interaction,
- Be alert and careful about any risks that may endanger children's safety,
- It contributes to minimizing the risk of harm to children and creating a safe environment for children.
- Always behaves in a child-friendly manner to set a positive example for children,
- Uses non-discriminatory and non-abusive language when interacting and working with children.
- Consistently and consciously creates a safe physical and emotional space for children to express themselves,
- By ensuring that children are aware of their rights, it tries to involve them in decisions that may affect them, especially their safety.
- Reinforces children's good behavior and expressions by using positive and encouraging language,
- In case of any incident or concern regarding sexual abuse, exploitation, violence or harm to a child, the person responsible is immediately informed.

- If a child is seen to be not in their optimal state, the appropriate staff member is notified.
- Informed consent must be obtained from children and their caregivers before taking photographs, videos or audio recordings of children for professional purposes. Consent should be in writing whenever possible.

The following behaviors are unacceptable under any circumstances:

- Engaging in any sexual activity with a child under the age of 18 and using a misunderstanding of the child's age as a defense,
- Engaging in any inappropriate physical contact that could be interpreted as abusive, degrading, or sexual or aggressive.
- Engaging in any behavior that may be considered abuse or pose a risk of abuse,
- Using an inappropriate tone of voice when interacting with children,
- Using degrading, sexually suggestive, inappropriate, offensive and abusive language in front of children,
- Making false promises that may be manipulative or abusive and that raise children's hopes unnecessarily.
- Physically touching a child (hitting, kicking, scratching, punching or biting, etc.) with the intention of harming or punishing them,
- Pushing the child in any way,
- Trying to establish a non-professional bond with the child,
- Engaging in any behavior that could humiliate, degrade, render powerless, cause emotional harm to, or harm a child,
- Engaging in any behavior that could be considered discriminatory,
- Engaging in any behavior that shows favoritism towards a child,
- Sharing information about the child's personal life without the permission of the family or guardian individual,
- Trying to cover up incidents that should be reported according to procedures, not resorting to necessary protective mechanisms or reporting processes,
- Leaving the child unsupervised and alone in any situation,
- Forcing a child to do something he or she does not want to do,
- Taking photos or videos of children to meet personal demands and sharing the images on personal social media accounts,

- Taking a child somewhere alone or handing him/her over to a stranger without the knowledge and approval of the family or guardian,
- Questioning a child with suspicion when he/she tells about the abuse, neglect or violence he/she experienced, not listening to him/her and not taking the necessary precautions or actions.

10.1 Violation of Code of Conduct

The general steps to follow are as follows;

Immediate Action: When a violation of the code of conduct is reported to Needs Map, it will quickly assess the situation and take immediate action to ensure the safety of the child.

Investigation: A fair internal investigation will be conducted in accordance with relevant legal requirements and corporate policies.

Referral to Authorities: When deemed necessary, cases will be referred to law enforcement or child protective services.

When a violation of the code of conduct occurs by the personnel, the disciplinary regulation prepared based on general business and moral rules, current laws, corporate values, ethical rules, institutional regulations, institutional strategies and goals, current policies and the Labor Law No. 4857 comes into play. The Disciplinary Regulation regulates the principles regarding the disciplinary provisions and penalties to be applied to personnel who act contrary to the rules.

11. Child Participation and Feedback Mechanisms

Children will be informed about the child safety policy in a child-friendly manner and children will be encouraged to share their thoughts, concerns and suggestions. Safe spaces and communication channels will be created to ensure that children can express themselves comfortably. Needs Map undertakes to evaluate the feedback provided by all its members, employees, representatives, consultants, interns, project partners and stakeholders, and volunteers

in order to develop the Needs Map Child Safety Policy Document and update its scope when necessary.

In cases where the Child Safeguarding Code of Conduct is violated, the reporting and safeguarding procedures of Needs Map (IH) must be used. All members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of are obliged to report concerns about sexual exploitation, abuse and harassment. Needs Map is committed to ensuring that reporting mechanisms are accessible, confidential and sensitive to children's rights.

All members of Needs Map, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers can report their doubts about Child Safety through a confidential reporting mechanism. A confidential reporting mechanism will be established where all stakeholders, including children, can report their doubts.

12. Notification and Reporting Mechanisms

via e-mail to etik@ihtiyacharitasi.org or to the focal persons determined by the Needs Map.

If a person to whom this policy applies makes a verbal complaint, the complaint must be put in writing by the focal person and the process must be followed.

In all cases, the focal person is responsible for evaluating and taking into consideration any victimization, retaliation or false accusations that may arise as a result of the notification for the individuals to whom this policy applies, and implementing the procedure regarding the situations detected.

13. Establishing Partnerships and Collaborations

Meetings and training sessions will be organised with partners and organisations with competence in the field to discuss child safety issues and share best practice examples.

14. Review and Revision

The Child Safeguarding Policy will be reviewed annually or when necessary in light of relevant feedback, changes in the law or results achieved. In case of any changes or updates, changes will be made on the relevant websites and stakeholders will be informed accordingly.