



ANNEX 1

ECPAT INTERNATIONAL SAFEGUARDING DEFINITIONS*

Term	Definition
Child	Is understood as any person under the age of 18, regardless of national legislation, as per the United Nations Convention on the Rights of the Child 1989.
Child safeguarding	Actions taken or procedures and policies put in place to ensure that all children who come into contact with the NGO's activities or its staff (and volunteers, contractors, etc.) are kept safe from any type of abuse or exploitation as a result of the activities or at the hands of staff, etc.
Child sexual exploitation	A form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.
CBCM (community-based complaints mechanism)	A CBCM is a system blending both formal and informal community structures, where individuals are able and encouraged to safely report incidents of SEA. Local communities are involved in developing the CBCM so that the structure is both culturally and gender-sensitive. The mechanism should be safe, confidential, transparent and accessible, and should have multiple entry points, allowing reports to be made through various channels, through community structures or focal points, PSEA networks, or organizational focal points.
Exploitation	Exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labor.
Concern	Something which causes feelings of unease, uncertainty, or apprehension. A child safeguarding concern is something which causes feelings of unease, uncertainty, or apprehension related to the safety or wellbeing of a child.
Do no harm	"Do no harm" is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to organisations' responsibility to minimise the harm they may be doing inadvertently as a result of their organisational activities.
Emotional abuse	Persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

* Keeping Children Safe (2016). [The International Child Safeguarding Standards: What they are and how to implement them](#); UN (2017). [Glossary on Sexual Exploitation and Abuse - Thematic Glossary of current terminology related to Sexual Exploitation and Abuse \(SEA\) in the context of the United Nations](#); ECPAT (2016). [Terminology Guidelines for the Protection of Children from Sexual Exploitation and Abuse](#); BOND (2019). [UK NGO safeguarding definitions and reporting mechanisms: Definitions of key words](#); DFAT (2019). [Prevention of Sexual Exploitation, Abuse and Harassment Policy](#).

Term	Definition
Incident (safeguarding)	Safeguarding incidents are specifically those where: firstly, the incident intentionally or unintentionally causes harm, or risk of harm, to staff, associates or members of the community – children or adults; and secondly, harm is caused by the organisation’s staff, programmes, or operations.
Informed consent	In the context of a safeguarding policy, refers to an individual (usually a child and their parent) being provided with a clear explanation of how their image (or video or story) may be used by the organization (e.g. for fundraising or awareness-raising), and where the image may be used. This is being “informed”. The individual then gives their consent for their photo (or video) to be taken. Best practice is for the child or their parent to sign a consent form, or for the staff member taking the photo to sign the consent form on behalf of the individual, and this consent form is then kept attached to the file of the image or video.
Malicious/false complaint	Intentionally providing false or misleading information. In the context of a safeguarding policy, this means one staff member making a false allegation of sexual misconduct against another staff member.
Misconduct	In the context of a safeguarding policy, refers to any action which constitutes a breach of the Code of Conduct, which is part of the policy. Generally, refers to behavior which constitutes physical, emotional, or sexual exploitation or abuse.
Need-to-know basis	If you tell people something on a need-to-know basis, you only tell them the facts they need to know at the time they need to know them, and nothing more.
Neglect and negligent treatment	Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child’s basic physical and/or psychological needs, which is likely to result in serious impairment of a child’s healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.
Perpetrator	A person (or group of persons) who commits an act of sexual exploitation or abuse, or other type of crime or offence.
Physical abuse	Actual or potential physical harm perpetrated by another person, adult, or child. it may involve hitting, shaking, poisoning, drowning, and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
PSEAH (Prevention of sexual exploitation, abuse and harassment)	Policies, actions, procedures and guidelines designed to address, prevent and respond to incidents of sexual exploitation, abuse and harassment committed by staff and others against community members.
Safeguarding	Actions taken or procedures and policies put in place to ensure that all community members are kept safe from any type of abuse or exploitation at the hands of the NGO staff (volunteers, contractors, etc.)
Sexual abuse	Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing, and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities, and encouraging children to behave in sexually inappropriate ways.

Term	Definition
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.
Sexual harassment	Refers to prohibited conduct in the work context, and can be committed against staff and related personnel. It can include any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or perceived to cause offence or humiliation to another, where such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile, or offensive work environment
Survivor-centered approach	A survivor-centered approach seeks to empower survivors by prioritizing their rights, safety, well-being, needs and wishes. Organizations must ensure that survivors have access to appropriate, accessible and good quality services.
Whistle-blower	Any NGO staff or related personnel who reports an incident of sexual exploitation or abuse. In the context of “whistle-blower protection,” this means any staff or associated personnel who reports sexual exploitation or abuse is entitled to protection from any form of retaliation or negative consequences as a result of reporting.
Witness	A person who observed, or has direct knowledge of, something under investigation.
Zero tolerance (for abuse)	A policy statement establishing that sexual exploitation and abuse by NGO staff is prohibited and that every transgression (breach of CoC) will be acted upon