



ANNEX 6

ECPAT INTERNATIONAL GUIDANCE PROTOCOLS FOR CHILD SAFE TRAVEL¹ - IN AND OUT OF COUNTRY

Introduction

This protocol for safe travel with children both in and out of country provides more elaborate details on the measures and procedures to be undertaken to prevent and address any form of harm against children during travel because of any association or contact with the ECPAT International Secretariat and our work. This has to be read and implemented in conjunction with the ECPAT International child-safe event planning safeguarding procedures.²

ECPAT International, directly or through our partners, sometimes supports children to travel to events, activities or other opportunities for participation, both within and outside of their country. In such cases, special care must be taken to prevent and mitigate any risk of harm against the participating children. Minimum standards that help and protect children are being applied to these meetings. They are based on the UN Convention on the Rights of the Child and on four key principles of children's participation:

- ▶ **An ethical approach: transparency, honesty, and accountability.** Adults involved in these national or international meetings will follow ethical and participatory practices and put children's best interests first.
- ▶ **A child-friendly environment.** Children and adolescents experience a safe, welcoming, and encouraging environment that enables the participation of all.
- ▶ **Equality of opportunity.** Child participation work will encourage those groups of children who normally suffer discrimination and who are normally excluded from activities to be involved in the process.
- ▶ **Participation promotes the safety and wellbeing of children as a primary consideration.** Child safeguarding policies and procedures form an essential part of participatory work.

Throughout the planning process, during and after the travel, children are consulted, listened to and participate in decisions made about their travel, including the selection of appropriate Accompanying Adults. The Accompanying Adult is responsible to mitigate and manage potential risks and is responsible for the care and custody of the child during the duration of travel. These guidelines ensure that each child is valued, respected and understood within the context of their own culture, gender, religion, ethnicity, abilities and other considering factors.

Planning for Child Safe Travel

The Project Manager/ECPAT staff in charge of overseeing the event is responsible for the adequate implementation of these Child Safeguarding measures.

1. The first step in planning any child's travel is to conduct an **individual child safeguarding risk assessment** for the activity that the child plans to attend: Conduct the child safeguarding risk assessment in collaboration with the travelling children, properly inform children and their parents/caregivers, and assess jointly the risks and needs of the travelling children.
2. **Put in place supervision and Accompanying Adults' arrangements:** Select Accompanying Adult/s in consultation with the child and ensure they adhere to the child safeguarding requirements as stipulated in the ECPAT Child Safeguarding Policy and Procedures. This implies that

1 Young people, under 25, may be invited to participate in events supported by ECPAT and depending on contexts, situations and personal history of the young person, ECPAT International may extend its Child Safeguarding measures to youth when needed and appropriate.

2 [Annex 3, Child-Safe Event Planning Checklist.](#)

every Accompanying Adult will have received a copy of the ECPAT Child Safeguarding Policy, has signed the ECPAT Child Safeguarding Code of Conduct, completed an introduction training and has understood the importance of complying with the ECPAT Child Safeguarding Policy and Procedures.

3. Ensure **informed consent**.
4. Confirm minimum **safeguarding assurances for children** (below) are met.

For international travel, appropriate planning needs to take place **at least one-month before the event** to ensure adequate time to coordinate all processes and logistics.

For international travel, additional requirements are necessary:

- ▶ Travel insurance obtained in advance.
- ▶ Medical coverage obtained in advance. Children should not travel internationally without adequate insurance or a reasonable alternative preparation for potential medical expenses.
- ▶ Written permission from the child's parents/caregivers to act on their behalf for medical emergencies (included in informed consent).
- ▶ Should the child require vaccinations for travel, the vaccinations should be fully completed two weeks prior to departure.
- ▶ Both the Child and Accompanying Adult will carry with them emergency contacts for persons to contact in case of emergency both in their home country and at the travel destination. Each will have access to a phone, phone card and calling instructions for both transit and destination locations.
- ▶ Confirm minimum safeguarding assurances for children (below) are met.

Disclosing abuse

Children need to know to whom/how to report concerns. In case of abusive incidents or accidents affecting their physical or mental well-being, children should immediately approach their Accompanying Adult or the designated child safeguarding focal person. They will organise and provide immediate assistance in accordance with the nature of the incident, while ensuring confidentiality of sensitive issues disclosed.

Taking Action

ECPAT Staff and contracted individuals or suppliers have an obligation to report any child safeguarding concern within 24 hours.

The Child Safeguarding Focal Person or other appropriate adult will take serious consideration of all concerns that are raised. An assessment of the specific kind of support that is needed, and assistance to the children affected by the incident should be offered without delay. This may also involve arranging a medical assessment. Family should be contacted and informed of the incident as early as possible and with assistance provided. An incident report would be compiled to document details of the incident. Principles of the "best interest of the child" are applied throughout the process.

CHILD SAFEGUARDING FOCAL POINT

Child safeguarding focal point(s) is to be chosen well ahead of the travel and receive a full briefing in preparation for the travel and events. They will be available throughout the preparatory and regular sessions of the event, and available as needed to protect the safety and well-being of children and adolescents. Any concerns will be addressed in confidence keeping the best interest of the child in mind. Accompanying Adults will be responsible for the safeguarding of the children outside of the meetings.

REPORTING AND RESPONDING GUIDELINES

Guidelines for reporting concerns and emergencies involving children should be developed / adapted specifically for use during the travels to be able to adequately respond in the event that a child's safety and/or well-being is jeopardised. Any child safeguarding concerns and/or complaints can be written or verbally reported to the Child Safeguarding focal person or Accompanying Adult who will handle them in the strictest confidence and ensure that they are properly dealt with and responded to.

EMERGENCY CONTACTS

Every child and every accompanying adult need to receive a list of emergency contacts.

Minimum Safeguarding Assurances for Child(ren) include:

- ▶ Clarify the role and expectations from the child, clearly outlined in the travel proposal and included in the consent form signed by the child and parent/caregiver.
- ▶ Explain the ECPAT Child Safeguarding Code of Conduct in a language and method they can understand so that they are clear about what they can expect from ECPAT and what is and is not appropriate conduct towards them.
- ▶ Opportunity to give input regarding who will be the Accompanying Adult (ECPAT/implementing partner may need to make the final decision based on the best interests of the child and possible other considerations).
- ▶ Time to learn about the event they will attend and about the region, country, and culture that they will visit prior to travel departure.
- ▶ Adequate time to adjust and rest upon arrival at the destination.
- ▶ If there is jet lag or a long journey involved, children must have at least one day and one night to rest prior to public commitments.
- ▶ Play and recreation time scheduled while travelling.
- ▶ Child-friendly, culturally appropriate reporting/complaint mechanisms for reporting abuse, inappropriate conduct or any other concerns they have prior, during travel or afterwards.
- ▶ Ensure media guidelines have been discussed with the child.

Minimum Safeguarding Requirements for Accompanying Adult(s) are:

- ▶ Over 21 years of age except in exceptional circumstances. If the proposed Accompanying Adult is under 21 years old, this must be discussed and approved as part of the agreed plan with one member of the Senior Management Team and the Safeguarding Focal Point.
- ▶ The Adult to Child ratio for international travel should be at least 1:2; and age appropriate (note that this ratio may be adjusted for in-country travel).

- ▶ Interviewed and received orientation on their role and the expectations related to the trip.
- ▶ Understand, read and sign the ECPAT Child Safeguarding Policy including Child Safeguarding Code of Conduct and complete an orientation training.
- ▶ Clear Criminal Background Check. In case a criminal background check cannot be obtained in time, a self-declaration must be completed and kept in the HR file.
- ▶ Speak the child's language and a language of business at the intended travel location.

Responsibilities of the Accompanying Adult include:

- ▶ Facilitate the child's safe travel as arranged and according to the schedule of the planned event, which may include transport (by car, train, boat or airplane).
- ▶ Be always aware of the child's whereabouts; assist with physical and emotional needs as appropriate.
- ▶ Always keep the child's medical and emergency information accessible, with written permission from the child's parents/guardians to act on their behalf for medical emergencies.
- ▶ Ensure that the child can communicate with others (particularly children) through appropriate support, including interpreters.
- ▶ Ensure that children can relax as well as can participate in the discussions and events.
- ▶ Inform the office contact person/organisers of a conference of any difficulties that the children under their care may be experiencing, unless the information is confidential.

Code of Conduct for the Accompanying Adult

ECPAT staff and any other contracted individual (including Accompanying Adults) must adhere to the ECPAT International Child Safeguarding Code of Conduct and behave in ways that protect children and adult beneficiaries, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people ECPAT serves or works amongst.

Memorandum of Understanding for a Child on ECPAT supported Travel

Date:

ECPAT International is inviting *(Name of Child)*
to travel to *(Name of City, Country)*,
to participate in *(Name of Event/Purpose of Visit)*, which will be held
in *(Location of the Event)*
Date: from to

I have been consulted about decisions regarding this visit and the request that I be accompanied by *(Name of Accompanying Adult)*, who will be responsible for my care and protection. I agree with this visit and the choice of accompanying adult.

I understand that if I become ill, have an accident or other emergency, ECPAT will provide any medical treatment that may be required. I have read the Behaviour Protocols for the Accompanying Adult. I have been given contact names, addresses and phone numbers in each city where I will be and have a copy of the most recent itinerary.

I agree to act responsibly. I will treat other children and adults with respect. I understand that I will be with others who have different values and cultures and I agree to listen to their views and experiences with respect and hope they will do the same for me. I will follow the instructions of the Accompanying Adult whose role it is to care for and protect me. I will not hit or hurt others. I will not drink alcohol, smoke cigarettes or take any illegal drugs. I will not use bad language, make suggestions or offer advice which is offensive or abusive. I will not communicate on mobile, digital, or online platforms in ways that are inappropriate. If I have any concerns about being with my Accompanying Adult, I know that I can contact *(Name & Phone Number)* If anyone acts inappropriately towards me or my friends, I know that I can contact: *(Name & Phone Number)*
Tel:

Name, Signature & Date of Birth of the Child & Passport Number & Country of Issue:

Name and Signature of ECPAT Representative: Date.....

Signature of the Accompanying Adult: Date.....

Signature of the Child: Date.....

Template for Consent Form for Parents/Guardian

To Whom It May Concern:

I / We, *(Name/s of Parent/s/Caregiver)*, Address,
.....
....., do hereby allow my child, *(Full Name of Child)*..... to
travel to *(Name of City, Country)*,to participate in *(Name of Event/Purpose
of Visit)*..... which will be held in *(Location of
the Event)*..... Date: from to.....

All expenses related to this trip will be paid by the ECPAT/sponsoring organisation and *(Name of any other
organisations contributing to the costs)*,
These costs include transportation, accommodation, food, and medical, *(For international travel: passport and
visa costs, and travel insurance.)*

The child will be accompanied by *(Name and Title)*
who will be responsible for the care and protection of *(Name of Child)*.....

I/We recognise that if an illness, accident or other emergency involving my/our child should occur,
medical treatment may be required and I authorise the ECPAT personnel who are supervising my child
and the medical personnel that they select, to provide such treatment and take measures they deem
appropriate under the circumstances.

I/We have read the behaviour protocols and discussed them with my/our child, have been given the
contact names, addresses and phone numbers [of emergency contacts], and have a copy of the most
recent itinerary.

Name and Signature of Parent/Guardian of the
Child & Proof of Identify

(ID Number or Passport Number):

..... Date.....

Name and Signature of ECPAT Representative:

..... Date.....

Signature of the Accompanying Adult:

..... Date.....

Template for Accompanying Adult with a Child on ECPAT Supported Travel

You have been selected by ECPAT International to accompany a child to travel to an event (*Name of Event/Purpose of Visit*) that will be held in (*Location of the Event*) from (*Dates*) to Accompanying adults play an important role in always taking primary responsibility for the safety and welfare of the children in their care.

These responsibilities of the accompanying adult start from the time when the children leave their parent/caregiver to travel and only ends when they are safely handed over to their parent/caregiver on their return. The way in which accompanying adults take care of children should be appropriate to their age and maturity.

To Whom It May Concern:

I (*Name/s of Chaperone/ Accompanying adult*)....., (*Passport Details*).....
Of (*Address*).....

do hereby acknowledge I have read and agree to abide by my responsibilities as the accompanying adult as outlined in this document, and ECPAT's Child Safeguarding Policy, including the ECPAT Code of Conduct.

I am over age 21. I agree to accompany (*Full Name of Child*) travelling on ECPAT business from (*Date of Departure*) returning on (*Date of Return*) in order that she/he may participate in (*Name of Event/Purpose of Visit*), which will be held in (*Location of the Event*)....., Date: to.....

I agree to:

- Facilitate the child's travel as arranged by ECPAT, which may include transport (by car, train, boat or airplane);
- Be aware of the child's whereabouts at all times; assist with physical and emotional needs as appropriate;
- Keep the child's medical and emergency information accessible at all times, and if I am not the parent or guardian, written permission from the child's guardians to act on their behalf for medical emergencies;
- Ensure that the child is able to communicate with others (particularly children) through interpreters;
- Ensure that the child can relax and participate in discussions and events; and
- Inform the local ECPAT office contact person/organisers of a conference of any difficulties that the children under my care may be experiencing.

Signature of the Accompanying Adult: Date.....

Signature of Parent/Guardians: Date.....

Signature of the Child: Date.....

..

(To be filled in by the parent/caregiver)

While travelling there is always the possibility that a child may become ill or need emergency health treatment. I, *(Name of Parent/Guardian)*....., from *(Address and Contact Details)* consent to the following information being given to a trained health professional as required, in the event that my child *(Full Name of Child)* requires urgent health care while travelling, and I understand that it will not be used for any other purposes. The child and the Accompanying Adult will have a copy of this information. The Accompanying Adult will keep this information in a safe and known location at all times.

Date of Birth:

Known Allergies: *(food, drugs, other allergens)*

Known Drug Reactions: *(name of drug, reaction and any treatments previously used)*.....

Chronic or current health problems:

Any major illness: *(date, diagnosis and treatment)*

Any previous Hospitalisations: *(date, diagnosis and treatment)*

Current Medications: *(both over the counter and prescription - name, dose, number of times per day, purpose)*

Prescription for visual/hearing aids *(glasses etc.)* **in the event they break or are lost while travelling:**

Please note any cultural implications or expectations with regards to health diagnosis or treatment:.....

Is there any other information that you wish to give to a health professional in the event of your child needing urgent care?

SENT FORM FOR CHILDREN AND PARENTS/GUARDIANS ON THE USE OF IMAGES

As a general rule, the ECPAT International Secretariat recommends abstaining from taking recognisable images of children. There may be cases when images are taken because children wish to be publicly expressing their views for instance. This can only be done based on a thorough process that includes an individual risk assessment approved by management, and the proper consent form collected.

This consent form must be used whenever there is an agreement that it is safe, appropriate and consented that ECPAT takes and uses an image or video of a child or young person for ECPAT International communications, fundraising, advocacy, or any other purposes.

This standard consent form must be completed by children (and their parents/carers) who may be involved in any photography, filming, or interviewing organised by ECPAT International. This form confirms that participants have agreed to be photographed, filmed or interviewed and permits ECPAT International to use some or all of their image/contribution/performance in any publication (including electronic publications such as films or websites) created by or for ECPAT International Secretariat and to release this material to other parties. ECPAT International Secretariat owns all copyright to the photographs, films or written copies that it produces. The forms will be retained securely on file by the ECPAT International Secretariat office which organised the production.

This form may also be used for group setting photos and recording. As any potential photo or recording must be arranged in advance; if you know you're going to be taking photos or recordings of children in a group setting, ECPAT International or its partner must send children home with a consent form with an explanation for their parent/guardian BEFORE the event, so that on the day of photo-taking or recording, all children can provide signed consent forms.

Purpose of recording or photography:

Date of recording or photography:

Country:.....

Please read the below statements to make sure you are clear about the purpose of the recording or photography and please mark your response to indicate related consent to participate.

	Yes	No
I have been clearly informed about the purpose of the recording or photography	<input type="checkbox"/>	<input type="checkbox"/>
Any questions that I have were answered by the ECPAT Team	<input type="checkbox"/>	<input type="checkbox"/>
I understand how my image will be used by the ECPAT Team	<input type="checkbox"/>	<input type="checkbox"/>
I agree that my name will NOT be made public	<input type="checkbox"/>	<input type="checkbox"/>
I understand how to contact ECPAT International with concerns or complaints	<input type="checkbox"/>	<input type="checkbox"/>
I agree for my image to be recorded	<input type="checkbox"/>	<input type="checkbox"/>

I hereby give my consent

Name:

Address/community name:.....

.....

Signed:.....

Date:.....

This form should be signed by all contributors who can read and write and are old enough to understand what they are agreeing to. Where the contributor is under 18 years of age, their parent/guardian must also give consent unless agreed otherwise in the project.

I confirm that I am the contributor's parent/guardian and agree to the above on behalf of the contributor.

Name:.....

Address/community name:.....

.....

Signed:.....

Date:.....

Consent by third party

In the case of the child and the parent/guardian being unable to read or write an independent person should sign the form on behalf of the family. This could be a teacher or community volunteer.

The third-party person will explain to the child and the responsible adult:

- ▶ The reason for filming or recording.
- ▶ The process of filming or recording and the intended use of the film or record.
- ▶ That the contributor is agreeing to participate in the filming or recording.
- ▶ That the contributor is agreeing to ECPAT International using some or all of the contribution to be used in different media worldwide without restriction.
- ▶ That the contributor is agreeing to grant any license that may be required for this under any applicable law or regulation.

I have discussed the above points in relation to filming or interviewing with the child contributor and their parent/guardian. I confirm that the child contributor and their parent/guardian have understood the above points and agree to participate in the above recording.

Name:.....

Relationship/capacity known to contributor:.....

Address/community name:.....

.....

.....

.....

Signed:.....

Date:.....