



GLOBAL POLICY SAFEGUARDING CHILDREN AND YOUNG PEOPLE

**SAY YES! TO KEEPING CHILDREN AND YOUNG
PEOPLE SAFE AND PROTECTED**

全球政策

保護兒童和年輕人

說“yes”！讓兒童和年輕人感到安全和受保護。

Lead 主導	PII Safeguarding Children and Young People Unit 國際培幼會保護兒童和年輕人單位
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APPLICATION

As a Global Policy, this policy applies to:

- a. Plan International, Inc. ("PII"), including its headquarters in the United Kingdom (operating through its UK subsidiary, Plan Limited), and all of its country offices, regional offices, liaison offices, and any other offices, some of which operate as branches and some as subsidiaries;
- b. All National Organisations that have signed a Members' Agreement and License Agreement with PII; and
- c. All other entities that agree to be bound by the Global Policies.

(together, "Plan International Entities", or may be referred to as "we" or "us" in this document).

All of the Plan International Entities, including PII, shall enact their own procedures which must be in line with global procedures, regulations, or other regulatory documents that enable compliance by its employees (and/or, when appropriate, contractors and other partners) with this Global Policy. Where required by law or local practices, PII offices and National Organisations may enhance the standards and requirements set out in this policy.

適用性

本全球政策適用於：

- a. 國際培幼會，包括其在倫敦的總部（由在英國的附屬機構培幼會有限公司營運），以及其所有國家辦事處、區域辦事處、聯絡辦事處及其他辦事處（包括分支機構及附屬機構）。
- b. 所有跟國際培幼會簽署了《會員協議和許可協議》的國家組織；以及
- c. 所有同意受《全球政策》約束的實體。

（以上統稱為「國際培幼會實體」，在本文件中或會被稱為「我們」。）

所有國際培幼會實體，包括國際培幼會，應當制定相關程序，這些程序必須符合全球程序、規章或其他監管性文件，使其僱員（和/或承包商和其他合作夥伴，如適用）能夠遵守本《全球政策》。如法律或當地慣例要求，國際培幼會和國家組織可以提高本政策設定的標準和要求。

Girls

Due to our Purpose, this Global Policy, has a particular focus on girls and young women aged up to and including 24 years. Girls may be especially vulnerable and at risk from certain forms of violence, including sexual and gender-based violence¹. Violence against girls is not only against the values and principles we uphold as described in this Global Policy, but also in direct opposition to the aims of our work. As such, we are particularly concerned with ensuring that girls do not experience harm, abuse, exploitation, or any other form of violence as a result of their engagement with us or our programmes, projects, events, and processes. Furthermore, we need to ensure that our safeguarding approach and response to safeguarding concerns are gender responsive. 女孩

配合我們的目標，本《全球政策》尤其關注女孩及24歲或以下的女性，她們尤其脆弱，更容易遭受某些暴力，如性暴力和性別暴力。針對女孩的暴力不僅違反我們堅持的價值和原則（本《全球政策》內有提及），而且與我們的工作目標相違背。因此，我們要確保女孩在跟我們接觸或參與我們的計劃、項目和活動時不會受到傷害、侵犯、剝削或任何其他形式的暴力。而且，我們必須確保我們的保護措施以及對安全保護疑慮的應對是具性別敏感度的。

Young People

We work with Young People, and therefore the protective scope of this Global policy extends to young people we are supporting or are in contact with, through our youth engagement work. We recognise that

¹ Boys are also vulnerable to sexual abuse and exploitation but the overwhelming majority of reported incidents identify girls as the victims.

男孩同樣容易受到性侵犯和剝削，但是在絕大部分上報的事件中，受害者都是女孩。

young people have particular safeguarding needs requiring distinct consideration. For example, some young people engaging with and attending events supported by a Plan International Entity may be over the formal age of majority and so face fewer legal restrictions in what is permissible, but still require protection from violence and we retain a duty of care towards them.

年輕人

我們的工作涉及年輕人，本《全球政策》的保護範圍亦會延伸至在我們的青年參與工作中受到我們支持或與我們有接觸的年輕人。我們明白年輕人有特殊的保護需要，故必須區別對待。比如，參與和出席國際培幼會主體支持的活動的年輕人或已達法定年齡，因此在行為上可能面臨比較少的法律限制，但我們要負起保護他們的責任，防止他們受暴力傷害。

PURPOSE

目標

Plan International recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. Furthermore, children and young people may be vulnerable and at risk due to, for example, reasons of gender, sexual orientation, ethnic origin, disability and age or illness.

國際培幼會認同在所有社會都會發生針對兒童和年輕人的暴力行為。針對兒童的暴力包括身體或精神上的暴力、傷害及侵犯、忽視或疏忽照顧、苛待和性侵犯。另外，兒童和年輕人可能由於社會性別、性取向、種族、殘疾、年齡或疾病等原因而處於弱勢。

Plan International is fully committed to ending violence against children and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

國際培幼會致力消除一切針對兒童的暴力，並且明白我們有責任推廣具性別敏感度的保護兒童和年輕人的措施，尤其是那些我們支持或與我們有接觸的兒童和年輕人。

The purpose of this policy is to ensure that:

本政策的目的是確保：

- all who work for and engage with us are skilled, confident, understand, and are well supported in meeting their responsibilities to safeguard children and young people from violence and engage positively with them in ways that enhance the achievement of our Purpose;
- 所有與我們工作和合作的人積極與兒童和年輕人建立關係，並在履行防止兒童和年輕人遭受暴力的職責時有技巧、有信心、理解我們的理念並得到我們充分的支持，從而實現我們的目標
- we have in place procedures to prevent and deal with the actions/behaviour of our Staff, Associates, Visitors or us as an organisation that result in violence against a child or young person and/or places them at risk of the same; and
- 就我們的職員、合作夥伴、訪客或本機構的行動/行為導致針對兒童或年輕人的暴力和/或使他們處於同等危險情況之中，機構內部有適當的預防和處理機制；以及
- children and young people we work with are aware our responsibilities to prevent and respond to any harm against them arising from actions and behaviours of our Staff, Associates and Visitors, and, the routes for reporting such incidents.
- 我們支持的兒童和年輕人也知曉我們的責任和相關機制、如何防止我們的職員、合作夥伴和訪客做出傷害他們的行為和行動、針對此類行為的應對措施，以及報告這些事件的途徑

POLICY STATEMENT

政策陳述

We are fully committed to the gender responsive safeguarding of all children and young people from all forms of violence. We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us does not in any way harm, abuse or commit any other act of violence against children and young people or place them at risk of the same.

我們致力促進具性別敏感度的措施，保護兒童和年輕人不受任何形式的暴力傷害。我們亦認真履行責任和職責，確保機構及任何代表我們的人士不以任何形式傷害、侵犯或以暴力對待兒童及青少年，或將其置於危險之中。

We promote child and youth safe practices, approaches, interventions and environments which respects, recognises and responds to the specific safeguarding needs and addresses the protection risks of the differing gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.

我們挑戰，且絕不容忍不平等、歧視或排斥。應兒童和年輕人因不同性別和身份所面臨不同的需要和風險，我們推動那些尊重並識別這些差異而做出的回應，包括安全措施、方法、介入手段和環境。

We respond to a child or young person who may be in need of protection and or psycho-social support and intend that their welfare and best interests will at all times be paramount consideration.

我們對可能需要保護和/或心理社會支持的兒童或年輕人作出回應。任何時候，我們首先考慮的是他們的福祉和最大利益。

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We take positive action to prevent anyone who might be a risk to children and young people from becoming involved with us and take stringent measures against any Staff, Associate or Visitor who perpetrates an act of violence against a child.

我們需確保所有跟我們一起工作或參與我們活動的人士明白他們的保護職責和要求，並在履行相關職責時得到我們的支援。我們會積極採取行動，防範任何人士對參與我們活動的兒童及青少年人構成威脅。如發現國際培幼會職員、合作夥伴、訪客對兒童作出暴力行為，一律嚴肅處理。

We promote the active involvement of children and young people in their own protection.

我們鼓勵兒童及年輕人學習如何保護自己。

APPLICABLE REQUIREMENTS

適用要求

This Global Policy is underpinned by the following set of principles that guides its implementation:

該《全球政策》以下列一套原則為基礎指導其實施：

1. All children and young people aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the Universal Declaration of Human Rights recognises fundamental human rights, the dignity, worth and equal rights of people at **any** age, thus including young people aged 18 to 24 years old.

《聯合國兒童權利公約》第十九條載明，所有18歲以下的兒童有平等的權利免受任何形式的虐待和暴力傷害。另外，《世界人權宣言》承認任何歲數的人都享有基本的權利、尊嚴、價值以及生而平等，因此也包括18至24歲的年輕人。

2. The human rights of children and young people will be respected and applied to all irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, any history of conflict with the law or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated.

兒童和年輕人的權利將受到尊重，不管他們的年齡、生理性別、社會性別、性別認同、性取向、國籍、種族、膚色、語言、宗教或政治信仰、婚姻狀況、殘疾狀況、身體或心理健康、家庭狀況、社會經濟或文化背景、社會階級、犯罪史或任何其他方面的背景或身份。不平等、排斥和歧視應該受到挑戰，不被容忍。

3. All children and young people should be empowered and encouraged to fulfil their potential. Decisions made about children and young people will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. Children will be encouraged to express their views this will be given 'due weight' in accordance with their age and level of maturity.

應該允許和鼓勵兒童和年輕人發揮他們的潛能。涉及兒童和年輕人的決定應當盡可能在他們參與下作出，並依據兒童最佳利益，充分考慮這樣的決定會對他們產生的影響。鼓勵兒童表達他們的想法，並根據他們的年齡和成熟程度對他們的意見給予「應有的權重」。

4. We have a responsibility to care for and protect children and young people, especially those that are vulnerable, and make sure they are not harmed.

我們有責任關愛和保護兒童和年輕人，尤其是那些處於弱勢的兒童和年輕人，確保他們不受傷害。

5. We have particular responsibilities to children and young people with whom we come into contact. No child or young person must suffer harm, intentionally or unintentionally, as a result of their engagement, association or contact with us whether as a sponsored child, a participant in our programmes, projects, events, processes, or youth advisory panels or as part of a fundraising or influencing campaign.

對在工作中接觸到的兒童和年輕人，我們要負起更大責任。任何兒童或年輕人都不能因為加入我們、跟我們合作或跟我們接觸而受到有意或是無意的傷害，不管是我們的助養兒童、我們計劃、項目、活動和流程的參與者、青年顧問團、籌款活動或倡議工作的參與者。

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6. We have a responsibility to inform and empower children and young people so that they learn about and are better able to exercise their rights to protection. We will work with children and young people ensuring they understand the essence of this policy, our safeguarding commitment and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures within Plan International in accordance with their evolving capacities.

我們有責任告知和賦權予兒童和年輕人，使他們了解並能更好地行使他們受保護的權利。我們要確保兒童和年輕人理解此政策的核心、我們的保護承諾，以及報告違反政策行為的途徑。我們也將根據他們的能力，讓他們參與制定國際培幼會內部的保護措施。

7. We are open and transparent, and will hold ourselves to account for our commitment to safeguard children and young people. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviour challenged and addressed, and our safeguarding measures continuously reviewed and strengthened to ensure we remain accountable to children, young people, and their families.

我們以公開和透明的態度承擔保護兒童和年輕人的責任。我們對兒童、年輕人和他們的家庭負責，會不斷檢討和強化安全保護措施、提出對安全保護的疑慮並進行討論、挑戰和跟進不良做法和不恰當的行為。

8. We will act on safeguarding concerns, ensuring that our actions are timely, appropriate and centered around the child or young person, taking into account their gender and other specific safeguarding needs and vulnerabilities.

就安全保護的疑慮，我們會及時採取行動，並確保該行動是恰當的，以兒童和年輕人為中心的，充分考慮他們的性別、具體的保護需求及他們的弱勢。

9. We work together in partnership with other agencies to promote the safeguarding of children and young people within organisations engaged with us and in the wider community.

我們跟其他機構合作，在其機構內部、以及向社區推廣保護兒童和年輕人工作。

10. Our safeguarding approach recognises and responds to the specific safeguarding risks and needs of the differing gender and other identities. It takes appropriate measures to address gender bias and other forms of discrimination and violence which may arise as a result of these. It supports the empowerment and fosters the inclusion of girls in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection.

我們的安全保護方式對不同性別和身份的具體保護風險和需要進行甄別和回應，並採取妥善的措施處理性別偏見及其他形式的歧視，以及可能由此導致的暴力。為促進平等公正，支持女孩應該享有的權利並推動把女孩納入保護程序，目的是使他們受到更全面的保護。

11. Our safeguarding approach is mainstreamed in all stages of our operations, thematic portfolios, programmes, projects, activities, influencing work, and interventions in both development and humanitarian settings thus ensuring that these are designed and delivered in a manner that does no harm to children and young people.

我們的保護手法融入在我們發展和人道工作的各個階段、專題項目、計劃、活動、倡議工作中，以保證所有這一切的設計和實施都不會傷害兒童和年輕人。

In light of our commitment and accompanying principles, we give the highest priority to the safety and protection of children and young people.

根據我們的承諾和相關的準則，我們優先考慮兒童和年輕人的安全和保護。

We will ensure our Staff, Associates, and Visitors are supported to meet their safeguarding responsibilities and requirements, understand the specific risks to children and young people of differing gender and other identities and how they can work and engage in ways that increase the safety and protection of children and young people with whom we are in contact.

我們將保證我們的職員、合作夥伴和訪客得到支持以履行他們的保護責職和要求，了解不同性別和其他身份的兒童和年輕人的具體風險，了解如何通過他們的工作，採用什麼方式，去提高跟我們有接觸的兒童和年輕人的安全，加強對他們的保護。

Our Safeguarding Implementation standards lays down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions.

為符合《安全保護實施標準》中的要求，我們保證保護措施會融入到機構內部運作和不同項目的每一階段。

Sanctions

處罰

Breaches of this policy will be investigated in accordance with disciplinary procedures and contractual agreements, or a referral may be made to statutory authorities for criminal investigation under the law of the country in which they work. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions.

違反該政策將根據懲罰程序和合同協議接受調查，或者根據他們工作所在國家的法律轉交法定部門接受刑事調查。違反政策導致的懲罰包括可能導致被解僱、終止一切關係，包括合同和合作協議，必要時，會依法採取行動。

If a legitimate concern about the suspected abuse of a child or young person is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

如果經調查證明關於兒童或年輕人受侵犯的正當疑慮沒有事實依據，不會對報告人採取任何行動。但是，虛假或惡意的指控將受到相應的懲罰。

ROLES AND RESPONSIBILITIES

角色和責任

1. All Staff, Associates and Visitors shall:

一切職員、合作夥伴和訪客應當：

- a. commit and contribute to an environment where children and young people feel respected, supported, safe and protected

承諾和努力營造一個讓兒童和年輕人感到受尊重、受支持、安全和受保護的環境。

- b. never act or behave in a manner that results in violence against a child or young person or places a child or young person at risk of violence;

絕不能有任何行為或行動導致針對兒童或年輕人的暴力或置兒童和年輕人於暴力威脅之中。

- c. be aware of and adhere to the provisions of this Global Policy.

知曉和遵守本《全球政策》的條款。

2. All Staff shall:

一切職員應當：

- a. comply with this Global Policy, including the Safeguarding Code of Conduct (Annex 1); and 遵守本《全球政策》，包括《守護兒童行為準則》（附件1）；並且

- b. report and respond to safeguarding concerns and breaches of the policy in line with the applicable procedures of the applicable Plan International Entity.

依據國際培幼會實體的相應程序對安全疑慮和違法政策的情況作出報告和應對。

3. Associates and Visitors shall:

合作夥伴和訪客應當：

- a. agree, by signing, to complying with either:

通過簽署的方式同意遵守下列任一文件：

- i. the Safeguarding Code of Conduct (Annex 1); or

《守護兒童行為準則》（附件1）；或

- ii. other appropriate guidance developed by a Manager at the relevant Plan International Entity on appropriate behaviour towards children and young people as relevant to their engagement using the Safeguarding Code of Conduct (Annex 1) as a guide; or

由國際培幼會實體的相關部門經理根據《守護兒童行為準則》（附件1）制定出來的正確對待兒童和年輕人的適當指引

- b. comply with his/her own Code of Conduct, provided the contracting Manager ensures that it complies and is consistent with this Global Policy.

遵守他/她自己的《行為準則》，若負責經理能確保該守則遵循《全球政策》，並與其一致。

4. Managers shall ensure that:

經理應該確保：

- a. Children, young people and communities with which we engage, work or are in contact are made aware of the provisions of this Global Policy to ensure they have the confidence and ability to report any incidents occurring against children and young people;

我們共同工作的或跟我們有聯絡的兒童、年輕人和社區都知曉《全球政策》的條款，以保證他們有信心和能力匯報任何針對兒童和年輕人的事件。

- b. Staff, Associates, and Visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;

職員、合作夥伴和訪客知曉適用於他們的職責的《安全保護實施標準》。

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- c. they support and develop systems which maintains an environment which is safe for and prevents violence against children and young people; and

他們支持和制定一套體系，為兒童和年輕人提供安全環境，使他們免受暴力。

- d. they are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards (Annex 2). 他們有責任保證依據《安全保護實施標準》(附件2)把政策全面融入他們的責任範圍。

5. Directors shall ensure that:

主管應當保證：

- a. the relevant Plan International Entity has in place local procedures that are consistent with this Global Policy and with the global document *Reporting and Responding to Safeguarding Issues* which outlines the reporting requirements and the manner in which they are escalated within each Plan International Entity. These local procedures should be developed with the assistance of local advisers and updated regularly. The policy and applicable procedures must be made available in local languages and child-friendly formats; and

相關國際培幼會實體應有適當的本地程序，這些程序應符合《全球政策》及《安全保護問題的報告和應對》，該文件概述了報告的要求以及在每個國際培幼會實體內該如何上報。這些本地程序應當在本地顧問的幫助下制定出來並定期更新。該政策和可適用的程序必須有本地語言並且有兒童友善的版本。

- b. the relevant Plan International Entity implements our Safeguarding Implementation Standards as they apply to their context, the people (Staff, Associates, and Visitors), children and young people with whom they engage, as well as the processes, programmes, projects, events and activities they undertake.

依照適用於相關國際培幼會實體的當地環境、人員（職員、合作夥伴和訪客）以及他們接觸的兒童和年輕人，還有當地的工作過程、計劃、項目和活動，來執行我們的《安全保護實施標準》。

6. Organisations that work with us in carrying out our programmes, projects, processes, events and/or activities involving children and young people must comply with the Safeguarding Guidelines contained in Annex 2.

在執行涉及兒童和年輕人的計劃、項目、流程、活動時，跟我們合作的機構必須遵守附件2包含的《安全保護指引》。

7. All Plan International Entities shall monitor compliance with this Global Policy through the mandatory tracking and auditing of the Safeguarding Implementation Standards and Safeguarding Code of Conduct (see Annex 1). Auditing against the standards will be led by PII's Global Assurance Department. In addition, we will work with and ensure the participation of children, young people, staff, associates and visitors to review, monitor and evaluate the implementation of this Global policy.

所有國際培幼會實體應該通過強制性追蹤和審計《安全保護實施標準》和《守護兒童行為準則》(見附件1)監控《全球政策》的遵守情況。標準的審計將由國際培幼會全球監管部門主導。另外，我們將確保兒童、年輕人、職員、合作夥伴和訪客參與檢討、監督和評估本《全球政策》的實施。

TERMS AND DEFINITIONS

術語和定義

When used in this document:

在本文件中：

“Associate” refers to a range of contracted paid and non-paid individuals who have committed to work with or support a Plan International Entity. It includes, among others, board members, volunteers (including community volunteers), interns, sponsors, researchers, donors, consultants and contractors, staff and/or representatives of partner organisations and local governments (when operating in partnership agreement with a Plan International Entity).

“合作夥伴”指一系列通過簽訂合約有償和無償為某個國際培幼會實體工作或提供支持的個人。範圍包括董事會成員、義工（包括社區義工）、實習生、贊助者、研究人員、捐贈者、顧問和承包商、合作機構和地方政府（跟某個國際培幼會實體有夥伴關係協定）的職員和/或代表。

“Child” in line with the United Nations Convention on the Rights of the Child and for the purposes of this Global policy, is defined as any person – girl, boy, young woman, young man, and children of other gender identities - under the age of 18 years (UNCRC Article 1). (See definition of Young Person/People or Youth below).

根據《聯合國兒童權利公約》，同時也符合本《全球政策》的目標，“兒童”指任何18歲以下的人（UNCRC條款1）（見下面年輕人或青年人的定義）--男孩、女孩、年輕女性、年輕男性，以及其他性別認同身份的兒童。

“Director” is an Executive Director of PII or a National Director.

“主管”指國際培幼會的執行主管或國家主管。

“Direct beneficiaries” are the people who are the target of and who we know will be immediately affected by one or more project outputs; irrespective of whether these are delivered directly by Plan International or by partners or organisations who are acting on behalf of Plan International.

“Direct beneficiaries” are the people who are the target of and who we know will be immediately affected by one or more project outputs; irrespective of whether these are delivered directly by Plan International or by partners or organisations who are acting on behalf of Plan International.

“直接受益人”指一個或多個項目結果的目標人群，也是我們知道將受項目結果直接影響的人群。不管

這些項目是由國際培幼會直接實施還是由代表國際培幼會的合夥人或機構實施。

- Direct beneficiaries are individuals who receive materials, equipment; interventions such as training, awareness raising, mentoring or other personal support.

直接受益人是獲得材料、設備、介入手段，包括培訓、認識提高、輔導或其他支持的個人；

- Direct beneficiaries may be a single member of a household (for example a mother participating in training on nutrition); or it may be all members in the household (for example, distribution of hygiene kits or malaria nets that the whole family use).

直接受益人可能是一個家庭的單一成員（比如參與營養知識培訓的母親），也可能是一個家庭的全部成員（比如，配發全家人使用的衛生盒或預防瘧疾的蚊帳）。

“Harm” is any detrimental effect on a child’s or young person’s physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.

“傷害”指對兒童或年輕人的身體、心理或情感健康造成任何不利的影響。傷害可能是由有意或無意的

侵犯或剝削所造成的。

“Manager” refers to a Staff member who has responsibility for line managing or supervising the work of Staff or Associates.

“經理”指負責管理或監督職員或合作夥伴工作的職員。

“National Organisation” or “NO” refers to a legal entity that has signed a Members’ Agreement and License Agreement with PII.

“法定機關” 或 “NO” 指跟國際培幼會簽訂了《成員協議》和《許可協議》的法人實體。

“PII” refers to Plan International, Inc., including when operating through one of its subsidiaries. It generally includes international headquarters, regional offices, liaison offices, and country offices.

“國際培幼會” 指國際培幼會有限公司，包括它的子公司。它通常包括國際總部、地區辦事處、聯絡辦事處和國家辦事處。

“Safeguarding children and young people” is the responsibilities, preventative, responsive and referral measures that we undertake to protect children and young people, ensuring that no child or young person is subject to any form of harm as a result of their association with the organisation. This includes, ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe and where there are concerns over a child or young person’s welfare or where a child or young person has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for Plan International Entities.

“保護兒童和年輕人” 指我們為了保護兒童和年輕人而承擔的責任，採取的預防、應對和轉介措施，保證任何兒童和年輕人都不會因為與本機構的聯繫而受到任何形式的傷害。這包括，保證他們在跟我們或與我們有關的人接觸時，或者在參與我們的活動、介入和運作時的安全。當懷疑某個兒童或年輕人的健康受到威脅或者某個兒童或年輕人已經遭受暴力時，要及時採取恰當的行動處理問題，並且對事件進行分析，以保證國際培幼會實體不斷學習改進。

“Safeguarding - Gender Responsive Safeguarding”² is a safeguarding approach that:

“安全保護-性別敏感的安全保護” 指如下的安全保護方式：

- takes full account of gender in considering the specific safeguarding needs of girls, boys and other gender identities;

在考慮男孩、女孩和其他性別身份的具體保護需要時把性別因素充分考慮進去。

- integrates safeguarding measures that address protection risks for children and young people (girls, boys, young women, young men, and children of other gender identities) that stem from issues relating to gender bias and discrimination; and

把那些設法解決由性別偏見和歧視導致的兒童和年輕人（女孩、男孩、年輕女性、年輕男性，以及其他性別身份的兒童）安全問題的保護措施綜合起來。

- supports the empowerment and fosters the inclusion of girls, particularly in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection

在安全保護過程中支持賦予女孩權利，並且提倡共融（包容和接受女孩），以促進平等、公正並最終使她們更安全、更受保護。

“Staff” refers to individuals who receive a regular salary for work in any Plan International Entity as well as individuals paid by or through a Plan International Entity but located in another entity.

“職員” 指在任何國際培幼會實體工作並領取固定薪酬的個人以及在其他實體工作但由國際培幼會實體支付薪酬或通過國際培幼會支付薪酬的個人。

² A working definition developed by PII Child and Youth Safeguarding Unit which may change on completion of our Gender Responsive Safeguarding toolkit.

我們的《促進性別平等安全保護》的工具包完成后，國際培幼會兒童和青年安全保護單位所下的工作定義或有所改變。

“Violence” against a child or young person³ includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a child or young person. Acts of violence can also take place online through, for example, the web, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a child or young person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person’s wellbeing, dignity and survival and development.

針對兒童或年輕人的「暴力」包括任何針對兒童或年輕人的身體或精神暴力、傷害或侵犯、疏於照顧或失職、情感虐待或心理暴力、性侵犯和剝削、騷擾，以及商業或其他剝削。暴力行為也可能發生在網絡上，比如通過網頁、社交媒體或手提電話。它可能是故意使用暴力的行為，也可能是未能阻止針對兒童或年輕人的暴力的行為。暴力包括個人、群體、機構或組織有意或無意，已遂或未遂的任何導致或極有可能導致兒童或年輕人的健康、尊嚴、生存和發展受到傷害的行為。

“Visitor” refers to a contact with children and young people through a Plan International Entity, including journalists, media, researchers, visiting sponsors and celebrities.

“「訪客」”指參觀我們辦事處或項目并可能通過國際培幼會實體跟兒童和年輕人接觸的人，包括記者、媒體、研究人員、來訪的捐助者和名人。

“Young Person/People” or “Youth” in line with United Nations definitions, include individuals – young women, young men, and young persons of other gender identities - aged 15 years to 24 years old. This group spans the categories of ‘children’, ‘adolescents’ and ‘adults’ but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

根據聯合國的定義，「年輕人」或「青年」包括年齡在15歲到24歲之間的個人--年輕女性、年輕男性和任何其他性別身份的年輕人。這一群體涵蓋了「兒童」、「青少年」和「成人」三個類別，但認為年輕人有特殊的保護需求，需要得到有別於年紀小一些的兒童和年紀大一些的成年人的對待。

³ A working definition. Awaiting final definition from International Programmes.

工作定義。International Programmes將確定最終定義。

ANNEX 1:

SAFEGUARDING CODE OF CONDUCT

附件1

《守護兒童行為準則》

Plan International is committed to creating a safe environment for children and young people. All staff have a duty to uphold the principles of the Global Policy on Safeguarding Children and Young People and commit to maintaining an environment that prevents violence against children and young people. Further to this, sexual exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment.

國際培幼會承諾為兒童和年輕人創造一個安全的環境。所有職員有義務維護《守護兒童和年輕人全球政策》的準則，承諾維護一個防止對兒童和年輕人實施暴力的環境。另外，職員實施（包括那些參與我們人道主義工作的人）的性剝削和性侵犯構成重大瀆職，將導致僱傭關係終止。

As such, I agree that I will:

因此，我同意我應該：

- a. Adhere to the Global Policy on Safeguarding Children and Young People and be open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events, and activities.

遵守《守護兒童和年輕人全球政策》，能公開和誠實地跟參與計劃、項目、進程、事項和活動的兒童和年輕人、他們的家人和社區交流。

- b. Treat children and young people in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.

對待兒童和年輕人要尊重他們的權利、品格和尊嚴，考慮他們的最大利益，不管他們的年齡、性別、性別身份、性取向、國籍、種族、膚色、語言、宗教或政治信仰、婚姻狀況、殘疾、身體或心理健康、家庭、社會經濟或文化背景、社會階級或犯罪史。

- c. Create and maintain an environment which prevents the abuse and exploitation of children and young people ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action so as to minimise risks to children and young people.

創造和維持一個可以防止侵犯和剝削兒童及年輕人環境，保證我清楚明白我的行為和工作的潛在風險，採取恰當的行為把兒童和年輕人的風險降到最低。

- d. Contribute to building an environment where children and young people we engage with are:

幫助營造一個環境，讓參與我們工作的兒童和年輕人：

- i. respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity and evolving capacities; and 根據他們的年齡、成熟程度和進步能力，得到尊重和支持參與跟保護他們有關的決策討論和介入；並且
- ii. well informed on their safeguarding and protection rights and what to do if they have a concern.

清楚知道他們受保護的權利以及有疑慮的時候應該怎麼做。

- e. Display high standards of professional behaviour at all times, providing a positive role model for children and young people.

時刻展示高標準的專業行為，為兒童和年輕人樹立積極正面的榜樣。

- f. Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative or harmful given their age or developmental capacity, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury, exploitation, or violence. In addition, I understand that I must not use children and young people of any age that we work with for domestic or other labour.

涉及童工時應該遵守所有相關的國際標準和當地法律，切勿使用18歲以下的兒童和年輕人從事家務或其他勞動，如果考慮到他們的年齡和發展能力，這類工作是不恰當的、帶有剝削性或危害性，干擾他們接受教育和參加娛樂活動，或者使他們明顯面臨受傷害、剝削或暴力的風險。另外，我知曉我不能使喚和我們一起工作的任何年齡的兒童和年輕人做家務或其他勞動。

- g. Respect the privacy and confidentiality of children and young people associated with Plan International. This means I will:

尊重與國際培幼會合作的兒童和年輕人個人隱私和保密性。

- Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, skype, etc.) from any child or family associated or formerly associated⁴ with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by Plan International and/or for Plan International business purposes.⁵

絕不可以向任何跟我們的工作有聯繫的兒童或家庭索取個人的聯繫方式或接受他們的個人聯繫方式或接受邀請分享他們的個人聯繫方式（包括電郵、手機號碼、社交媒體賬戶、住址、網路攝影機、skype等），也不可以與這些人士分享自己的個人聯繫方式，除非已經得到國際培幼會的明確授權並且/或是出於國際培幼會的業務需要。

- Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard Plan International policies and procedures and/or has the explicit consent of Plan International.⁶ Media include paper, photographs, and social media.

絕不可以通過任何媒體披露或者支持披露任何可以識別受助養家庭或兒童的信息，除非披露行為符合國際培幼會的標準政策和程序且/或已經得到國際培幼會的明確准許。媒體包括文件、照片和社交媒體。

- Never make any contact with a child, young person, or family members associated with Plan International's work that is not supervised by a (or another) member of Plan International Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.

在沒有國際培幼會職員（或有另一位職員）監督的情況下，絕不可以與國際培幼會工作有關的兒童、年輕人或家庭成員聯絡。這種聯絡包括但不限於探訪和藉助社交媒體、電郵和信函的任何溝通方式。

⁴Where the child is a sponsored child requests for continued communication upon 'graduation' of the sponsorship (when the sponsored child reaches 18 years) must comply with Plan International's Sponsorship guidelines on the same.

當兒童指助養兒童時，助養“期滿”（助養兒童滿18歲）後要求繼續聯絡同樣必須符合《國際培幼會助養指引》。

⁵Plan International will seek informed consent as appropriate from the child or young person.

國際培幼會將酌情尋求該兒童或年輕人的知情同意。

⁶Plan International will seek informed consent as appropriate from the child or young person.

國際培幼會將酌情尋求該兒童或年輕人的知情同意。

- Always ensure that when on an official or work visit with Plan International and I wish to take pictures of children and young people associated with the organisation, for personal use, I will:

確保跟國際培幼會一起進行官方或工作探訪時，如果我希望為那些跟國際培幼會有關聯的兒童和年輕人拍照，而照片時作私人用途時，我應該：

- Always consult first with the local Plan International office so as to make sure that it is ok to take pictures in the local context and that the intended use of the pictures does not conflict with Plan International's policies.

首先諮詢當地國際培幼會辦事處，以確定當時情況允許拍照，而且這些照片的用途 不會跟國際培幼會的政策衝突。

- Ask permission of the child or young person (or in the case of young children, their parent or guardian) informing them of the specific purpose(s) and intended use (including how and where) and respect their decision to say no making it clear that there will be absolutely no negative repercussions from denying such consent.

徵得兒童或年輕人（如果是年紀較小的兒童，則須請求家長或監護人）的同意，並 且告知他們具體的目的和用途（包括如何使用和在哪裡使用），尊重他們說「不」 的決定。向他們說清楚拒絕拍照絕不會有任何負面的後果。

- Ensure the images are respectful and do not impact negatively on their dignity and privacy.

確保圖像是尊重被拍攝的兒童或年輕人，不會對他們的尊嚴和隱私造成負面的影響。

- Ensure that the use of the images does not put the child or young person at risk of being identified or located.

確保圖像的使用不會讓該兒童或年輕人有暴露身份或位置的風險。

- Never upload the images of children and young people associated with Plan International to non-Plan International social media pages without the full and explicit consent of Plan International⁷.

沒有得到國際培幼會充分明確的准許，絕不可以把跟國際培幼會有關聯的兒童和年 輕人的照片上傳至非國際培幼會的社交媒體頁面。

- h. Report and respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child or young person in accordance with applicable procedures of the engaging office.

如果有任何侵犯或可能侵犯兒童或年輕人的疑慮、懷疑、事件或指控，請根據當地辦事處的適用程序作出匯報和應對。

- i. Cooperate fully and confidentially in any Plan International investigation of concerns or allegations of abuse to children and young people.

完全配合國際培幼會對侵犯兒童和年輕人的疑慮和指控的調查，並保守秘密。

- j. Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with Plan International that relate to exploitation and abuse of a child or young person.

對發生在與國際培幼會有關聯之前或期間的剝削或侵犯兒童或年輕人的侵害行為，及時披露對 它們的指控、定罪及其他的結果。

I will not:

我不會：

- a. Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through harmful traditional practices such as, for example, Female Genital Mutilation, forced or child marriage.
侵犯或剝削兒童或年輕人或以任何方式使兒童或年輕人陷入受傷害的危險，包括通過不良的傳統習俗，如女性割禮、包辦婚姻或童婚。
- b. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence.⁸
與任何18歲以下的人士有任何形式的性活動或發展肉體關係/性關係，不論當地合法年齡是多大。對兒童年齡的誤解並不是辯護理由。
- c. Engage in sexual relationships with Plan International youth direct beneficiaries aged 18 to 24 years as these undermine the credibility and integrity of Plan International's work and are based on inherently unequal power dynamics'.⁹
跟國際培幼會18歲至24歲的青年直接受益者發生性關係，因為這將削弱國際培幼會工作的信譽和剛正廉明，關係亦建基於本質上不平等的權力動態。
- d. Use physical punishment/discipline or use of physical force of any kind towards children and young people.
對兒童和年輕人使用體罰或者使用任何形式的暴力。
- e. Engage young people in any form of sexual activity which involves the exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries.¹⁰
讓年輕人參與任何形式的性活動，這種性活動涉及用金錢、僱傭、商品或服務來交換性，包括性愛或其他侮辱、貶低或剝削行為。這包括以性交換取本應給予受益人的援助。
- f. Use language or behave towards a child or young person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
對兒童或年輕人使用不恰當、冒犯、侮辱、性挑逗、令其蒙羞或文化上不恰當的語言或行為。
- g. Fondle, hold, kiss, hug or touch children or young people in an inappropriate or culturally insensitive way.
以不恰當或文化不敏感的方式撫弄、摟著、親吻、擁抱或觸摸兒童或年輕人。
- h. Have a child/children/young person with whom I am in contact in a work related context, stay overnight at my home or any other personal residential location or accommodation.
讓在工作環境中跟我有接觸的兒童/年輕人在我家裡或任何私人住所或住宿過夜。

⁷ Plan International will seek informed consent as appropriate from the child or young person and parents or guardians where applicable. 國際培幼會將酌情尋求該兒童或年輕人的知情同意。

⁸ ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse, 2003 (endorsed by Plan International). ST/SGB/2003/13: 聯合國秘書長關於防範性剝削和性侵犯的特殊措施，2003 (得到國際培幼會的同意)。

⁹ We recognise that our incentive Workers and Community Volunteers live in communities where we operate and so on rare occasions, relationships may develop that may be seen as acceptable in the community but would breach this element of the code. However, we expect Incentive Workers and Community Volunteers working in Programme areas to make known to the relevant manager any potentially compromising relationship they are in or considering, that involve a beneficiary who is aged 18 years and above.

我們意識到我們的INCENTIVE員工與社區的義工生活在我們運營所在的社區，因此在個別情況下，他們可能產生可以被社區接受但違反該準則的感情。但是，我們要求在項目地區工作的INCENTIVE員工和社區義工把他們已有的或正在考慮的涉及18歲或以上受益者的感情關係告知相關的經理。

¹⁰ ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse, 2003 (endorsed by Plan International).

ST/SGB/2003/13: 聯合國秘書長關於防範性剝削和性侵犯的特殊措施，2003 (得到國際培幼會的同意)。

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- i. Sleep in the same room or bed as a child or young person with whom I am in contact in a work related context. Where it is necessary to sleep close to unaccompanied children and young people, I will make sure that another adult is present and it is in line with authorised procedures.
跟在工作環境中跟我有接觸的兒童或年輕人睡在一張床上。當有需要睡在無人陪伴的兒童或年輕人的身邊時，我將確保有另外一個成年人在場並且符合審定程序。
- j. Do things of a personal nature for children or young person, with whom I am in contact in a work related context, (e.g. taking a child/young person to the toilet/bathroom; helping them get un/dressed etc.) that they can do for themselves.
為在工作環境中跟我有接觸的兒童或年輕人做他們自己能做的個人事情（如帶兒童或年輕人上洗手間；幫他們穿或脫衣服）。
- k. Spend time alone away from others with children and young people with whom I am in contact in a work related context; I will always make sure that another adult is with me and/or I am with the child/young person in an open public place, where others are around and in plain view of others.
跟在工作環境中跟我有接觸的兒童和年輕人單獨相處；我任何時候都要確保有另一個成年人跟我在一起，而且我是跟兒童/年輕人在開放的公共場合，四周有人且一目了然。
- l. Hit or otherwise physically assault or physically abuse children or young people.
毆打或用其他暴力方式襲擊或侵犯兒童或年輕人。
- m. Act in ways that shame, humiliate, belittle or degrade children and young people, or otherwise perpetrate any form of emotional abuse.
在行為上為難、羞辱、輕視或貶低兒童和年輕人，或者有任何其他給他們造成情感傷害的惡行。
- n. Discriminate against, show differential or preferential to, or favour particular children and young people to the detriment of them or others.
歧視、區別對待或優待、偏愛某個兒童和年輕人，給他們或其他人造成傷害。
- o. Develop relationships with, engage in any practice with or develop behaviour towards children and young people which could in any way be deemed or interpreted as exploitive or abusive.
與兒童和年輕人發展任何可能被視為或理解為具有剝削性或侵犯性的關係，參與任何可能導致這種誤解的活動或者形成這樣的行為方式。
- p. Condone or participate in behaviour of children or young people which is illegal, unsafe, or abusive.
寬恕或參與兒童或年輕人違法、危險的或侮辱性的行為。
- q. Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or young people.
使用電腦、手提電話、錄像機和數碼相機或任何類似的媒體剝削、騷擾或欺凌兒童或年輕人。
- r. Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or young people.
使用電腦、手提電話或錄像機/數碼相機或其他電子設備，獲取、觀看、製作、下載或散佈色情物品，尤其是侮辱兒童或年輕人的圖像。

The above is not an exhaustive list. Staff, Associates, and Visitors should consider all related actions and behavior which may compromise the rights and safeguarding of children and young people.

上述並不是一個詳盡無遺的清單。職員、合作夥伴和訪客應該考慮一切可能損害兒童和年輕人權利和安全的行動和行為。

Personal Conduct outside Work or Engagement with Us

工作或受我們僱用之外的個人行為

We do not dictate the belief and value systems by which Staff, Associates, and Visitors conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of the policy.

Our Staff, Managers, Associates, and Visitors are required to adhere to principles of the Global Policy on Safeguarding Children and Young People both at work and outside work.

我們不控制我們的職員、合作夥伴和訪客個人生活所遵從的信仰和價值體系。然而，他們工作時間以外的行為如果跟本政策產生衝突，則被視為違反本政策。我們的職員、經理、合作夥伴和訪客在工作中和工作之外都必須遵守《守護兒童和年輕人全球政策》的規則。

ANNEX 2: GUIDELINES FOR IMPLEMENTING SAFEGUARDING IN PRACTICE

附件2：《實施安全保護的指引》

These guidelines outline the requirements for safeguarding children and young people that are applicable to organisations that work with Plan International Entities in carrying out our programmes involving children and young people.

這些指引概述了保護兒童和年輕人的規定，適用於與國際培幼會實體合作執行涉及兒童和年輕人的項目的機構。

They are particularly applicable to organisations assessed as having contact with children and young people, working with children and young people, and/or whose projects, programmes, processes, activities, advocacy and influence work impact on children and young people. Organisations funded by a Plan International Entity are expected to build on these guidelines as appropriate based on the nature of their activities and risks to children and young people.

這些指引尤其適用於跟兒童和年輕人有接觸，跟兒童和年輕人一起工作或者其項目、計劃、進程、倡議和推廣工作會影響兒童和年輕人的機構。由國際培幼會實體資助的機構應當以這些指引為基礎，酌情考慮活動的性質以及兒童和年輕人的風險。

The guidelines illustrate our commitment to support and respect children's and young people's rights to be protected from harm, and to provide a safe and protective environment for children and young people who are involved with any programmes funded by a Plan International Entity.

這些指引表明我們支持和尊重兒童和年輕人不受傷害的權利，以及承諾為參與國際培幼會實體資助項目的兒童和年輕人提供安全和受保護的環境。

The guidelines should be applied in relation to children and/or young people as appropriate, depending on *the group the organisation works with*.

應用這些指引時當酌情考慮相關的兒童和年輕人的情況，依機構合作的人群而定。

- 1. Prevention:** The Organisation must take appropriate measures to manage child and/or youth safeguarding risk factors and prevent abuse and exploitation before it occurs. Prevention measures should include organisational safeguarding policies, codes of conduct and associated procedures; the management of safeguarding risks in relation to its operations, activities and interventions; and the production and promotion of 'child and young person friendly' safeguarding information and resources.

預防：機構必須採取恰當措施處理涉及兒童和年輕人安全的危險因素，預防侵犯和剝削的發生。預防措施應當包括機構層面上的保護政策、行為準則和相關程序；處理與機構運作、活動和介入相關的安全隱患；製作和推廣「保護兒童和年輕人」的信息和資源。

- 2. Code of Conduct:** Each Organisation is required to ensure that their personnel avoid any behaviour or conduct that compromises the safety and protection of children and/or young people within its activities, operations and programmes. In addition, programmes and activities working directly with children and/or young people or involving direct contact between the same should develop guidance on expected and acceptable behaviour for children and/or young people towards each other. This should be incorporated into policy and practice documents.

行為準則：任何機構應當確保他們的人員避免在機構的活動、運營和項目中有任何危害兒童和/或年輕人安全和保護的行為。另外，直接面向兒童和年輕人的項目和活動或者涉及直接接觸兒童和年輕人的項目和活動應當制定指引，規範兒童和年輕人朋輩之間應有的和可接受的行為。這應當納入政策和實行文件。

- 3. Gender Equality and Non-Discrimination:** The Organisation should ensure that all Safeguarding Children and/or Young People policies and procedures take into account gender equality and non-discrimination requirements. Recognising that girls, boys, young women, young men, and children and young people of different gender identities may face different risks relating to their safety and protection and that all children and/or young people have an equal right to protection, irrespective of: age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.

性別平等和無歧視：機構應當確保一切保護兒童和/或年輕人的政策和程序考慮到性別平等和無歧視要求。了解女孩、男孩、年輕女性、年輕男性、不同性別身份的兒童和年輕人可能面臨不同的安全和保護風險，所有的兒童和年輕人都應有權利得到保護，不管他們的年齡、生理性別、社會性別、性別認同、性取向、國籍、種族、膚色、語言、宗教或政治信仰、婚姻狀況、殘疾、身體或心理健康、家庭、社會經濟或文化背景、階層。

- 4. Screening Procedures:** There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or young people (directly or indirectly). Screening procedures should be as available in each country and updated on a regular basis, where possible. Screening procedures may include: certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children and/or young people.

篩選程序：對一切與兒童和/或年輕人有接觸（直接或間接）的人員（包括無償義工）應當有詳細的篩選程序。每個國家都應當有篩選程序，而且盡可能定期更新。篩選程序可以包括：品行端正證書、警方紀錄查核或同等文件，申請人不是國家登記在冊的虐童犯的證明；詳細的申請和面試程序；支持申請人適合與兒童和/或年輕人一起工作的證明材料。

- 5. Awareness:** The Organisation should ensure that all personnel, sub-contractors or consultants or affiliates involved with children and young people's programmes are aware of safeguarding risks, policies and procedures; and their safeguarding responsibilities. In addition children and/or young people engaged and their parents, guardians or carers should be informed of the same so that they know what behaviours to expect and how to report any concerns.

意識：機構應當確保一切參與涉及兒童和年輕人項目的工作人員、分承包商或顧問或附屬機構清楚安全保護的風險、政策和程序；以及他們的安全保護責任。另外，參與項目的兒童和/或年輕人以及他們的父母、監護人或撫養人也應當同樣知曉這些風險、政策和程序，這樣他們才了解怎樣的行為才是恰當的，有疑慮時如何報告。

- 6. Capacity Building:** The Organisation should develop the capacity of all who work with and for children and/or young people to appropriately prevent, detect, report and respond to safeguarding concerns and particularly as they pertain to differing gender and other identities. Efforts should be made to ensure organisational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all employees and volunteers and other associates.

能力建設：對於一切跟兒童和/或年輕人一起工作或為兒童和/或年輕人工作的人員，機構應當培養他們的能力，使他們能夠恰當地預防、發現、報告和應對安全保護的疑慮，尤其當這些疑慮涉及不同性別和其他身份的時候。應當通過對一切僱員、義工和其他合作夥伴的強制性入職培訓與持續培訓，努力確保機構的政策和做法能夠被理解並得到有效執行。

- 7. Participation of children and/or young people:** Children and/or young people should be actively, meaningfully and ethically involved in the development of safeguarding measures in accordance with their evolving capacities. Children and/or young people must not be treated simply as objects of concern but rather listened to and taken seriously and treated as individual people with their own views.

兒童和/或年輕人的參與：應當根據兒童和/或年輕人的能力進步情況，讓他們積極地、有意義地、合乎道德地參與制訂安全保護措施。不應當僅僅把兒童和年輕人看做關注的對象，而應當把他們看做有自己觀點的個體，認真傾聽和考慮他們的意見。

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- 8. Reporting Mechanisms for children and/or young people and Staff:** Mechanisms should be established that enable the safe reporting of safeguarding concerns. Such mechanisms should ensure appropriate escalation of concerns within the organisation, referral to the appropriate authorities and confidentiality. In addition child and youth reporting mechanisms should be accessible, friendly and sensitive to their differing needs.

兒童和/或年輕人和工作人員的報告機制：應當建立機制利於安全地報告安全保護中的疑慮。這些機制應當確保疑慮在機構內部的適當上報、轉交恰當的政府當局和保密性。另外，兒童和年輕人的報告機制應當兒童友善並方便使用，同時細緻留意他們不同的需求。

- 9. Response and Follow Up:** Organisational policies and procedures should include appropriate measures to support and protect children and/or young people when concerns arise. All measures taken to respond to a safeguarding concern should take into account the best interest of the child or young person and be sensitive to their differing gender and other identities ensuring they are kept safe and protected. Response measures should be appropriately risk assessed and endeavour to ensure no further harm comes to the child and/or young person as a result of any actions taken by the Organisation.

Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the Organisation and/or local legislation. In addition, organisational processes should ensure response evaluation and follow up for organisational learning.

The Organisation should also advise Plan International of any complaints of abuse to children and/or young people in line with the working agreement.

應對和跟進：機構的政策和程序應當包括恰當的措施，在出現疑慮的時候支持和保護兒童和/或年輕人。應對安全疑慮而採取的一切措施都應當考慮兒童或年輕人的最大利益，仔細體察他們的性別和其他身份的差異，確保他們是安全的、受保護的。應對措施應當經過適當的風險評估，確保機構採取的任何措施都不會對兒童和/或年輕人造成進一步的傷害。

疑慮應當記錄成文，並根據機構的隱私和保密政策以及/或當地的法律妥善保管。另外，機構的處理流程應當確保包括為機構提供經驗學習的應對評估和跟進。

合作機構應當依照合作協議，若有任何有關兒童和年輕人虐待的投訴應知會國際培幼會。

- 10. Implementation, Monitoring and Review:** The implementation and monitoring the Safeguarding Children and/Young People Policy for each Organisation should be reviewed at regular intervals as determined necessary by the Organisation, preferably at least every three (3) years, where possible.

實施、監控和檢討：應當根據需要定期對每個機構實施和監控兒童和/或年輕人的安全保護政策的情況進行檢討，可能的情況下至少每三（3）年檢討一次。

- 11. Sanction and Discipline of Organisation personnel:** The Organisation policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures children and young people are protected from further potential harm. This may include the immediate suspension of personnel until such time as the allegations are followed up and either substantiated or refuted and/or where personnel is convicted of abusing a child or young person, the said personnel is immediately terminated with cause from his or her position.

機構工作人員的懲罰：機構的政策和程序應當提供適當的懲罰措施，防止兒童和年輕人受到進一步潛在的傷害。這包括即刻停職，直至所有的指控經過調查，或被證實或被駁回，如果有人員因侵害兒童或年輕人被定罪，則需馬上終止該人員的職務。

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- 12. Informed Consent:** The Organisation should provide children and/or young people (and their parent(s)/legal guardian(s) where applicable), with all necessary details (including on any associated risk,) to make an informed decision regarding their participation in programmes and activities, including any voice recordings, video or photographs of children and/or young people (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained.

知情同意：機構應當為兒童和/或年輕人（及他們的父母、法定監護人，如適用）提供一切必要的細節（包括任何相關的風險），讓他們在知情的情況下決定是否參與計劃和活動，包括兒童和/或年輕人的錄音、錄像或照片（包括如何使用，在哪裡使用）。必須在得到同意之後才能讓他們參與和/或使用他們的信息和/或圖像。

- 13. Protection of Personal Information:** Personal information regarding any Child or children and/or young people, whether or not such information is obtained as part of the programmes involving children and/or young people, should be treated confidentially. There should be clear procedures showing the responsibilities within the organisation for accessing and using such data with appropriate authorisations. In addition such data should not be disclosed to any third party, except in accordance with the policies of the Organisation or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a Child and/or Young Person.

保護個人信息：涉及任何兒童和/或年輕人的個人信息，不管這些信息是否通過涉及兒童和/或年輕人的項目獲得，都應當保密。必須有清晰的程序規定在機構內部得到相應授權獲得和使用這類信息的責任。另外，這類信息絕不可以披露給第三方，符合機構政策或地方法律要求的除外。個人信息包括但不限於任何可以關聯到或用於識別兒童和/或年輕人的信息。

- 14. Working with partners:** The Organisation should ensure adequate safeguarding assessments are made as part of its due diligence processes when it comes to partnership working. Third party entities that are contracted or supported to work with children must be subject to the same safeguarding principles and approach outlined in the Organisations policy and procedures. Vendors, suppliers and other contractors that may be in direct or indirect contact with children must also be subject to appropriate safeguarding measures.

與他人合作：當跟他人合作時，機構應當確保進行足夠的安全保護評估，以符合盡責調查程序。透過承包或得到資助與兒童一起工作的第三方實體同樣必須遵守機構政策和程序中規定的安全保護準則和方法。可能與兒童直接或間接接觸的銷售商、供應商和其他承包商同樣必須遵守相關的安全保護措施。