

GLOBAL POLICY

SAFEGUARDING

SAY YES! TO KEEPING CHILDREN AND PROGRAMME PARTICIPANTS SAFE AND PROTECTED

全球守護政策

說“yes”！讓兒童和項目參與者感到安全和受保護

Lead 主導部門	Global Safeguarding and PSHEA Unit
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Related Policies 相關政策	PII Preventing Sexual Harassment, Exploitation and Abuse (PSHEA) Policy Global Policy on Values Conduct and Whistleblowing Global Policy on Gender Equality and Inclusion Global Data Privacy Policy Harassment, Bullying and Discrimination Policy (PII Policy) Grievance Policy (PII Policy) Disciplinary Policy (PII Policy) Whistleblowing Policy (PII Policy) PII Code of Conduct

In the event of any dispute or discrepancy between the English version and the Chinese translation of this Policy, the English version shall prevail.
如此政策的英文版本和中文譯本之間存有任何爭議或差異，一概以英文版本為準。

APPLICATION

適用

As a Global Policy, this policy applies to:

- a. Plan International, Inc. ("PII"), including its Global Hub in the United Kingdom (operating through its UK subsidiary, Plan Limited), and all of its country offices, regional hubs, liaison offices, and any other offices, some of which operate as branches and some as subsidiaries;
- b. All National Organisations ¹ 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).

本《全球守護政策》適用於：

- a. 國際培幼會，包括其在英國的總部（由在英國的附屬機構培幼會有限公司營運），以及其所有的項目辦事處、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》的籌款辦事處 ¹；以及
- c. 所有同意受本《全球守護政策》約束的法人機構。

（以上統稱為「國際培幼會的法人機構」，在本文件中或會被稱為「我們」或「我們的」。）

The Policy applies to all staff ² (regardless of nature and terms of association or contract), associates³ and visitors⁴ who must comply with its requirements, including requirement to report, and understand the sanctions that may be applied for breaches of this Policy. In line with the Global Policy on Values, Conduct and Whistleblowing, which includes the Code of Conduct this policy is binding for staff both in and outside of working hours and in all aspects of a staff member's life.

本政策適用於所有員工 ²（無論受僱性質和條款為何或是合約員工）、夥伴 ³ 和訪客 ⁴，他們必須遵守本政策的規定，包括舉報規定，並了解違反本政策可能引致的處分。本政策同時符合包括《行為準則》在內的《國際培幼會全球價值觀、行為和舉報政策》，對員工於工作時間內外及員工生活的各個方面都具有約束力。

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

所有隸屬國際培幼會的法人機構，包括國際培幼會，應制定相關程序、規章或其他監管性文件，使其員工（和/或適用的承包商和其他合作夥伴）能夠遵守本《全球守護政策》。如在當地法律或慣例要求下，國際培幼會所有辦事處和籌款辦事處可以提高本政策訂立的標準和規定。

¹ A legal entity that has signed a Members' Agreement and License Agreement with PII. Please see Appendix 1 for the full definition. 已與 PII 簽署成員協議和許可協議的法人機構。有關完整定義，請參閱附錄 1。

² 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. Please see Appendix 1 for the full definition of Staff.

在任何國際培幼會的法人機構工作並領取固定薪酬的個人，以及在其他機構工作但由國際培幼會的法人機構支付薪酬或通過國際培幼會支付薪酬的個人。有關員工的完整定義，請參閱附錄 1。

³ 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). Please see Appendix 1 for the full definition of Associate.

一些通過簽訂有薪和無薪合約為國際培幼會的法人機構工作或提供支援的個人，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（跟國際培幼會的法人機構有夥伴關係協定）的員工和/或代表。有關夥伴的完整定義，請參閱附錄 1。

⁴ A range of persons who are visiting our offices or programmes/projects and may come into contact with children and young people through a Plan International Entity. A visitor may be a journalist, media, researcher, visiting sponsor or celebrity. Please see Appendix 1 for the full definition.

參觀我們辦事處或項目並可能通過國際培幼會的法人機構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。有關的完整定義，請參閱附錄 1。

Under this policy, any concerned child ⁵, adult and/or member of a community where Plan International works has the right to report any concerns, allegations or suspicions or raise a complaint via the appropriate and available reporting procedures.

根據本政策，任何在國際培幼會工作的社區的兒童 ⁵、成人和/或社區成員，都有權通過適當和可行的程序舉報任何疑慮、懷疑事件或提出投訴。

Reach 涵蓋範圍

The protective scope of this Global Policy covers:

- all children, those aged under 18, regardless of their association with Plan International or our programmes/projects; and
- any child or adult who is the target of, or who we know will be immediately affected by, one or more Plan International associated projects or initiative outputs, hereafter referred to as programme participant ⁶. While we are a child-focused organisation our work reaches and involves programme participants of all ages, as such we have a responsibility to safeguard these programme participants, irrespective of their age ⁷.

本《全球守護政策》的保護範圍涵蓋：

- 所有18歲以下的兒童，無論他們與國際培幼會或其項目/計劃是否有關聯；以及
- 任何兒童或成人，如果是國際培幼會一個或多個相關計劃或倡議的目標群，或我們知道他們將立即受惠於一個或多個項目或倡議，以下稱為項目參與者⁶。雖然我們是一個專注守護兒童的組織，但我們的工作涉及所有年齡的項目參與者，因此不管他們的年齡大小，我們有責任守護這些項目參與者⁷。

⁵ Any person – girl, boy, young woman, young man, and children of other gender identities - under the age of 18 years (UNCRC Article 1). Please see Appendix 1 for the full definition.

根據《聯合國兒童權利公約》UNCRC條款1，兒童是指任何18歲以下的人-男孩、女孩、年輕女性、年輕男性，以及其他性別認同的兒童。有關的完整定義，請參閱附錄 1。

⁶ Any child or adult that is the target of, and that we know will be immediately affected by, one or more project or initiative output; irrespective of whether these are delivered directly by Plan International or by partners or organisations who are acting on behalf of Plan International. Please see Appendix 1 for the full definition of Programme Participant.

我們項目/倡議的目標群及我們知道他們將立即受惠於一個或多個項目/倡議的任何兒童或成人；無論這些是直接由國際培幼會或代表國際培幼會行事的合作夥伴或組織提供。有關項目參與者的完整定義，請參閱附錄 1。

⁷ We recognise that our programmes/projects may reach participants who are over 18 years. While these programme participants are adults and may not require distinct consideration, as with children, they still require protection from violence and we retain a duty of care towards them. "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.' We recognise that the young people we work with have particular safeguarding needs requiring distinct consideration.

我們認識到，我們的項目/計劃可能會涵蓋18歲以上的參與者。雖然這些項目參與者是成年人，可能無需像兒童那樣得到特定的照顧，但他們仍需要免受暴力的保護，我們仍然有責任照顧他們。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認同的年輕人。該組別涵蓋了「兒童」、「青少年」和「成人」三個類別。我們認識到，與我們合作的年輕人有特別的守護需要，需要得到特定的照顧。

Violence⁸ against any child or programme participant is against, not only the values and principles we uphold as described in this Global Policy, but also in direct opposition to the aims of our work. It is therefore imperative to our mandate to ensure that children and programme participants do not experience harm⁹, abuse¹⁰, exploitation, or any other form of violence because of their engagement with us or our programmes/projects, events, and processes. Where children who are not programme participants experience violence in the communities, they will be referred to the appropriate authorities, support services and/or absorbed into our protection and other programming interventions as appropriate/needed/can be done.

針對任何兒童或項目參與者的暴力⁸ 不僅違反我們在本政策中所維護的價值觀和原則，而且直接違背我們的工作目標。因此，我們的使命是確保兒童和項目參與者不會因與我們聯繫或參與我們的項目/計劃、活動和流程而遭受傷害⁹、侵犯¹⁰、剝削或任何其他形式的暴力。如果非參與我們項目的兒童在社區中遭受暴力，他們將被轉介給有關當局、支援服務和/或酌情地/根據需要被納入我們的保護和其他支援計劃。

Safeguarding includes the responsibilities; preventative, responsive and referral measures that we undertake to protect children and programme participants. For us, safeguarding includes protection from sexual harassment, exploitation, and abuse (PSHEA). This Global Policy should be read in conjunction with our PII Policy on PSHEA which provides our clear and explicit stance on PSHEA of children and programme participants and our commitment to preventing SHEA amongst staff. When reading this Global Policy, it should be understood that when we use the term 'safeguarding' this includes the protection of children and programme participants from all forms of sexual violence.

守護包括我們的責任和為保護兒童和項目參與者而採取的預防、回應和轉介措施。對我們來說，守護包括防止性騷擾、剝削和侵犯（PSHEA）。本《全球守護政策》應與我們的《PII 防止性騷擾、剝削和侵犯政策》一起閱讀，該政策提供了我們對兒童和項目參與者的 PSHEA 的明確立場，以及我們對防止員工受到性騷擾、剝削和侵犯(SHEA)的承諾。在閱讀本《全球守護政策》時，應注意當我們使用“守護”一詞時，已包括保護兒童和項目參與者免受一切形式的性暴力。

⁸ Violence is used throughout this policy to describe 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. Violence consists of anything that 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 a child, young person or adult's wellbeing, dignity, survival and/or development. Please see Appendix 1 for the full definition of Violence.

本政策中均使用暴力來描述各種形式的身體或精神暴力、傷害或侵犯、忽視或疏忽照顧、情感侵犯或心理暴力、性侵犯和剝削、騷擾以及商業或其他剝削。暴力包括個人、團體、機構或組織有意或無意地去做或不做的任何事，這些事對兒童、年輕人或成年人的福祉、尊嚴、生存和/或發展造成或很有可能造成實際或潛在的傷害。有關暴力的完整定義，請參閱附錄 1。

⁹ Any intended or unintended detrimental effect on a child's or a young person's physical, psychological, or emotional wellbeing. Please see Appendix 1 for the full definition of Harm.

對兒童或項目參與者的身體、心理或情感健康造成任何有意或無意的有害影響。有關傷害的完整定義，請參閱附錄 1。

¹⁰ Includes all forms of physical or mental violence, injury or violence, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation. See appendix 1 for the full definition of Abuse.

包括一切形式的身體或精神暴力、傷害或暴力、忽視或疏忽照顧、不友善的情感對待或心理暴力、性侵犯和剝削、騷擾以及商業或其他剝削。有關侵犯的完整定義，請參閱附錄 1。

We acknowledge the need to consider gender, intersectionality¹¹ and varying social identities thoroughly while implementing this Global Policy. We must ensure that our safeguarding¹² approach and response to safeguarding concerns uphold a gender and intersectional lens. Gender Responsive Intersectional Safeguarding¹³ is an approach that takes full account of an individual's gender and overlapping social identities and experiences to understand the complexity of the prejudice and/or inequality they face, or conversely, how this may lead to heightened privilege. We use this understanding to identify and respond to an individual's specific safeguarding needs. Our risk assessments; project and programme designs; and safeguarding measures must fully consider and be aware of cultural/societal norms and all intersecting vulnerabilities¹⁴. See Appendix 2 for more information on intersectionality.

我們認為在實施本《全球守護政策》時，有需要徹底考慮性別、多元交織性¹¹和不同的社會身份。我們必須確保我們的守護¹²方式和應對守護問題時需維持一個以性別和多元交織框架出發的視角。促進性別平等的多元交織守護¹³是一種充分考慮個人性別和重疊的社會身份和經歷的方法，以了解他們面對的偏見和/或不平等的複雜性，或相反地，這如何導致特權增加。我們以此框架訂定個人的守護需求。當制定風險評估；項目與計劃設計；和守護措施時，須充分考慮和了解文化/社會規範和所有多元交織的脆弱性¹⁴。有關多元交織的更多資訊，請參閱附錄 2。

¹¹ Intersectionality is a theoretical framework for understanding how aspects of a person's social and political identities (e.g., gender, sex, race, class, sexuality, religion, disability, physical appearance, programme participant, etc.) intersect, overlap, and compound to create interdependent forms of discrimination and privilege. Please see Appendix 1 for full definition of Intersectionality. You can also see Appendix 2 for more information.

多元交織性是一個理論框架，用於理解一個人的社會和政治身份的各個方面（例如，社會性別、生理性別、種族、階級、性取向、宗教、殘疾、外貌、項目參與者等）如何交叉、重疊和複合，以產生相互關聯的不同形式歧視和特權。有關多元交織性的完整定義，請參閱附錄 1。你還可參閱附錄 2 了解更多資訊。

¹² The responsibilities, preventative, responsive and referral measures that we undertake to protect children and programme participants, ensuring that no child or programme participant is subject to any form of harm as a result of their association with the organisation. Please see Appendix 1 for full definition of Safeguarding.

我們承擔的守護責任並採取一系列預防、應對和轉介措施，以確保任何兒童和項目參與者都不會因為與本機構的聯繫而受到任何形式的傷害。有關守護的完整定義，請參閱附錄 1。

¹³ Please see Appendix 1 for full definition of Gender Responsive Intersectional Safeguarding.

有關促進性別平等的多元交織守護的完整定義，請參閱附錄 1。

¹⁴ A person's ability, which is limited by their social and political identities to avoid, resist, cope with or recover from violence, exploitation, and abuse. See Appendix 1 for full definition.

一個人避免、抵抗、應對暴力、剝削和侵犯或從中恢復過來的能力會受到其社會和政治身份所限制。完整定義請參閱附錄 1。

PURPOSE

目的

Plan International recognises that violence is prevalent throughout the world and in all societies. Furthermore, children and adults may be vulnerable and at greater risk of violence due to their intersecting identities, for example, due to their gender, sexual orientation, ethnic origin, disability, age or illness.

國際培幼會認識到暴力在全世界和所有社會中普遍存在。此外，兒童和成人可能因其擁有多重交織身份組合而容易受傷害，並面對更大的暴力風險，例如，基於他們的性別、性取向、種族血統、殘疾、年齡或疾病。

The purpose of the policy is to ensure:

本政策致力確保：

- all staff, associates and visitors understand the importance of preventing violence in all its forms and their responsibility to ensure that they, their behaviour and work does not result in violence or harm against a child or programme participant.

所有員工、夥伴和訪客都明白防止任何形式暴力的重要性，以及他們有責任確保他們、他們的行為和工作不會對兒童或項目參與者造成暴力或傷害。

- all staff, associates and visitors understand their role in preventing violence and harm as well as the consequences of breaching this policy.

所有員工、夥伴和訪客都了解他們在防止暴力和傷害方面的職責及違反本政策的後果。

- all staff, associates and visitors understand their responsibility to report any concerns relating to violence and harm and have access to clear guidelines on how to report suspected breaches of this policy.

所有員工、夥伴和訪客都了解他們有責任舉報與暴力和傷害有關的事件，並獲得舉報涉嫌違反本政策的明確指引。

- all staff, associates and visitors understand our commitment to upholding the highest level of personal and professional conduct amongst staff, associates and visitors working in or visiting programming contexts, particularly humanitarian settings where vulnerabilities are increased, ensuring zero tolerance to inaction on reports of any and all safeguarding concerns.

所有員工、夥伴和訪客均了解，無論在工作或在到訪項目（特別在脆弱性增加的人道救援環境中）的情況下，我們會致力維持員工、夥伴和訪客最高水平的個人及專業行為操守，並零容忍任何對兒童和項目參與者造成暴力和傷害而不採取行動的事情。

- children and programme participants are aware of 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.

兒童和項目參與者知悉我們有責任防止和應對因我們的員工、夥伴和訪客的行為而對他們造成的任何傷害，及知道舉報此類事件的途徑。

POLICY STATEMENT

政策聲明

We are fully committed to:

我們致力於：

- *Creating a safe and inclusive culture that allows children, programme participants, staff, associates and visitors to thrive and feel secure while engaging with Plan International; and supports people to understand, exercise their rights and report any concerns. We promote the active involvement of children and programme participants in their own protection.*

創建一種安全和包容的文化，讓兒童、項目參與者、員工、夥伴和訪客在接觸國際培幼會的過程中能安全地取得成就；並能充分理解、行使自己的權利並舉報任何問題。我們提倡兒童和項目參與者積極參與自身的保護工作。

- *Addressing the drivers of gender inequality and unequal power relations that can lead to harm and violence, including sexual harassment¹⁵, sexual exploitation¹⁶ and sexual abuse¹⁷ (SHEA) through gender responsive intersectional safeguarding of all children and programme participants from all forms of violence by staff, associates and visitors.*

通過促進性別平等的多元交織守護方式，兒童和項目參與者將受到保護，並免受員工、夥伴和訪客的一切形式的暴力，消除因性別及權力關係不平等而帶來的傷害及暴力，包括性騷擾¹⁵、性剝削¹⁶和性侵犯¹⁷（SHEA）。

- *Strengthening, cultivating and sharing the capacity of all staff, associates and visitors so they understand, and are supported in meeting, their safeguarding roles, responsibilities, and their duty to do no harm. We take positive action to prevent anyone who might be a risk to children and programme participants from becoming involved with us.*

加強、培養和運用所有員工、夥伴和訪客的能力，使他們了解並得到支援，以便履行他們的守護角色、責任和不造成傷害的義務。我們採取積極行動，防止任何可能對兒童和項目參與者構成風險的人與我們合作。

- *Promoting child and programme participant safe practices, approaches, interventions and environments which respect, recognise and respond to the specific safeguarding needs and the different protection risks faced by children and programme participants based on their gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.*

採用安全的做法、方式、介入和環境，以達至尊重、確認和應對兒童和項目參與者基於性別和其他身份的特定守護需要和保護風險。我們絕不容忍不平等、歧視或排斥。

- *Encouraging, facilitating and receiving all reports related to safeguarding or SHEA concerns. We are committed to ensuring appropriate, adequate and accessible mechanisms for reporting are in place for staff, associates, children, programme participants and communities at large.*

鼓勵、促進和接收與守護或SHEA問題相關的舉報，並確保員工、夥伴、兒童、項目參與者和整個社區都能遵從適當、充分和方便使用的舉報機制處理事件。

- *Responding in a timely, effective, safe, comprehensive, procedurally fair and confidential manner to all Safeguarding complaints, allegations and incidents, ensuring victims'/survivors' perspectives, voices and best interests are central to any efforts to prevent and respond to any safeguarding concern and providing necessary support to victims/survivors. We have zero tolerance to inaction on safeguarding and SHEA reports.*

及時、有效、安全、全面、公平和保密地應對所有守護問題的投訴、指控和事件，確保受害者/倖存者的觀點、聲音和最大利益，是預防和應對任何守護問題和為受害者/倖存者提供必要支援的核心。我們對收到守護和SHEA舉報而不採取行動持零容忍態度。

¹⁵ Includes unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, or indecently exposes themselves. See Appendix 1 for full definition.

包括不受歡迎的性挑逗或不受歡迎的性要求，或從事其他與性有關的不受歡迎行為，或猥褻地暴露自己。完整定義請參閱附錄1。

¹⁶ Includes any actual or attempted abuses of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from Sexual Exploitation of another.

包括任何出於性目的實際或企圖濫用他人弱勢、權力差異或信任的侵犯行為。它包括從對他人的性剝削中獲得金錢，社會或政治上的利益。

¹⁷ Includes the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. See Appendix 1 for full definition.

包括實際或威脅進行性侵犯，無論是通過武力還是在不平等或脅迫的狀況下。完整定義請參閱附錄1。

APPLICABLE REQUIREMENTS

適用要求

Plan International's values outline how we should work to secure the changes we want to see in the world and to achieve our purpose. Our Values and Behaviours Framework, underpinned by feminist leadership principles, describes in practical terms, how we need to behave to live those values and deliver our leadership commitments and strategy. Our commitment to safeguarding and the application of this policy is driven by our commitment to these values and the following set of guiding principles.

國際培幼會的價值觀概述了我們應如何行動，以達至理想世界及我們的願景。我們的價值觀和行為框架以女性主義領導原則為基礎，以實際的方式描述了我們應如何實踐這些價值觀並履行我們的領導承諾和策略。我們對守護和應用本政策的承諾是基於以下的價值和準則。

Guiding Principles

指導準則

1. **Indisputable Rights:** All children 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.

不可爭辯的權利:《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人權、尊嚴、價值以及生而平等。

Plan International respects and upholds the rights of all children and programme participants irrespective of any identities they may hold including their: age, sex, gender, gender identity, sex characteristics, 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.

國際培幼會尊重和維護兒童和項目參與者的權利，不管他們可能持有的任何身份特徵，包括他們的：年齡、生理性別、社會性別、性別認同、性取向、國籍、民族血統、膚色、種族、語言、宗教或政治信仰、婚姻狀況、殘疾狀況、生理或心理健康、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、排斥和歧視將會受到挑戰和不被容忍。

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

必須賦權予所有兒童和項目參與者並鼓勵他們發揮潛能。讓有關兒童和項目參與者參與並作出符合他們最大利益的決定，並充分考慮到這些決定將如何影響他們。鼓勵兒童和項目參與者表達他們的觀點，並根據他們的年齡和成熟程度給予「應有的重視」。

2. **Zero Tolerance for Inaction:** Plan International believes that any form of violence is unacceptable and inaction on reports of any Safeguarding concern will not be tolerated. We recognize that zero tolerance does not mean there will be no reports or incidents, nor does it mean that all reports of breaches will result in termination of contracts or employment without due process and investigations. Instead, zero tolerance for inaction means we will act on all safeguarding concerns and allegations, ensuring that our actions are timely, appropriate, and centred on the best interest of the victim/survivor¹⁸, taking into account their specific safeguarding needs and vulnerabilities.

對不採取行動零容忍:國際培幼會認為，任何形式的暴力都是不可接受的，對任何守護問題的舉報而不採取行動是不能容忍的。我們明白，零容忍並非意味著不會有守護問題的舉報或事件，也非意味著無需經過合理程序和調查下終止合同或僱傭關係。相反，對不採取行動零容忍意味著我們將對所有守護問題和指控採取行動，確保我們的行動及時、適當，並以受害者/倖存者¹⁸的最佳利益為中心，同時考慮到他們具體的守護需要和脆弱性。

¹⁸ 'Victim' is a term often used in the legal and medical sectors. 'Survivor' is the term generally preferred in the psychological and social support sectors because it implies resiliency. We use both terms as part of our survivor-centred approach and allow those affected to choose the term they prefer. Please see Appendix 1 for the full definition of victim.

「受害者」是法律和醫療領域經常使用的術語。「倖存者」是心理和社會支援領域通常首選的術語，因為它意味著恢復力。我們使用這兩個術語作為我們以倖存者為中心的守護方式的一部分，並允許受影響的人選擇使用那一個。有關受害者的完整定義，請參閱附錄1。

We will take all reports of safeguarding concerns seriously and we will act on these reports with the highest priority, and in accordance with the guiding principles and our procedures. Where investigations are launched, they will be carried out by experienced and qualified professionals, who are trained on sensitive investigations and a victim/survivor centred approach.

我們將認真對待所有有關守護問題的舉報，並按照本指導準則和我們的程序，採取及時行動。在啟動調查時，將由經驗豐富和合資格的專業人員進行，他們接受過具敏感度調查和以受害者/倖存者為中心的方式的培訓。

No one will be victimised for making a complaint which is made without malice or for personal gain. Plan International is committed to working with complainants¹⁹ and victims/survivors to ensure they are central to any response, are not further harmed or disempowered by any processes, and receive support throughout.

沒有人會因為提出非惡意或非為了個人利益的投訴而成為受害者。國際培幼會致力於與投訴者¹⁹和受害者/倖存者同行，確保他們在任何回應中都被重視，不會受到任何程序的進一步傷害或被剝奪權利，並從始至終獲得支持。

Reports can be made using the relevant and/or country specific procedures which must and will be given to all staff, visitors and associates.

舉報有關守護問題可使用相關和/或各國辦事處特定的程序進行，這些程序必須並將提供給所有員工、夥伴和訪客。

Reports can also be made anonymously in accordance with Plan International's Whistleblowing Policy.

舉報也可以根據國際培幼會的《舉報政策》作匿名舉報。

Reports which are malicious will be sanctioned appropriately.

惡意舉報將受到適當的紀律處分。

3. **Survivor-Centred:** All decisions and actions in response to safeguarding concerns and allegations and breaches of this policy will be trauma informed: Plan International will recognise the potential and actual impacts of trauma and aim to prevent re-traumatisation. We will be guided by the safety, rights, needs, wishes and empowerment of the victim/survivor, while ensuring procedural fairness to all parties. We will retain the privacy and dignity of the victim/survivor by maintaining confidentiality (within the limits of responding to the report), treating them respectfully, involving them in decision making, as appropriate, and providing comprehensive information and committing to referrals and assistance to support the recovery and safety of the victim/survivor.

以倖存者為中心：所有回應守護問題、有關指控和違反本政策的決定和行動，都會奉行創傷知情原則：國際培幼會將認識創傷的潛在和實際影響，並致力防止倖存者再次受到創傷。我們將以受害者/倖存者的安全、權利、需求、願望和賦權為依歸，同時在處理程序上確保對各方公平。我們將通過保密（在回應守護問題舉報的範圍內）、尊重他們、適當時讓他們參與決策、提供全面資訊並承諾轉介和協助以支援受害者/倖存者的康復和安全，以及維護受害者/倖存者的隱私和尊嚴。

Referring incidents of a potentially criminal nature to law enforcement or relevant authorities will be done after taking into account the wishes of an adult victim/survivor, the best interest assessment of a child victim/survivor and the welfare and safety of all parties. Where local or national laws mandate Plan International to report a potential crime to the police or welfare authorities an appropriate safety plan that manages the risks for all concerned must be implemented.

就成年受害者/倖存者的意願、兒童受害者/倖存者的最大利益評估以及各方的福祉和安全作詳細考慮後，將有潛在犯罪性質的事件通報執法部門或有關當局。當地方或國家法律要求國際培幼會向警方或福利當局舉報潛在罪行時，必須同時管理一切相關風險。

¹⁹ Person making a complaint; it may be the person who experienced what is being reported, or it may be another person. Please see Appendix 1 for the full definition of complainant.

投訴人；可能是親身經歷舉報內容的人，也可能是另一個人。有關投訴人的完整定義，請參閱附錄1。

Support will be offered to Victims/Survivors and complainants according to our survivor-centred approach and regardless of whether a formal response is carried out (e.g. an investigation). Support will also be offered as appropriate to others involved in an incident management process, recognising the impact this can have, for example on witnesses and those accused of carrying out inappropriate or harmful behaviours. This can include specialist psychosocial counselling, medical support, legal support and/or access to other specialist and appropriate support as needed. Victims/Survivors and complainants can choose if/when they would like to take up the support options available to them. We are committed to learning from victims/survivors and complainants and being guided by them, where safe and appropriate to do so. We will ensure that cases are referred to appropriate professionals and organisations and that due diligence is taken to ensure that they act in line with our values and puts the welfare of all parties concerned as the highest priority.

無論是否進行正式的回應（例如正式調查），我們會以倖存者為中心的方式向受害者/倖存者和投訴人提供協助。如有需要，涉及事故的人士，包括目擊證人、或任何被指控進行不當或有害行為的人士均會獲得協助。這可能包括社會心理專科諮詢、醫療支援、法律支援和/或根據需要獲得其他專業支援。受害者/倖存者和投訴人可以選擇是否/何時願意接受可用的支援選項。我們致力向受害者/倖存者和投訴人學習，並在安全和適當的情況下接受他們的引領。我們確保將案件轉介至適當的專業人士和組織，並進行盡職審查以確保他們的行為符合我們的價值觀，並將有關各方的福祉放在首位。

4. **Equality and Inclusion:** Plan International recognises that imbalances in power and gender and social inequality are key drivers for violence and SHEA. We recognise that in all societies in which we work, gender and social inequality exists; staff, associates, and programme participants may have learned to accept unequal norms and stereotypes; and that the very nature of our work can unintentionally create and maintain differential power and unequal opportunities.

平等與包容：國際培幼會認識到權力失衡、性別和社會不平等是暴力和SHEA的關鍵驅動因素。我們認識到，在我們工作的社區中，都存在性別和社會不平等；員工、夥伴和項目參與者可能已學會接受不平等的準則和成見；我們工作的性質可能會無意中造成和維持權力差異和機會不平等。

We take an intersectional approach to safeguarding. We consider the ways that multiple identities together create a person's experiences of power, gender and social inequality and therefore vulnerability to violence and SHEA. We take appropriate measures to address implicit and explicit biases and other forms of discrimination and violence, which may arise because of a person's diverse identity and/or position in society. We support the empowerment and inclusion of victim/survivors in the response process, in a manner that promotes equality, equity and ultimately their increased safety and protection.

我們採取多元交織方式來作守護。我們考慮多重身份共同創造了一個人的權力、性別和社會不平等經歷，構成了其遭受暴力和SHEA的風險。我們採取適當措施去解決隱性和顯性的偏見及其他形式的歧視和暴力，這些偏見和其他形式的歧視和暴力可能是因一個人的不同身份和/或社會地位而引起的。我們會於應對過程中加強受害者/倖存者的權能，以促進平等及公平，保障他們的安全和保護。

5. **Shared Responsibility:** All staff, associates and visitors must be aware of and adhere to this policy. Everybody has a responsibility to prevent harm, violence and SHEA. Everybody must take their safeguarding responsibilities seriously and uphold the principles of the policy.

共同責任：所有員工、夥伴和訪客必須瞭解並遵守本政策。每個人都有責任防止傷害、暴力和SHEA。每個人都必須認真對待自己的守護責任，維護本政策的準則。

In turn, Plan International will work collaboratively with others to support and strengthen the capacity of partners, the sector and our global organisation to prevent and respond to all Safeguarding concerns. We are responsible for creating safe environments for all children and programme participants. This includes never knowingly allowing a person to become or continue to be, a sponsor where the person: is currently in prison for any type of crime including awaiting trial; or has previously committed crimes against children.

接着，國際培幼會將與他人合作，以支援和增強夥伴、行業和我們的全球組織來預防和應對所有守護問題的能力。我們有責任為所有兒童和項目參與者創造安全的環境。這包括絕不故意允許正因任何罪行服刑（包括等待審判）；或以前曾犯下有關兒童的罪行之人士成為或繼續成為捐助者。

6. **Open and Accountable:** Plan International is committed to openness and transparency. Our leaders will set clear expectations and take personal and organisational responsibility to create safe and inclusive environments to ensure a culture of equity and inclusion. We will maintain our responsibility to provide information on this Global Policy to all programme participants, children, members of communities in which we work, staff, associates and visitors. We will explain our commitments so that everybody understands how to exercise their rights and how to report any concerns related to safeguarding. In order to remain accountable to all staff, associates, visitors and programme participants we will ensure safeguarding concerns can be raised and discussed; poor practice and inappropriate behaviours can be challenged and addressed; and safeguarding measures will be regularly reviewed and strengthened.

公開和負責：國際培幼會致力維持公開和透明。我們的領導者將設定明確的期望，並承擔個人和組織責任創造安全和包容的環境，以確保能有一種公平和包容的文化。我們會履行責任向所有項目參與者、兒童、我們工作的社區成員、員工、夥伴和訪客提供有關本《全球守護政策》的資訊。我們將解釋我們的承諾，以便每個人都了解如何行使自己的權利以及如何舉報與守護相關的任何問題。為了對所有員工、夥伴、訪客和項目參與者負責，我們將確保守護問題可以提出和討論；不良做法和不當行為可以得到正視和解決；同時將定期覆核和加強守護措施。

We will maintain our responsibility for ensuring safeguarding is mainstreamed into all we do and all our approaches. Our Safeguarding Implementation standards lay down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions. General guidelines for implementing Safeguarding in Practice are provided in Annex 2.

我們將繼續履行我們的責任，確保將守護工作成為我們所做的一切和所有做事方式的主流。我們的守護實施標準規定了守護措施需納入我們運營和支援方面的所有部分。附件2提供了實踐守護的指引。

ROLES AND RESPONSIBILITIES

角色和責任

1. All staff, associates and visitors shall:

所有員工、夥伴和訪客應當：

- a. commit and contribute to an environment where children and programme participants feel respected, supported, safe and protected;
承諾和努力營造一個讓兒童和項目參與者感到受尊重、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 programme participant or places a child or programme participant at risk of violence;
絕不能有任何行為或行動導致兒童或項目參與者受到暴力對待或讓兒童或項目參與者處於暴力威脅之中。
- c. be aware of and adhere to the provisions of this Global Policy.
知悉並遵守本《全球守護政策》的條款。
- d. confidentially report any concerns, rumours, suspicions or allegations of harm, violence or SHEA and/or breaches of this policy immediately (or at least within 24 hours) using the relevant and/or country specific procedures.
立刻（或至少在24小時內）使用相關和/或各國辦事處特定的程序，保密地舉報任何有關的疑慮、謠言、懷疑或受傷害的指控、暴力或SHEA和/或違反本政策的行為。

2. All staff shall:

所有員工應當：

- a. comply with this Global Policy, including the Safeguarding Code of Conduct (Annex 1);
遵守本《全球守護政策》，包括《守護行為準則》（附件1）

3. Associates and visitors shall:

夥伴和訪客應當：

- a. agree, by signing, to complying with either Plan International's Safeguarding Code of Conduct (Annex 1 or other appropriate guidance developed by a manager²⁰ at the relevant Plan International Entity on appropriate behaviour towards children and programme participants as relevant to their engagement using the Safeguarding Code of Conduct (Annex 1) as a guide; **or**
通過簽署的方式同意遵守由國際培幼會制定的《守護行為準則》（附件1）或 由國際培幼會的法人機構的相關部門經理根據《守護行為準則》制定出來的正確對待兒童和項目參與者的適當指引；或

²⁰ A staff member who has responsibility for line managing or supervising the work of staff or associates. Please see Appendix 1 for full definition of Manager.

負責管理或監督部門員工或夥伴工作的工作人員。有關經理的完整定義，請參閱附錄 1。

- b. comply with their own Code of Conduct, provided the contracting manager ensures that it complies, and is consistent, with this Global Policy.

遵守他們自己的行為準則，負責經理確保該守則遵守本會的《全球守護政策》，並與其一致。

4. Managers shall ensure that:

經理應確保：

- a. children, programme participants and communities with whom we engage, work or are in contact are made aware of the provisions of this Global Policy and have the confidence and ability to report any incidents occurring against children and/or programme participants;
我們共同工作的或跟我們有聯絡的兒童、項目參與者和社區都知悉本政策的條款，以保證他們有信心和能力舉報任何針對兒童和/或項目參與者的事件。
- b. staff, associates, and visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;
職員、夥伴和訪客知悉適用於他們職責的《守護實施標準》。
- c. they support and develop systems which maintains an environment which is safe for and prevents violence against children and programme participants;
他們支持和制定一套體系，為兒童和項目參與者提供安全環境，使他們免受暴力。
- d. they are accountable for ensuring that the Global Policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards.
他們有責任確保依據《守護實施標準》把本《全球守護政策》全面融入他們的責任範圍。

5. Directors²¹ shall ensure that:

國家/地區主管應確保：

- a. the relevant Plan International Entity has in place local procedures that are consistent with this Global Policy and with the global Reporting and Responding guidelines 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, in line with policy revision or sooner if needed. The policy and applicable procedures must be made available in local languages and child-friendly formats;
相關國際培幼會的法人機構應有適當的本地程序，這些程序應符合本《全球守護政策》及《全球報告和應對指引》，該文件概述了舉報的要求以及在每個國際培幼會的法人機構內該如何上報。這些本地程序應在當地顧問的幫助下制定並定期更新。該政策和適用的程序必須有當地語言版本及兒童友善版本。
- b. the relevant Plan International Entity implements our Safeguarding Implementation Standards as they apply to their context, the staff, associates, and visitors, and the children and programme participants 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的法人機構的當地環境、員工、夥伴和訪客以及他們接觸的兒童和項目參與者，以及當地的工作過程、項目、計劃、和活動來執行我們的《守護實施標準》。

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

在執行涉及兒童和項目參與者的項目、計劃、流程、活動時，跟我們合作的機構必須遵守附件2內的守護指引。

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, programme participants, staff, associates and visitors to review, monitor and evaluate the implementation of this Global Policy.

所有國際培幼會的法人機構應通過強制性追蹤和審計《守護實施標準》和《守護行為準則》（見附件 1）來監控本《全球守護政策》的遵守情況。審計將由國際培幼會全球監控部門主導。另外，我們將確保兒童、項目參與者、員工、夥伴和訪客參與檢討、監督和評估本《全球守護政策》的實施。

²¹ An Executive Director of PII or a National Director/ CEO of the member office
國際培幼會的執行主管或國家/分會主管/總幹事。

Breaches of this Policy

違反本政策

Breaches of this policy will be investigated²² in accordance with the Global Reporting and Responding Guidelines, and the Plan International Entity's disciplinary procedures and contractual agreements. Referrals may be made to statutory authorities for criminal investigation under the law of the country in which the breach occurred.

若違反本政策，我們將根據國際培幼會的《全球報告和應對指引》及相關的紀律程序和協議進行調查²²。同時也可能將違規行為移交給當地法定機構進行刑事調查。

Any allegation/suspicion of a breach made against a member of staff, associate or visitor will be dealt with as quickly as possible, in a fair and consistent way that provides effective protection for the victim/survivor and at the same time protects the rights of the person who is the subject of the allegation. Actions may be taken during an investigation stage that are intended to be precautionary and not a disciplinary sanction or an assumption of guilt.

對員工、夥伴或訪客提出的任何違規指控/懷疑都將以公平和一致的方式儘快處理，為受害者/倖存者提供有效保護，同時也保障被指控者的權利。在調查過程中可能會採取一些預防措施，而不是紀律處分或推定被指控者有罪。

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. The rights, intersecting identities and vulnerabilities of the alleged perpetrator will also be considered during the course of an investigation to inform an assessment of potential false or malicious accusations against them.

違規行為可能會受到處分，包括可能被解僱，終止所有關係，包括合同和合夥協定，以及在相關情況下採取適當的法律或其他行動。在調查過程中，還將考慮被指控者的權利、多元交織身份和脆弱性，以便評估對他們的指控是否有虛假或惡意的成分。

If a legitimate concern about the suspected abuse of a child or programme participant 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.

如果對涉嫌侵犯兒童或項目參與者提出了合理的指控，但經調查後證明並非確鑿，則不會對指控者採取任何行動。但是，如指控是虛假和惡意時，將對指控者採取適當的處分。

²² Information will be gathered in order to determine whether wrongdoing occurred and, if so, the person(s) responsible. Please see Appendix 1 for full definition of Investigation.

將收集有關資訊以確定是否發生了不當行為，如是，該人士需要負責任。有關調查的完整定義，請參閱附錄1。

APPENDIX 1: TERMS AND DEFINITIONS 附錄1: 術語和定義

When used in this document:

在本文中使用時:

“Abuse” includes all forms of physical or mental violence, injury or violence, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation. Acts of abuse 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 abuse. Abuse 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 another’s wellbeing, dignity and survival and development.

「**侵犯**」包括一切形式的身體或精神暴力、傷害或暴力、忽視或疏忽照顧、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。侵犯行為也可以通過網絡、社交媒體或手提電話等方式在線上發生。它可能是涉及故意使用武力或權力的行為，也可能是未能採取行動去防止。侵犯包括個人、團體、機構或組織有意或無意地做或不做的任何事，這些行為將會或很有可能對他人的福祉、尊嚴、生存和發展造成實際或潛在的傷害。

“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).

「**夥伴**」指一些通過簽訂有薪和無薪合約為國際培幼會的法人機構工作或提供支援的個人，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（跟國際培幼會的法人機構有夥伴關係協定）的員工和/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《全球守護政策》的目的，「**兒童**」是指任何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，以及其他性別認同的兒童。

“Child Abuse” all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

「**侵犯兒童**」是指在責任、信任或權力關係中對兒童的健康、生存、發展或尊嚴造成實際或潛在傷害的所有形式的身體和/或情感的不善對待、性侵犯、忽視或疏忽照顧、商業或其他剝削。

“Child sexual abuse material” is defined as any representation, by whatever means of a child used for real or simulated sexual activities or any representation of the sexual parts of a child for sexual purposes. It also includes engaging in the production of, viewing, downloading and/or distribution of any such material (whether via the internet or not) and includes pseudo photographs, comics, drawings, and cartoons.

「**兒童性侵犯材料**」是指以任何形式將兒童用於真實或模擬的性活動，或為了與性有關的目的而展現兒童性器官。它還包括參與任何此類材料的製作、查看、下載和/或分發（無論是否通過互聯網），包括偽造照片、漫畫、圖畫和卡通。

“Complainant” This is the person making a complaint; it may be the person who experienced what is being reported (the victim/survivor), or it may be another person (a third-party complainant) who becomes aware of an issue and makes the complaint.

「**投訴人**」是指提出投訴的人；可能是親身經歷的人（受害者/倖存者），也可能是另一個人（第三方投訴人）意識到問題發生並作出投訴。

“Director” is an Executive Director of PII or a National Director/ CEO of the member office.

「**主管**」是指國際培幼會的執行主管或分會主管/總幹事。

“Gender Responsive Intersectional Safeguarding” is a safeguarding approach that:

「促進性別平等的多元交織守護」是一種守護方式，它：

- a. Takes full account of individual's gender and overlapping identities and experiences in order to understand the complexity of the prejudice and/or inequality they face, or conversely how this may lead to a heightened privileged status; and the consideration of this in their specific safeguarding needs

充分考慮個體的性別和多重身份特徵和經歷，以了解他們面對的偏見和/或不平等的複雜性，或者反過來說，這如何導致享有更多特權；並從而就他們的守護需要中作調整。

- b. Integrates safeguarding measures that addresses protection risks for all individuals with whom we work that stem from issues relating to gender and other identity bias and discrimination and creates safe spaces where it is safe to challenge and address inequality, power and bias.

覆蓋所有與我們合作的個體，確保所有源於與性別和其他身份偏見和歧視有關的問題都獲正視，並建立一個安全的空間，能安全地質詢和解決不平等、權力和偏見。

- c. Requires us to reflect on our status as a prominent INGO and acknowledge the power imbalance this causes within the organisation (where within the organisation power lies, who typically are the “dominant” and “non-dominant” groups and how these impacts on decisions we take on safeguarding), as well as between the organisation and the wider society.

要求我們反思作為一個具規模的非政府組織，需知悉在組織內部（組織內的權力所在，包括誰屬「主導」和「非主導」群體，以及這些如何影響我們在守護上的決策），以及組織與社會之間的權力關係。

- d. Develops our capacity to analyse how individuals can be at risk of harm and abuse as a result of our work because of their particular identity (age, gender, sexual orientation, tribe, race, colour, disability etc.)

發展我們分析個人如何因其特定身份（年齡、性別、性取向、部落、人種、膚色、殘疾等）而面對工作上的傷害和侵犯風險。

- e. Supports the empowerment and fosters the inclusion of individuals in all their diversity, particularly in the safeguarding process, in a manner that promotes equality, equity, inclusion and ultimately their increased safety and protection.

賦權及促進多元共融，特別在守護過程中，促進平等、公平、共融，最終達至人人安全和受到保護。

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

「傷害」指對兒童或項目參與者的身體、心理或情感健康造成任何有害的影響。傷害可能是由有意或無意的侵犯或剝削所造成的。

“Intersectional” Intersectionality is a theoretical framework for understanding how aspects of a person's social and political identities (e.g., gender, sex, race, class, sexuality, religion, disability, physical appearance, programme participant, etc.) intersect, overlap, and compound to create interdependent forms of discrimination and privilege (or advantage/disadvantage). Intersectionality identifies advantages and disadvantages that are felt by people due to a combination of factors.

「多元交織性」多元交織性是一個理論框架，用於理解一個人的社會和政治身份的各個方面（例如，社會性別、生理性別、種族、階級、性取向、宗教、殘疾、外貌、項目參與者等）如何交叉、重疊和複合，以衍生不同形式歧視和特權（或優勢/劣勢）。多元交織性可識別人們由於多種因素的組合而有的優勢和劣勢。

“Investigation” a process designed to gather information in order to determine whether wrongdoing occurred and, if so, the person(s) responsible.

「調查」是指一個收集信息的過程，以辨別是否發生了不當行為，如果是，則有關責任誰屬。

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

「經理」是指負責管理或監督職員或合作夥伴工作的職員。

“National Organisation” or **“NO” (or member office)** refers to a legal entity that has signed a Members' Agreement and License Agreement with PII.

「籌款辦事處」或**“NO”**指跟國際培幼會簽訂了《成員協議》和《許可協議》的法定的法人機構。

“PII” refers to Plan International, Inc., including when operating through one of its subsidiaries. It generally

includes Global Hub, regional hubs, liaison offices, and country offices.

「PII」是指國際培幼會，包括它的子公司。它通常包括國際總部、地區辦事處、聯絡辦事處和項目辦事處。

“PSHEA” stands for Preventing Sexual Harassment, Exploitation and Abuse. It refers to the responsibilities; preventative, responsive and referral measures that we undertake to prevent children and programme participants from being subject to sexual harassment, sexual exploitation and sexual abuse.

“PSHEA” 代表防止性騷擾，剝削和侵犯。它指的是我們的有關責任；我們為防止兒童和項目參與者遭受性騷擾、性剝削和性侵犯而採取的預防性、回應和轉介措施。

“Programme Participant”

「項目參與者」

Direct Programme Participants are the people who are the target of and who we know will be immediately affected by one or more programme/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.

直接項目參與者是指我們項目/計劃的目標群及我們知道他們將立即受惠於一個或多個項目/計劃；無論這些是直接由國際培幼會或代表國際培幼會行事的合作夥伴或組織提供。

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

直接項目參與者是指可獲得物品、設備、培訓、提高認知度、指導等援助措施或其他個人支援的人。

- Direct programme participants 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, parents enrolled in nutrition programmes/projects for improved family nutrition and health).

直接項目參與者可以是家庭中的成員（例如參加營養培訓的母親）；或可能是家庭中的所有成員（例如，參加改善家庭營養和健康的營養項目/計劃的父母）。

- Direct programme participants include sponsor children and their family; advocates and participants in advocacy events or awareness raising; participants in Plan supported projects and programmes; members of Youth Advisory Panels. This not an exhaustive list.

直接項目參與者包括助養兒童及其家人；倡議活動或提高認知度活動中的倡議者和參與者；國際培幼會所支援計劃和項目的參與者；青年顧問小組成員（這並非一個詳細的清單）。

Indirect Programme Participants are the people who are not the direct target of the project, but who we have good reason to expect will derive secondary benefits from the project outputs. These include individuals who:

間接項目參與者是指不是屬於我們項目/計劃的目標群的人，但我們有充分理由預計他們將從我們的項目/計劃中獲得附帶利益。這些人包括：

- Benefit from the increased resources or capacities of a direct programme participant of the project. (For example: The children of the parents who received training in hygiene or parenting; or the family members who also benefit from the increased household income through the person who participated in savings groups.)

受惠於直接項目參與者通過計劃而增加的資源或能力。（例如：接受過衛生或育兒培訓的父母的子女；或通過參加儲蓄小組而使家庭收入增加而受益的家庭成員。）

- Benefit from interventions that are aimed at improving the conditions for a community as a whole rather than the individual persons or households. (For example: The people who live in the catchment area of the health clinic, school or community water services that has been improved by the project).

受惠於旨在改善整個社區而不是個人或家庭的援助措施。（例如：居住在診所、學校或社區供水服務旁的人，因計劃而受惠。）

Programme participants can be of any age and include young people who we engage with through our programming and influencing interventions.

項目參與者可以是任何年齡，包括我們通過項目和援助措施接觸到的年輕人。

Where a Programme Participant has a second identity with Plan, e.g. as intern, incentive worker, volunteer or other; their Programme Participant identity will be the dominant identity considered when handling any Safeguarding cases or concerns.

如項目參與者擁有第二身份，例如實習生、獲報酬工作者、義工或其他身份；他們的項目參與者身份將會是處理任何守護案件或問題時的主導身份。

NB: The wider public who might be reached through awareness raising in public media or who might eventually benefit from changes in legislation or policy are not considered part of either direct or indirect programme participants. If counts for specific advocacy projects are required, this should be done by a different, more appropriate method.

注：通過公共媒體而接觸到的廣大公眾，或最終可能從立法或政策變革中受惠公眾，都不被視為直接或間接項目參與者。如果需要對特定的倡議項目進行點算，則應通過另一種更合適的方法進行。

“Safeguarding” is the responsibilities, preventative, responsive and referral measures that we undertake to protect children and programme participants, ensuring that no child or programme participant 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 programme participant's welfare or where a child or programme participant 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.

「守護」指我們為了履行守護兒童和項目參與者而承擔的責任，而採取的預防、應對和轉介措施，從而確保任何兒童和項目參與者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，確保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、援助項目和運作時的安全。當懷疑某個兒童或項目參與者的健康受到威脅，或者某個兒童或項目參與者已經遭受暴力時，要及時採取恰當的行動處理問題，並且對事件進行分析，以確保國際培幼會的法人機構不斷學習改進。

“Sexual Abuse/Violence” The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent is considered to be sexual abuse.

「性侵犯/暴力」無論是通過武力還是在不平等或脅迫的情況下，對他人實際或威脅進行與性有關的身體侵犯。它涵蓋性犯罪，包括但不限於：試圖強姦（包括試圖強迫某人進行口交）；及性侵犯（包括未經同意的親吻和觸摸）。所有與未滿最低合法性行為年齡的人的性行為都被視為性侵犯。

“Sexual Exploitation” Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from Sexual Exploitation of another.

「性剝削」任何與性有關、濫用弱勢、權力差異或信任的實際或企圖行為。它包括從對他人的性剝削而取得金錢，社會或政治上的利益。

“Sexual Harassment” A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, or indecently exposes themselves, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual Harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against programme participants, community members, citizens, as well as staff and personnel.

「性騷擾」任何人如果提出不受歡迎的性挑逗或不受歡迎的性要求，或從事其他與性有關的不受歡迎行為，或猥褻地暴露自己，同時在這種情況下，一個理性的人在考慮所有情況後，會預料到被騷擾的人可能會受到冒犯，羞辱或恐嚇，便是性騷擾他人。

性騷擾可以有多種形式。它可以是明顯的或間接的，身體的或口頭的，重複的或一次性的，侵犯者或受侵犯者並不限於任何性別。性騷擾可以針對項目參與者、社區成員、公民以及員工和工作人員。

“SHEA” stands for sexual harassment, sexual exploitation and sexual abuse.

“SHEA”代表性騷擾、性剝削和性侵犯。

“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.

「員工」指在任何國際培幼會的法人機構工作並領取固定薪酬的個人，以及在其他法人機構工作但由國際培幼會的法人機構支付薪酬或通過國際培幼會支付薪酬的個人。

“Victim/Survivor” a person who has experienced sexual abuse, exploitation, or harassment. The terms ‘victim’ and ‘survivor’ can be used interchangeably. ‘Victim’ is a term often used in the legal and medical sectors. ‘Survivor’ is the term generally preferred in the psychological and social support sectors because it implies resiliency. We use both terms as part of our survivor-centred approach and allow those affected by sexual abuse and exploitation to choose the term they prefer. A victim/survivor could be a programme participant or a staff member, associate or visitor.

「受害者/倖存者」是指遭受性侵犯、剝削或騷擾的人。一般術語「受害者」和「倖存者」可以互換使用。「受害者」是法律和醫學領域較常使用的術語。「倖存者」是心理和社會支援領域較常使用的術語，因為它意味著恢復力。我們使用這兩個術語作為我們以倖存者為中心的守護方式的一部分，並允許受性侵犯和剝削影響的人選擇使用那一個。受害者/倖存者可以是項目參與者、員工、夥伴或訪客。

“Violence” against a child, young person or adult 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. 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 person.

Violence consists of anything that 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, young person or adult's wellbeing, dignity and survival and development.

針對兒童或項目參與者的「暴力」包括任何針對兒童或項目參與者的身體或精神暴力、傷害或侵犯、忽視或疏忽照顧、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項目參與者的暴力的行為。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項目參與者的健康、尊嚴、生存和發展受到實際或潛在傷害的事情。

“Visitor” refers to a range of persons who are visiting our offices or programmes/projects and may come into contact with children and young people through a Plan International Entity. A visitor may be a journalist, media, researcher, visiting sponsor or celebrity.

「訪客」指參觀我們辦事處或項目並可能通過國際培幼會的法人機構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。

“Vulnerability” refers to a person's ability, which is limited by their social and political identities, to avoid, resist, cope with or recover from violence, exploitation, and abuse. Vulnerable is the greater risk of violence, exploitation, and abuse due to their intersecting identities, for example, due to their gender, sexual orientation, ethnic origin, disability, age or illness.

「脆弱性」是指一個人可避免、抵抗、應對暴力、剝削和侵犯或從中恢復過來的能力，會受其社會和政治身份的限制。弱勢群體由於其多元交織身份，例如，由於他們的性別、性取向、種族血統、殘疾、年齡或疾病，往往有更大風險遭受暴力、剝削和侵犯。

“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認同的年輕人。該組別涵蓋了「兒童」、「青少年」和「成人」三個類別，但認為年輕人有特殊的守護需要，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照顧。

APPENDIX 2: INTERSECTIONALITY

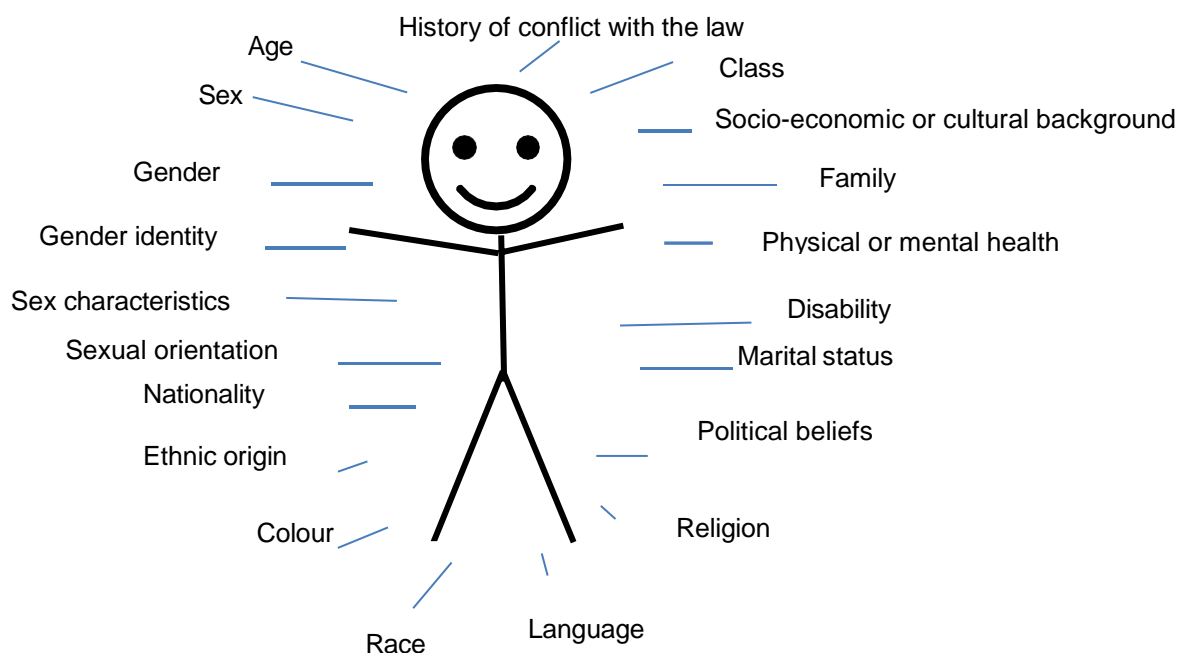
附錄2：多元交織性

Intersectionality is a way of thinking about power, privilege, and gender that recognises a person's combination of social identities. Social identity is the part of each of us which identifies as a member of a social group. These social groups which impact on our identity may include age, sex, gender, gender identity, sex characteristics, 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, and more.

多元交織性是一種思考權力、特權和性別的方式來辨識一個人的社會身份組合。社會身份是我們每個人被辨識為社會群組成員的一部分。這些社會群組影響我們的身分包括年齡、生理性別、社會性別、性別認同、性特徵、性取向、國籍、民族血統、膚色、種族、語言、宗教或政治信仰、婚姻狀況、殘疾、身心健康、家庭、社會經濟或文化背景、階級、任何與法律有抵觸的歷史等。

Intersectionality means we think about multiple forms of inequality (based on our social identities) at the same time rather than considering each of them separately and we understand how they overlap (or intersect) and compound to create a person's experience of prejudice and inequality, or power and privilege.

多元交織性意指我們基於我們的社會身份來同時考慮多種形式的平等，而不是分別考慮它們其中的每一個，同時我們了解它們如何重疊（或交織）和複合以導致對一個人造成偏見和不平等，或讓一個人擁有權力和特權。



Instead of thinking a girl or woman's oppression based on sexism alone, or a Black person's oppression based on racism alone, or a disabled person's oppression based on ableism alone, intersectionality looks at how those identities intersect. For example, intersectionality would seek to understand how a disabled, Asian girl is affected by the overlapping and compounding prejudices and inequalities of sexism, racism, and ableism all at once rather than separately. This girl is cisgender²³, Asian, a person of colour and has a disability and may endure specific forms of prejudice and inequality that Asian boys might not, or Asian girls without a disability might not, or a white girl with a disability might not etc.

多元交織性著眼於各身份特徵如何互相交織，而非只基於性別歧視來思考對女孩或婦女的欺壓，或只基於種族歧視對黑人的欺壓，或只基於能力歧視對殘疾人的欺壓。例如，多元交織性將試圖了解一位殘疾的亞洲女孩，如何同時而非單獨受到性別歧視、種族歧視和能力歧視的重疊和複合偏見和不平等的影響。這位順性別²³，亞洲人，有色人種和殘疾的女孩，可能會承受特定形式的偏見和不平等，而一位亞洲男孩、或非殘疾的亞洲女孩、或殘疾的白人女孩可能不會遭受的。

Social inequality is the existence of unequal opportunities and rewards for different social positions or statuses within a group or society.

社會不平等是指一個群體或社會中存在不同社會位置或地位的人享有不平等的機會和獎勵。

²³ Cisgender describes someone whose gender identity corresponds to their sex assigned at birth
順性別是指一個人的性別認同與出生時所指定的性別相對應

ANNEX 1: SAFEGUARDING CODE OF CONDUCT 附件1: 守護行為準則

Plan International is committed to creating a safe environment for children and programme participants. All staff have a duty to uphold the principles of the Global Safeguarding Policy and commit to maintaining an environment that prevents violence, both at work and outside of work. Further to this, sexual harassment, exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and therefore may be grounds for termination of employment.

國際培幼會承諾為兒童和項目參與者創造一個安全的環境。所有員工有義務維護本《全球守護政策》的準則，承諾維護一個防止對兒童和項目參與者施行暴力的環境。另外，員工（包括那些參與我們人道工作的人）犯的性騷擾、剝削和侵犯構成重大瀆職，將導致僱傭關係終止。

As such, I agree that I will:

因此，我同意我將：

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

遵守本《全球守護政策》，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項目參與者、他們的家人和社區交流。

- b. Treat children and programme participants 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.

尊重兒童和項目參與者的權利、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、民族血統、膚色、種族、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 violence, abuse and exploitation of children and programme participants 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 programme participants.

創造和維持一個可以防止暴力、侵犯和剝削兒童及項目參與者環境，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項目參與者的風險降到最低。

- d. Contribute to building an environment where children and programme participants are:

協力營造一個環境，讓參與我們工作的兒童和項目參與者：

- 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，尊重和賦權他們參與跟守護他們有關的討論和決策；和

- 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 (those 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 a programme participant of any age 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歲以下的兒童從事家務或其他勞動，如該項工作就他們的年齡和發展能力，屬不恰當、帶有剝削性或危害性，干擾他們接受教育和參加康樂活動，或者使他們明顯面臨受傷害、剝削或暴力的風險。另外，我明白我不能讓任何年齡的項目參與者當勞工或其他勞動。

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

尊重與國際培幼會有關聯的兒童和項目參與者個人隱私和遵守保密原則。因此我：

- i. 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, programme participant or family associated or formerly associated 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.

絕不可以向任何跟我們的工作有聯繫的兒童或家庭，或任何曾與我們聯繫的人士索取或分享個人聯繫方式，亦不接受他們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）。除非已經得到國際培幼會的明確授權和/或是出於國際培幼會的業務需要。

- ii. Never disclose, or support the disclosure of, information that identifies children, programme participants, sponsored families or sponsor 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. Media include paper, photographs, and social media.

絕不可以通過任何媒體披露或者協助披露任何可以識別受助家庭或兒童的信息，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。

- iii. Never make any contact with a child, programme participant, 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、項目參與者或家庭成員聯絡。這種聯絡包括但不限於探訪和藉社交媒體、電郵和信函的任何溝通方式。

- iv. Always ensure that when on an official or work visit with Plan International and I wish to take pictures of children and programme participants associated with the organisation I will:

確保跟國際培幼會進行官方或工作探訪時，如我希望為國際培幼會有關聯的兒童和項目參與者拍照，我將：

- Always consult first with the local Plan International office 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.

每次先諮詢當地國際培幼會辦事處，以確定當時情況允許拍照，並確保照片的用途不會跟國際培幼會的政策衝突。

- Ask permission of the child or programme participant (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.

徵得兒童或項目參與者（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），尊重他們說拒絕的權利。同時向他們解釋清楚拒絕拍照絕不會衍生負面後果。

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

確保圖像是尊重被拍攝的兒童或項目參與者，不會對他們的尊嚴和隱私造成負面影響。

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

確保圖像的使用不會讓該兒童或項目參與者有暴露身份或位置的風險。

- Never upload the images of children associated with Plan International or images of programme participants to non-Plan International social media pages without the full and explicit consent of Plan International.

除非得到國際培幼會明確的准許，絕不可以把跟國際培幼會有關聯的兒童和項目參與者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 programme participant in accordance with applicable procedures of the engaging office.

如果有任何侵犯或可能侵犯兒童或項目參與者的疑慮、懷疑、事件或指控，請根據當地辦事處的適用程序作出舉報和應對。

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

完全配合國際培幼會對侵犯兒童和項目參與者的問題和指控的調查，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項目參與者的侵害行為，及時披露相關的指控、定罪及其他的結果。

I agree that I will not:

我同意不會：

- a. Abuse, exploit or harass a child or programme participant or behave in any way that places a child or programme participant at risk of harm, including through harmful traditional practices such as, for example, Female Genital Mutilation, forced or child marriage.

侵犯、剝削或騷擾兒童或項目參與者或以任何方式使兒童或項目參與者陷入受傷害的危險，包括通過不良的傳統習俗，如女性割禮、逼婚或童婚。

- b. Fondle, hold, kiss, hug or touch children or programme participants in an inappropriate way or a manner that is contrary to cultural or social safeguarding norms.

以不恰當或違背文化或社會行為準則的方式撫弄、摟著、親吻、擁抱或觸摸兒童或項目參與者。

- c. 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.

不論當地合法年齡是多大，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。對兒童年齡的誤解並不能作為辯護理由。

- d. Engage in sexual relationships with Plan International programme participants, regardless of their age, as these undermine the credibility and integrity of Plan International's work and are based on inherently unequal power dynamics.

與國際培幼會的項目參與者發生性關係，因為不論他們的年齡多大，這將削弱國際培幼會工作的信譽和操守，關係亦基於本質上的權力不平等。

- e. Engage programme participants in any form of sexual activity that involves the exchange of 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 programme participants.

讓項目參與者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，包括性優待或其他侮辱、貶低或剝削行為。這包括以性交換取本應給予項目參與者的援助。

- f. Use language or behave towards a child or programme participant in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.

對兒童或項目參與者使用不恰當、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. Have a programme participant or child/children 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/項目參與者在我家裡或任何私人住所留宿。

- h. Sleep in the same room or bed as a programme participant or a child with whom I am in contact in a work-related context. Where it is necessary to sleep close to unaccompanied children and programme participants, 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項目參與者睡在一張床上。當有需要睡在無人陪伴的兒童或項目參與者的身邊時，我將確保有另外一個成年人在場並且符合有關程序。

- i. Do things of a personal nature for a programme participant or child with whom I am in contact in a work-related context, (e.g. taking a child 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項目參與者做他們自己能做的私人事情（如帶兒童上洗手間；幫他們穿或脫衣服）。

- j. Spend time alone away from others with programme participants or children 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項目參與者單獨相處；我任何時候都確保有另一個成年人跟我在一起及/或當我跟兒童/年輕人在開放的公共場合，四周會有人且一目了然。

- k. Hit or otherwise physically assault or physically abuse children or programme participants.

毆打或用其他暴力方式襲擊或侵犯兒童或項目參與者。

- l. Use any form of physical punishment/discipline, of any degree, or use of physical force of any kind towards children and programme participants.

對兒童和項目參與者使用體罰或者使用任何形式的暴力。

- m. Act in ways that shame, humiliate, belittle or degrade children and/or programme participants, or otherwise perpetrate any form of emotional abuse.

在行為上為難、羞辱、輕視或貶低兒童和項目參與者，或給他們造成情感傷害的惡行。

- n. In the course of my work discriminate against, show differential or preferential treatment to, or favour particular child(ren) and programme participant(s) to the detriment of them or others.

歧視、差別對待或優待、偏愛某個兒童和項目參與者，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 programme participants, which could in any way be deemed or interpreted as exploitive or abusive.

與兒童和項目參與者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 programme participants, which is illegal, unsafe, or abusive.

縱容或參與兒童或項目參與者的非法、不安全或侮辱性的行為。

- q. Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or programme participants.

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、騷擾或欺凌兒童或項目參與者。

- r. Access, view, create, download, or distribute child sexual abuse material (commonly referred to as 'child pornography') via computers, mobile phones, or video/digital cameras, other electronic devices or any other media, be it personal property or property owned by Plan International.

無論是個人財產或是國際培幼會擁有的財產，透過電腦、手機或視像/數碼相機、其他電子設備或任何其他媒體，造訪、查看、創立、下載或發布兒童性侵犯材料（通常稱為「兒童色情」）。

The above is not an exhaustive list. Staff, associates, and visitors should consider all related actions and behaviour which may compromise the rights and safeguarding of children and programme participants.

上述並不是一個詳盡無遺的清單。所有員工、夥伴和訪客應細想一切可能損害兒童和項目參與者權利和安全的行動和行為。

Personal Conduct outside Work or Engagement with Us

工作以外之個人操守或與我們的聯繫

We do not dictate the belief and value systems by which staff, associates, and visitors conduct their personal lives. However, actions taken out of working hours that are seen to contradict this policy or bring the organisation into disrepute in regard to our Safeguarding standards may 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 both at work and outside work.

我們不控制我們的員工、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有衝突或使我們在守護標準下名譽受損，則被視為違反本政策。我們的員工、經理、夥伴和訪客在工作內外都必須遵守本《全球守護政策》的準則。

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 and PSHEA of children and programme participants that are applicable to organisations that work with Plan International Entities in carrying out our programmes/projects.

這些指引概述了守護兒童和項目參與者和PSHEA的規定，適用於與國際培幼會的法人機構合作開展項目的機構。

They are particularly applicable to organisations assessed as having contact with children and programme participants, working with children and programme participants, and/or whose projects, programmes, processes, activities, advocacy and influence work impact on children and programme participants. 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 programme participants.

這些指引尤其適用於跟兒童和項目參與者有接觸，跟兒童和項目參與者一起工作或者其計劃、項目、進程、活動、倡議和推廣工作會影響兒童和項目參與者的機構。由國際培幼會的法人機構資助的機構應當基於其活動的性質以及對兒童和項目參與者的風險來遵從這些指引。

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

這些指引表明我們致力於維護和尊重兒童和項目參與者免受傷害的權利，以及為參與國際培幼會的法人機構資助項目/計劃的兒童和項目參與者提供一個安全和受保護的環境。

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

這些指引應根據機構合作的群組來適當地應用到有關的兒童和項目參與者上。

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

預防：機構必須採取恰當的措施去處理涉及兒童和項目參與者的守護和PSHEA的風險，預防侵犯和剝削發生。預防措施應當包括機構層面上的守護和PSHEA政策、行為準則和相關程序；處理與機構運作、活動和支援相關的隱患；以及製作和推廣「兒童和項目參與者友好」的守護和PSHEA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 programme participants within its activities, operations and programmes. In addition, programmes and activities working directly with children and/or programme participants or involving direct contact between the same should develop guidance on expected and acceptable behaviour for children and/or programme participants towards each other. This should be incorporated into policy and practice documents.

行為準則：每一機構須確保他們的員工避免在機構的活動、運作和項目中有任何危害兒童和/或項目參與者安全和受保護的行為。

另外，應為要直接面向兒童和/或項目參與者的項目和活動或涉及兒童和項目參與者有直接接觸的項目和活動制定指引，規範兒童和項目參與者之間應有和可接受的行為。這應當被納入到政策和實行文件內。

3. **Gender Equality and Non-Discrimination:** The Organisation should ensure that all Safeguarding and PSHEA policies and procedures take into account gender equality and non-discrimination requirements; adopting an intersectional approach. Recognising that girls, boys, young women, young men, and children and programme participants of different gender identities may face different risks relating to their safety and protection and that all children and/or programme participants 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：機構應當確保一切守護和PSHEA的政策和程序都考慮到性別平等和無歧視的規定，並採用多元交織性方式。意識到女孩、男孩、年輕女性、年輕男性、不同性別認同的兒童和項目參與者可能面對的安全風險，和所有兒童和項目參與者都有權得到保護，不管他們的年齡、生理性別、社會性別、性別認同、性取向、國籍、民族血統、膚色、種族、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、或階層。

4. **Screening Procedures:** There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or programme participants (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 programme participants.

篩選程序：對一切與兒童和/或項目參與者有接觸（直接或間接）的人員（包括義工）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。篩選程序可包括：無犯罪紀錄證明書、警方犯罪紀錄查核或同等文件，申請人不是國家登記冊上的兒童罪犯的證明；詳細的申請和面試程序；申請人適合與兒童和/或項目參與者一起工作的證明。

5. **Awareness:** The Organisation should ensure that all personnel, sub-contractors or consultants or affiliates involved with programmes are aware of safeguarding and PSHEA risks, policies and procedures; and their safeguarding and PSHEA responsibilities. In addition children and/or programme participants 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項目的工作人員、承包商或顧問或附屬機構意識到守護和PSHEA的風險因素、政策和程序；以及他們的守護和PSHEA責任。另外，參與項目的兒童和/或項目參與者以及他們的父母、監護人或撫養人亦需清楚知悉以了解怎樣的行為才是恰當的，有問題時如何舉報。

6. **Capacity Sharing:** The Organisation should develop and share the capacity of all who work with and for children and/or programme participants to appropriately prevent, detect, report and respond to safeguarding and PSHEA 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 staff and volunteers and other associates

能力共享：對於一切跟兒童和/或項目參與者一起工作或為他們工作的人員，機構應培養他們的能力，使他們能夠恰當地預防、辨識、舉報和應對守護和PSHEA的問題，尤其當這些疑慮涉及不同性別和其他身份時。應通過對所有員工、義工和其他夥伴的強制性入職培訓與持續培訓，以確保機構的政策和做法能夠被理解且有效地執行。

7. **Participation of children and/or programme participants:** Children and/or programme participants should be actively, meaningfully and ethically involved in the development of safeguarding and PSHEA measures in accordance with their evolving capacities. Children and/or programme participants 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/或項目參與者的參與：應根據兒童和/或項目參與者的能力進程，讓他們積極地、有意義地、合乎道德地參與制訂守護和PSHEA的措施。不該僅僅把兒童和項目參與者看待為被關注的對象，而應把他們看待為有自己觀點的獨立個體，認真傾聽和考慮他們的意見。

8. **Reporting mechanisms for children and/or programme participants and staff:** Mechanisms should be established that enable the safe reporting of safeguarding and SHEA concerns. Such mechanisms should ensure appropriate escalation of concerns within the organisation, referral to the appropriate authorities and confidentiality. In addition, child and programme participants reporting mechanisms should be accessible, friendly and sensitive to their differing needs. It is important that complaints mechanisms are established with the participation and input of different groups of children and programme participants, as well as communities, so they work for all users as necessary.

兒童和/或項目參與者和員工的舉報機制：應建立一套便利和保密的舉報機制以通報守護和SHEA的問題。這些機制應確保有關問題在機構內得到適當上報、轉交恰當的政府當局和保密性。另外，兒童和項目參與者的舉報機制應易於明白並方便使用，同時兼顧到他們不同的需要。重要的是，在不同兒童群體和項目參與者以及社區的參與和意見下建立投訴機制，以便機制適合所有使用者。

9. **Response and Follow Up:** Organisational policies and procedures should include appropriate measures to support and protect children and/or programme participants when concerns arise. All measures taken to respond to a safeguarding and SHEA concern should take into account the best interest of the child or programme participants 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 programme participant 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 programme participant in line with the working agreement.

應對和跟進：機構的政策和程序應包括恰當的措施，在問題出現時支援和保障兒童和/或項目參與者。應對守護和SHEA問題而採取的一切措施都應考慮兒童或項目參與者的最大利益，顧及他們的性別和其他身份的差異，確保他們的安全和受到保護。應對措施應有適當的風險評估，確保機構採取的任何行動都不會對兒童和/或項目參與者造成進一步的傷害。

有關問題應被記錄下來，並根據機構的隱私和保密政策和/或當地的法律妥善保管。另外，機構的處理流程應確保包括能為機構提供經驗學習的應對評估和跟進。

合作機構應根據合作協議，把任何有關兒童和/或項目參與者侵犯的投訴通知國際培幼會。

10. **Implementation, Monitoring and Review:** The implementation and monitoring of the Safeguarding 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：每個機構應根據需要定期對實施和監察守護政策的情況進行檢討，可能的情況下至少每三年檢討一次。

11. **Sanction and Discipline of Organisation personnel:** The Organisation policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures children and programme participants 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 programme participant, the said personnel is immediately terminated with cause from his or her position.

機構工作人員的懲罰和紀律處分：機構的政策和程序應提供適當的懲罰和紀律處分措施，防止兒童和項目參與者受到進一步潛在的傷害。這包括即時停職，直至所有的指控經過調查，被證實或被駁回，如果人員因侵害兒童或項目參與者被定罪，則需即時終止該人員的職務並解僱。

12. **Informed Consent:** The Organisation should provide children (and their parent(s)/legal guardian(s) where applicable) and/or programme participants, 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 programme participants (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.

知情下同意：機構應為兒童和/或項目參與者（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項目和活動，包括兒童和/或項目參與者的錄音、錄像或照片（包括如何使用，在哪裡使用）。必須得到他們同意後才能讓他們參與和/或使用他們的資料和/或圖像。

13. **Protection of Personal Information:** Personal information regarding any child or children and/or programme participants, whether or not such information is obtained as part of the programmes/projects involving children and/or programme participants, 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 accordance with Local and Global Data Privacy frames. 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 programme participant.

保護個人資料：涉及任何兒童和/或項目參與者的個人資料，不管這些資料是否通過有兒童和/或項目參與者的項目而獲得，都應保密。同時應有清晰的程序規定在機構內部須獲得授權才可接觸和使用個人資料的責任。另外，這類資料不應向第三方披露，除非符合機構的政策或當地法律要求。個人資料包括但不限於任何可以

關聯到或用於識別兒童和/或項目參與者的信息。

14. **Working with partners:** The Organisation should ensure adequate safeguarding and PSHEA 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 and programme participants must be subject to the same safeguarding and PSHEA 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 or programme participants must also be subject to appropriate safeguarding and PSHEA measures.

與夥伴合作：當跟夥伴合作時，機構應確保進行足夠的守護和PSHEA評估，以符合盡職審查程序。透過承包或資助的第三方夥伴，在與兒童和項目參與者一起工作時同樣須遵守機構政策和程序中，有關守護和PSHEA的原則和方式。與兒童或項目參與者可能有直接或間接接觸的銷售商、供應商和其他承包商同樣須遵守相關的守護和PSHEA措施。

ANNEX 3: DO NO HARM DECISION TREE

附件3: 不造成傷害決策準則

A. We do no harm to: 我們不會對以下的人造成傷害:

Any child irrespective of their association with the organization 任何兒童，無論他們與我們的關聯如何	Any Programme Participant irrespective of age -i.e. child, young person or adult whom we serve through our programmes/interventions 任何項目參與者，無論年齡大小，即參與我們項目/支援服務的兒童、年輕人或成人
If it is reported to Plan that a Plan Staff, Associate or Visitor has harmed/committed an act of violence against a child we will take action under the Global Safeguarding Policy'. 如國際培幼會收到其員工、夥伴或訪客對兒童造成傷害/施以暴力行為的舉報，我們將根據本全球守護政策採取行動。	If it is reported to Plan that a Plan Staff, Associate or Visitor has harmed/committed an act of violence against a programme participant we will take action under the Global Safeguarding Policy. 如國際培幼會收到其員工、夥伴或訪客對項目參與者造成傷害/施以暴力行為的舉報，我們將根據本全球守護政策採取行動。
Furthermore, where the abuse of a child in the community is reported to Plan or where a child discloses abuse to us and this act is not perpetrated by any Plan Staff, Associate or visitor we will respond to this in line with the local protection mapping (a minimum requirement of all Plan offices) and refer the issue on to the correct agency/authority/local support services for care and attention and/or absorb issues into our protection and other programming interventions as appropriate/needed/can be done. 此外，如果有人向國際培幼會舉報社區中侵犯兒童的情況，或由兒童向我們披露了侵犯行為，但該行為不是由我們的員工、夥伴或訪客所犯的，我們將根據當地辦事處的保護配對（所有國際培幼會辦事處的最低要求）作出回應，並將問題通報給正確的機構/當局/當地支援服務，使受害人獲得照顧和關注和/或把受害人納入到我們的保護範圍和其他適當/所需/可以做的項目支援中。	

B. 'Is it a Safeguarding Case?' Decision Tree 「這是守護個案嗎？」決策準則

Question 問題	Yes 是	No 否
1. Is the alleged victim/survivor aged under 18? 據稱的受害者/倖存者是否未滿18歲?		
2. Has a local child protection law been broken / is the alleged action against local child protection laws? 是否違反了當地兒童保護法/涉嫌的行為違反當地兒童保護法?		
3. Is the alleged victim/survivor a Plan Programme Participant? 據稱的受害者/倖存者是否我們的項目參與者?		
4. Is the alleged victim/survivor a Plan Sponsored Child? 據稱的受害者/倖存者是否我們的受助兒童?		
5. Is the alleged victim/survivor an immediate family member Plan Sponsored Child? 據稱受害人/倖存者是否我們的受助兒童的直系親屬?		
6. Does the alleged victim/survivor receive any benefit, directly (e.g. Programme Participant) or indirectly (e.g. immediate family member of a Plan Programme Participant), that is funded through Plan project/programme activity budget funds? 據稱受害人/倖存者是否直接（例如是項目參與者）或間接（例如是項目參與者的直系親屬）獲得任何由我們計劃/項目活動預算資金的資助?		
7. Does Plan have the power to withhold this benefit? 我們有權終止資助嗎?		
8. Could the alleged victim/survivor fear reprisal or any negative consequence if they were to: 據稱受害者/倖存者是否害怕報復或任何負面後果，如果他們要： <ul style="list-style-type: none"> submit a report/complaint; 舉報/投訴; refuse/reject any physical/sexual/romantic advances; and/or 拒絕任何肉體/性/情愛挑逗;和/或 end any physical/sexual/romantic relationship 結束任何肉體/性/情愛關係 		
9. Has the alleged victim/survivor received any goods, preferential treatment or money in exchange for sex or sexual favours? 據稱受害人/倖存者是否收到任何物品、優惠待遇或金錢以交換性或性好處?		

If you answer **no to all** of the above questions this incident does not fall under the scope of the Global Safeguarding Policy.

如你對上述所有問題的回答均為“否”，則此事件不屬於本《全球守護政策》的範圍。

If you answer **yes to any** of the above questions this incident falls under the scope of the Global Safeguarding Policy. Please proceed to Decision Tree C below to determine if it is an internal or external case.

如你對上述任何問題的回答為“是”，則此事件屬於本《全球守護政策》的範圍。請轉到下面的C部分，以確定是內部案例還是外部案例。

Please note however, that where a Plan staff harms an adult (i.e aged 18 years and above) who is not a programme participant, and this is reported to Plan, you will need to report the issue under the PII Conduct for staff-on-staff misconduct or acts which bring the organisation's reputation into disrepute.

但請注意，如國際培幼會員工傷害了非項目參與者的成年人（即 18 歲及以上），而國際培幼會收到該舉報，你需要根據國際培幼會的行為守則去呈報或使其聲譽受損的員工不當行為。

C. Reporting under the policy

根據本政策進行舉報

What do you need to report?

你需要舉報什麼？

Under the policy you need to report:

根據本政策，你需要呈告：

- a. Where *the alleged perpetrator is a Plan International Staff, Associate or Visitor*, all safeguarding concerns and breaches of the policy (including those related to our interventions, activities, operations and engagement) must be reported. These cases are also referred to as internal cases.

如果被指控的肇事者是國際培幼會員工、夥伴或訪客，則必須舉報所有守護問題和違反本政策的行為（包括與我們的支援、活動、運營和參與相關的問題）。這些案例也稱為內部案例。

- b. Where the *alleged perpetrator is outside the scope of the policy* (i.e. not a Staff, Associate or Visitor) only safeguarding concerns relating to sexual abuse and exploitation, a potential crime as per the local legislation and/or other serious forms of violence which are reported to the Plan International office/staff or Plan International is made aware of should be reported under the policy. These cases are also referred to as external cases.

如果被指控的肇事者不在本政策範圍之內（即不是員工、夥伴或訪客），則僅與性侵犯和性剝削有關的守護問題，根據當地法例而被視為潛在的犯罪和/或向國際培幼會辦事處/員工舉報的或國際培幼會得知的其他嚴重形式的暴力應根據本政策舉報。這些案例屬外部案例。

- c. All types of abuse and violence regardless of who the perpetrator is *where local law so requires*.

無論肇事者是誰，只要當地法律要求，所有類型的侵犯和暴力。

Who do you report to?

你向誰舉報？

Under the policy each office has staff designated to deal with breaches of the Global Safeguarding Policy. These staff are known as the [Safeguarding \(and PSHEA\) Focal Points](#).

根據本政策，每個辦事處都有指定的員工負責處理違反本《全球守護政策》的行為。這些員工被稱為守護（和 PSHEA）專員。

IMPORTANT: If you have a concern, don't waste time wondering whether the concern is something that should be reported under the policy. You should immediately (at least within 24 hours) make a report to your Safeguarding (and PSHEA) Focal Point, line manager and/or the relevant Office Director. They will then take further action to ensure that the issue is addressed and appropriate referrals are made in line with local procedures.

重要提示：如果你有疑慮，請不要浪費時間懷疑應否根據本政策舉報。你應立即（至少在24小時內）向你的守護（和PSHEA）專員、部門經理和/或相關辦事處主管舉報。他們將採取進一步行動，確保問題得到處理，並根據當地程序進行適當的轉介。

Please note that reports can also be made anonymously in accordance with Plan International's Whistleblowing Policy.

請注意，也可以根據國際培幼會的舉報政策作匿名舉報。

It is the responsibility of your local/engaging office to provide you with written guidance (and training as appropriate to your engagement with Plan International) **on how to report and respond** to safeguarding concerns and breaches of the Global Safeguarding Policy (this will include what should be reported and to whom to report). If this is not done, ask to speak to your engaging manager, Office Director or [Safeguarding \(and PSHEA\) Focal Point](#).

你所屬的/參與的辦事處有責任就如何舉報和應對守護問題和違反本《全球守護政策》的行為（包括應舉報的內容和向誰舉報）向你提供書面指引（以及適合你與國際培幼會接觸的培訓）。如未有這樣做，請向你的部門經理、辦事處主管或守護（和 PSHEA）專員反映。