



Child Protection Policy Ibda'a Cultural Center for Child Development and Cultural Exchange

Policy Statement

Ibda'a Cultural Center for Child Development and Cultural Exchange, a member of the Palestinian Child Rights Network, is committed to promoting children's rights, protecting children, and ensuring their physical, psychological, and social safety. The organization takes all possible measures to prevent any form of abuse, exploitation, neglect, violence, or harm against children.

The organization further affirms its commitment to adopting all necessary preventive measures and procedures to prevent any form of abuse, neglect, exploitation, violence, or discrimination against children, whether within the organization, during the implementation of its activities and programs, or outside them. This commitment applies to all employees, volunteers, partners, and related parties.

Ibda'a strongly condemns all forms of abuse and violations that children may face and confirms its commitment to responding immediately and responsibly to any suspicion, disclosure, or report concerning child abuse or threats to a child's safety. All cases shall be handled confidentially and professionally, in accordance with clear procedures based on the Child Protection Regulations and the internal system of the Palestinian Child Rights Network, while ensuring the best interests of the child.

The center is committed to following up and managing cases according to their nature and level of risk, including assessment, documentation, preparation of appropriate intervention plans, referral to competent authorities when necessary, and ensuring that preventive and remedial measures are taken to protect children from any potential harm.

Ibda'a center also undertakes to strengthen and develop the capacities of its human resources in the field of child protection through regular training programs, awareness activities, professional supervision, consultation, technical support, and enhanced understanding of protection procedures and response mechanisms, ensuring a high level of competence and responsibility among staff and volunteers.

Ibda'a further confirms its commitment to taking the necessary administrative, organizational, and legal measures against any individual proven to have violated the principles and policies of child protection, in accordance with applicable regulations and decisions of the Protection Committee within the Palestinian Child Rights Network. Such measures may include warnings, temporary suspension, termination of duties, or legal and administrative actions depending on the nature of the case.



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The Organization believes that child protection is a collective responsibility and a fundamental priority. It continuously strives to promote an institutional environment based on safety, respect, accountability, and the active participation of children, ensuring their physical, psychological, and social well-being.

Purpose of the Policy

The organization works with children, adolescents, youth, and women through cultural, educational, artistic, sports, and community programs, in addition to hosting local and international volunteers and visitors.

This policy aims to:

- Provide a safe and healthy environment for children participating in the organization's activities.
- Clarify the organization's commitment to protecting children and preventing abuse.
- Define the responsibilities of staff, volunteers, and visitors toward children.
- Establish clear procedures for responding to suspected abuse or disclosures.
- Promote a culture of respect, dignity, and accountability within the organization.

Benefits of Implementing the Child Protection Policy

1. Protecting Children

This policy contributes to reducing the risks of children being exposed to abuse, exploitation, or neglect within the organization's activities and programs.

A child is defined as any person under the age of 18.

2. Protecting Employees and Volunteers

The policy clarifies expected professional behavior when dealing with children and explains procedures in cases involving concerns or complaints related to child safety.

3. Protecting the Organization

The policy reflects the organization's commitment to professional and ethical child protection practices, strengthens community trust, and deters unacceptable behavior.



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Core Principles

Ibda'a Cultural Center for Child Development and Cultural Exchange adopts the following principles as the foundation of this Child Protection Policy:

- Child protection is a shared responsibility of all staff, volunteers, and partners.
- All children have equal rights to protection without discrimination.
- The best interests and safety of the child come first.
- Listening to children and respecting their opinions and feelings is essential.
- All allegations and complaints must be handled confidentially, professionally, and respectfully.
- A culture of respect, justice, and non-discrimination must be promoted.
- Transparency and accountability must guide all child protection procedures.

Forms of Child Abuse

Child abuse includes, but is not limited to, the following:

-Physical Abuse

Any act causing physical harm to a child, including hitting, violence, harmful child labor, or exposing children to danger.

-Emotional or Psychological Abuse

Such as humiliation, intimidation, threats, isolation, bullying, degrading treatment, or any behavior negatively affecting a child's dignity and self-confidence.

-Sexual Abuse

Any sexual contact, behavior, or exploitation involving a child, whether direct or indirect, including harassment, exploitation, exposure to inappropriate materials, or involving children in activities of a sexual nature.

-Neglect

Failure to provide appropriate care, protection, or supervision for a child, or exposing the child to dangerous conditions affecting their development and safety.



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-Bullying

Any repeated verbal, psychological, or physical behavior intended to intimidate, humiliate, exclude, or harm another child.

Training and Awareness

Ibda'a Center is committed to providing continuous training and awareness for staff and volunteers on:

- Principles of child protection.
- Identifying signs of abuse.
- Reporting mechanisms and case management.
- Safe and professional conduct with children.

The following procedures shall be applied:

- All staff and volunteers must sign a commitment to comply with the Child Protection Policy.
- New staff members shall be introduced to the policy upon recruitment.
- The policy shall be reviewed periodically.
- Regular awareness and training sessions shall be organized.

Child Protection Officer

The organization appoints a Child Protection Officer whose responsibilities include:

- Monitoring implementation of the Child Protection Policy.
- Receiving complaints and reports related to abuse.
- Providing guidance and training to staff and volunteers.
- Coordinating with relevant authorities when necessary.
- Maintaining confidential records and reports.

The name and contact information of the Child Protection Officer shall be communicated internally.

Code of Conduct with Children

All staff, volunteers, and visitors must:



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- Treat children with respect and dignity.
- Provide a safe, positive, and supportive environment.
- Ensure continuous supervision during activities.
- Listen seriously and respectfully to children.
- Report any abuse or suspicious behavior immediately at our protection mail (Protection@ibdaacenter.org) or for any general complaint, (Complaints@ibdaacenter.org) .

The following are prohibited:

- Being alone with a child in a closed space without a clear professional reason.
- Using violence, corporal punishment, or humiliation.
- Establishing any emotional or sexual relationship with a child.
- Sharing or displaying inappropriate materials to children.
- Inappropriate communication with children through social media.
- Transporting children in private vehicles without prior permission from parents or management.
- Photographing or publishing children's images without approval from the organization and parents/guardians.
- Discrimination, ridicule, or bullying in any form.
- Smoking or using alcohol or drugs during activities or in the presence of children.

Procedures for Responding to Disclosure or Suspicion of Abuse

If a child discloses abuse or there is suspicion of abuse, staff must:

- Listen calmly and respectfully to the child.
- Avoid blaming or doubting the child.
- Avoid promising complete confidentiality.
- Avoid asking leading questions.
- Reassure the child that they did the right thing.
- Record information accurately and immediately.
- Inform the Child Protection Officer directly by completing the Child Abuse Reporting Form or verbally
- Child abuse cases are reported by completing the Child Abuse Reporting Form available on the organization's website in both Arabic and English. (www.ibdaacenter.org) or immediately write us at our protection mail (Protection@ibdaacenter.org) or for any general complaint, (Complaints@ibdaacenter.org)
- Maintain confidentiality and avoid sharing information unnecessarily.



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Reporting Abuse

Ibda'a center adopts the following principles:

- The child's safety is the highest priority.
- Any suspicion or incident must be reported immediately to the Child Protection Officer.
- Reports shall be handled confidentially and professionally.
- Child abuse cases are reported by completing the Child Abuse Reporting Form available on the organization's website in both Arabic and English.
- Relevant authorities shall be informed when necessary and according to the law.

Confidentiality

Ibda'a center is committed to maintaining the confidentiality of information related to child protection cases. Information shall only be shared with authorized persons and relevant authorities when necessary.

Monitoring and Review

- The organization's management shall regularly monitor the implementation of this policy.
- The effectiveness of the policy shall be evaluated annually.
- The policy shall be reviewed and updated every three years, or whenever necessary according to legal or institutional developments.

Commitment to the Policy

Compliance with the Child Protection Policy is a mandatory condition for employment, volunteering, or participation in the organization's activities.

All employees and volunteers shall sign a declaration confirming their full commitment to this policy.

Ibda'a Administrative Board



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