Child Protection Responsibilities for an Organization

This overview is a guide to the areas of focus for a organization's Child Protection program.

This resource outlines the key categories for Child Protection in an organization. It is designed as a guide for planning and evaluation to help organizations understand the full scope of their Child Protection responsibilities.

This overview is not intended as an exhaustive list of Child Protection measures and requirements. Additional areas of focus may be required based on the unique circumstances of each organization. Further, each category and subcategory listed are only descriptors. Each contains greater depth and complexity that need to be addressed by the organization.

Child Protection Categories

Organization Culture	Roles & Responsibilities	Child Wellbeing
Procedures	Documentation	Record Keeping
Personnel Oversight	Training	Environmental Security
Local Context & Connections	External Resources & Services	Evaluation

© 2019-2026 eLearn International Pte. Ltd. All rights reserved.

Organization Culture

The set of Child Protection beliefs and values shared and demonstrated in the organization's community.

- **Child Centric Culture** - The shared understanding that decision making is centered on the best interests of the children in the organization's community.
- **Guiding Statements** - The inclusion of Child Protection in guiding documents, such as Mission, Vision, and Values.
- **Leadership Commitment** - Leadership provides resources, support, and strategic oversight for Child Protection that safeguards children in the organization's community..
- **Organizational Culture** - Actions, statements, and decisions show the organization's commitment to keeping Child Protection a key responsibility of the organization's community.

Roles and Responsibilities

All adults in the organization's community have a role to play in Child Protection.

- **Duty of Care** - The organization demonstrates that all adults within their community have a responsibility to safeguard, protect, and look after the wellbeing of all children.
- **Staff Child Protection Responsibilities** - Every employee has a defined responsibility for Child Protection.
- **Responsibility Holders** - Key roles that have oversight responsibility in the organization are defined, resourced, and staffed.
- **Specialist Roles** - Specialist roles within the organization, such as medical staff or counsellors, are included in the Child Protection training, operational, and communications programs.



Did you know?

All adults in an organization's community have a role to play in Child Protection.

© 2019-2026 eLearn International Pte. Ltd. All rights reserved.



Child Wellbeing

Children's wellbeing is accounted for in academic programs and across all activities within the organization's community.

- **Academics** - Child Protection education is included in academic programs for all children.
- **Support Services for Children** - Organization organized services are available and sufficient to meet the support needs of all children.
- **Field Trips and Homestays** - Child Protection rules, policies, and procedures are adhered to on all excursions outside of the organization.
- **Guardianship Supervision** - Child Protection policies and monitoring procedures for children on long term guardianship arrangements where parents do not live with the child.



Documentation

Child Protection information is well documented and readily available to members of the organization's community.

- **Access to Resources** - Publicly available Child Protection resources and policies are accessible to the organization's community, typically through the organization's website.
- **Written Policies** - Appropriate and sufficient policies are in place to govern Child Protection in the organization's community.
- **Internal and External Communications** - The organization engages in timely and informative communication that demonstrates the community's supportive culture towards Child Protection.



Procedures

Key procedures for managing Child Protection in the organization's community are defined.

- **Incident and Reporting Framework** - Procedures, decision trees, responsibilities, and record keeping practices are defined for handling Child Protection reports and incidents.
- **Reporting Pathway** - Channels, procedures, and personnel are known to the organization's community for reporting Child Protection concerns.
- **Communications Plan** - The organization has an established plan for information dissemination, including channels and timing, to keep key stakeholders informed during Child Protection incidents.



Record Keeping

Adequate systems are used by the organization to maintain and provide appropriate access to Child Protection records.

- **Child Protection Recording System** - The organization maintains a system for recording and managing Child Protection information.
- **Incident Recording System** - The organization uses a system for communication and information management related to Child Protection incidents.
- **File Management System** - The organization maintains a system for managing and providing secure access to all files, policies, and communication related to Child Protection.

ChildSafeguarding.com

© 2019-2026 eLearn International Pte. Ltd. All rights reserved.

Personnel Oversight

All staff, vendors, and volunteers in the organization are appropriately trained and monitored in the area of Child Protection.

- **Safer Recruitment and Contracting** - Recruitment of staff, vendors, and volunteers includes a focus on Child Protection and adequate screening.
- **Personnel Record Keeping** - Sufficient personnel files that address backgrounds, training, and behaviors related to Child Protection are kept up to date for all adult staff and volunteers in the organization. Similar requirements are placed on vendors.
- **Monitoring of Staff, Vendors, and Volunteers** - All staff, vendors, and volunteers are consistently monitored for behavior around children and given feedback when appropriate.

Environmental Security

The protective measures on the organization's campus align with best practices for Child Protection.

- **Campus Monitoring** - Processes, personnel, and tools are in use to sufficiently monitor the entirety of the organization's campus.
- **Signage** - Signage indicating key Child Protection information are present throughout the campus.
- **Identification** - All adults on campus wear visible identification.
- **Visitor Procedures** - Procedures and documentation are used to inform visitors of Child Protection procedures and to identify and monitor them.
- **Campus Evaluation** - Regular evaluations are conducted to identify and remedy areas of the campus that pose Child Protection risks.

Training

The organization engages in training that meets the Child Protection responsibilities of all members of the organization's community.

- **Child Protection Skills Training** - Periodic training is provided that ensures all adults in the organization's community are up to date on Child Protection.
- **Specialist Training for Key Child Protection Responsibility Holders** - Specific training is provided to members of staff that hold key responsibilities for Child Protection in the organization.
- **Local Context Specific Training** - The organization engages in training that informs key position holders on specific information and regulations related to the local context.

Local Context and Connections

Knowledge, resources, and relationships are used to understand the local conditions of Child Protection and wellbeing.

- **Legislation** - The organization understands and adheres to legislation and guidance from the local context that apply to Child Protection and wellbeing.
- **Network** - The organization extends its Child Protection network to local, national, and international resources that support its Child Protection work in the local context.
- **Legal** - The organization maintains access to legal professionals offering services related to Child Protection who are specialists in the local context.

© 2019-2026 eLearn International Pte. Ltd. All rights reserved.

External Resources and Services

The organization maintains access to resources and services outside of the organization's community to support and enhance Child Protection.

- **Child Protection Resources** - The organization maintains access to external Child Protection resources, such as professionals or knowledge bases, which help the organization stay up to date with Child Protection practices.
- **Crisis Management** - The organization maintains access to crisis management professionals who can be activated if needed.
- **Professional Support and Supervision** - The organization establishes relationships with Child Protection professionals to support and offer supervision of Child Protection in the organization's community.
- **Insurance** - Sufficient insurance is held by the organization to address Child Protection needs.

Evaluation

The organization regularly evaluates conditions, incidents, and elements of Child Protection and takes action to remedy identified risks.

- **Regular Reviews** - Child Protection in the organization is regularly reviewed and updated when necessary.
- **Risk Assessment** - The organization maintains processes and resources to assess Child Protection risk.
- **Process for Incident Inquiry** - The organization conducts reviews of Child Protection incidents, including analyses of the organization's incident response.

ChildSafeguarding.com

Child Protection is the commitment and actions taken to protect children from abuse. It involves all aspects of the organization's community and everyone has a role to play.

Contact Us to learn more about ChildSafeguarding.com:

© 2019-2026 eLearn International Pte. Ltd. All rights reserved.