

Luena Foundation Child Safeguarding and Child Protection Policy

At Luena Foundation, the core of what we do centers on our commitment to the protection and well-being of children. As an international funder of initiatives that directly impact children within their communities, we fully acknowledge our responsibility as an organization to ensure their safety in all activities and programs that we stand behind and/or implement, including those that are conducted by our Local Community Partners. Our Child Safeguarding and Child Protection Policy outlines our commitment by setting specific guidelines aimed at preventing child abuse, providing a safe environment, and responding effectively to any concerns or allegations of abuse.

Child Protection Policy Core Criteria

1. **SAFETY:** To create and maintain a safe environment for **all children** involved with Luena Foundation, not only internally but also with partner organizations that represent children and with whom we operate.
2. **VIGILANCE:** To prevent all forms of child abuse and exploitation in all our programs and activities.
3. **GUIDANCE:** To provide clear guidance to our staff, volunteers, partners, and beneficiaries regarding our criteria and protocol towards our child safeguarding and protection policies.
4. **ENFORCEMENT:** To ensure prompt and appropriate responses to any concerns or allegations of child abuse or neglect.

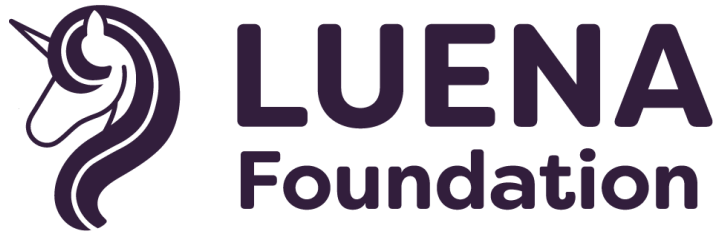
Commitment to Child Welfare Standards Everywhere We Work

Luena Foundation is dedicated to adhering to all relevant child welfare and protection laws and regulations in the host country and local communities, as well as international standards when they offer superior protection, alongside U.S. law. In cases where this policy conflicts with any applicable laws or regulations, we will always uphold the higher standard.¹

Zero-Tolerance for Sexual Activity Involving Children

To us, anyone below the age of 18 is considered a child, regardless of the legal age of consent in their jurisdiction or country of residence. Engaging in sexual activity with a child, whether with or without

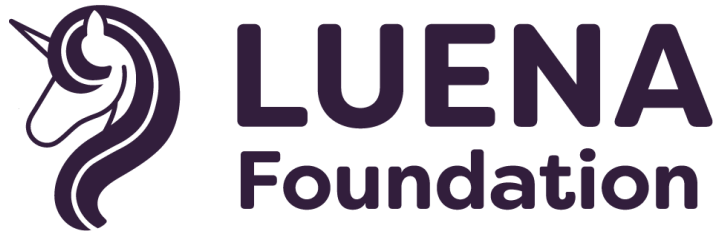
¹ Convention on the Rights of the Child: <https://www.ohchr.org/sites/default/files/crc.pdf>



their consent, is regarded as a serious violation and will result in disciplinary actions, and the pursuit of any available legal remedies.

Commitment of Luena Foundation's Senior Leadership

The management and founders of Luena Foundation are deeply committed to taking all necessary corrective actions, including disciplinary, legal, or other appropriate measures, in response to any breaches of our Child Safeguarding Policy. These actions will be taken against individuals who have committed any violations and against those who were aware of such violations but failed to take action or report them.



CODE OF CONDUCT

All persons associated with Luena Foundation (staff and/or volunteers), including those individuals who act as our Local Community Partner members and associates, bear the responsibility of upholding a professional demeanor with children. This entails establishing and upholding transparent professional boundaries to prevent any misunderstandings or breaches of the professional relationship. It is imperative that all staff conduct themselves in a manner that aligns with their role as representatives of Luena Foundation and as positive role models for children. To safeguard children, staff, and the organization, Luena Foundation has formulated this Child Safeguarding Code of Conduct, outlining clear behavioral standards and expectations, which include:

1. **Respect for Children**

- We pledge to treat all children with dignity, respect, and kindness, irrespective of their background, race, religion, or gender identity.
- We will actively listen to children, value their opinions, and involve them in decisions that affect them whenever possible.

1. **Professional Boundaries:**

- We will establish and maintain clear professional boundaries with children to ensure their safety and well-being.
- We commit to avoiding any behavior that could be misconstrued or compromise the trust placed in us by children and their families.

1. **Protection from Harm:**

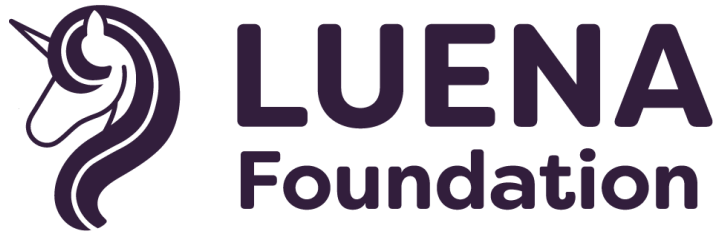
- We will take all necessary steps to protect children from all forms of abuse, neglect, exploitation, and harm.
- We will commit ourselves to creating an inclusive, safe environment for children in all our activities.
- Any suspicion or disclosure of abuse will be reported promptly and handled in accordance with legal and organizational procedures.

1. **Confidentiality and Privacy:**

- We will respect the privacy of children and their families and handle sensitive information with confidentiality and discretion.
- Information about children will only be shared on a need-to-know basis and with appropriate consent.

1. **Positive Role Modeling:**

- We will strive to be positive role models for children, demonstrating honesty, integrity, and empathy in all our interactions.



- Our conduct will reflect the values and mission of Luena Foundation, inspiring children to reach their full potential.
1. **Continuous Learning and Improvement:**
 - We will participate in regular training and development opportunities to enhance our knowledge and skills in safeguarding and child protection.
 - We will actively seek feedback from children, colleagues, and stakeholders to continuously improve our practices and policies.
 1. **Reporting and Accountability:**
 - We have a duty to report any concerns or breaches of this Code of Conduct to the appropriate authorities within Luena Foundation.
 - We will hold ourselves and each other accountable for upholding the highest standards of conduct and safeguarding principles.

By adhering to this Child Safeguarding Code of Conduct, we affirm our commitment to ensuring the safety, well-being, and dignity of all children entrusted to the care of Luena Foundation.



Our Code of Conduct Regarding the Visual Representations of Children in Our Communications

The core values of human dignity, respect, and truthfulness serve as the foundation for all our communications. At Luena Foundation, we are firmly dedicated to upholding these principles and we strive to incorporate them into our internal policies and procedures. Additionally, we are committed to collaborating constructively with others engaged in communications related to global poverty, seeking ways to apply these principles to diverse communication domains.

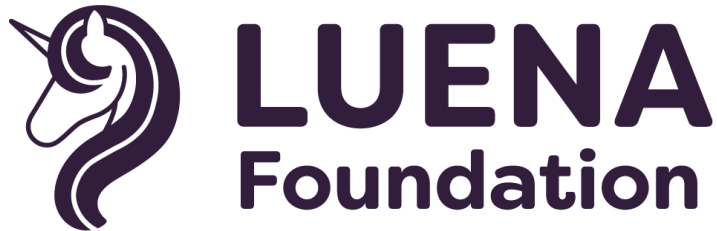
Decisions regarding the use of the visual representations of children in our communications (social media, annual reports, marketing materials, blog posts) will be grounded in the following paramount principles:

- Respect for the dignity of the individuals involved.
- Belief in the equality of all individuals.
- Recognition of the imperative to foster fairness, solidarity, and justice.

In all our communications and wherever feasible and reasonable while staying true to the need for accuracy, we endeavor to:

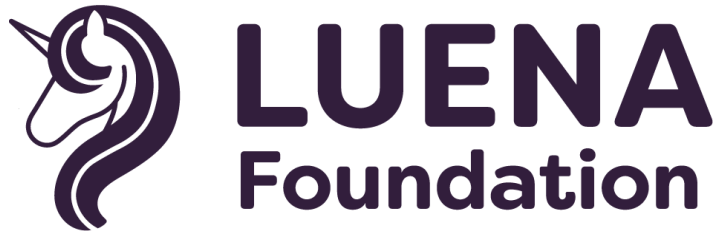
- Select images and associated messages based on the values of respect for equality, solidarity, and justice.
- Accurately represent any image or depicted situation, both within its immediate context and in its broader scope, in order to enhance public comprehension of the complexities of development.
- Avoid images and messages that may potentially stereotype, sensationalize, or discriminate against individuals, situations, or locations.
- Employ images, messages, and case studies with the informed consent and participation of the subjects (or their parents/guardians).
- Ensure that individuals whose situations are being portrayed have the opportunity to narrate their own stories.
- Determine and document whether subjects wish to be named or identifiable and consistently adhere to their preferences.
- Adhere to the highest human rights standards and ensure the protection of vulnerable individuals.
- Conform to the highest standards regarding children's rights as outlined in the Convention on the Rights of the Child (CRC)*, given that children are frequently the subjects of representation.

We affirm that our commitment to communication best practices extends throughout our entire organization. Additionally, we pledge to establish effective mechanisms to ensure that Luena



Foundation's principles are upheld across all our organization's activities. Our responsibilities hold us accountable in our public communications, as follows:

- We will publicize the existence of our Code of Conduct to the public (on our website) and to all our partners. We will establish a feedback mechanism allowing anyone to comment on our adherence to our Code of Conduct, and we will grant the public a 'right to challenge' our application of the Code of Conduct.
- We will communicate our commitment to upholding best practices across all our communications (social media, annual reports, websites, brochures, communication materials, etc.).
- We commit to annually evaluating our public communications against our guiding principles.
- We will include a reference to our Code of Conduct in our organization's guiding principles and ensure that senior leadership takes responsibility for implementing and upholding the Code of Conduct.
- We will ensure that all pertinent suppliers, contractors, and media adhere to our Code of Conduct when collaborating with the Luena Foundation.
- We commit to training our staff and/or volunteers on the use of images and messages.



Defining Child Abuse

Child abuse refers to the mistreatment, harm, or neglect of children, typically by adults or older individuals in positions of authority or trust. It encompasses a range of behaviors and actions that can cause physical, emotional, psychological, or developmental harm to a child. Child abuse can be categorized into several types, including:

Physical Abuse

Physical abuse involves the intentional use of force or violence that causes injury, bodily harm, or pain to a child. It may involve hitting, slapping, kicking, punching, burning, shaking, or any other form of physical aggression.

Indicators: Unexplained bruises, fractures, burns, cuts, or injuries in various stages of healing. Frequent injuries or a history of repeated injuries may be a sign of physical abuse.

Sexual Abuse

Sexual abuse occurs when an adult or older adolescent exploits a child or children by engaging them in sexual activity. A child, by nature of being developmentally immature and under the age of 18, is not able to fully comprehend or give legal, informed consent to a sexual act. Child sexual abuse can include sexual assault, molestation, exhibitionism, child pornography, or any sexual act or behavior that is inappropriate for a child's age and development.

Indicators: Sudden changes in behavior, fear of a particular person or place, age-inappropriate sexual knowledge or behaviors, genital or anal injuries, or sexually transmitted infections (STIs) in a child may suggest sexual abuse.

Emotional or Psychological Abuse

Emotional abuse involves patterns of behavior that damage a child's emotional well-being and self-esteem. It includes constant criticism, humiliation, belittling, threats, rejection, and isolation.

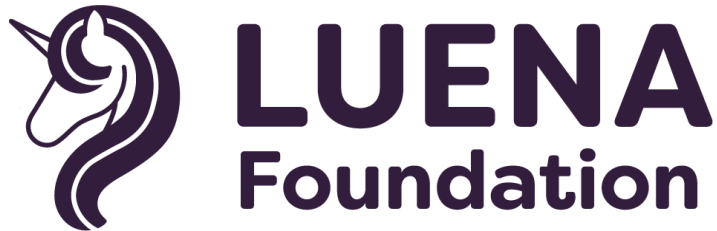
Indicators: Signs of emotional abuse can be subtle and may include withdrawal, low self-esteem, depression, anxiety, behavioral problems, or developmental delays. The child may exhibit fear, avoidance, or excessive clinginess towards certain individuals.

Neglect

Child neglect occurs when a caregiver fails to provide for a child's basic physical, emotional, or psychological needs, such as food, shelter, clothing, medical care, supervision, love, or emotional support.

Indicators: Neglect can manifest as malnutrition, inadequate hygiene, untreated medical conditions, chronic absenteeism from school, or a lack of appropriate supervision. Children experiencing neglect may show signs of developmental delays, failure to thrive, or severe emotional distress.

Educational Neglect



Educational neglect is a specific form of neglect where caregivers fail to ensure a child receives appropriate and necessary education. This may involve chronic truancy, lack of access to educational resources, or not addressing a child's special educational needs.

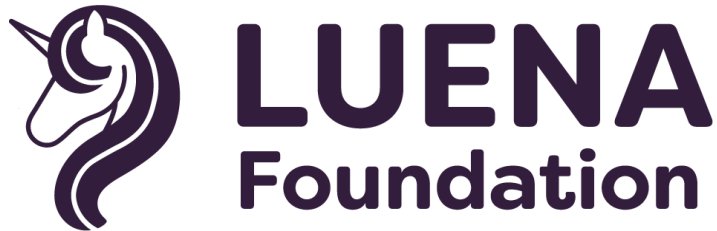
Indicators: Frequent absences from school, poor academic performance, or a child's lack of access to educational materials or support may be indicators of educational neglect.

Medical Neglect

Medical neglect occurs when caregivers fail to provide necessary medical care and treatment for a child's health conditions or injuries. This can result in serious harm or even death.

Indicators: Signs of medical neglect may include untreated illnesses or injuries, chronic health problems that go unaddressed, or failure to administer prescribed medications or follow medical recommendations.

It is important to note that child abuse can have severe and long-lasting consequences on a child's physical and emotional well-being. Recognizing the signs of child abuse and taking appropriate action, such as reporting suspicions to child protective services or law enforcement, is crucial in protecting children from harm and ensuring their safety and well-being.



Child Protection Protocols

- **Code of Conduct:** All staff, volunteers, partners, and representatives of Luena Foundation must adhere to a strict code of conduct that prohibits any form of child abuse, including physical, emotional, sexual abuse, neglect, or exploitation.
- **Screening:** All individuals working directly or indirectly with children must undergo thorough background checks and reference verification before being appointed or allowed to engage with children.
- **Supervision:** Children should always be supervised by responsible adults during Luena Foundation activities.
- **Privacy and Confidentiality:** Information regarding children's personal details, experiences, or concerns should be handled with the utmost confidentiality and shared only on a need-to-know basis.

Incident Reporting

- All incidents or suspicions of child abuse or neglect must be reported immediately to the designated Child Protection Officer (CPO) within Luena Foundation.
- The CPO will initiate a confidential and impartial investigation into the reported incident.
- If necessary, the CPO will involve appropriate authorities and agencies as required by local laws and regulations.

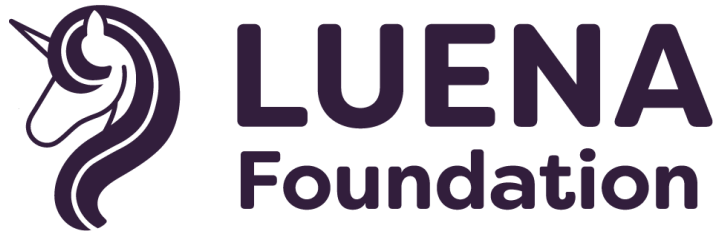
Communication Policies

- We will maintain open and transparent communication with children, their families/guardians, and communities about our commitment to child safeguarding and protection.
- We will provide information on how to report concerns, including multiple channels such as a dedicated hotline or email address.

Staff and Volunteer Training

- All staff and volunteers will receive comprehensive child protection training upon joining Luena Foundation, and refresher training will be provided annually.
- Training will cover topics such as recognizing signs of abuse, reporting procedures, and the organization's child protection policies and code of conduct.

Abuse Prevention



- Luena Foundation will proactively work to prevent abuse through awareness campaigns, education, and the promotion of positive child-friendly environments.
- We will also collaborate with local authorities, communities, and partners to promote child protection in our areas of operation.

Policy Implementation and Review

This Child Safeguarding and Child Protection Policy, along with our Code of Conduct will be communicated to all staff, volunteers, partners, and beneficiaries of Luena Foundation. Regular reviews and updates will be conducted to ensure its continued effectiveness.

The Luena Foundation is dedicated to creating a safe and nurturing environment for all children involved in our programs. We commit to the principles outlined in this policy and pledge to take immediate and appropriate action in response to any child safeguarding and protection concerns.

A handwritten signature in dark purple ink that reads "Ryan A. Rauch".

A handwritten signature in dark purple ink that reads "Andrea S. Nash".

Ryan & Emily Rauch
Co-Founders & Co-Executive Directors