

CHILD PROTECTION POLICY FOR ACCOMMODATION

Statement of Commitment (Group 1)

[Establishment Name] is committed to upholding the rights and safety of children who visit or interact with our establishment. We recognize the importance of creating a safe and secure environment that respects and protects children from all forms of exploitation and harm. This policy outlines our commitment to preventing and responding to child rights violations in our establishment. Furthermore, this policy is a compliance to Republic Act No. 11862 or the “Anti-Trafficking in Persons Act” for the purpose of implementing the provisions of the law.

Principles

1. ***Respect for Child Rights:*** We uphold the principles outlined in the United Nations Convention on the Rights of the Child (UNCRC) and other relevant international frameworks, National and Local Laws, ensuring that children are treated with dignity, respect, and their best interests are a primary consideration in all our actions.
2. ***Prevention of Harm:*** We are committed to preventing harm to children by implementing safeguards, policies, and procedures that minimize risks, including measures to screen and train staff and provide clear guidance on appropriate conduct with children.
3. ***Zero Tolerance for Abuse:*** Any form of abuse, exploitation, or neglect of children will not be tolerated within our establishment. We take immediate action upon any suspicion or report of such incidents.
4. ***Collaboration and Reporting:*** We encourage open communication and reporting of any concerns related to child safety and well-being. We collaborate with local authorities, child protection agencies, and other relevant stakeholders to address such concerns promptly.

Policy Guidelines

Integrated guidelines ensuring Protection of Children from Sexual Abuse and Exploitation

- ***Education and Awareness:*** Comprehensive training for all staff members to recognize signs of sexual abuse and exploitation, understand appropriate behaviors, and know how to respond to suspicions or disclosures sensitively and effectively.
- ***Strict Code of Conduct:*** Clear guidelines and a strict code of conduct for staff and visitors regarding interactions with children, emphasizing zero-tolerance for any form of sexual abuse or exploitation.
- ***Screening and Supervision:*** Stringent background checks and continuous monitoring of staff and volunteers who have direct contact with children, ensuring their suitability and reliability. Implementing supervision protocols to minimize risks and ensure constant oversight.
- ***Response Mechanisms:*** Establishing robust reporting procedures that prioritize the immediate and confidential reporting of any suspected cases of sexual abuse or exploitation. Ensuring that reports are handled swiftly and appropriately, involving law enforcement and child protection agencies as necessary.
- ***Safe Spaces and Privacy:*** Designing facilities and spaces that prioritize the safety and privacy of children, ensuring that potential areas of vulnerability are addressed and minimized.

- **Community Engagement:** Collaborating with local organizations, authorities, and communities to raise awareness, educate families, and empower children to recognize and report instances of sexual abuse or exploitation.

- **Regular Audits and Reviews:** Conducting periodic audits and reviews of policies and practices related to child protection, including sexual abuse and exploitation, to identify areas for improvement and ensure ongoing effectiveness.

Supplemental Compliance to RA 11862: (Group 2)

It is the obligation of proprietors, managers, supervisors, and related staff in all tourism-related establishments, enterprises, and organizations to adhere to the following protocols:

1. **Verification of Adult Guests' Identity:**

- Require adult guests to present valid proof of identity (e.g., passports, driver's licenses, or other pertinent identification cards).

- Record and photocopy the provided identification details, including document number, issuance date, and place, if available. Maintain a separate logbook and/or digital filing system for these records.

2. **Verification of Identity for Guests Accompanied by Children:**

- Request proof of identity for children brought by adult guests (e.g., passports, legal documents, or valid identification cards).

- Record and photocopy the presented identification details, including document number, issuance date, and place, if available. Maintain these records separately in a logbook and/or digital filing system.

3. **Child-Friendly Information Gathering:**

- Collect child-related information in a sensitive and child-friendly manner, including:

- Name

- Address

- Birthdate or Age

- Relationship with accompanying adult guests or clients.

4. **Record Keeping for Guests with Children:**

- Maintain a distinct record book for guests with accompanying children or minor guests without adult companions. This record book is accessible to law enforcement authorities for monitoring and surveillance purposes concerning potential cases of child sexual abuse and exploitation.

5. **Restriction on Unregistered Children's Entry to Guest Rooms:**

- Prohibit unregistered children from accessing guest rooms, except those related within the fourth civil degree of consanguinity or affinity.

- Direct personnel to inform children and accompanying adults attempting room entry without prior registration through the front desk or designated staff.

6. **Designated Lane for Adult Guests with Children:**

- Provide a separate lane or dedicated check-in area for adult guests accompanied by minors or children whenever feasible and appropriate.

7. **Issuance of Verification "PASS SLIP":**

- Issue a "PASS SLIP" to validate that accompanying children are related to the registered adult guests within the fourth civil degree of consanguinity or affinity, for verification purposes by establishment room representatives.

This statement aims to align with the specific directives and obligations required by tourism-related establishments while emphasizing the importance of child protection measures within our operations.

Reporting (Group 3)

Report within 24 hours to the City Social Welfare and/or Development Office and the Women and Children Protection Desk of the local PNP-WCPD Station any of the following:

- a. Suspicions or allegations of child exploitation or abuse, pornography and exploitation happening in the establishment or involving guests/clients who are taking with them inside their room a child or children not related with them within the fourth civil degree of consanguinity or affinity and not registered as guests or whose alleged relationship with the quests/clients does not justify or convince the personnel concerned.
 - b. Sexually explicit or pornographic materials involving children found or left in the room.
 - c. Guests and visitors hang around in the establishment with a child or children not related to them within the fourth civil degree of consanguinity or affinity.
1. Records or footage of the CCTV cameras of such establishments shall be made available or accessible to authorized law enforcement agencies and local government implementing units upon the latter's request in aid of investigation or prosecution involving incidents of child sex tourism and other related crimes against children in such establishments. Since CCTV footages are not permanently stored in the hard-disc system, it is with this directed the person/s in charge of the said footage to databank the said file, especially whenever a child/children are seen in the recorded video.

Citizens Rights in reporting suspicious activity involving unrelated children: (Group 4)

1. Reporting Procedure:

- a. Any staff, owner, manager, or related personnel in a tourism-related establishment, company, or organization, as well as concerned citizens or guests, who observes a suspicious adult guest accompanied by unrelated child or children, shall promptly report their observations to the appropriate authorities.
- b. The report shall be made to the local law enforcement agency, child protective services, or other designated authorities responsible for handling such cases.
- c. The report shall include the following information, if available:
 - i. Description of the suspicious adult guest
 - ii. Description of the unrelated child or children
 - iii. Date, time, and location of the observation
 - iv. Any other relevant details or observations that may assist in the inquiry.

4. Authority to Initiate Inquiry or Arrest:

- a. Upon receiving a report, the designated authorities shall assess the situation and determine whether there is reasonable cause to initiate an inquiry or make an arrest.
- b. In the event that an inquiry or arrest is deemed necessary, the designated authorities shall follow applicable legal procedures and protocols in carrying out their duties.

5. Immunity from Liability:

Any person making a report in good faith under this section shall be immune from any civil or criminal liability that might otherwise result from such report.

6. Penalties for False Reporting:

Any person found to have willfully made a false report under this policy with the intent to deceive or cause unnecessary distress may be subject to applicable legal penalties.

Referral Pathway (Group 5)

This referral pathway outlines a systematic approach for reporting cases of child abuse or exploitation to local authorities and agencies, emphasizing collaboration and support for affected individuals while ensuring adherence to legal and procedural requirements.

1. Internal Reporting Protocol:

- Encourage all staff members to report any suspicions, concerns, or observed incidents of child abuse or exploitation immediately to designated child protection officers within the establishment.

2. Designated Child Protection Officer:

- Appoint and train a designated staff member as the establishment's Child Protection Officer. This individual should have specialized training in handling child protection cases and be responsible for managing reports internally.

3. Reporting to Local Law Enforcement:

- Directly contact the local police department or law enforcement agency specializing in handling cases related to child protection. Provide detailed information about the incident or suspicion, including any evidence or documentation available.

4. Involvement of Social Services or Child Welfare Agencies:

- Engage local social services, child welfare agencies, or NGOs that specialize in protecting children's rights and well-being. Collaborate with them to ensure appropriate support and intervention for the child and affected parties.

5. Collaboration with Barangay Officials:

- Engage with barangay officials or local government units (LGUs) who may have jurisdiction in the area. They can assist in coordinating efforts and providing additional support or resources.

6. Legal Support and Guidance:

- Seek legal counsel or support from local legal aid agencies or organizations specializing in child rights and protection. Ensure that proper legal procedures and protocols are followed throughout the process.

7. Documentation and Follow-Up:

- Maintain thorough documentation of all reports, actions taken, and communications with authorities or agencies involved. Follow up regularly to ensure that appropriate measures are being implemented to address the reported concerns.

8. Regular Review and Improvement:

- Periodically review and evaluate the effectiveness of the referral pathway and reporting procedures. Make necessary adjustments or improvements based on feedback, changing circumstances, or emerging best practices.