



Guidance on documenting personnel who work with children in IFRC Operations or Programmes

Background

This document supports IFRC Operations and Programmes teams to meet requirements around knowing what projects and personnel are working with children.

The list should be updated on a quarterly basis.

IFRC leadership may request the list be shared with them for internal monitoring or to share with donors who require lists be made available for their monitoring.

List of projects with personnel information

Please complete a table for each project that involves IFRC personnel working with children.

Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.¹

PROJECT NAME:

Names of staff and volunteers involved with the project	Completed screening such as reference checks, police checks		Completed child safeguarding education session		Signed IFRC child safeguarding policy	
	Yes	No	Yes	No	Yes	No
1.						
2.						
3.						
4.						
5.						
6.						

¹ DFAT. (2017). *Child Protection Policy 2017*. <https://www.dfat.gov.au/about-us/publications/pages/child-protection-policy>

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