

## **CHILD PROTECTION POLICY**

### **TRADITIONAL COMFORT – A Boutique Hotel**

Traditional Comfort creates safe environment for children in all aspects of its work whether fundraising or program implementation, where children are respected, protected and empowered as their capacities evolve to contribute actively to the development of child protection measures within TC. This policy aims to ensure that TC Staff, TC Associates, TC Visitors and TC Managers, as appropriate to their engagement with TC, are skilled, confident, understand, accept and are well supported in meeting their Child protection responsibilities and engage positively with children and communities in ways that enhance the achievement of TC's overall program goals and commitments.

Traditional Comfort believes that no child should experience abuse in any form, neglect or exploitation of any kind. We are committed to respecting and safeguarding all children under the age of 18 who stay in our hotel as well as who work or live in our locality, ensuring that they are being well protected.

### **PURPOSE:**

This policy will demonstrate TC's commitment to protect children from harm and abuse. It has been developed to provide a practical guide to prevent child abuse. It aims to ensure that TC takes all possible steps to ensure the protection of children against all forms of child abuse and creates an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, which protects the rights of all. This will be achieved by identifying and managing risks at all levels of our operations that may lead to harm. This policy gives an overview of the responsibilities of each TC Participant that are outlined in the policy implementation procedures document "Ensuring Child Protection Policy Procedures" which offers specific guidelines for implementing this policy.

### **GUIDING PRINCIPLES**

This policy is informed by a set of principles and includes:

1. All children have equal rights to protection from abuse and exploitation; they have the right to be safe at all times and TC has an obligation to provide child safe and child friendly environments and programs to ensure it.
2. Each child has a fundamental right to life, survival and development. TC's child-centered community development approach provides a basis for ensuring the realization of children's rights to be protected from harmful influences, abuse and exploitation.
3. All children should be encouraged to fulfill their potential, and inequality and discrimination should be challenged.

4. Children will be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic, origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.

5. Everybody has a responsibility to support the care and protection of children.

6. TC has particular responsibilities to children who come into contact with us. No child must come to harm as a result of their engagement with TC as a sponsored child, a participant in a TC program or as part of any TC fundraising or advocacy campaign.

7. These particular responsibilities extend to those individuals or organizations that are associated with TC. Therefore, everyone working for or associated with TC's work must be aware of and adhere to the provisions of this policy.

8. All decisions regarding the welfare and protection of children and our decisions and actions in response to child protection concerns and breaches of this policy will be guided by the principle of 'the best interests of the child'.

#### **SCOPE OF THE CHILD PROTECTION POLICY**

The Child Protection Policy applies to all TC Staff, TC Associates, TC Visitors and TC Managers, all of whom are referred to collectively as 'TC Participants' who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy.

#### **DEFINITIONS**

Child protection is defined in this policy as the responsibilities and preventative and responsive measures and activities that TC undertakes to safeguard children ensuring that no Child is subject to Child abuse as a result of their association with us, their contact with TC Staff, TC Associates and TC Visitors and/or their participation in any TC activity, including our projects and programs.

In addition, it incorporates our responsibility to ensure that where there are concerns over a Child's welfare or where a Child has been subject to Child abuse, actions are taken to address this; concerns are reported and responded to appropriately and in line with the relevant global and local procedures; and incidents are analyzed so as to ensure continued learning and growth in the field of organizational child protection.

**Child Abuse** is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and

exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that results in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally which harms a child or damages their prospect of safe and healthy development into adulthood.

**TC Staff** refers to individuals who receive a regular salary for work in any part of TC companies  
**TC Associates** refers to a range of paid and non-paid individuals who have committed to work with or support TC. It includes members of boards, suppliers, or any other organization that works with TC.

**TC Visitors** refers to a range of persons who are visiting our programs and may come into contact with children through TC, including tourists/Guests, volunteers, interns.

**TC Managers** refers to TC Staff who have responsibility for line managing or supervising the work of TC Staff or TC Associates.

#### **RISK IDENTIFICATION AND MANAGEMENT**

TC recognizes that many of its participants have the best intentions towards children and work along with TC to promote the wellbeing and safety of children. TC also recognizes that unfortunately by the nature of its work it is at risk of being targeted by those wanting to exploit or harm children and that there are a number of potential risks to children in the delivery of our programs. We understand that the effects of abuse on children are both devastating and long term. TC will not permit a person to work with children if they pose an unacceptable risk to children's safety or wellbeing. TC will seek to ensure it creates safe environment for children and prevent those who intend to harm children from becoming engaged with the organization by proactively assessing and managing risks to children in all our activities, projects and programs and ensuring child safe preventative measures are integrated into all areas of our work and all engagements with the organization. It is the responsibility of managers to ensure that these preventative measures are communicated and implemented- as guided by the document Ensuring Child Protection - TC Child Protection Policy Procedures and TC's Child Protection Policy Implementation Standards

#### **RESPONSIBILITIES FOR THOSE COVERED BY THE SCOPE OF THE CHILD PROTECTION POLICY**

Everyone who works with and engages with TC has a responsibility to ensure that children are

protected. The responsibilities detailed below are mandatory for those who fall within the scope of the policy.

**TC Staff, TC Associates, TC Visitors and TC Managers must:**

1. Never abuse and/or exploit a Child or act/behave in any way that places a Child at risk of harm.
2. Sign onto and agree to abide by this policy, code of conduct and the procedures relevant to them as outlined in the Ensuring Child Protection- TC Child Protection Policy Procedures document.
3. Report any Child abuse and Child protection concerns they have in accordance with applicable local office procedures and this policy.
4. Respond to a Child who may have been abused or exploited in accordance with applicable office procedures and this policy.
5. Cooperate fully and confidentially in any investigation of concerns or allegations of Child abuse.
6. Participate in Child protection induction and training as relevant to their relationship with TC .
7. Contribute to building an environment where children are respected and encouraged to discuss their concerns and rights.
8. Always treat children in a manner which is respectful of their rights, integrity and dignity and that considers their best interests and does not expose them to, or place them at risk of, harm. For example: when taking images/pictures during visits, interacting with children or generating stories of children, ensure that this is done in a manner consistent with the appropriate TC policies and procedures.

**TC Managers**

9. It is the responsibility of all Managers to ensure that all TC Participants, whilst engaged with TC and working in their area of responsibility are aware of, sign onto and agree to abide by this policy and code of conduct and applicable local procedures. In the first instance, this includes TC in “Ensuring Child Protection- TC Child Protection Policy Procedures”.
10. The Managing Director must ensure that procedures are in places that are consistent with this Child Protection Policy and with the global document Reporting and Responding to Child

Protection Issues in TC to respond to incidents of Child abuse. Local procedures should be developed with the assistance of local advisers in accordance with local law.

11. All TC Managers must ensure that TC Staff who have reported Child protection concerns or are accused of Child abuse are given appropriate care, support and protection in dealing with all aspects of the case including any safety concerns and potential reprisals which may arise from the incident or from the reporting of such concerns.

### **PROCESS AND PROCEDURES**

Any child abuses as described in this Policy are reported. The person reporting may directly communicate / lodge complains to the Managing Director - Mr. Shiva Dhakal, who will investigate on the issue at his own or assign any senior official for the same. The Managing Director can be contacted through email (shiva@royalmt.com.np) or his mobile phone number + 977 9802012222. Alternatively, may also write to the Company at its address describing the full story.

The Managing Director after review of the complaint will decide if the same is to be escalated to the Police or to seek legal assistance for resolution of the case. All actions, investigations and procedures will be as per the prevailing Law of Nepal.

### **POLICY REVIEW**

Traditional Comfort will review complaint lodged and action taken, as per this Policy on an annual basis. Further, the Policy document will also be reviewed annually in light of prevailing law of the Country and best practice around the world to make the Policy more relevant and updated.

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Mr. Shiva Dhakal  
Managing Director  
Traditional Comfort – A Boutique Hotel