



DÜNYA EVİMİZ

Uluslararası
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Earth is Home International Solidarity Association Child Protection Policy

CHAPTER I

1.1. Purpose, Scope, Legal Basis and Responsibilities

1.1.1. Purpose

Since its establishment in 2016, Dünya Evimiz has been working to support access to rights and services for disadvantaged groups (such as refugees, women, children, youth, and earthquake-affected populations), and to promote their social inclusion through human rights-based approaches.

As an integral part of human rights, Dünya Evimiz defends the rights and freedoms of children and fulfills its responsibility to empower children as rights-holders.

The purpose of this document is to ensure that, in all activities of the Association, the best interests of the child are prioritized and that the well-being of children is always taken into account, while promoting their safety and meaningful participation.

In addition, this document defines key concepts related to child safeguarding, establishes principles and codes of conduct, and outlines the framework of actions to be taken in cases where these principles and standards are not upheld.

Dünya Evimiz, which carries out protection-oriented work for disadvantaged groups, humanitarian interventions in both human-induced and non-human-induced crises, and advocacy as a civil society organization when necessary, comes into contact with children within the scope of its activities and adopts an intersectional perspective on child rights. Furthermore, Dünya Evimiz also implements activities directly focused on child rights, aiming to raise awareness and strengthen advocacy capacities in this field.

This document aims to ensure the application of child protection principles across all activities of Dünya Evimiz, particularly within the scope of the aforementioned work.



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Accordingly, the main objectives of this policy document are as follows:

Protecting Children Engaged with Dünya Evimiz:

The primary objective of this policy is to ensure the safety, well-being, and welfare of children participating in the activities and programs of Dünya Evimiz. This includes protecting them from harm, abuse, and exploitation. It aims to implement actions to prevent behaviors that pose risks to children's safety, establish procedures to respond to situations where a child has been or may be exposed to violence or abuse, and create a safe working and advocacy environment for children.

Providing Guidance and Awareness to All Components of Dünya Evimiz (Members, Employees, Interns, Volunteers), Children, and Caregivers:

This document aims to provide clear and comprehensive guidance and raise awareness among all components of Dünya Evimiz. This includes helping them understand protection approaches, procedures, and practices, and supporting them in developing appropriate attitudes and behaviors and applying them effectively in their work.

Setting an Example in Child Safeguarding:

Through this policy, Dünya Evimiz aims to serve as a model for all its stakeholders (including institutions, individuals, and groups it collaborates with in the field) and to encourage them to develop similar policies. This reflects the organization's commitment to ensuring child safety across all aspects of its activities and partnerships.

1.1.2. Legal Basis

In line with its founding principles, Dünya Evimiz advocates that all forms of neglect, abuse, ill-treatment, and violence are contrary to human dignity and international legal standards. In accordance with this position and responsibility, Dünya Evimiz has developed this **Child Protection Policy** to ensure the protection and safety of children.



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This policy document is aligned with previously developed institutional policies, particularly the **Gender-Based Violence Prevention Policy**, as well as other relevant policy documents. It also serves as a reference framework for future policy documents to be developed in line with institutional needs.

This policy is a living document that remains open to continuous improvement and revision in accordance with emerging needs and feedback.

1.1.3. Scope

Dünya Evimiz aims to protect children, within the scope of all its activities, from all forms of violence, ill-treatment, neglect, and abuse, as well as from violations of their rights and freedoms.

This policy document is aligned with all relevant international and national legislation, particularly key reference frameworks such as the **United Nations Convention on the Rights of the Child**.

Dünya Evimiz plans and implements all its activities in accordance with the principles of:

- **the best interests of the child,**
- **do no harm,**
- **child safety,** and
- **the well-being of the child.**

1.1.4. Responsibilities

Within the framework of the purpose and legal basis outlined above, this policy document defines the behaviors, attitudes, and working conditions of all Dünya Evimiz employees, representatives, interns, volunteers, partners, suppliers, donors, members, and any individuals or institutions associated with its activities, and does not permit any deviation from the principles and standards set forth herein.

The Board of Directors and the Child Protection Committee are responsible for the implementation of this policy, for ensuring that its principles are applied and monitored in all services delivered to or related to children, and for revising the document when necessary.



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1.1.5. Compliance with Laws

The Child Protection Policy of Dünya Evimiz is based on the laws of the Republic of Türkiye, in particular:

- the **Child Protection Law No. 5395**, and
- Article 90 of the Constitution,

as well as international human rights instruments, primarily the **United Nations Convention on the Rights of the Child**.

Dünya Evimiz acknowledges and accepts its legal obligations within this framework.

1.1.6. Accessibility

This document is publicly accessible on the official website of Dünya Evimiz.

A child-friendly version of the policy will also be prepared and made accessible to children.

1.1.7. Review of This Document

In order to ensure the effectiveness and sustainability of this policy, it is reviewed annually by the Committee.

In extraordinary circumstances, the document may also be reviewed outside of this timeframe upon the decision of the Committee.

1.1.8. Entry into Force

This Child Protection Policy entered into force on **1 January 2026**.

CHAPTER II



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2.1. Definitions

This policy document is based on the following reference definitions:

Child:

As defined in the United Nations Convention on the Rights of the Child, every individual under the age of 18 is considered a child.

Child Safeguarding (Child Safety):

This concept refers to all preventive measures taken to ensure that children are protected from any form of—intentional or unintentional—risk of harm, neglect, or abuse in all environments where work is carried out with children.

All components of Dünya Evimiz share responsibility for ensuring child safety. The planning and monitoring of safeguarding processes are the responsibility of the Child Protection Committee and the Board of Directors.

Child Protection:

Refers to the measures and systems established by individuals, communities, civil society, governments, and states to protect children from all forms of abuse, neglect, exploitation, and violence.

Child Participation:

Child participation refers to children's ability to freely express their views, to have those views taken seriously, and to actively take part in decision-making processes that affect them. This requires adults to create meaningful participation spaces and to take necessary measures in line with children's needs.

Child Well-being:

Child well-being is a holistic approach that reflects a child's condition across multiple domains such as health, education, material conditions, relationships, participation, risk, and safety, through both



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subjective indicators (based on the child's own perspective) and objective criteria (such as income, educational status, and access to services).

Violence Against Children:

Refers to all forms of ill-treatment that result in, or have a high likelihood of resulting in, harm to a child's health, survival, development, or dignity, including physical, emotional, economic, or sexual abuse, neglect, negligent treatment, and exploitation for commercial or other purposes.

Child Abuse:

Child abuse can be defined as the misuse of power by an adult over a child, resulting in harm to the child's health, survival, development, or dignity. Abuse may take the form of physical, emotional, or economic abuse, as well as exploitation, neglect, and sexual abuse.

Dünya Evimiz addresses child abuse under the following six categories and takes necessary measures to prevent it:

Physical Abuse:

Directly causing physical harm to a child or failing to take necessary precautions against situations that may result in physical harm.

Sexual Abuse:

The use of a child for sexual purposes by others, including involving the child in sexual activities (e.g., kissing, exposing them to sexual content such as images or videos, etc.).

Emotional Abuse:

Repeated or single incidents that harm a child's emotional, mental, or behavioral development (e.g., shouting at a child, ignoring their emotional needs).

Exploitation:



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Situations in which a child is involved in or forced into exploitative activities by taking advantage of power imbalances for material or other forms of benefit (e.g., sexual exploitation in exchange for financial gain).

Neglect:

Failure to meet a child's basic needs—such as shelter, clothing, and nutrition—for reasons not stemming from poverty, or failure to protect the child from harmful or dangerous situations (e.g., not seeking medical care, leaving the child unattended).

Child Labour:

Work that is harmful to a child's mental, physical, or social development and deprives them of their childhood, education, dignity, or potential.

Right to Privacy:

Recognized as a legal value necessary for individuals to exist with dignity in society. A violation of privacy includes intrusion into the private lives of individuals—regardless of whether they are under or over 18—in areas they do not wish others to know about.

Reporting a child safeguarding concern does not constitute a violation of the right to privacy.

Adultism:

Adultism refers to a perspective that inherently considers adulthood superior and leads to biased attitudes toward children and their issues, creating barriers to effective engagement with children.

As a result of adult-centered bias, children are defined and positioned according to adult standards, and children's perspectives are often dismissed through internalized stereotypes and assumptions.

The negative effects of adultism include poor communication with children, misjudgments about their intentions and motivations, and the misuse of power that limits children's inner worlds and weakens their agency.



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CHAPTER III

3.1. Principles and Code of Conduct

Within the scope of Dünya Evimiz' activities and operations, the following principles and codes of conduct define the expected behaviors and standards for individuals working directly with children:

Dünya Evimiz Employees, Interns, and Volunteers **Must Always:**

1. Treat all children with respect and equality, regardless of age, gender, language, religion, beliefs, nationality, ethnic or social origin, status, class, sexual orientation, or any other personal characteristic.
2. Respect children's privacy, personal space, bodily autonomy, boundaries, and personal belongings.
3. Support children's participation in decision-making processes related to matters that directly or indirectly affect them.
4. Demonstrate non-violent, non-hierarchical, constructive, and inclusive attitudes and behaviors when working with children.
5. Ensure that children are provided with safe environments where they feel comfortable, can express themselves freely, and can provide feedback.
6. Listen to children, create space for them to say "no," and take their views into account. Provide feedback to children regarding decisions made and activities carried out based on their input.
7. Take necessary precautions to ensure a child's safety in situations where one-on-one interaction is required, including ensuring the presence of another adult where possible.
8. Collaborate with children and their families/caregivers to create safe environments.
9. Design work plans and environments in a way that minimizes potential risks and hazards, taking into account the child's age, development, and needs.
10. Ensure that any personal items or materials brought by children do not pose harm to themselves or others; safeguard these items in line with the child's requests and do not interfere with them without the child's knowledge.
11. Promote communication materials that empower children and highlight their strengths, rather than portraying them as weak, helpless, or vulnerable.



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12. Take action if they notice objects or conditions that may cause harm to children, ensuring that such risks are removed from the environment.
13. Obtain informed consent from both the child and their legal guardian before recording or using any images, statements, stories, or personal information, clearly explaining how these will be used.
14. Participate in child safeguarding trainings provided by Dünya Evimiz and actively seek to increase their awareness.

Dünya Evimiz Employees, Interns, and Volunteers **Must Never:**

1. Engage in any form of romantic and/or sexual relationship with a person under the age of 18. Such relationships constitute abuse and exploitation. Mistaken beliefs about age, legal frameworks, or local customs do not justify such conduct.
2. Use any form of physical punishment or engage in physically or verbally abusive, humiliating, or degrading behavior toward children.
3. Touch children in an inappropriate or culturally disrespectful manner, or in ways that may be perceived as provocative, abusive, or degrading; nor make inappropriate comments. Avoid any behavior that could harm a child's self-esteem or sense of self-worth.
4. Exploit children in any way, including through labor or other forms of benefit.
5. Discriminate among children or treat them unfairly by favoring or excluding certain individuals.
6. Develop relationships with children or their families that fall outside professional boundaries (roles, responsibilities, and expertise).
7. Travel with children without ensuring that informed consent has been obtained from the child and their legal guardian, that relevant supervisors have been informed, and that the principles of this policy are followed.
8. Deviate from child protection procedures during crises or emergency situations; the best interests and well-being of the child must always be prioritized.
9. Work with children under the influence of alcohol or any substance.
10. Take photos or videos of children for personal use. For professional purposes, ensure that consent is obtained and that the purpose and use of such materials are clearly explained.
11. Share stories or images that could put a child or their family/legal guardian at risk.



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12. Use images or materials that have not been approved by Dünya Evimiz or that lack informed consent from the child and their legal guardian; nor share children's photos or personal information on personal websites or social media.
13. Establish contact with children or their families via social media unless explicitly authorized and required within the scope of professional duties.
14. Ignore, overlook, or fail to report any concerns and/or violations related to this Child Protection Policy.

3.2. Ensuring Child Safeguarding

3.2.1. Prevention Measures, Awareness, and Implementation Mechanisms

Within the scope of this policy, Dünya Evimiz organizes regular awareness-raising and capacity-building activities for all its components. These include annual briefings, as well as additional sessions at the beginning of each project and whenever updates are required. Trainings and workshops are conducted using inclusive and accessible language, taking into account that volunteers may also be under the age of 18.

All employees, interns, volunteers, members, and stakeholders fall within the scope of this policy. Any actions aimed at preventing behaviors inconsistent with this policy are also subject to the procedures defined herein.

Dünya Evimiz is committed to ensuring that its staff adopt exemplary behavior toward children in both their professional and private lives. In all activities involving direct or indirect contact with children, the organization strives to ensure meaningful child participation in line with its mission, vision, and core principles.

Dünya Evimiz staff assess potential child safeguarding risks during activity and program planning. Identified risks are documented through a **Risk Assessment Form**, and necessary mitigation measures are developed to minimize such risks.



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Taking into account emerging risks and situations not sufficiently addressed by existing measures, this policy is subject to revision and improvement, and new needs are integrated into the relevant mechanisms.

Within this framework, Dünya Evimiz implements child safeguarding not merely as a written principle but through regular and systematic practices. All components of the organization are informed about child safeguarding and are actively involved in its implementation processes.

The above-mentioned processes can be further summarized as follows:

Internal Awareness and Training

- All new employees, interns, and volunteers receive mandatory orientation on the Child Protection Policy upon joining and sign to acknowledge receipt of the document.
- At least once a year, internal refresher and update meetings on child safeguarding are conducted, and participation is recorded.
- Service providers who will have direct contact with children are required to sign the Code of Conduct and, where necessary, attend a briefing session.
- The Board of Directors is responsible for overall oversight of policy implementation, while the Child Protection Committee is responsible for day-to-day implementation and technical guidance.

Pre-Project and Pre-Activity Risk Assessment

- A team-based risk assessment meeting is conducted prior to every project and activity involving children.
- The Risk Assessment Form is completed by the relevant Project Coordinator and shared with the Child Protection Committee.
- Where necessary, the Committee proposes additional preventive measures and monitors their implementation.



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Child Safeguarding in Communication and Visibility

- Written consent is obtained from the legal guardian before using any photographs, videos, audio recordings, or written materials related to children.
- In addition, informed assent is obtained from the child, taking into account their age and developmental level.
- Publicly shared materials do not include information that may reveal the identity of the child.
- Visuals of children in vulnerable situations are anonymized or not used.
- Language and visuals that portray children as victims, weak, or helpless are avoided.
- All communication and visibility materials are reviewed in advance to ensure compliance with child safeguarding principles.

Informing Children About Processes

- At the beginning of each activity, children are informed about safe space rules using age-appropriate and understandable language.
- Unacceptable behaviors and boundaries are clearly explained.
- Complaint and reporting mechanisms, as well as trusted persons and how to reach them, are introduced to children.
- Information is provided through verbal explanation, visual materials, child-friendly posters, and question-and-answer methods.
- Children's feedback is collected, and adjustments are made where necessary.

Review of the Policy

- The policy is reviewed at least once a year by the Child Protection Committee, and necessary updates are submitted to the Board of Directors for approval.
- It is also reassessed at the beginning of each new project and prior to new activities involving children.
- In the event of a serious child safeguarding incident, an extraordinary review is conducted.



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3.2.2. Trusted Persons and Child Protection Committee

3.2.2.1. Trusted Persons (Focal Points)

Dünya Evimiz appoints a **Trusted Person (Focal Point)** within each project and activity in order to ensure child safety and to provide children with a clear and accessible point of contact.

The Trusted Person may be one of the following:

- The relevant Project Coordinator
- A member of the Child Protection Committee
- A designated staff member with training and expertise in child protection

A Trusted Person is identified prior to each activity involving children, and their identity is clearly communicated to both team members and participating children.

Responsibilities of Trusted Persons:

- To explain safe space rules to children at the beginning of activities
- To inform children about complaint and reporting mechanisms in age-appropriate language
- To conduct an initial assessment when a risk or concern is identified
- To report the situation promptly to the Child Protection Committee
- To respond to children's questions and provide appropriate guidance

Trusted Persons are individuals who are knowledgeable about the Child Protection Policy and have received the necessary safeguarding training.

3.2.2.2. Child Protection Committee

A **Child Protection Committee** has been established within Dünya Evimiz to monitor and evaluate child safeguarding practices and to manage response processes when necessary.

Committee members are selected from individuals with knowledge and experience in the field of child protection.



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Structure of the Committee

The Child Protection Committee consists of:

- Two independent members who are experts in the field
- One member of the Board of Directors

Independent members are selected from individuals with expertise in child protection, child rights, psychosocial support, or related fields. Committee members are appointed by decision of the Board of Directors.

Term of Office

Committee members are appointed for a term of **two years**. Reappointment is possible upon completion of the term. In case of early resignation, a new member is appointed by the Board of Directors.

Meeting Frequency

- The Committee convenes at least **twice a year** on a regular basis.
- Extraordinary meetings are held in cases of child safeguarding concerns or urgent situations.
- All meetings are documented.

Decision-Making Procedures

- Decisions are taken by **majority vote**.
- In case of a tie, the vote of the Board member is decisive.
- Decisions are recorded in written minutes and, where necessary, submitted to the Board of Directors.

Roles and Responsibilities of the Committee

- To monitor the implementation of the Child Protection Policy
- To lead the annual review of the policy
- To review risk assessment forms and recommend preventive measures



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- To assess child safeguarding reports and complaints
- To initiate investigation processes when required
- To develop institutional preventive and corrective measures
- To coordinate training and awareness-raising processes

The Committee conducts its work in accordance with the principles of **confidentiality, impartiality, and the best interests of the child.**

CHAPTER IV

4.1. Child Safeguarding in Collaboration, Partnerships, and Work with Third Parties

Dünya Evimiz considers child safeguarding not only as a binding framework for its own staff and members, but also for all institutions, organizations, and individuals it collaborates with. In this context, child safeguarding is an integral part of all partnership and procurement processes.

4.1.1. Selection of Partners and Service Providers

Dünya Evimiz takes into account compliance with child safeguarding principles when selecting partner institutions, organizations, and individuals.

For partners and service providers who may have direct or indirect contact with children:

- The existence of a child protection policy is assessed.
- Previous practices related to child safeguarding are taken into consideration.
- Reference checks may be conducted where necessary.

Dünya Evimiz does not engage in collaboration with individuals or institutions known to act in violation of child safeguarding principles.



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Contractual Obligations

All agreements signed with partner institutions and individuals include a **child safeguarding clause**.

Within this framework:

- Parties formally commit to complying with the Dünya Evimiz Child Protection Policy.
- Any form of abuse, neglect, exploitation, or inappropriate behavior toward children is explicitly defined as grounds for contract termination.
- It is clearly stated that disciplinary and reporting procedures will be implemented in cases of violations.

This policy document forms an annex to contracts signed with subcontractors and service providers.

Support and Capacity Strengthening

Dünya Evimiz aims to support and encourage its partners and collaborators in strengthening their child safeguarding capacities.

In this context:

- Information on child safeguarding policies is provided where necessary.
- Guidance documents may be shared upon need.
- Joint assessments of potential child safeguarding risks are conducted.

4.1.2. Procurement and Financial Processes

Dünya Evimiz ensures that all procurement of goods and services carried out within its activities is aligned with the commitments set out in this Child Protection Policy.

Dünya Evimiz applies child safeguarding principles not only within programmatic activities but also as a binding framework across all procurement processes.

Within this scope:



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a. Careful Selection of Service Providers

All service providers who may have direct or indirect contact with children (such as trainers, consultants, interpreters, drivers, security personnel, and facilitators) are assessed against child safeguarding criteria.

No contracts are signed with individuals or entities with a history of non-compliance with child safeguarding obligations.

Where necessary, criminal record declarations and reference checks are requested.

b. Contractual Commitments

Child safeguarding clauses are included in all contracts.

Service providers formally declare that they have read, understood, and will comply with the Dünya Evimiz Child Protection Policy.

Any form of physical, psychological, or sexual abuse, neglect, or inappropriate conduct toward children is explicitly defined as grounds for immediate termination of the contract.

c. Enforcement of Code of Conduct and Awareness

All personnel and external service providers who will interact with children are required to sign the Code of Conduct.

Where necessary, brief child safeguarding orientation sessions or written guidance are provided.

d. Ensuring Safe Environments

Risk assessments are conducted for venues, transportation, and organizational services procured.

Physical conditions that may pose risks to children's safety (such as enclosed spaces, surveillance, and access control) are evaluated.

e. Reporting and Complaint Mechanisms

Service providers are obliged to report any suspicion related to child safeguarding to the designated Child Protection Focal Point of Dünya Evimiz.

Accessible complaint and feedback channels are ensured for children and their families.

f. Monitoring and Sanctions

Compliance with child safeguarding principles is monitored throughout implementation.



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In case of violations, necessary measures are taken, including contract termination, reporting to relevant authorities, and blacklisting where applicable.

CHAPTER V

5.1. Complaint and Reporting Mechanism

Dünya Evimiz takes all allegations related to child safeguarding seriously and adopts a **zero-tolerance approach** toward any form of violation.

Complaints related to child safeguarding may be submitted through designated Trusted Persons or directly to the Child Protection Committee. In order to facilitate reporting by children, **child-friendly and accessible mechanisms** are utilized.

During the complaint process:

- **Confidentiality is ensured.**
- **Retaliation and discrimination are strictly prohibited.**
- **The best interests of the child are prioritized.**
- **The right of all parties to fair treatment is safeguarded.**

Upon receipt of a complaint, the Child Protection Committee evaluates the situation and initiates the necessary review process. Depending on the nature of the violation, disciplinary procedures, contract termination, and/or legal reporting obligations are carried out.

Detailed procedures and processes for investigation are outlined in a separate annex titled **“Complaint, Reporting and Assessment Procedures.”**



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5.2. Management of Complaint Processes, Rights of the Complainant and the Accused, and Related Responsibilities

5.2.1. Management of Complaint Processes

This policy document forms an annex to all contracts signed with subcontractors, partner organizations, and service providers collaborating with Dünya Evimiz.

If the accused is a representative or employee of a subcontractor, the Child Protection Committee requests the relevant institution to initiate its internal disciplinary procedures. In case of non-compliance, Dünya Evimiz reserves the right to suspend or terminate the subcontracting or partnership agreement.

If the accused is a representative or employee of a contracted service provider, a similar process is followed. Failure to take appropriate action may result in termination of the service contract.

If the accused is an individual service provider, the service provision is temporarily suspended, and an internal review is initiated. If a child safeguarding risk is identified, the contract is terminated.

If the accused is a person participating in activities without being a staff member, intern, volunteer, or member of Dünya Evimiz, their participation is immediately suspended and a review is conducted. If a safeguarding risk is confirmed, the individual is not allowed to continue participation.

In cases where a partner organization or service provider representative violates child safeguarding principles:

- The situation is immediately reported to the Child Protection Committee.
- The Committee conducts an assessment and requests the relevant institution to initiate disciplinary procedures.
- Depending on the severity of the violation, sanctions including suspension or termination of contracts are applied.
- Where required, legal reporting obligations are fulfilled.



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Dünya Evimiz adopts child safeguarding as a fundamental principle in all collaboration processes and applies a **zero-tolerance approach** in cases of violations.

5.2.2. Rights of the Complainant

Complaints related to child safeguarding are handled promptly and without creating fear of confidentiality breaches or retaliation.

Within this framework:

- The complainant is provided, where appropriate, with referrals to support services, including external services, in line with the principle of confidentiality. This does not create any financial obligation for Dünya Evimiz except where legally required.
- The complainant has the right to be accompanied by a person of their choice throughout the process.
- The complainant has the right to be informed about the procedures to be followed, the progress of the process, and the measures and actions to be taken.
- The complainant has the right to know what records will be kept and to be assured that, if the complaint is determined to have been made in good faith, no record related to the complaint will be included in their personal file.

5.2.3. Rights of the Accused

The accused has the right to fair treatment.

Within this framework:

- The accused is informed in detail and in writing about the allegations and is given the opportunity to respond.
- The accused has the right to be accompanied by a person of their choice throughout the process.



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- The accused has the right to be informed about the procedures, the progress of the process, and the measures and actions to be taken. If the allegations are found to be unfounded, no record of the complaint is kept in any file, including the personal file of the accused.

5.2.4. Responsibilities for Safeguarding These Rights

All employees, interns, volunteers, members, service providers, partner representatives, and any individuals participating in Dünya Evimiz activities—regardless of their formal affiliation—have the right to know how to report child safeguarding concerns and by whom these reports will be assessed.

The Child Protection Committee is responsible for reviewing all reports related to child safeguarding. Where necessary, the Committee may assign one of its members to coordinate the review process.

Committee members are regularly informed and receive capacity-building support on child safeguarding, ethical principles, confidentiality, and investigation procedures to ensure they perform their duties effectively and impartially.

During the review process:

- The complainant, the accused, and any witnesses are heard separately and in safe environments.
- The process is designed in a way that prevents direct confrontation between the parties.
- Allegations and procedural steps are clearly communicated to the accused.
- The accused is given the opportunity to respond.
- Referrals to relevant support services are made where necessary.
- Witness confidentiality is protected, and their involvement is kept to a minimum.
- A final assessment report is prepared at the end of the process.

Throughout the entire process, the principles of **confidentiality, impartiality, and the best interests of the child** are strictly upheld.