Terms of Reference

Background

The Board of Save The Children Youth Denmark wishes to contract an external consultant to conduct a review of the organization's Child Safeguarding. The background for the request is an ongoing case, where two men are charged with sexual abuse of a minor. The two men were volunteers in Save the Children Youth and were introduced to the child through the one-on-one volunteer activity "Barnets Ven". The case has not yet been tried at court and the two men charged remain in custody. Based on the incident Save the Children Youth has made an internal investigation of the Child Safeguarding procedures that have been in place regarding the two volunteers and started new initiatives regarding the general Child Safeguarding policies and the procedures in the organization focusing on "Barnets Ven". It is of great importance for Save the Children Youth to maintain trust from stakeholders, volunteers and families. Therefore, the Board of Save The Children Youth wishes an external part to look into our Child Safeguarding procedures and policies and verify that these have been followed in the specific case and how procedures might be improved in general. Save The Children Youth wants to initiate an external review consisting of two different tasks:

1) an examination of compliance of Save the Children Youth's policies and procedures prior to the specific case regarding the two volunteers charged with sexual abuse of a minor.

2) a review of the existing general policies and procedures for Save the Children Youth's one-on-one volunteer activities, and how the practical execution is implemented.

An examination of compliance

The task should take 1-2 workdays +/-. The compliance examination should be completed as soon as possible no later than by the end of November.

Purpose

- To verify that Safe the Children Youth has followed the Danish legal requirements and its own procedures regarding Child Safeguarding in the case of the two volunteers.

Output

- A report containing the examination of compliance in the specific case.
- The report is owned by Save the Children Youth.
- The Board of Save the Children Youth Denmark wishes to make the report public. In order to protect the victim of the possible crimes and to not interfere with the ongoing criminal investigation, the report must be composed in such a way as to not give away confidential information.

Methodology

The use of methods will include interviews with Save The Children Youth Denmark staff and examination of administrative practices and documents.

Review of existing general policies and procedures

The task should take 3-4 workdays +/-. The review should be completed as soon as possible no later than by the end of November.

Purpose

- To review Save the Children Youth's current policies and procedures regarding child safeguarding in one on one volunteer activities "Barnets Ven" and "Lektievenner" comparing them to Danish legal requirements (E.g. Børneattester, Underretningspligt, Tavshedspligt) and to general childsafeguarding quality standards (E.g. Save the Children International's Global Child Safeguarding Protocol)
- To examine the administrative implementation
- To examine the practical execution via interviews with relevant employees and volunteers
- To identify successful procedures and potential risks in a report

Output

- A report of the examination should be an identification of successful areas and potential risk areas due to procedures, administrative systems and practical execution.
- The review is intended to assist Save the Children Youth in the work of improving Save the Children Youth's child safeguarding if pertinent.
- The review is owned by Save the Children Youth.
- The Board of Save the Children Youth Denmark wishes to make the report public, why the report must be composed in such a way as to not give away confidential information.

Methodology

The use of methods will include interviews with Save The Children Youth Denmark staff and volunteers and examination of administrative practices and documents.