

APPENDIX 2 – Sample Child Protection Due Diligence¹

Child Protection Due Diligence for Partner Selection

When selecting potential local partner organisations or community groups to work with, it is essential to select partners who will provide the least amount of risk to children and who will have high standards of protection of children. The following is a list of questions/criteria to be examined. These criteria are all relate to child protection and will be used in determining if the potential partner is an appropriate partner.

Organisational Area	Yes	No
General/History		
1. Have there ever been any child protection related incidents at this organisation? If so, please give details on the back of this questionnaire (what, when, where, how many? etc.)		
2. Were these incidents followed up on and closed/resolved?		
Policy		
3. Does the potential local partner have a written child protection policy?		
4. If yes, have all staff and volunteers been made aware of the policy?		
5. Have all staff and volunteers signed the policy?		
6. Is the policy enforced and are there procedures and guidelines to support the policy being implemented? If yes, what are the procedures?		
7. If the local partner organisation has a child protection policy, is the child protection policy comprehensive? Does the child		

¹ c/o Right to Play, China

<p>protection policy cover (Please provide details and/or copy of policy):</p> <p>a. Programs/Services provided? b. Human resources? c. Communications? d. Operations?</p>		
8. If the local partner does not have a child protection policy, are they willing to create one and enforce it?		
9. If they are not willing, what is their reasoning for refusing?		
Training		
10. Has staff from the potential local partner been trained in child protection?		
11. If yes, when?		
12. What percentage of the staff has been trained in CP?		
13. What topics were included in the CP training?		
14. Who trained them?		
Communications		
15. Does the local partner organisation have a website?		
16. If yes, is there any content on the website that is not aligned with RTP China's CPP, which could be construed as inappropriate?		
Operations		
17. Does the organisation have a process for reporting suspected abuse?		
18. If so, what is it?		

19. Does the local partner organisation have anyone responsible for child protection related issues? (i.e.: designated child protection officer)		
20. If yes, what position(s)/role(s)?		
21. Has the potential local partner organisation completed a risk analysis related to child protection?		
22. If yes, when?		
23. Is the risk analysis comprehensive? Does the risk analysis cover: a. Programs/Services provided? b. Human Resources? c. Communications? d. Operations?		
Human Resources		
24. When the local partner organisation hires staff, do they do a reference check related to child protection?		
25. When the local partner organisation recruits volunteers, do they do a reference check related to child protection?		
26. Do they keep all these reference checks on file?		
27. If the child protection reference checks raise concerns, do they still recruit/hire the candidate?		
28. If yes, what is the reasoning?		
Programs		
29. Does the local partner organisation do any child protection work?		
30. If so, what?		
31. For how long?		