

CHILD SAFEGUARDING IN CONTENT GATHERING AND COMMUNICATIONS: A QUICK GUIDE

Children have a right to be protected – they also have a right to be heard. As someone collecting and sharing content about children, you can help uphold these rights, whilst telling strong stories.

Whilst collecting content for Save the Children, all content featuring people is for Save the Children use and you must get fully informed consent for every child or adult you photograph.

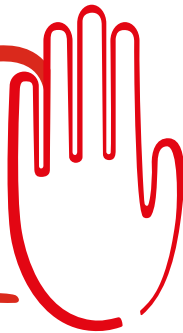
As storytellers, you are uniquely placed to notice when something is wrong with children. Please use your skills to share any child safeguarding queries or concerns so we can take action.

Contact your local Safeguarding Focal Point or childsafeguarding@savethechildren.org with any query.

BEFORE YOU START

DO NO HARM.

Remember the interviewee's welfare comes before everything else.



CHECK RED FLAGS (potential trauma, cultural or political sensitivities) during planning and before you shoot – your images may be unusable if not.



IS YOUR TOPIC SENSITIVE? You may need to anonymise contributors. Check Save the Children's Image Guidelines for further guidance.



DO A RISK ASSESSMENT FOR YOUR TRIP. If the story is sensitive, make sure local Child Protection or Safeguarding teams are completing a child-level Risk Assessment and planning to manage any risk to contributors.



DO FIND INTERVIEWEES who are being supported by Save the Children whenever possible.



DO MAKE SURE your crew have had child safeguarding training before they travel (on savethechildrenlearning.org, face-to-face, or as a webinar)



SELECT YOUR CREW (including translator) with care, make sure they know their brief and know how to interview children.

IN THE FIELD

INFORMED CONSENT: you must get written informed consent from the child's caregiver or guardian using the Global Consent Form. Discuss possible risks and talk through the form with the child if they are old enough. This also helps you to build your relationship with the child and helps them to engage with telling their own story.

Children or caregivers can withdraw consent at any time. Fill in and leave a copy of the Leave Behind card to make this easier.



INTERVIEWING CHILDREN: consider where is the safest place to interview? Ask children if they feel comfortable in this place before you start.

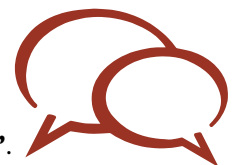
MAKE THE INTERVIEW AND PHOTOGRAPHY CHILD-LED:

always approach from their perspective and at the child's eye level. Contributors can always say no or stop, and should be in control of their own story, but be aware that they may also be too shy to say 'stop' for themselves. Stay aware of this throughout your shoot.



ASK OPEN QUESTIONS:

gently use words like: "Tell me", "Explain to me", "Describe to me".



CHECK THE CHILD'S RESILIENCE: use available toolkits to help you (see Key Principles – Safeguarding Children in Media & Comms Work)



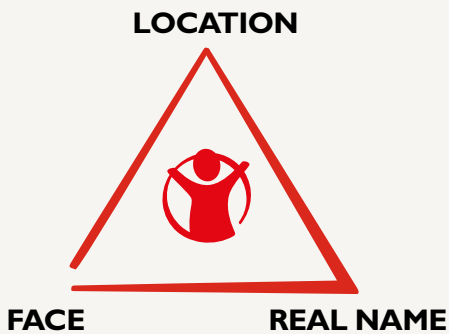
AT THE END OF YOUR TIME: check the story with the child again, finish on the positive or future.



SAFEGUARDING IN COMMUNICATIONS

EDITING CONTENT

CHECK THE TRIANGLE OF RISK:



At least one of these should always be removed.

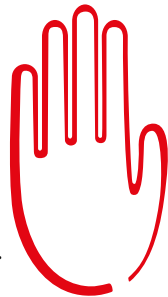
NEVER USE surnames, school names, or village-level detail of location in any content. Ensure Country Office staff also know this and do not share these details in social media.



RED FLAG IMAGERY – children will always have to be anonymised in certain situations. Check Image Guidelines and local communications guidance.

SAFEGUARDING

You must report any safeguarding issues at all, from any stage of content gathering, to your local focal point. It could be a really minor query – just report and Child Safeguarding can help you.



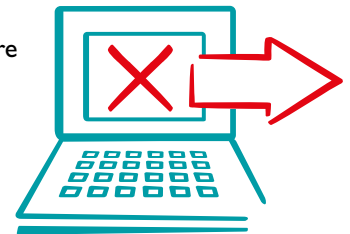
SIGN OFF

Normal sign off procedure is via your Country Office contact. For sensitive stories (e.g. sexual violence) please also contact the Regional Safeguarding Director and follow the process outlined in the Image Guidelines.



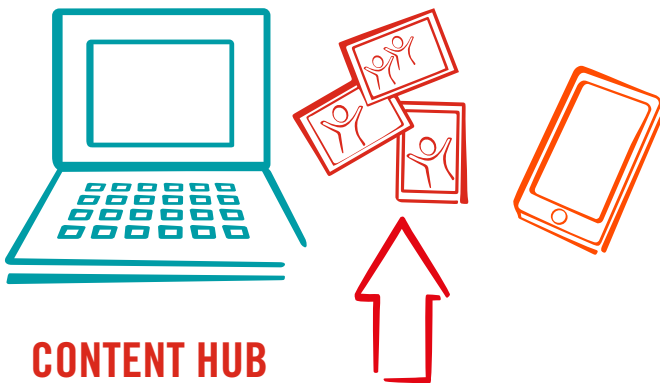
DISTRIBUTION AND USING CONTENT

Once content is signed off and is available on Content Hub, only share these final, approved versions from Content Hub. **DO NOT** share the original files (or work in progress) again as they may contain sensitive information.



FEEDBACK AND FOLLOW-UP WITH CONTRIBUTORS

Best practice in content gathering is to provide copies of images to contributors whenever possible. The country programme and the commissioning team/ Member are jointly responsible for follow-up with contributors and for returning images. See Image Guidelines for more information.



CONTENT HUB

1. All content must be added with detailed captions; please provide as much information as you can, including a contributor's real name in the relevant section. Please note who signed off the content in the box provided.
2. Upload the completed consent form to the same folder as the contributor's images and content on www.contenthubsavethechildren.org
3. Check and re-check your content before you share it – have you left in any sensitive information in the caption or case study? Have you changed all names and removed locations where necessary? Is there anything in an image that can trace the child (e.g. their real name, a school name, or a telephone number)?
4. Once your content is uploaded you should delete it from your computer or device.

WHERE TO GO FOR MORE ADVICE AND INFORMATION

Further documents and guidance, including blank Consent Forms, are on ContentHub in the MINIMUM STANDARDS for Content Gathering folder.

Contact SCI Child Safeguarding, Global Creative Content Unit, Global Media Unit for more support or guidance.

Contact SCI Child Safeguarding, Global Creative Content Unit (GCCU), Global Media Unit (GMU) for more support or guidance.

childsafeguarding@savethechildren.org



Save the Children