**BOOKS FOR CHANGE** has binding regulations in place. These guidelines for the protection of children and young people are an integral part of every personnel and project contract.

These guidelines help us to increase awareness of the importance of proactive child and youth protection and to set standards intended to prevent any abuse of children and young people.

By signing the contract, it is confirmed that the guidelines have been taken note of and are considered binding. Compliance with the guidelines is regularly checked during project visits.

**Introduction**

In Switzerland, **BOOKS FOR CHANGE** is registered as a charitable association under Swiss law (ZGB, Article 60ff).

**BOOKS FOR CHANGE** was founded in 2016 with the belief that every child deserves a quality education. Our model focuses on change within schools in low-income communities during two periods that are most important to a child’s schooling: early elementary school for literacy acquisition and secondary school for girls’ education.

We envision a world where all children receive a quality education. This enables them to reach their full potential and make their own contribution to their community and to the world.

With these **Child Protection Guidelines**, we are raising awareness of the importance of proactive child and youth protection and setting standards to prevent any abuse of children and young people.

**Principles and scope**


**Definition**

Abuse within the terms of these guidelines is present if children or young people under the age of 18 are harmed physically or in another way. The term “abuse” covers both physical and emotional abuse, cases of neglect and sexual assault.

**Individual rules of conduct**

In the spirit of effective prevention and self-protection, **BOOKS FOR CHANGE** and its partner organizations commit to,

- To always treat children and young people with respect and to refrain from any form of discrimination.
• Not to beat, physically harm or abuse children and young people.

• Not to belittle, humiliate, shame, degrade or otherwise emotionally abuse children and youth.

• Refrain from sexual acts or conduct, including sexually suggestive language and gestures, toward children and youth.

• Refrain from relationships with children and youth that are exploitative or abusive in any way.

• To pay absolute attention to the protection of the privacy of children and adolescents, especially in areas such as changing rooms, showers or toilets. Furthermore, assistance with personal hygiene or with dressing and undressing must be refrained from if the person being cared for is able to do so independently.

• Ensure that employees and agents respect the dignity of children and adolescents when filming or photographing them. If they refuse to be photographed or filmed, this must be respected.

• Not to bring children and young people into contact with alcohol or other mind-altering substances (drugs).

• To report any reasonable suspicion of abuse immediately to the superior person.

**Scope**

The guidelines for the protection of children and young people are an integral part of every personnel and project contract with BOOKS FOR CHANGE. By signing the contract, it is confirmed that the guidelines have been acknowledged and are considered binding.

Abuse of children and youth is a serious misconduct. If committed by a BOOKS FOR CHANGE employee, it will result in termination of employment and possible further legal action.

During project visits, BOOKS FOR CHANGE checks whether its partner organizations implement the child and youth protection measures according to the BOOKS FOR CHANGE Code of Conduct and adhere to the established child and youth protection rules.

BOOKS FOR CHANGE reserves the right to suspend payments due to its partner organizations that violate the guidelines and to terminate the cooperation.

Lucerne, 2021