서식 4. 아동보호정책 이행보고서

아동보호정책 이행 보고서

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사례개요	발생일시(기간)		발생 장소	
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	발생 경과 및 주요 내용			
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조치 사항	현재까지 조치된 사항에 대해 작성합니다.			

보고일	
성명	(서명)

Child Safeguarding Policy

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Ⅰ. Understanding the Child Safeguarding Policy and its Principles

01. Purpose of the Policy

The mission of ChorogUsan for Children (hereinafter "ChorogUsan") is to create a world where every child can flourish. Guided by this mission and by the United Nations Convention on the Rights of the Child, ChorogUsan works in close cooperation with children, families, and communities to ensure that children's rights are realized, respected and protected.

The purpose of the Child Safeguarding Policy (hereinafter "the Policy") is to place children's rights at the forefront of every project ChorogUsan undertakes and to protect children from harm at all stages of its work. ChorogUsan faithfully implements this Policy as part of its responsibility to uphold and safeguard children's rights.

02. Principles of Policy implementation

This Policy is guided by the following principles.

1) Respect for children's rights

ChorogUsan recognizes the inherent dignity of every child and places children's rights at the center of all activities involving them, ensuring these rights are realized, respected and protected. It also strives to uphold the four core principles of the United Nations Convention on the Rights of the Child: non-discrimination, the best interests of the child, the right to life, survival, and development, and respect for the views of the child.

2) Open forum for discussion

ChorogUsan creates an environment where the Policy is shared and where issues concerning its content and implementation can be raised and discussed openly.

3) Timeliness

Because violence against children can repeat, ChorogUsan promptly reports and responds to any suspected cases.

4) Confidentiality

When investigating suspected violations of the Policy, ChorogUsan handles only information strictly necessary and ensures that all records and proceedings remain confidential.

5) Partnership

When working with associates, ChorogUsan ensures that they are made aware of the Policy and act in compliance with it.

6) Zero tolerance

Recognizing that abuses of power, sexual violence, exploitation, and mistreatment of children are grave violations of human rights rooted in power imbalances, ChorogUsan applies a zero-tolerance approach and does not overlook even minor violations.

3. Definitions

1) Child

For the purposes of this Policy and in line with the United Nations Convention on the Rights of the Child, a "child" refers to any person under 18 years of age, regardless of how domestic law in the child's country of residence defines childhood. However, where a program's target age group is 18 or above, the age standard for that program applies.

2) Violence against children

Under this Policy, "violence against children" refers to the prohibited acts listed in Article 17 of the Child Welfare Act in the Republic of Korea. The specific categories of prohibited conduct are as follows.

① Buying or selling a child;
② Forcing a child to engage in obscene acts, mediating such acts, or committing sexual harassment or other forms of sexual abuse involving a child;
③ Physically abusing a child, including acts that injure the child or harm their health or development;
④ Emotionally abusing a child, including exposing the child to domestic violence as defined in Article 2(1) of the Act on Special Cases Concerning the Punishment of Domestic Violence;
⑤ Abandoning a child under one's protection or supervision, or neglecting to provide basic care, upbringing, treatment, or education, including food, clothing, and shelter;
⑥ Displaying a child with a disability to the public;
⑦ Forcing a child to beg or using a child for begging;
⑧ For purposes of public entertainment, making a child perform acrobatics harmful to their health or safety, or handing a child over to a third party for such purposes;
⑨ Any person other than a duly authorized agency mediating the care of a child and receiving, demanding, or promising payment in return; and
⑩ Using gifts or benefits provided for a child for purposes other than their intended use.

3) Partners

These can be organizations and individuals that work with ChorogUsan to deliver programs for children.

4) Child safeguarding

These are organizational policies, procedures, and practices that ensure children are not exposed to harm.

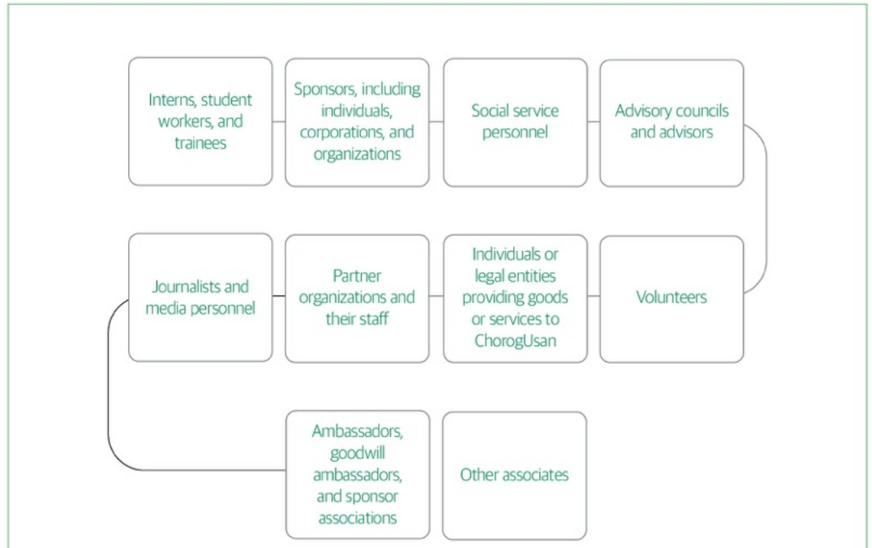
4. Scope of the Policy

This Policy applies to employees, members of the Board, and associates, and extends to all persons affiliated with ChorogUsan, both within Korea and abroad.

1) Child Safeguarding Policy Implementers

Employees and members of the Board

* Individuals other than employees and Board members are hereinafter referred to as "associates" and include the following.



This Policy shall be translated into the relevant local languages so that employees and partners, in South Korea and abroad, can fully understand and effectively implement it. Where local laws, traditions, or customs conflict with this Policy, the Policy shall take precedence.

5. Roles and responsibilities

1) ChorogUsan must ensure that all employees and associates, in South Korea and overseas, understand and comply with this Policy.
2) The Board shall create the conditions necessary for all employees to understand and comply with this Policy.
3) The CEO and senior management shall apply this Policy consistently across all areas of ChorogUsan's operations.
4) All employees, whether Korean or overseas, must understand and comply with this Policy and support associates in understanding and complying with it.

5) All persons subject to this Policy shall:

① Be thoroughly familiar with ChorogUsan's procedures for reporting and responding to violations.
② Report any suspected or confirmed violation immediately to ChorogUsan and, when necessary, to relevant authorities.
③ Respond appropriately to all violations, giving full consideration to the best interests and safety of the child.
④ Maintain confidentiality during the reporting and investigation process and carry out all related actions faithfully

6. Relationship with other guidelines and manuals

This Policy takes precedence over all guidelines and manuals of ChorogUsan, and all such guidelines and manuals must align with the principles and standards of this Policy. If this Policy conflicts with the laws, traditions, or customs of another country in the implementation of ChorogUsan's operations, this Policy shall take precedence. ChorogUsan shall also provide translations of the Policy in relevant local languages to ensure that overseas employees and associates fully understand and effectively implement it.



Ⅱ. Prevention and Implementation

1. Recruitment and hiring

1) Employees

① In line with the values and principles of this Policy, ChorogUsan places the safety and rights of children above all else and applies child safeguarding standards throughout the entire hiring process to select staff suitable for working with children. To that end, compliance obligations under the Policy must be communicated clearly from the posting of jobs and onward, and document screening and interviews must examine applicants' understanding of children's rights, relevant experience, and personal values.
② When hiring employees, ChorogUsan shall review the successful candidate's criminal record and cancel the employment offer if any child-related offense is identified.
③ Newly hired employees must agree to this Policy and sign a pledge committing to full compliance.

2) Volunteers

① In accordance with the values and principles of this Policy, ChorogUsan operates selection and management procedures to ensure that all volunteers working with children respect children's rights and can guarantee their safety.
② Before volunteer activities begin, ChorogUsan must conduct criminal record checks. If a volunteer is found to have a history of sexual offenses or child abuse, their volunteer assignment shall be cancelled.
③ Criminal record checks must be carried out within the scope permitted by the laws of each country. In countries where criminal record checks are prohibited or restricted, ChorogUsan must obtain a signed declaration from the volunteer affirming that they have no history of sexual offenses or child abuse.
④ The detailed procedures, criteria, frequency, and management systems for volunteer criminal record checks must be documented and strictly followed.

2. Education and training

ChorogUsan establishes an education system and curriculum for the Policy, and must provide training and guidance on this Policy and ChorogUsan's Code of Conduct to all persons subject to the Policy. Initial training should be conducted before work begins whenever possible, and advanced training must be offered according to job characteristics and the level of contact with children.

1) Training for employees

① ChorogUsan provides regular training for all employees.
② Training content must reflect the roles and ranks of employees.
③ Training must include the following:
- The purpose and details of this Policy;
- Concepts of children's rights and relevant international standards;
- Potential risks to children and how to identify them;
- The Code of Conduct for protecting children from harm; and
- Procedures for reporting violence against children.

2) Training for new employees

① Training provided to new employees must include education on this Policy.
② New employees must complete all required employee training and sign the "Pledge of Compliance with the Child Safeguarding Policy" (Form 1).

3) Training for associates

Before associates access children's information or participate in activities involving direct contact with children, ChorogUsan must provide training on this Policy and the Code of Conduct and obtain their signed "Pledge of Compliance with the Child Safeguarding Policy" (Form 2).

3. Welfare programs

1) Case management

Throughout all stages of case management, ChorogUsan must establish procedures that protect children from violence and uphold the rights of the child as set out in the United Nations Convention on the Rights of the Child, and must comply fully with this Policy.



① Intake and initial consultation

- Intake and initial consultation identify children and families who may require support and determine whether ChorogUsan is an appropriate agency to provide case management services.
- The Policy applies from the moment of intake. When child abuse is detected or suspected, reporting and immediate action in accordance with the law are mandatory.
- During consultation, staff must use language and approaches appropriate to the child's developmental stage, respect the child's views, and guarantee freedom of expression.

What do "reporting and immediate action" mean?

Under Article 10 of the Act on Special Cases Concerning the Punishment of Child Abuse Crimes (Obligation to Report Child Abuse Crimes and Procedures Therefor), anyone who becomes aware of or suspects child abuse must immediately report it to municipal or provincial authorities or to an investigative agency. Failure to do so may result in penalties for mandatory reporters (Article 63 of the same Act, administrative fines).

② Assessment

- Assessment analyzes the child's needs from a child-rights perspective based on information gathered during initial consultation and determines what services the child or family requires. Assessment results must directly inform service planning.
- Based on child-rights principles, the Policy recognizes the child as a rights-holder. When hearing the child's views, staff must consider age, language ability, and psychological state, and communicate accordingly. Sensitive information must be handled with strict confidentiality, and all children must be approached fairly and without discrimination.

Approaches tailored to children's characteristics

- **Young children(six and under) :** Use child-friendly tools such as drawings or dolls; use simple words and short sentences; provide a familiar environment.
- **Children with limited language ability or migrant children :** Use the child's mother tongue or interpreters; use drawings, visual aids, or nonverbal communication.
- **Children who are psychologically unstable or have been victimized :** Provide a safe, quiet space; invest time in building trust; ask sensitive questions gradually and with care.

Non-discriminatory and equal access

- Provide accessible facilities and assistive devices for children with disabilities.
- Prohibit discrimination based on gender, race, origin, or religion, and guarantee equal opportunities.
- Prevent the exclusion of children from multicultural, refugee, disability, or other minority backgrounds by offering tailored support or ensuring equal participation.

③ Planning

- Planning transforms clearly identified needs from the assessment into concrete, actionable service plans.
- The Policy emphasizes the child's right to participation and requires the child to be actively involved and express their views during the planning process.
- Service plans must be individualized based on the child's developmental level, cultural background, and personal characteristics, and must be realistic, feasible, and specific.
- For children requiring protection measures, plans must include temporary protection, separation, counseling, and psychological therapy as prescribed by the Child Welfare Act.

Practical ways to ensure children's right to participation

Consistent with Article 12 of the UNCRC (Respect for the views of the child):

- **Provide clear explanations :** Use age-appropriate language, visuals, and stories.
- **Provide space to express views :** Allow time and safe settings for interviews, drawings, or cards.
- **Use age-appropriate methods :** Drawings/play for younger children; surveys/discussions for adolescents; assistive tools for children with disabilities.
- **Share outcomes :** Explain how the child's views were reflected, or why certain views could not be implemented.
- **Ensure psychological safety :** Allow children to speak without fear; offer anonymous feedback channels or neutral facilitators if needed.

④ Service provision

- This is the stage where the Policy is implemented in practice. All services—counseling, therapy, education, family support, and more—must be delivered with the child's best interests at the center.
- Staff must continuously monitor the child's condition during service provision. If signs of re-abuse or risk factors appear, ChorogUsan must respond immediately through a flexible protection system.
- Services must be accessible and equitable, without discrimination. Effective cooperation across community institutions is essential to ensure integrated interventions that support the child's protection and recovery.

Implementing the child's best interests in practice

Aligned with Article 3 of the UNCRC and the principles of the Child Welfare Act:

- **Ensure participation :** Explain decisions and offer opportunities for the child to express views.
- **Tailor services :** Individualize support based on age, development, environment, and emotional state.
- **Prioritize prevention and protection :** Identify risks early and provide support in safe environments.
- **Strengthen community collaboration :** Connect counseling, education, medical, and welfare systems.
- **Consider long-term development :** Design plans supporting growth, independence, and emotional stability.
- **Guarantee non-discriminatory access :** Provide equal services regardless of gender, disability, or background.

⑤ Review and monitoring

- During review and monitoring, ChorogUsan must continually evaluate whether children's rights and safety are being upheld in accordance with the Policy.
- Staff must systematically examine whether services meet the child's needs, whether risks have been reduced, and whether the child's situation is improving. Case plans must be adjusted flexibly when necessary.
- Through case conferences with relevant agencies, ChorogUsan must review the appropriateness of interventions and operate monitoring systems to prevent abuse from reoccurring.

⑥ Case closure

- During case closure, ChorogUsan conducts a comprehensive review to determine whether intervention goals have been achieved. The child's long-term safety must remain a key factor in this decision.
- Before closing a case, ChorogUsan must obtain consent from the child and guardian and establish a follow-up management plan to prepare for potential future risks. ChorogUsan must ensure the child's continued connection to community resources so that the protective network remains intact.

⑦ Follow-up support

- This Policy continues to apply during the follow-up period, when ChorogUsan checks whether the child and family remain stable after case closure.
- If any signs of repeating abuse or emerging risks appear, ChorogUsan must be able to intervene quickly and establish a continuous protection system around the child in cooperation with relevant community agencies.
- Follow-up support must also prioritize the protection of children's rights and maintain a flexible response system that allows for additional services or a return to full case management when necessary.

Post-closure response system

- **Follow-up review :** Conduct regular interviews, phone calls, or home visits with the child and guardian within a set post-closure period.
- **Risk factor assessment :** Objectively evaluate the likelihood of re-abuse, including caregiving attitudes and changes in the child's emotions or behavior.
- **Community monitoring :** Share and receive alerts about warning signs—such as repeated absences, injuries, or withdrawal—with local institutions.
- **Rapid response :** Intervene immediately when risks are identified (e.g., reassignment of caseworkers, referral to protection agencies, temporary protection).
- **Preventive education :** Provide self-protection training for children and stress-management and positive-parenting education for guardians.
- **Post-closure service referrals :** Connect families to local emotional or financial support services as needed.

2) Welfare programs (in Korea and overseas)



① Program planning

- ChorogUsan's welfare programs must be evidence-based, designed to advance the best interests of children, and structured to ensure children's active participation.
- All programs—regardless of their theme or target group—must be planned with full consideration for children's safety and must minimize any risks children may face, directly or indirectly, during implementation.
- Program institutions must assess local conditions and evaluate both the intended and unintended impacts and risk factors the program may pose to children and to the local community, and must design programs and sub-programs to mitigate these risks.
- Programs for children who have experienced abuse or exploitation must include activities for immediate intervention, along with long-term and concrete goals aimed at addressing root causes and preventing recurrence.

Ways children can participate at the program-planning stage

(1) Child advisory committees
- ⓐ Establish advisory committees composed of children beginning in the planning stage.
- ⓑ Hold regular meetings and idea workshops to collect child-centered perspectives.

(2) Focus group interviews (FGI)
- ⓐ Conduct discussions or interviews with groups of children to identify what they want and what they are concerned about.
- ⓑ Use small-group formats of approximately five to eight participants.

(3) Surveys and feedback
- ⓐ Use child-friendly questionnaires (e.g., drawings, simple language) to gather children's opinions.
- ⓑ Conduct online and offline surveys, including mobile-app formats.

(4) Workshops and participatory activities
- ⓐ Conduct participatory workshops that allow children to think creatively and express their views.
- ⓑ Use methods such as drawing, storytelling, role-play, and idea contests.

② Program implementation

- ChorogUsan carries out all programs in a manner that does not infringe upon children's rights and upholds their best interests.
- Before program activities begin, ChorogUsan must provide training on this Policy to all associates and clearly inform them of their rights and responsibilities.

Methods for communicating policy requirements

(1) Advance written notice
- ⓐ Provide written materials outlining the Policy, and ensure understanding through required signatures or confirmation procedures.
- ⓑ Provide policy brochures, participant pledges, and informational leaflets.

(2) Policy workshops and training sessions
- ⓐ Conduct workshops or training sessions on the Policy for associates.
- ⓑ Offer orientations and regular training workshops.

(3) Online training programs
- ⓐ Develop and distribute online content related to the Policy.
- ⓑ Provide e-learning courses and video lectures.

(4) Visual materials
- ⓐ Create and distribute visual materials such as infographics, posters, and card-news.
- ⓑ Use card-news to highlight key elements of the Policy.

- Program managers are responsible for protecting children and must monitor associates to ensure full compliance with the Child Safeguarding Policy throughout their participation.

Monitoring methods

(1) On-site monitoring
- ⓐ Visit program sites regularly to assess compliance.
- ⓑ Use checklists to observe and document site safety and participant behavior.

(2) Collecting children's feedback and interviews
- ⓐ Conduct regular interviews with participating children to identify concerns or sources of discomfort.
- ⓑ Use anonymous feedback boxes or surveys to ensure children's voices are heard.

(3) Review of documents and reports
- ⓐ Regularly review program reports to detect policy violations or emerging risks.
- ⓑ Conduct further inquiry and take action immediately when suspicious cases are identified.

(4) Spot checks
- ⓐ Conduct unannounced visits to program sites to examine compliance and identify potential risks.
- ⓑ Provide immediate guidance on necessary improvements and require corrective measures

- Children's personal information must be kept confidential, and if disclosure becomes unavoidable, ChorogUsan must obtain prior written consent from both the child and the guardian.

③ Program monitoring and evaluation

Program monitoring and evaluation must always ensure that children's rights are protected and that the Policy has been fully observed. ChorogUsan must confirm that appropriate action has been taken in response to any violations and must work to prevent recurrence.

3) Child advocacy activities

When children participate directly in advocacy activities, implementation of the Policy must align with Articles 12 (Respect for the views of the child), 19 (Protection from violence and abuse), and 16 (Right to privacy) of the United Nations Convention on the Rights of the Child. The aim is to create an environment in which children are respected as advocacy actors, while their rights and safety are protected at all times.

① Planning and design stage

- ChorogUsan must conduct a risk assessment to identify potential risks associated with the purpose and process of activities involving children.
- Participation structures must reflect the diversity of children, including age, gender, disability status, and cultural background.
- Activity guidelines based on this Policy must be established, including emergency procedures and prohibited practices (e.g., coercive questioning, excessively long interviews).
- All staff, researchers, and partner-organization personnel must receive training on the Policy and sign a compliance pledge.



Risk assessment checklist

Checklist item	Details	Notes / action plan
1. General information	Are the purpose and content of the activity clearly defined?	
	Have the children's ages and characteristics (e.g., disability, nationality) been identified?	
	Are the number of participants and any external personnel (e.g., instructors, partner organizations) clearly defined?	
2. Physical safety	Is the activity location physically safe for children?	
	Are emergency-response measures available?	
	Are precautions in place for risks such as exhaustion or overheating?	
	During transportation, is a guardian accompanying the child or are trained safety personnel available?	
3. Psychological and emotional safety	Does the activity involve sensitive topics that may emotionally burden children?	
	Could any questions or activities be perceived as coercive?	
	Are children's rights to pause or withdraw at any time guaranteed?	
4. Privacy and protection of personal information	Is there a plan for collecting and using photos, videos, or interview content?	
	Is there a plan for collecting and using photos, videos, or interview content? (duplicate preserved that is exactly as the original)	
	Are consent forms from children and guardians prepared?	
	Are anonymity and privacy-protection measures in place?	
5. Prevention of discrimination and exclusion	Are there any elements that may result in discrimination in effect based on disability, gender, or cultural background?	
	Is accessibility ensured so all children can participate equally?	
	Are materials and explanations adjusted according to the child's language or cognitive level?	
6. Personnel and operational system	Have all personnel in contact with children completed child-safeguarding training?	
	Is a child-safeguarding officer or focal point designated?	
	Are crisis-response manuals and reporting procedures established?	
7. Environment and external factors	Are contingency plans in place for weather conditions, infectious diseases, or other external risks?	
	For outdoor activities, are evacuation areas or shelters prepared?	

② Advance explanation and consent stage

- ChorogUsan must explain the purpose of the activity, how it will be conducted, the anticipated benefits and burdens, and the child's rights (including the right to stop, refuse, or maintain confidentiality) in language and formats appropriate to the child's level of understanding.
- After providing a full explanation, ChorogUsan must obtain written consent from both the guardian and the child and confirm that the child has genuinely understood what participation entails.
- Children must be clearly informed that they may withdraw from the activity or decline to answer at any time.
- When sensitive questions will be included, ChorogUsan must prepare emotional-support measures in advance and verify that the interview setting is psychologically safe and appropriate.

③ Implementation stage (interviews, surveys, meetings, policy proposals, etc.)

- All activities must be conducted in an environment that ensures children's physical and psychological safety, including the location, setting, and overall atmosphere.
- Questions must be framed in neutral, nonjudgmental language without leading or pressuring the child. Children must be given ample time to respond, and if any signs of discomfort or stress appear, ChorogUsan must immediately provide rest, support, or counseling.
- Personal and sensitive information must be anonymized, and any audio recording, video recording, or photography requires the child's explicit consent.
- Investigators and facilitators must take care not to pressure children through authority, position, or any perceived power imbalance.

④ Results analysis and integration stage

- ChorogUsan must explain how children's responses and suggestions were analyzed and how they will influence policies or activities.
- To ensure that no unwanted information is disclosed, privacy principles must be applied carefully during the selection, editing, and preparation of content for external use.
- When preparing research or policy proposals, pseudonyms and full anonymization must be strictly upheld so that no child can be identified. If sensitive information is included, children must be offered an opportunity to review and confirm the content before it is shared publicly.

⑤ Post-activity feedback and support stage

- After the activity, children must be offered the opportunity to provide feedback on their experience, including what felt difficult or positive.
- If a child experiences emotional distress as a result of participation, ChorogUsan must provide counseling or connect the child to an appropriate protection agency.
- Children must be informed that they may exercise post-activity rights—such as requesting the deletion of records or non-use of photos—whenever they choose.
- Children who wish to continue participating in advocacy efforts must be offered opportunities for further involvement.

4. Protection of children's information

1) All persons subject to this Policy must handle children's information with great care and ensure that it is never disclosed inappropriately.
2) Collection of children's information must comply with the Personal Information Protection Act and may occur only after obtaining prior consent from both the child and the guardian, and only within the minimum scope necessary for program implementation.
3) Children's personal information must be destroyed immediately upon the end of support for the child, in accordance with ChorogUsan's Personal Information Protection Manual.
4) When providing a child's information to a third party, ChorogUsan must obtain explicit consent from both the child and the guardian.
5) When transmitting files containing children's personal information, they must be sent individually to the responsible staff member, and password protection must be applied to ensure information security.
6) When volunteers, interns, or other associates handle children's information, the responsible staff member must thoroughly explain ChorogUsan's Policy and obtain and retain the associate's signed "Pledge of Compliance with the Child Safeguarding Policy."
7) Sponsors may receive only basic profile information about a sponsored child (name, general location, age, family composition, etc.). No additional information may be shared.
8) ChorogUsan must clearly inform sponsors that the child's basic information is provided solely to aid understanding and may not be disclosed externally under any circumstances.
9) Sponsors must also be informed that they may not copy, distribute, or post any information or photographs they receive about the child's family, place of residence, or other personal details.

5. Interaction with children

All persons subject to this Policy must place children's protection at the forefront of every interaction. "Interaction" includes all forms of engagement with a child, whether in person (such as visits), through written communication, or online.

1) Requirements before interacting with children

① For in-person activities, the responsible staff member must explain ChorogUsan's Policy to the associate, obtain a signed "Pledge of Compliance with the Child Safeguarding Policy," and retain it for the duration of the activity. When the activity ends, the pledge must be destroyed.

② No one may engage individually with a child without prior approval from ChorogUsan.

③ The responsible staff member must explain the purpose, method, schedule, and overall nature of the interaction to the child in advance and obtain the child's explicit consent.

2) Requirements during interactions with children

① Associates should avoid being alone with a child. In-person interactions must take place in open, designated locations and attended by a ChorogUsan staff member.

② The following behaviors are strictly prohibited during in-person interactions:

- Discrimination or derogatory behavior based on religion, race, culture, age, gender, disability, or political views;
- Inappropriate physical contact (e.g., hugging, kissing);
- Corporal punishment or threatening, intimidating language.

③ When photographing a child, ChorogUsan must provide sufficient explanation and obtain prior consent from both the child and the guardian.

④ Associates must not make promises they cannot fulfill—such as invitations, return visits, gifts, or sponsorship.

⑤ Associates may not exchange personal contact information (phone numbers, email addresses, social media accounts) with the child or their family. If the nature of the activity results in the associate learning such information, it must be deleted immediately after the activity ends, and no personal communication may continue. If a child or guardian provides their contact information, the associate must report it immediately to ChorogUsan staff.

⑥ If an associate wishes to offer additional support to a child, they must discuss it in advance with ChorogUsan staff; direct provision of cash or goods is strictly prohibited.

⑦ If a child experiences or is observed to be in a situation of abuse or inappropriate behavior during the interaction, the associate must notify ChorogUsan staff immediately.

3) Requirements for online interactions with children

① For online interactions with children, the highest priority must be placed on safety, privacy, and protection of the child's dignity.

② Volunteers and other associates engaging with children online must receive relevant training.

③ While online communication can be an efficient means of engagement, it carries the risk of privacy violations or the forming of inappropriate relationships. Therefore, communication must be limited to what is strictly necessary for work and conducted through platforms where records are retained.

④ The purpose of online interaction must be clearly defined; becoming emotionally close or forming personal relationships are strictly prohibited.

⑤ No personally identifiable information about a child may be collected, stored, or shared without prior written consent.

⑥ Screen recording, screenshots, forwarding, or posting of online meetings (Zoom, Teams, etc.) or message exchanges are prohibited. Limited recording is permitted only when necessary for program reporting or meeting minutes and only after explaining the purpose and scope to the child and obtaining the child's explicit consent.

⑦ Records of online interactions must not be stored on personal devices.

⑧ Online communication must occur only during work hours. Contact during evenings (e.g., after 9 p.m.) or weekends is prohibited unless unavoidable due to the child's schedule. In such cases, the timing and scope of communication must be discussed with the guardian in advance and managed so as not to interfere with the child's safety or rest.

⑨ All messages and conversations must remain strictly work-related. Personal counseling, emotional exchanges, or sharing of personal photos are prohibited.

⑩ Children must be informed that, if they experience anxiety, threats, inappropriate suggestions, harassment, or sexual remarks during online interaction, they must report it immediately to ChorogUsan staff.

⑪ ChorogUsan must promptly verify the facts of any reported case, provide protective measures for the child, and take legal action if necessary.

⑫ These requirements apply according to the principle of prioritizing children's safety. When individual interviews or observations are unavoidable for academic or policy research, exceptions may be permitted only with approval from the relevant organizational authority and when all of the following conditions are met:

- Prior approval has been obtained from an Institutional Review Board (IRB) or equivalent ethics review body (or, when IRB review is not required, ChorogUsan's internal ethics review procedures must be followed).
- The child and guardian have been fully informed of the research purpose, procedures, risks and benefits, and data-protection measures, and have provided written consent.
- The interview or observation setting and methods ensure the child's safety.
- After the research concludes, all personally identifiable information is immediately anonymized and all related materials are managed according to security regulations.

6. Marketing and communication

1) Children's dignity

① All marketing activities involving children—including reporting, media coverage, promotion, and fundraising—must uphold children's dignity and rights.

② Children must not be portrayed as victims or passive beneficiaries, but as active rights-holders.

③ Images of children must be respectful and positive, presenting their strengths, potential, and diversity in a balanced manner.

2) Prior consent

① The responsible staff member must inform all media personnel of this Policy in advance and ensure that they sign the "Pledge of Compliance with the Child Safeguarding Policy" before conducting any reporting or filming.
② Media personnel must obtain a "Consent Form for the Collection and Use of Personal Information" from both the child and guardian, which must specify:
- The purpose for and method of using the recorded materials
- The scope of media exposure involving the child's personal information.

③ Consent must be voluntary, without influence or pressure. Media personnel must clearly identify themselves and explain to both the child and the guardian the purpose for filming and the intended use of recorded materials.
④ Recorded materials may not be used for any purpose other than what was consented to.
⑤ Only the minimum amount of personal information necessary may be collected, and its use must cease immediately upon the child's or guardian's request.

3) Ensuring children's participation rights

① Children must be given sufficient time to understand the purpose for filming.
② Filming methods and locations must be discussed with the child beforehand, and children must be informed that they can stop the filming at any time if they feel uncomfortable or no longer wish to participate.
③ Children must be given the opportunity to express their views and decide freely whether to participate.
④ Children must be provided with age-appropriate explanations and materials to ensure informed decision-making.
⑤ If a child shows discomfort or expresses an unwillingness to continue, filming must stop immediately.

4) Safe environment

① Media activities must be conducted in an environment that safeguards children's physical and psychological wellbeing.
② Filming that may endanger or burden children—such as in unsafe locations, filming for long durations, or in ways that invade privacy—is prohibited.

5) Children's images and representation

① Children must not be depicted in unnecessarily dramatic, distressing, or pity-evoking situations.
② Exposure should not focus repeatedly on a single child; representation must reflect children from diverse backgrounds and in diverse contexts.
③ Filming and editing must not distort context or use children's images in sensational or exploitative ways that disregard their intent or wellbeing.

6) Prevention of post-publication harm

① ChorogUsan must carefully assess potential negative impacts of media-based marketing on children and take preventive measures.
② Possible negative impacts include:
- **Privacy breaches :** hazards from exposure of personal information
- **Stigma and prejudice :** reduced self-esteem due to pity-based portrayals
- **Psychological distress :** anxiety or shame from pressured filming or distorted editing
- **Secondary harm :** cyberbullying or social disadvantage following content distribution
- **Violation of consent and autonomy :** filming without the child's full understanding
- **Identity and memory distortion :** long-term harm from biased or misleading exposure

7) Protection in digital and online environments

① Online posts must never reveal a child's location, school, or real-time activities.
② When using digital platforms such as social media, sharing must remain strictly within the agreed consent scope, and redistribution restrictions must be clearly stated.
③ A system for comment management and monitoring must be in place to protect children from cyberbullying and harmful online behavior.
④ Children's photos, videos, or voice recordings must not be uploaded to or processed through AI training or generative tools, and creating synthetic or deepfake content is strictly prohibited.

8) Internal management and accountability

① A designated staff member must oversee compliance with this Policy during filming and material use.
② All media materials—including photos, videos, and interview recordings—must be stored in secure locations or systems.
③ Consent forms and pledges must be retained securely and destroyed immediately after the required retention period ends.

9) Collaboration with external organizations

① When working with external organizations under media-related contracts, the contract must explicitly state that provided materials may not be used for other purposes and that violations will incur legal liability.
② When collaboration must occur without a written contract, staff must verbally communicate all relevant requirements.
③ All individuals participating in filming must receive prior training on media-content guidelines and the Child Safeguarding Policy.

Ⅲ. Monitoring and Reporting

1. Reporting and response

1) Reporting

① Ongoing reporting

- When a staff member discovers or suspects a violation of this Policy, they must complete a "Child Safeguarding Policy Implementation Report" and immediately report it to ChorogUsan's designated Child Safeguarding Policy Officer.
- Reports must be submitted in writing as soon as the violation is discovered. When immediate written reporting is not possible, an oral report must be made first, followed by written submission within twenty-four hours.
- If the suspected case also constitutes a violation of law, legal procedures take precedence; however, reporting must still follow the procedures required by this Policy.
- These principles and procedures apply equally to all individuals subject to the Policy, including employees and associates.

② Regular reporting

- Child Safeguarding Officers at program institutions must submit a quarterly list of Child Safeguarding Policy implementation records to the Child Safeguarding Committee.

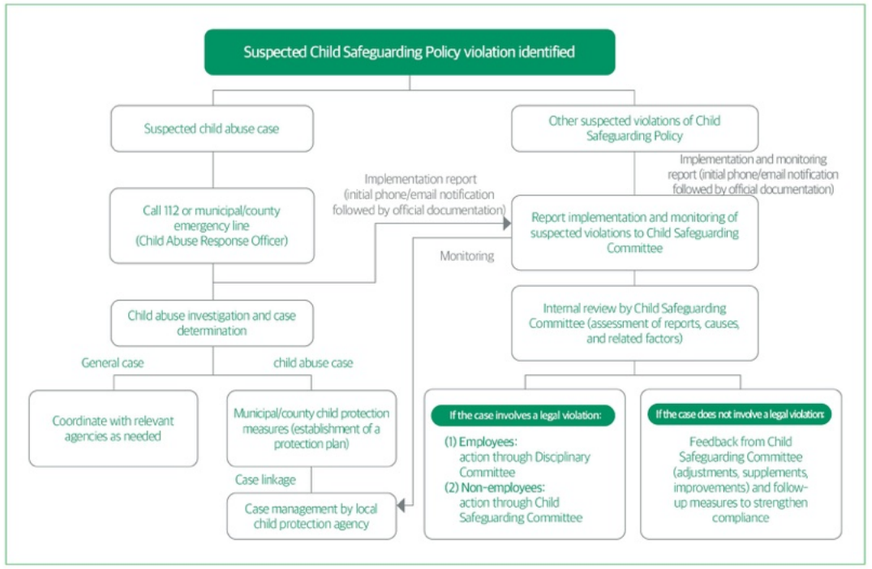
2) Types of reports and procedures

① Major cases

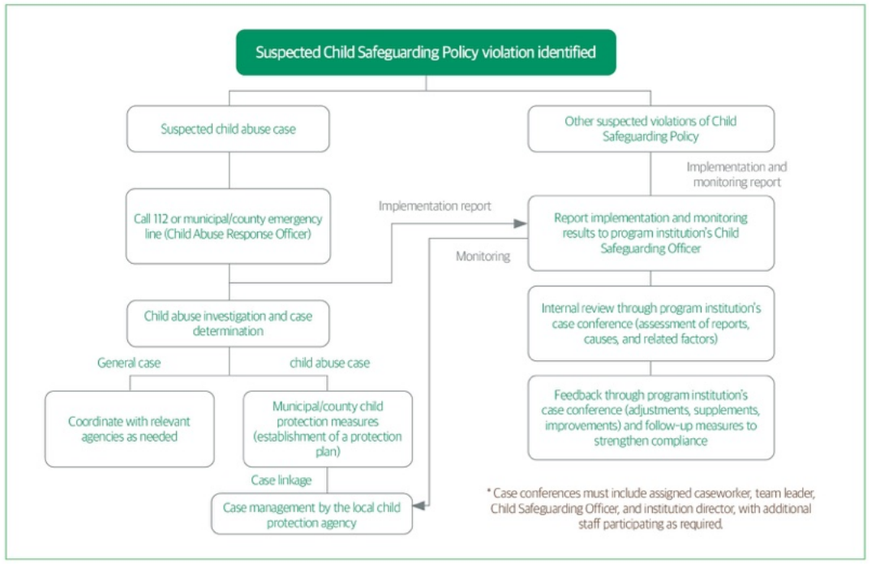
Definition:

- When a child suffers serious injury or death due to violence;
- When violence against a child is committed by a ChorogUsan employee;
- When the incident has the potential to escalate into an organization-wide risk; or
- Any other case deemed major by the program institution or the Child Safeguarding Committee.

Reporting procedure:



② Non-major cases



3) Investigation and response: Major cases

① Investigation

- When a violation (or suspected violation) of this Policy is reported, ChorogUsan must conduct an investigation promptly and in accordance with the following principles.
- All information related to the investigation must remain strictly confidential and shared only with those who absolutely need to know.
- The physical and emotional safety of the child involved must always be the highest priority.
- Investigations must be fair, objective, and completed within an appropriate timeframe.
- All actions must prioritize the best interests of the child, and ChorogUsan must take proactive measures and collaborate with experts and relevant agencies when necessary.
- If the case has also been reported as a legal matter, the investigation must proceed concurrently with the authorities' work and must evaluate the timeliness of child-protection measures, preventive efforts, and overall adherence to this Policy.
- When a major case is reported to the Child Safeguarding Committee, the Committee must share the case with the Risk Management Department in accordance with the Risk Management Guidelines.

② Response

- Based on the investigation results, ChorogUsan must take appropriate action as soon as possible and within three weeks of the initial report.
- If an employee has committed a legal violation, the case must be referred to the Disciplinary Committee for organizational action, in addition to any legal procedures.
- If the violation was committed by an employee or associate, the Child Safeguarding Committee must implement improvement measures at the individual, institutional, policy, and/or systemic level to strengthen compliance with and execution of this Policy.

2. Confidentiality and prevention of secondary harm

1) All employees must document the entire reporting and response process, and such documentation must be kept strictly confidential to protect the safety of everyone involved.
2) Throughout reporting, investigation, and follow-up actions, ChorogUsan must safeguard the physical and psychological wellbeing of victims and witnesses.
3) Personal information of victims and witnesses must remain confidential to prevent any form of secondary harm.

3. Monitoring Policy implementation

1) Regular audits

① The Office of Compliance must regularly assess whether this Policy is being faithfully implemented throughout ChorogUsan's organizational operations and program activities.
② Findings related to Policy compliance must be shared with relevant departments when necessary.

2) Ongoing monitoring

① The Child Safeguarding Committee must establish training and management plans to help employees internalize this Policy and must continuously monitor Policy implementation across all Korean and overseas program institutions.
② Results of ongoing monitoring must be shared with relevant departments when required.

3) Policy implementation review and revisions

① The Child Safeguarding Committee must report regularly to the President and the Board on Policy implementation and ongoing improvement efforts.
② The Committee must take appropriate action based on monitoring results related to Policy compliance across departments and program institutions.
③ When this Policy is revised, the Committee must ensure that all changes are incorporated into relevant regulations and operational guidelines.



Conduct for Child Safeguarding

As a person subject to ChorogUsan's Child Safeguarding Policy, I hereby agree to the Policy and the accompanying Code of Conduct and pledge to comply with them faithfully.

1. Respect the dignity of children and place the protection of their rights at the center of all activities involving them.
2. Create an environment in which children can freely express their views, and listen attentively to their needs.
3. Ensure that all activities involving children are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of children and never disclose it externally without their consent.
5. Refrain from any form of violence against children.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Act responsibly as someone entrusted with the protection of program participants' rights, avoiding any conduct that could damage the reputation of ChorogUsan, whether publicly or privately.
9. Report any violation of this Policy or the Code of Conduct through the established reporting procedures.

초록우산

Form 1. Compliance pledge for employees

Employee Pledge of Compliance with the Child Safeguarding Policy

As a person subject to ChorogUsan's Child Safeguarding Policy, I hereby agree to the Policy and the accompanying Code of Conduct and pledge to comply with them faithfully.

1. Respect the dignity of children and place the protection of their rights at the center of all activities involving them.
2. Create an environment in which children can freely express their views, and listen attentively to their needs.
3. Ensure that all activities involving children are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of children and never disclose it externally without their consent.
5. Refrain from any form of violence against children.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Act responsibly as someone entrusted with the protection of program participants' rights, avoiding any conduct that could damage the reputation of ChorogUsan, whether publicly or privately.

Employee ID	
Name	(signature)

DATE : _____

RESPECTFULLY SUBMITTED TO THE CEO OF CHOROGUSAN.

Form 2. Compliance pledge for associates

Associate Pledge of Compliance with the Child Safeguarding Policy

As an associate participating in ChorogUsan's projects—for example, as a volunteer—I have received and understood an explanation of the Code of Conduct from ChorogUsan staff. I pledge to comply with this Policy faithfully throughout my activities, ensuring that the rights of program participants are never infringed.

1. Respect the dignity of children and place the protection of their rights at the center of all activities involving them.
2. Create an environment in which children can freely express their views, and listen attentively to their needs.
3. Ensure that all activities involving children are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of children and never disclose it externally without their consent.
5. Refrain from any form of violence against children.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Act responsibly as someone entrusted with the protection of program participants' rights, avoiding any conduct that could damage the reputation of ChorogUsan, whether publicly or privately.

Affiliation	
Name	(signature)

DATE : _____

RESPECTFULLY SUBMITTED TO THE CEO OF CHOROGUSAN.

Form 3. Pledge of compliance for media personnel

Pledge of Compliance with the Child Safeguarding Policy in Media Activities

I acknowledge that, given the nature of media work, reporting can inflict irreversible harm on specific children or related individuals, or imprint misleading images on the public. I therefore pledge that throughout all stages of reporting and coverage involving children, I will act with the utmost care so that even well-intentioned reporting does not violate children's rights, and I commit to fully complying with the ChorogUsan Child Safeguarding Policy.

1. I recognize that children are both subjects of protection and holders of rights—not powerless individuals, but persons who actively exercise their rights.
2. In engaging with children, I will consider the full context, including concrete facts, circumstances, and the child's intent in agreeing to participate, and I will work to reflect their reality accurately while promoting their rights.
3. I will not pre-judge or speculate about children or related individuals, and I will ensure that any reporting protects, rather than infringes on, the rights of the child.

Affiliation	
Name	(signature)

DATE : _____

RESPECTFULLY SUBMITTED TO THE CEO OF CHOROGUSAN.

Child Safeguarding Policy Implementation Report

1. Reporter

Name		Position	
Affiliation			
Relationship to victim			

2. Victim

Name		Gender	
Age			
Address	(Indicate municipality (city, borough, or town) and province only.)		

3. Case summary (Provide as much detail as possible about the suspected incident.)

Description	Date and time (duration)		Location of incident	
	Suspected perpetrator		Relationship to child	
	Type of incident		How identified	(direct observation, report, surveillance footage, etc.)
	Incident history and key details			
Victim's report	If the victim reported directly, describe in detail the content of the report.			
Notification of guardian	Indicate whether the victim's guardian or legal representative has been informed.			
Actions taken	Describe measures taken to date.			

Date of report	
Name	(signature)

발 행 처	초록우산 컴플라이언스실
발 행 일	2025년 12월
발 행 인	황 영 기
편 집 인	심 형 래
주 소	서울시 중구 무교로 20
홈페이지	www.chorogusan.or.kr
디 자 인	(주)디자인지

* 사전 승인없이 보고서 내용의 무단 전제 및 복제를 금함