

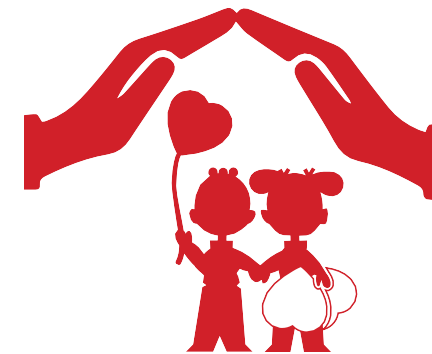


INSTITUTIONAL PROTECTION POLICY to Children and Adolescents

November 2023



Fe y Alegría¹
REPÚBLICA DOMINICANA



**INSTITUTIONAL PROTECTION
POLICY
to Children
and Adolescents (NNA)**



Fe y Alegría
REPÚBLICA DOMINICANA

November 2023

José Ramón López, s.j.
National Director

Sonia Adames
Pedagogy Department Coordination

Elaboration and technical review

Angie Jiménez (consultant)
Rosalía De León
Ada Méndez
Awilda Carrión
Verónica Luzón

Review and validation:

Coordinating Team of Fe y Alegría Dominicana (ECOOR) Fe y
Alegría Dominicana Board of Directors
Directors of Fe y Alegría's educational centers Ada Méndez, Technical
Manager, Protection Executive,
children and adolescents of the International Federation of Fe y Alegría

Proofreading

Orlando Muñoz

Layout

Noly Navarro

Fe y Alegría Dominican Republic

Year 2023
Calle Cayetano Rodríguez, No. 114, Gazcue Santo
Domingo, Dominican Republic Telephone: (809) 221
2786 www.feyalegria.org.do
@FeyAlegríaRD
@FeyAlegríaDominicana
@FeyAlegríaDominicana

Content

Presentation	5
Introduction	7
1. General Aspects	9
11 Principles	10
12 Terms and Definitions	11
121 Mistreatment and Abuse of Children and Adolescents	15
122 Fundamental Bases in Face of the Abuse and Mistreatment	27
13 Reach	29
14 Regulatory Framework	30
15 Approval	32
2. Prevention	33
21 Risk Analysis and Mitigation	34
211 Risk Analysis and Mitigation Areas	35
212 Process for Conducting Risk Analysis	36
213 Mitigation	38
214 Mitigation Process	39
22 Prevention Actions Related to Management of Collaborators	40
221 Essential Principles for the Protection of Children and Adolescents in Recruitment Processes	41
23 Code of Conduct	44
24 Induction and Training	46
25 Program Design and Implementation	48
26 Children and Adolescents in Communication	49
261 Child Protection Based Communication Principles For the Management of Photographs, Videos and Information on Children and Adolescents	49
262 Social Networking	51
27 Roles and Responsibilities of Collaborators	52

271	National Director	53
272	National Office Child Protection Team	54
273	National Office's Enlarged Child Protection Team	55
28	Focal Points and Local Protection Equipment	59
29	Roles of Other Areas	62
210	Other Prevention Guidelines to Consider	64
211	Considerations to Take into Account at the Beginning of the School Year	65
212	Annual Prevention and Awareness Activities	
	About Child Abuse	66
213	Fe y Alegría Dominican, Youth Network Councils of Courses and Student Council	67
214	Coordination with Local Protection Boards and Restitution of Rights	67
215	Visibility of Complaint Routes within the Educational Center	68
3.	Care and Response to Situations of Homelessness	69
31	Protocol for Action in a Possible Case of Abuse	71
32	Case Management Flowchart	77
33	Important Remarks	78
34	Cases Involving Collaborators	79
35	Confidentiality in the Whistleblower Process	82
36	Care in the Face of Revictimization	83
37	Cases in which the Educational Center is Notified of a Complaint or Legal Proceeding against one of its Collaborator(s)	84
38	Information about the case has been released to the press and Has Contact with the Educational Center	85
39	Cases Involving Students	85
310	Complaint Box	86
4.	Monitoring and Evaluation of Institutional Policy of Protection of Children and Adolescents (NNA)	87
41	Monitoring in Educational Communities	88
42	Monitoring From the National Office	89
43	Actions From the National Office	89
5.	Annexes	91

Presentation

As an international movement, Fe y Alegría Dominican Republic is part of the International Federation of Fe y Alegría composed of 22 countries, from where we are committed to having an Institutional Policy for the Protection of Children and Adolescents (NNA), which has led us to a process in which we have completed several moments:

1. The creation of a coexistence manual for all the educational centers that make up the Fe y Alegría Dominican Republic network entitled: "Learning to coexist at school, Handbook of coexistence in the schools of Fe y Alegría Dominican Republic."(2023).
2. We needed to go a step further in the process of protecting children adolescents, so we designed our "Institutional Policy for the Protection of Children and Adolescents (NNA) of Fe y Alegría Dominicana", which is inserted within a larger framework of protection. As Fe y Alegría Dominican Republic we aim that all actors involved in the world of relationships with children and adolescents have in their hands the tools to guide these relationships.

The Institutional Policy for the Protection of Children and Adolescents (NNA) seeks that the actors have in their hands a document that guides them. These policies involve all those who in one way or another have a relationship with our children and adolescents: fathers, mothers, tutors, teachers, administrative and support, relatives, collaborators, all those who have any contact with them should be familiar with them.

They are framed within the "Schools of Care" program, which has as its horizon the healthy growth of our children and adolescents, and that learning is not harmed by relationships that are detrimental to them.

It is with great joy and with a great challenge that we want to put in your hands this document that will help us to build a more humane world of relationships and that our students can grow in a healthy environment without mistreatment, understanding that they are the center of our work.

At the Fe y Alegría National Office, we are committed to quality education that guarantees that learning is meaningful; for this reason, the protection policy should help us to have a legal and referential framework in terms of how our relationship with children and adolescents should be. What is important about this policy is that it not only regulates relationships between students' peers, but also between teachers, administrative and support staff, collaborators, fathers, mothers, tutors and guardians.

Prevention plays a fundamental role, because we should not wait for things to happen before seeking solutions; on the contrary, we seek prevention so that the educational community grows in its understanding of the relationships that should be emphasized in the school environment in which children and adolescents interact

It is our wish that we can take full advantage of the protection policy and that we assume the commitment to have a society that cares for the most vulnerable. With it, we assume the commitment of the International Federation and the Society of Jesus to care for the dispossessed.

Introduction

Fe y Alegría Dominicana is an international movement of popular education and promotion social that is managed by the Society of Jesus. In collaboration with different actors and institutions committed to the construction of a humane and just world, it promotes and defends the universality of the right to quality education as a public good.

As an organization, we seek to build a world in which all people have access to education, regardless of their social or economic situation. To achieve this, Fe y Alegría strives to promote comprehensive and inclusive educational processes focused on quality for the most impoverished sectors. Comprehensive education implies the care of children and adolescents, not only from the legal framework at the national and international level, but also from Fe y Alegría's option to contribute to the formation of integral, tender, autonomous, critical, free and ethical subjects committed to the construction of a fraternal society. Therefore, our mission is not limited to the teaching-learning process, but seeks to generate processes of transformation of society to guarantee the right to be and to belong, thus contributing to the construction of a new society.

From this broad view of education, Fe y Alegría assumes the protection of children and adolescents as a transversal axis in our actions with a population of extreme vulnerability, from the axis of care as a pedagogical matrix, key to peaceful coexistence and respect for the rights of all people, especially the most unprotected. This is a shared responsibility and a task that is incumbent on all of us.

This *Institutional Policy for the Protection of Children and Adolescents (NNA)* of Fe y Alegría Dominicana is a commitment we assume to guarantee the protection of their rights and well-being. Its objective is to ensure that children and adolescents who attend Fe y Alegría's educational centers are protected from any situation that may affect

their safety, dignity and development. It seeks to establish measures and protocols to prevent and respond appropriately to situations of violence, abuse, neglect or exploitation, both inside and outside the educational environment. It is aimed at the entire educational community, including students, teachers, administrative staff and families, as well as collaborators working in the National Office of Fe y Alegría Dominicana, including volunteers, interns, sponsors, consultants, members of Parents, Guardians and Friends of the School Associations (APMAE), as well as any person who has contact with the school or children who attend it

It is a fundamental resource for the members of our educational communities to understand the principles and processes that govern the actions of our organization with respect to prevention, attention and response to situations of risk and violation of the rights of children and adolescents, including understanding the violence and abuse they receive

01

General Aspects

The Institutional Policy for the Protection of Children and Adolescents (NNA) of Fe y Alegría Dominican Republic is based on the standards of Keeping Children Safe; the Convention on the Rights of the Child of the United Nations (UN) of 1989 (and its optional protocols); the Declaration on the Elimination of Sexual and Abuse Exploitation by UN ; Protection from Sexual Exploitation and Abuse (PSEA): Practical guidance and tools for UNICEF and partners; and, primarily, national legislation, which includes the Code for the System of Protection and Fundamental Rights of Children and Adolescents (Law 136-03),

General Education Law 66-97, among others. This policy is based on national and international best practices in the protection of children and adolescents, the values, mission, vision, the Basic Policy for Prevention and Action in the Face of Violence Identified in Our Service Contexts of the International Federation of Fe y Alegría and the decalogue of the organization.

11 Principles

Through this policy, we recognize that:

- All children and adolescents are full subjects of rights and, regardless of their ethnicity, gender, age, socioeconomic status, color, language, political opinion, beliefs, disability, health status, religion or culture, are born free and equal and have the right to protection against all forms of mistreatment, abuse, violence, exploitation and to be treated with respect and dignity.
- We all have a responsibility to support the protection of children and adolescents. Therefore, we recognize that, as an organization, we have a duty to ensure the rights and protection of all children and adolescents.
- Our actions aimed at the protection of children and adolescents are based on the best interests of children and adolescents, the principle of speed and absolute priority at all times.
- We work to ensure that the spaces in which we work are safe spaces, where the care, safety and protection of children and adolescents reigns, both those we impact directly and indirectly.
- We recognize that child abuse is a crime and a problem with profound psychological, social, ethical, legal and medical repercussions and that it can occur regardless of race, color, sex, religion, language or social class.
- We work for the construction of an educational project based on the integral development of children and adolescents and on a culture of peace.
- We believe in the participation in of children and adolescents the exercise of their rights, with emphasis on those who are exposed to greater exclusion and suffering.

- We condemn all forms of violence, discrimination and abuse against children and adolescents.
- We believe in the development of children in a safe, protective and nurturing environment, free from violence, where effective prevention and response strategies are implemented.
- We believe in the participation of the community and civil society, both to guarantee the proper development of the educational process and to contribute to the protection of children and adolescents in the community environment.
- Through this protection policy, we are responsible for ensuring that all individuals, companies and institutions that work or collaborate with us comply with the organization's minimum standards for the protection of children and adolescents.

12 Terms and Definitions

Organizational protection of children and adolescents (NNA)

Responsibility of organizations to ensure that their employees, operations and programs guarantee the protection of children and adolescents. This implies avoiding exposing them to risks of mistreatment and abuse, as well reporting to the competent authorities any concerns related to the integrity of children in the community where they work¹ (Keeping Children Safe, 2020).

Child and adolescent

From the perspective of the Law, a child is any person from birth up to and including the age of twelve. While an adolescent is any person from the age of thirteen up to the age of majority (18)².

1. Keeping Children Safe (2020). International organizational child protection standards

2. Law 136-03. Principle II

Minor person

Those who have not reached the age of 18.

People with special vulnerability

For Fe y Alegría Dominicana, in addition to minority of age, a vulnerable person is one who is deprived of his or her economic, political and social rights due to physical, ethnic, age, national origin, sex, beliefs, etc. In addition, a person may be particularly vulnerable under certain diseases, physical or mental deficiencies or disabilities or a state of pregnancy.

Code for the System for the Protection and Fundamental Rights of Children and Adolescents (Law 136-03).

Law that regulates the integral protection of the rights of children and adolescents in the Dominican Republic.

Best interests of children and adolescents

It is the principle that "seeks to contribute to their integral development and ensure the enjoyment full and effective of their fundamental rights. It implies validating and appreciating their opinion, taking into account their condition as a person, the balance between the rights and guarantees of children and adolescents and the demands of the common Good, the indivisibility of human rights and the prioritization of their rights over the rights of adults³.

3. Law 136-03. Principle V

Absolute Priority Principle

states that both the State and society have the duty to ensure, with priority, absolute all the fundamental rights of children and adolescents.

Right to Personal Integrity

It implies respect for the dignity of children and adolescents and their physical, psychological, moral and sexual integrity. In addition to the preservation of their image, identity, autonomy of values, ideas, beliefs, space and personal objects⁴.

The right to have abuse against them officialsdenounced by professionals and

Law 136-03 establishes the obligation that professionals and officials in the areas of health, pedagogy, psychology, social work related to public order, directors and officials, both and public private, in the exercise or not of their functions, are obliged to report to the competent authority a situation or suspicion of abuse or violation of rights against children and adolescents. It also implies that they are exempt from criminal and civil liability with respect to the information they provide⁵.

Right to speak and to be heard

It includes that children and adolescents can freely express their opinion, be heard and be taken into account, based on the progressive stage of their development ⁽⁶⁾.

4. Law 136-03. Article 12.
5. Law 136-03. Article 14.
6. Law 136-03. Article 16.

Right to privacy

It refers to the right of every child or adolescent to have his or her honor, reputation and personal image respected and guaranteed in addition to his or her right to privacy and personal and family intimacy ⁽⁷⁾

Right to image protection

This refers to the guarantee of protection of one's own image, which implies the non-disclosure, through physical or digital media, of images or data that may have an impact on their physical, moral, psychological and intellectual their honor or reputation, as well as any interference with their personal, private or family life, or that may stigmatize their conduct development ⁽⁸⁾.

Right to restitution of rights

This refers to the right of children and adolescents to be protected against all forms of abuse, mistreatment and exploitation, regardless of the means used, and to have protective measures taken to guarantee the restitution of violated rights in the event that they occur ⁽⁹⁾.

Protection measures and restitution of rights

They seek to repair the damage caused by the situation of lack of protection. Article 461 of Law 136-03 refers to the "provisional and exceptional provisions, issued by the competent authority with the purpose of guaranteeing the fulfillment of the rights of children and adolescents who are in conditions of threat, violation or flagrant violation of the same. "This threat, violation, or infringement of rights may come from the action or omission of any individual, legal entity, public or private".

7. Law 136-03. Article 18.
8. Law 136-03. Article 26.
9. Law 136-03. Article 13.

Violence

As stated by the World Health Organisation (n.d.), it refers to the intentional use of physical force or power or the threat of its use, whether against oneself, another person, a group or a community, that results in or is likely to result in injury, death, psychological harm, maldevelopment or deprivation. Article 19 of the Convention on the Rights of the Child emphasises the adoption of legislative, administrative, social and educational measures that seek to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

121 Mistreatment and Abuse of Children and Adolescents

For Fe y Alegría Dominicana, "child and adolescent abuse is any action or omission, not accidental, by parents, guardians or responsible adults that causes harm to the health or psychological development of the child or adolescent"¹⁰, and that can be expressed physically, psychologically, sexually, through negligence, sexual and commercial exploitation and impact the dignity and integral development of children and adolescents.

Within the school, its context encompasses any intentional action or omission against any member of the educational community, regardless of the place where it is committed, and which is sufficient to: 1) produce the reasonable fear of suffering harm to their physical or psychological, integrity privacy, property or other fundamental rights; 2) create a hostile, intimidating, humiliating or abusive environment; or 3) hinder or impede, in any way their academic, affective, moral, intellectual, spiritual or physical development or performance (MINERD, 2016, art. 5)¹¹

10. International Federation Fe y Alegría (2019). Basic policy on prevention and action in face of the violence identified in our service contexts.
11. MINERD. (2006). Norms of the Dominican Educational System for the Harmonious Coexistence of Public and Private Educational Centers.

Annex N contains the actions that constitute crimes according to Law 136-03, as well as the measures for protection and restitution of rights in the case of actions that do not constitute crimes.

Physical abuse

Any non-accidental action that causes physical harm, illness or creates a risk of physical harm or illness. Physical abuse may be perpetrated by parents, guardians or responsible adults, teachers or collaborators of the educational center and includes actions such as hitting, shaking, burning, poisoning, drowningetc. In the case of physical abuse, it implies that the "person causing the injury is in a position of superiority or power" and takes advantage of this advantage to cause the harm^{12,13}.

Sexual Abuse

It involves the use of a child as a source of sexual stimulation or gratification. It includes forcing or inducing sexual activities for gratification through: vaginal, anal or object rape, oral sex, masturbation, sexual kissing, groping, exposure to sexual content or activities, exhibitionism, encouraging children to behave in sexually inappropriate ways, taking photographs in sexual poses or grooming via the internet.

According to Law 136-03, this includes any sexual practice with a child or adolescent by an adult or person five (5) years older, for his or her own sexual gratification, regardless of the psychosexual development of the child or adolescent, and which may occur even without physical contact¹⁴. It is important to note that a minor cannot give consent to participate in an act of a sexual nature, even if he/she understands the nature of the act or does not object.

12. Both maltreatment and physical abuse involve the use of physical violence and although they are often used synonymously, they carry different connotations. Physical abuse is a type of maltreatment in which there is an unequal relationship between person causing the harm and the victim.
13. Law 136-03. Article 396.
14. Idem

Psychological abuse

This refers to persistent and systematic treatment that affects the development and well-being of children and adolescents¹⁵ through verbal or nonverbal abuse and hostility against them or a vulnerable person. Manifestations include: insults, humiliation, mockery, rejection, disqualifications, constant criticism, ridicule, contempt, threat of abandonment, isolation and blocking of relationships with peers, discrimination, punishments involving lack of food or rest, or exposure to violence, among others.

Abuse due to abandonment or neglect

This refers to the constant inability of parents, guardians or responsible adults, despite being in a position to meet the basic physical and psychological needs, to care for and protect the child or adolescent. It includes lack of food, education, home, medical care, adequate living conditions, supervision, among other aspects that are likely to have a negative impact on the physical, mental, moral and spiritual development of children and adolescents.^{16,17}.

Spiritual abuse

Spiritual abuse is the expression of abuse resulting from the use of a person's spiritual power and authority to manipulate, control, impose or dominate a child or adolescent. In this mistreatment there is an abuse of power and taking advantage of the trust placed in the person, as a result of spiritual beliefs or practices inorder to achieve the satisfaction of the needs of the abuser and to the detriment of the minor.

15. Idem
16. Keeping Children Safe (2020). International organizational child protection standards
17. International Federation Fe y Alegría (2019). Basic policy on prevention and action in face of theviolence identified in our service contexts.

The Convention on the Rights of the Child recognizes the right to "freedom of thought, conscience and religion" (Art. 14). Spiritual abuse sometimes includes the generation of fear, rejection, feelings of guilt or manipulation based on beliefs in order to get to the person do or act in a certain way.

Corporal or physical punishment

Refers to punishment that uses physical force and seeks to cause a certain level of pain or discomfort, even if only mildly. It includes hitting, shaking, pushing, pinching, biting, pulling ears, burning, among other manifestations. Research has demonstrated the negative impact on the physical health and emotional of children and adolescents (Committee United Nations of the Child) on the Rights ¹⁸.

School violence

It is the expression of any form of mistreatment (physical, psychological, verbal) between members of the educational community (students, teachers, directors and administrative staff, parents or guardians), which is characterized by repeated or sustained over a prolonged period of time and which reflects the asymmetry of power between the bullied and the bully ⁽¹⁹⁾.

Commercialization of children and adolescents

Any act or transaction in which a child is transferred by one person or group of persons to another, in exchange for remuneration or any other consideration. Includes sexual exploitation, forced labor or any other destination that denigrates the person of the child or adolescent²⁰.

18. United Nations (n/d). Forms of physical punishment. <https://violenceagainstchildren.un.org/es/content/formas-de-castigo#:~:text=El%20Comit%C3%A9%20de%20los%20Derechos,o%20malestar%2C%20aunque%20a%20a sea%20leve>.
19. MINERD (2016). Protocol for the promotion of the culture of peace and good treatment in educational centers.
20. Law 136-03. Article 25, Paragraph I.

Child prostitution

Law 136-03, in Article 2521, typifies as prostitution of children and adolescents the use of any of them in sexual activities in exchange for remuneration or any other payment. It includes the trafficking of children and adolescents for the purpose of sexual exploitation, pornography with children and adolescents, sexual tourism, the participation of children in sexual shows, and the use of children and adolescents in prostitution²².

Commercial sexual exploitation of children and adolescents

Refers to the practice of sexual activities with children and adolescents in exchange for money, gifts, favors in kind or any other remuneration for them or their families. It can be carried out by individuals, institutions or companies. In sexual exploitation, the aggressor abuses his or her power by limiting the s victim'options or manipulating children and adolescents to create the perception that the act is consensual. It is expressed both through the control of the adult at the financial, emotional or physical level, as well as through trafficking and exploitation networks; in addition, peer-to-peer cases occur, especially in the context of gangs. The aggressor usually gains the friendship and trust of the victim or subjects her to drug use²³.

It also is understood as "a form of coercion and violence against children, which "amounts to forced labor and a contemporary form of slavery" (Declaration Stockholm, 1996) ⁽²⁴⁾.

21. Law 136-03. Art. 25, Paragraph II.
22. International Labour Organization (n/d). Commercial Sexual Exploitation of Children <https://www.ilo.org/ipec/areas/CSEC/lang--en/index.htm>.
23. Keeping Children Safe (2020). International organizational child protection standards
24. Declaration of the meeting held in Stockholm on the the occasion of World Congress against Commercial Sexual Exploitation of Children (1996).

Sexual exploitation

It refers to any abuse or attempted abuse of a position of vulnerability, a relationship of unequal power or a relationship of trust ‘for sexual purposes, including, but not limited to, profiting economically, socially or politically from the sexual exploitation of another person’ ⁽²⁵⁾.

Commercial exploitation

This refers to labor exploitation or other activities that benefit others and have a negative impact on the physical, development psychological, cognitive, educational, social or moral of children and adolescents.

Pornography of children and adolescents

Any representation through any medium that exposes children and adolescents in sexually explicit activities or the representation their genital parts for sexual purposes, whether real or simulated²⁶.

Sexual assault and abuse

Sexual assault refers to ‘any sexual action, committed with violence, coercion, threat, surprise or deception’ (Law No. 24-97, Art. 330)²⁷. It is considered a more serious offence when it occurs in cases where a person abuses his or her authority to commit it or against a particularly vulnerable person²⁸.

25. UNICEF (2020). Protection from Sexual Exploitation and Abuse (PSEA): Practical Guide and Tools for UNICEF and Partners. [https://www.unicef.org/elsalvador/media/3806/file/Guia%20y%20Herramientas%20PEAS%20para%20UNI- CEF%20and%20partners.pdf](https://www.unicef.org/elsalvador/media/3806/file/Guia%20y%20Herramientas%20PEAS%20para%20UNI-CEF%20and%20partners.pdf)
26 Law 136-03. Article 25, Paragraph III.
27 Law No. 24-97. Art. 330, which modifies the provisions of the Code of Criminal Procedure.
28 Law No. 24-97. Art.333, which modifies the provisions of the Code of Criminal Procedure.

Sexual abuse is any physical physical assault or threat of assault of a sexual nature, committed through the use of force or coercion or in a situation of inequality. It includes sexual sexual exploitation and abuse without physical contact and over the Internet (UNICEF, 2020)²⁹.

Rape

It refers to any act of sexual penetration of any nature, committed against a person by means of violence, constraint, threat or surprise. It is punishable as a felony when it occurs in cases where a person abuses his or her authority to commit it or against a particularly vulnerable person³⁰.

Sexual harassment

"Any order, threat, constraint or offer intended to obtain favors of a sexual nature made by a person (man or woman) who abuses the authority conferred by their functions ⁽³¹⁾.

Exhibitionism

Exposure of any sexual act or genital organs in a public place³².

Intimidation

Any action that uses fear and retaliation to generate certain behaviors.

29. UNICEF (2020). Protection from Sexual Exploitation and Abuse (PSEA): Practical Guide and Tools for UNICEF and Partners. [https://www.unicef.org/elsalvador/media/3806/file/Guia%20y%20Herramientas%20PEAS%20para%20UNI- CEF%20and%20partners.pdf](https://www.unicef.org/elsalvador/media/3806/file/Guia%20y%20Herramientas%20PEAS%20para%20UNI-CEF%20and%20partners.pdf)
30. Law No. 24-97. Art. 331, which modifies the provisions of the Code of Criminal Procedure.
31. Law No. 24-97, Art.333-2
32. Law No. 24-97, Art.333-1

Mistreatment by revictimization

It refers to the negative response to a person who has been a victim of a rights violation, which causes them to relive the traumatic situation and negatively impacts them emotionally, socially, legally or economically.

Actions or omissions in the way a situation of lack of protection can revictimize and generate anxiety, desolation, anguish or stressis dealt with.

Bullying or school harassment

It is a form of physical, psychological or verbal mistreatment between students or parents, which has the intention of causing harm and is expressed through aggression, persecution, subjugation, threats, mockery, scares, discrimination, etc. It is distinguished by its recurrent or repeated occurrence over a period of time, its intentionality and the imbalance of power between the aggressor and the victim. Bullying affects students' self-esteem, emotional health and learning.

Cyberbullying

A form of aggression that uses information and communication technologies (ICTs), including digital devices, that intentionally and constantly seeks to abuse, frighten, threaten, blackmail, discriminate or humiliate. It occurs through social networks, instant messaging, emails, games, personal websites or others. Cyberbullying involves the dissemination of false, personal information, messages, images or videos that seek to humiliate, impersonation and the use of anonymity. It can be expressed individually and in groups.

Online sexual exploitation

Refers to acts of a sexual nature against children and adolescents that have some kind of connection with the environment. It encompasses the use of information and communication technologies (ICTs) to generate, facilitate or induce sexual exploitation through the production, purchase, sale, possession, sale and distribution of sexual material.

Grooming

Refers to the form of abuse in which an adult establishes a relationship (sometimes sentimental) with a child through virtual aim of achieving emotional control, seduction and digital technologies with the sexual contact both online and, for example, to obtain child pornography, sexual abuse, among others.

Sexting

Refers to the practice of generating and exchanging sexually explicit content. It includes consensual creation and sending of images, as well as the creation of images that are then distributed without the consent of the other person³³.

Discrimination

This refers to unequal, exclusionary or restrictive treatment based on a person's characteristics, which affects the full enjoyment of a recognized right. Among the references used to discriminate are ethnicity, gender, age, religion, economic situation, disability, illness, among others.

33. OAS (2021). Online gender-based violence against women and girls. <https://www.oas.org/es/sms/cicte/docs/Manual-La-violencia-de-genero-en-linea-contra-las-mujeres-y-ninas.pdf>

Abuse of power

Relationship in which a person with certain authority (teacher, religious leader, manager, educator, volunteer, coach...) exceeds his or her power or influence and takes advantage of the other person for his or her own benefit or .to the detriment of the other.

Aggressor in an act of violence

A person who, intentionally or unintentionally, commits an act of violence.

Accomplice to violence

A person who encourages, covers up, aids or contributes to the commission of a violent act or its cover-up.

Victim

A person or group that, directly or indirectly, has suffered harm or detriment to their rights as a result of a crime or violation of rights.

Lack of protection of children and adolescents

Any type of mistreatment or violation of rights that affects children and adolescents and that, in the case of an institution, is associated with its personnel, functioning, programs and operations.

Educational Community

It includes all the people who are interrelated in the school environment and the educational process. It is made up of students, teachers, directors, administrative and support staff, families and the community.

Coexistence and citizenship team

It is responsible for promoting and coordinating the process of promoting coexistence and citizenship among the members of the educational community. This team is led by the head of pastoral care, psychologists and counsellors³⁴.

School Coexistence

Indicates the way in which the members of the educational community interact to achieve or sustain a culture of peace. It implies putting into practice periodically socialized and consensual guidelines that promote dialogue and mutual understanding and the peaceful resolution of conflicts.

Manual of Coexistence in Schools of Fe y Alegría in the Dominican Republic

Guide that provides the theoretical and methodological bases to accompany conflict management in the educational context. It is based on the frameworks normative and legal that guide decision-making, the monitoring of relationship situations between members of the educational community, as well as the development of internal policies and manuals. Its main objective is to promote healthy coexistence as an indicator of quality, encouraging the transition from a punitive to a restorative culture.

Mediation

A procedure by which impartial persons help to resolve a conflict without establishing blame or sanctions, but rather seeking the necessary agreement and reparation to restore the relationship.

34. Fe y Alegría (2019). Manual de acompañamiento. Pedagogical accompaniment for the transformation of practices educational and quality improvement in Fe y Alegría Dominican Republic.

Focal point

Person in charge of coordinating and supervising actions related to the protection of children and adolescents. Its work focuses on ensuring a safe and enabling environment for their development, implementing protocols and protection measures, as well as promoting awareness and training on child protection. Its functions include receiving, responding to and following up on child protection cases, ensuring due diligence and the application of appropriate measures.

Local protection team as part of the coexistence and citizenship team

Local team responsible for safeguarding and promoting the welfare of children and adolescents in the educational community. Its main objective is to prevent and respond efficiently to situations that may put integrity at risk.

Information System

Any device or set of devices using information and communication technologies (ICT), as well as any high-tech system for generating, sending, receiving, archiving or processing information, digital documents, data messages, etc³⁵.

Collaborator

Person with an employment relationship with Fe y Alegría Dominicana, hired to perform certain functions in the institution.

Volunteer

A person who collaborates voluntarily and free of charge in the provision of certain services in a personal or institutional capacity. They do not have an employment relationship with the organisation.

Consultant or advisor

A person with a specific contract with the organization providing professional or technical services.

1.2.3. Fundamental Principles on Abuse and Mistreatment

Through this policy, we highlight the fundamental bases that govern the organization's actions in cases of mistreatment and abuse of children and adolescents:

- a) **Best interests of children, adolescents and people in vulnerable situations:** the organization ensures their comprehensive development and in the event of conflicts of interest, their rights prevail over those of adults, their opinions will be heard when making decisions.
- b) **Prevention:** This involves taking appropriate actions and measures to avoid child abuse and re-victimization.
- c) **Coordinated response:** all those involved act in a coordinated manner in detecting and addressing situations of violence and abuse.

35. Law No. 53-07 on Crimes and High Technology Crimes

- d) **Promptness:** priority shall be given to promptness in making decisions and executing actions to address situations of lack of protection or risk of lack of protection that arise in the educational center.
- e) **Minimal intervention:** avoid subjecting the minor or vulnerable person to traumatic and repetitive processes, in order to reduce the risk of re-victimization. Priority will be given to the judicial process.
- f) **Confidentiality:** personal and family information shall be protected so that it is only accessible to those who have the role and authority to ensure the integrity of the persons involved in an event under investigation.
- g) **Educational, restorative and treatment:** educational measures are implemented to prevent acts of violence and abuse, support victims and promote positive factors for the development of a culture of peace.
- h) **Protection and procedural guarantees:** the rights of vulnerable persons are protected and preserved.
- i) **We are all part of the protection of children and adolescents:** all work teams in schools have the obligation to ensure the protection of children and adolescents, as well as to act and report any suspicion of child abuse, since the lack of notification can make accomplices of those who have information about it.
- j) **Reporting and response:** In the event of any case or suspected case, we will proceed in accordance with the law and work to stop the abuse and repair the damage caused.

13 Scope

The protection of children and adolescents is everyone's responsibility. This policy has implications for the Dominican National Office and all educational centers run by Fe y Alegría Dominicana.

The Protection Policy has a general scope for all members of the education community as broadly defined. Specifically, it covers:

- Students.
- All collaborators, both from the National Office and the educational centers administered by Fe y Alegría Dominicana who have an employment contract or who perform their functions in any of the schools.
- All collaborators, volunteers or interns of the Dominican National Office and of the schools. Collaborators hired for specific projects.
- Any other person with a contract with the organization.
- Fathers, mothers, guardians and friends of the school.
- Any person who is a member of one of the recognized educational spaces for participation.
- Expatriate staff

It also covers the organization's partners and service providers:

- Any person who, by their actions, functions or position, has a relationship with or represents an educational community of Fe y Alegría Dominicana.
- Service providers and suppliers.
- Consultants and advisors hired under any type of contract.

14. Regulatory Framework

The protection policy is based on national and international regulations and legislation:

Internationally

- Convention on the Rights of the Child (United Nations, 1989) and its Optional Protocols
- Universal Declaration of Human Rights
- Declaration on the Elimination of Sexual Abuse and Exploitation by UN Personnel
- Basic policy on preventing and responding to violence identified in our service contexts, International Federation Fe y Alegría (2019).
- Res. No. 47-00 approving Convention No. 182 and Recommendation No. 190 of the International Labor Organization concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor.

At the national level

- ✓ Constitution of the Dominican Republic (2015) and its amendments.
- ✓ Code for the System for the Protection and Fundamental Rights of Children and Adolescents (Law 136-03) or any law that replaces or modifies it.
- ✓ General Education Law 66-97 and its amendments.
- ✓ Penal Code of the Dominican Republic in force or any law that substitutes or modifies it.
- ✓ Code of Criminal Procedure of the Dominican Republic or any law that substitutes or modifies it.

- ✓ Law No. 24-97 on Domestic Violence and Violence against Women and its amendments.
- ✓ Labor (Law 16-92) or any Code law that substitutes or modifies it.
- ✓ National Development Strategy (Law 1-12) and its amendments.
- ✓ Law No. 5-13 on Disability in the Dominican Republic and its amendments.
- ✓ General Law on Youth (Law 49-00) and its amendments.
- ✓ Law 137-03 on the Smuggling of Migrants and Trafficking in Persons and its amendments
- ✓ Law 1-21, which prohibits Child Marriage and its amendments.

Others

Although they are not legislation, these documents are the basis for addressing the protection of children and adolescents in educational centers.

- Keeping Children Safe Standards
- Educational System Standards for Harmonious Coexistence in Public and Private Schools
- Protocol for the Care of Cases of Sexual Violence against Children Adolescents
- Policy on Prevention and Attention to Early Unions and Adolescent Pregnancy (PPA)
- Manual of coexistence in Fe y Alegría Dominican Republic Schools.

- Manual for Accompaniment. Pedagogical accompaniment for the transformation of educational practices and the improvement of quality in Fe y Alegría Dominican Republic.
- Institutional protocol for the prevention of abuse of minors or persons in any situation of vulnerability.

15. Approval

The Institutional Policy for the Protection of Children and Adolescents (NNA) of Fe y Alegría Dominican Republic was approved on September 18, 2023, by the Board of Directors, which is committed to the implementation, monitoring and evaluation of all protocols established in the policy.

This Institutional Policy for the Protection of Children and Adolescents (NNA) integrates and updates the Institutional Protocol for the Prevention of Abuse of or Persons Under Any Situation of Vulnerability, approved in 2019, with the aim of strengthening and improving protection and safeguarding measures in the educational environment. Through this policy, it seeks to update and adjust the existing guidelines and procedures, taking into account the advances and changes in the understanding of the protection of children and adolescents.

POLICY DEVELOPMENT AND APPROVAL	
Approved by	Fe y Alegría Dominican Republic Board of Directors
Date of approval	September 18, 2023
Version	1.0
Revision date	September 18, 2026
Address	P. José Ramón López
Language	Spanish

02

Prevention

At the core of our protection policy is prevention, which involves the implementation of measures to prevent the occurrence of any situation of abuse. The policy itself represents a preventive measure, establishing protocols, mechanisms and specific guidelines to address the protection of children and adolescents in schools. Training processes, parameters for the selection of collaborators, development of safe spaces, early identification of risk situations, establishment of reporting channels, supervision and continuous evaluation of protocols, socialisation of the code of conduct, among other aspects that aim to ensure protection against any form of abuse and the comprehensive development of the population we work with.

21 Analysis and Mitigation of Risks

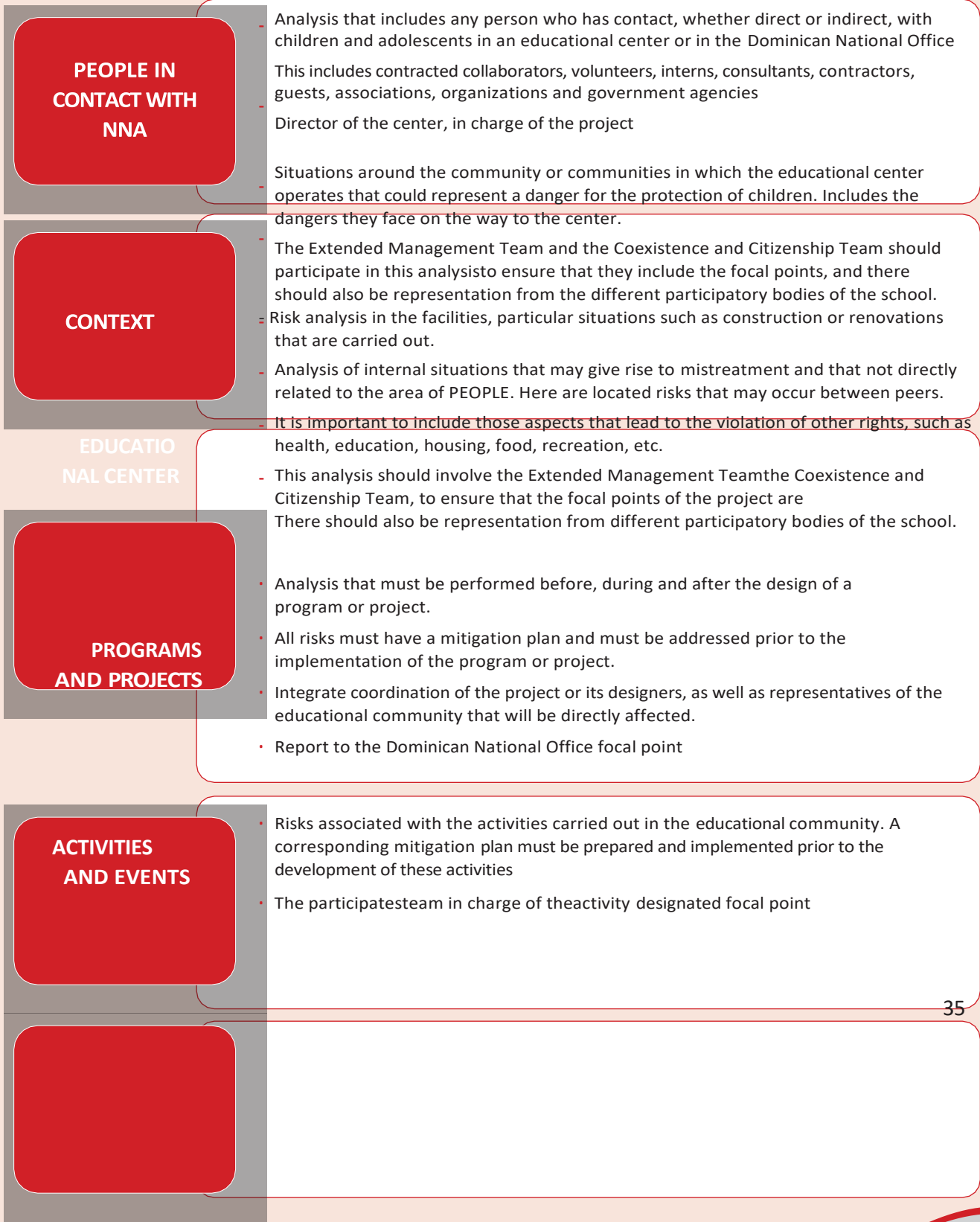
Fe y Alegría Dominicana assumes the commitment to carry out an exhaustive analysis of the possible risks that favor violence and abuse towards children and adolescents, present in its collaborators, programs and operations in educational centers and in the National Office.

This section identifies the key parameters for to centers identify the risks present in their context and to take mitigation measures.

Risk refers to the possibility that children and adolescents may suffer some type of mistreatment or violence due to an action or negligence on the part of the environment in which they develop. In other words, it implies that the actions, activities or programs implemented may generate vulnerability factors for children and adolescents. Adequate risk management in the protection of children and adolescents in an educational environment is essential to ensure that students develop in a safe and healthy environment.

Risk analysis seeks to identify how likely it is that an event could occur in the environment and what level of impact it could have, in addition to analyzing the level of priority that should be given to its mitigation. In the school community, this process should be coordinated by the Local Protection Team, taking into account the criteria presented above.

211 Areas of Analysis and Mitigation of Risks



212 Process for Conducting Risk Analysis

a) Reflection and brainstorming:

The focal points will coordinate the risk analysis process in the educational centers. The first step is to conduct an exhaustive analysis and reflection to identify the different scenarios that could generate child abuse in the different areas of analysis, for example in programs, collaborators and operations. The different scenarios are brainstormed.

b) Classification of identified risks:

Once identified, it is necessary to classify the risks according to low, categories medium and high, in accordance with the analysis of impact and probability levels.

- **The impact on children and adolescents:** covers the consequences that children and adolescents may experience as a result of the maltreatment. Table 1 shopws the level of impact associated with each type of maltreatment.
- **Probability** refers to the likelihood of a risk materializing. Table No. 2 shows the level of probability associated with each risk.

Table No. 1: Levels of impact of the risk of child maltreatment	
Identified risk:	
Type of abuse	Level
Physical abuse	High
Physical punishment	High
Sexual Abuse	High
Sexual exploitation of children and adolescents	High
Virtual abuse and pornography of children	High
Bullying	Medium
Maltreatment by negligence	Medium
Emotional abuse	Medium
Spiritual abuse	Medium
Mistreatment for acts of "possession", "witchcraft" or related to religious beliefs	Medium
Labor exploitation	Medium
Commercial operation	Under
Abuse of power	Under

Table No. 2: Risk probability levels

Identified risk:	
Type of probability	Level
The risk is very likely to happen.	High
It is moderately likely to happen.	Medium
The risk is very unlikely to occur.	Under

c) Priority ranking for mitigation:

After evaluating the probability and impact of each risk they are ranked in order of priority for mitigation, from those with high probability and impact to those with low probability and impact. Table 3 illustrates the priority assigned to each risk.

Table No. 3: Priority of risks		
Identified risk:		
Impact	Probability	Priority
High	High	High
High	Medium	High
High	Under	Medium
Medium	High	Medium
Medium	Medium	Medium
Medium	Under	Medium
Under	High	Medium
Under	Medium	Under
Under	Under	Under

213 Mitigation

To ensure the protection of children and adolescents, it is essential to carry out a mitigation procedure after the risk classification process described above. It is necessary to take into account the fact that the different risk situations

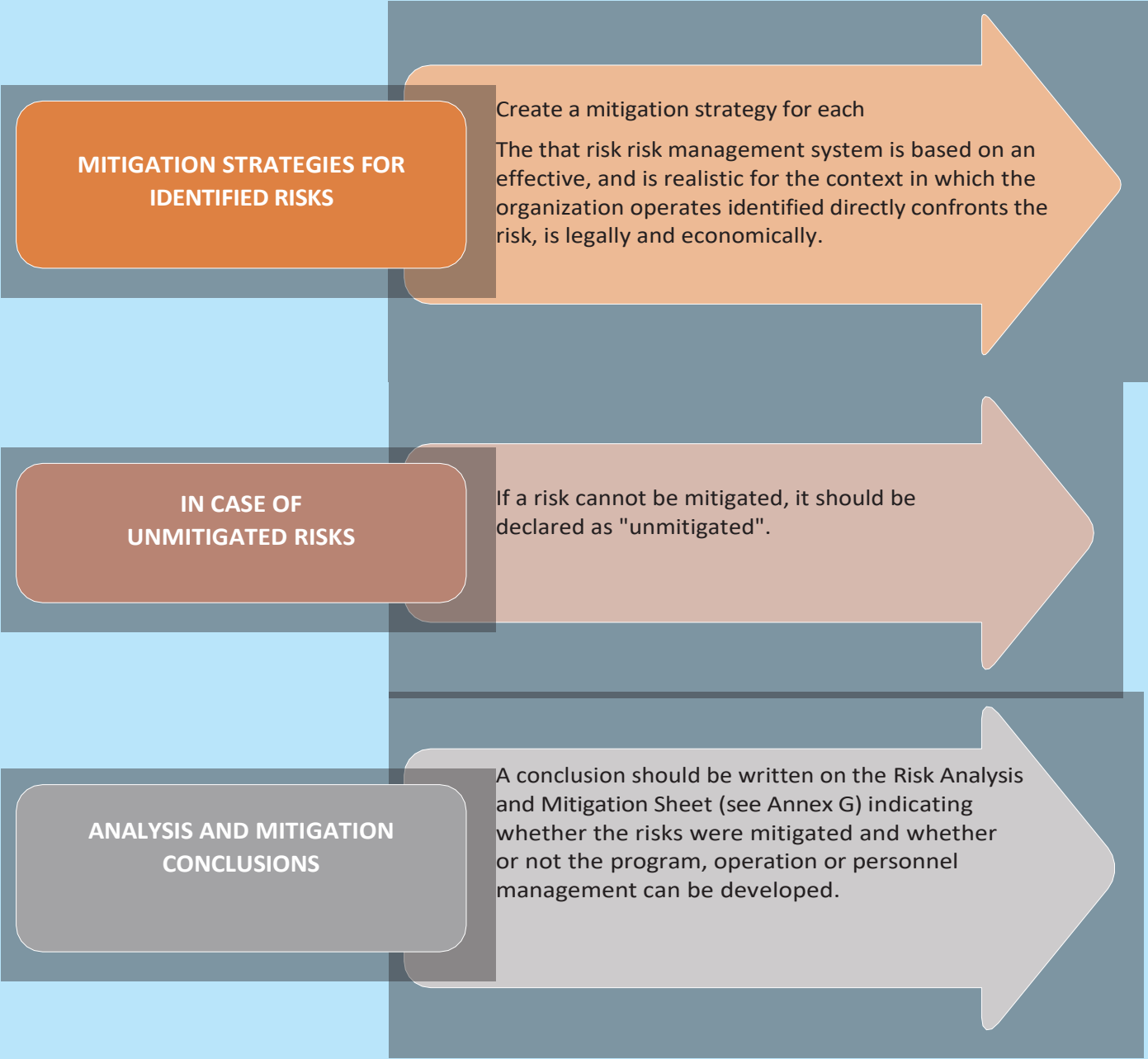
require specific and particular actions to the identified reality.

Some points to take into account in the process are:

- All risks must be addressed, especially those with a high impact and probability of occurrence.
- In case a high impact and high probability risk cannot be mitigated, then the programme, the operation or the management of partners should be reconsidered.
- It is important to assign and define clear responsibilities for each member of the educational community and that each one knows his or her role in the mitigation process.
- If a decisión is made to implement a program, operation or employee management with unmitigated risks, it is necessary to justify this decision and specify who made it. This is taking into account that, although most risks have solutions, it is possible that some cannot be avoided.
- For those risks that cannot be mitigated, such as structural risks, it is essential to establish action protocols to address them.
- Mitigation actions can be diverse, from the implementation of adequate security measures (e.g., surveillance and care of the different areas of the center and specific moments, such as student and recess), entrance and exit establishment of complaint channel straining, educational actions and awareness-raising (e., g.campaigns, among other mitigation strategies, depending on the context and possibilities).
- It is to essential establish a monitoring and evaluation system to follow up on the mitigation strategies implemented.

Note: See Annex K for the risk analysis and mitigation guidance sheet.

214 Mitigation Process



22 Prevention Actions Related to the Management of Collaborator(s)

Recruitment

The organisation is committed to safe and child protection-focused recruitment practices. Job descriptors will be developed that include a section detailing the responsibilities of the role in fulfilling the organisation's child protection policy. Detailed interviews will be conducted to assess the suitability of candidates to work with children. In the same aspect, the importance that the organisation attaches to this issue should be highlighted in order to validate the candidates' understanding of this aspect. Any job offer or vacancy will specify that a criminal background check will be carried out. If such checks cannot be carried out, other screening mechanisms will be used. In addition, applicants' identities will be verified and their academic and employment records will be checked, and at least two employment references will be requested.

The organisation is committed to transparent recruitment and selection processes, based on equality, focused on the protection of children and adolescents, and therefore all job vacancies will specify the institution's commitment to the preservation of the integral wellbeing of children and adolescents. Job descriptions will be developed that include a section detailing the responsibilities of each role in the fulfilment of the organisational policy for the protection of children and adolescents. Detailed interviews will be conducted to assess the suitability of candidates to work with children. The importance that the institution attaches to this issue will be highlighted in order to validate the candidates' understanding of this aspect. Candidates' identities will be verified, their academic records, professional experience, work and personal references will be checked, as well as other documentation or information that the evaluation team considers necessary for the selection of the most suitable candidates for the required profile.

221 Essential Principles for the Protection of Children and Adolescents in Recruitment Processes

Design of job descriptions

From the very moment a job or consultancy position is defined, it is essential to analyze the role and consider the safety of children and adolescents, and the risks involved in the position. In this regard, key questions will be identified:

- a) Does the position involve direct or indirect contact with children?
- b) Will the collaborator have unsupervised access to children or be in a position of trust?
- c) What other contact will they have with the children (by phone, internet or mail)?

If the job or consultancy involves direct contact with children, it shall be ensured that relevant associated experience is highlighted in the selection criteria.

Recrutement processes

- a) In the process of advertising job vacancies, a commitment to adhere to the organisational policy for the protection of children and adolescents and to a thorough review of the documents of all applicants should be noted.
- b) Certifications shall be requested to verify and confirm identity and authentication of studies in order to avoid falsification of degrees or documents.
- c) At least two employment references or references from others who can speak to the candidate's experience and suitability for the position for which he/she is applying will be requested.
- d) Screening of employment references shall be ensured.
- e) Verify the accuracy of references.

- f) All thorough checks will be carried out to ensure that the contract can be safely concluded.
- g) All employment contracts should include a statement that applicant has read and understands the protocol and agrees to comply with its provisions. According to the PEAS guidelines (p. 60), the child protection clause may include the following: "The partner, volunteer or contractor shall take all appropriate measures to prevent the sexual exploitation or abuse of any person by its employees or any other person hired and controlled by the Contractor to perform any services under the contract. Any breach of this provision shall entitle Fe y Alegría Dominican Republic to terminate the contract with immediate effect".
- h) All collaborators, volunteers, interns and consultants shall sign the document: Code of Conduct for collaborators, volunteers, interns and consultants (See Annex A).
- i) It is established that any violation of the terms of the protocol will be considered a serious misconduct, which will result in the termination of the employment contract, without liability for Fe y Alegría. However, it will be imperative to comply with the procedure established in the Labor Code, which includes the corresponding notification to the Ministry of Labor, if necessary.

Professional services, volunteering and internships

The organization assumes the commitment to ensure that any person who performs professional services, volunteering or internships in the educational center or the National Office of Fe y Alegría Dominicana has knowledge of and commitment to the Policy for the Protection of Children and Adolescents. In all processes, corresponding measures will be taken so that their selection, training, follow-up and supervision will result in the protection of children and adolescents. The following are the points to be followed:

- It will be analysed whether they have the attitudes and skills to carry out a healthy and profitable work or service with children and adolescents, which is also inspired by the human and Christian values that Fe y Alegría promotes in its work.
- At least two references will be confirmed. In the case of volunteers who are minors, the protocol defined for these cases will be followed.
- A training process on the protection policy and the rights of children and adolescents will be carried out for employees of the National Office and schools.
- Every hired person, volunteer or trainee shall have a person in charge of monitoring and supervision at the school. Regular supervision will be carried out to ensure that they are acting in a safe and appropriate manner. A clear written definition of its functions and limits shall be made.
- If the person will work directly with children and adolescents, more intensive training and supervision will be provided on how to relate to children adolescents and how to perform their functions.
- All unnecessary physical contact shall be prohibited.
- The person will sign the certificate of commitment on knowledge and commitment to comply with the Institutional Policy for the Protection of Children and Adolescents (NNA).
- In the event that a person contracted for a specific professional service, volunteer or intern commits an act of mistreatment of children that does not constitute a crime, he/she will be immediately dismissed from his/her position and expelled from the educational community. In the event that it constitutes a crime, an immediate report will be made and, in both cases, the contract will be terminated without Fe y Alegría Dominicana having any responsibility whatsoever. In addition, damages will be charged for any payments made in advance.

For volunteers, it is always necessary to analyse the risks of a volunteer's involvement in the community and to have a risk mitigation plan in place.

The contracting of external professional services, both individual and corporate, of any kind, should include terms of reference specifying the commitment to comply with the Protection Policy. The process of designing terms of reference, research and risk analysis, training and supervision shall be under the responsibility of the person in charge of the project, programme or facility making the request, with the support of Human Resources, where applicab

For interns and volunteers, it is necessary to present a dossier containing documents verifying their identity, references, their link to a volunteer organisation, university or other institution, as well as documents that demonstrate their suitability to work with children and adolescents (NNA) and that accredit their skills and qualifications.

All persons working through a company or contracting services must be aware of the protection policy and sign a certificate of knowledge and commitment to comply with the Institutional Policy for the Protection of Children and Adolescents.

23. Code of Conduct and Code of Ethics

At Fe y Alegría Dominican Republic we are committed to creating a safe and protective environment for all the children and adolescents with whom we work. As an organization, we adhere to the Code of Conduct of the Society of Jesus, which aims to protect them and guarantee their well-being and integrity, while at same time protecting our collaborators and volunteers. We are also committed to taking immediate and appropriate action in the event of a violation of the Code of Conduct in order to protect children and ensure that they receive appropriate care and attention, the organization follows the current guidelines presented in the Code of Ethics of the Ministry of Education³⁶.

36. Code of Ethics of the Ministry of Education (MINERD, 2019). <https://www.ministeriodeeducacion.gob.do/transparencia/media/marco-legal-marco-legal-del-sistema-de-transparencia/otras-normativas/Cdj-codigo-de-etiqueta-ministerio-de-educacion-de-la-republica-dominicana-2019pdf.pdf>.

In the event that a person with a contract commits a misconduct that generates a risk, but does not violate a child, a representative of the management team and/or the director must dialogue with the person in question, in order to seek a viable solution. The result of this conversation will be recorded in writing in the corresponding record, according to the nature of the contract.

In the event of a warning to personnel of an educational center a copy of the warning will be sent to the Ministry of Public Administration (MAP), the corresponding educational district and the School, which must keep a copy in the collaborator's record.

In the case of a collaborator of the Dominican National Office he/she shall be referred to the applicable instances and a copy of the document shall be kept in Personal Collaborator Registry.

If the person is a volunteer, intern or consultant, he/she will be given a two-month trial period to verify that the risky behaviour has ceased. If the behaviour persists, the contract will be terminated, without responsibility for Fe y Alegría Dominicana. In this regard, employment contracts shall stipulate, among the reasons for termination, any serious violation of the Institutional Policy for the Protection of Children and Adolescents (NNA).

When someone from the center's management, teaching or administrative team has had serious attitudes against the guidelines for the protection of children and adolescents, the director, with the support of the management team and the national director will proceed to place the person at the disposal of the educational district. In the event that the misconduct or non-compliance implies a violation or serious risk for children and adolescents, the employee will be dismissed or the contract will be terminated. If the offense constitutes a crime, we will proceed to inform the competent authority to proceed with the investigation and subsequent actions in accordance with the provisions of our policy and Law 136-03.

All documents related to the knowledge and commitment to comply with the institutional policy for the protection of children and adolescents of Fe y Alegría's National Office employees must be kept in the "Personal Register of Collaborator", under the responsibility of the Human Resources Department.

In the case of the code of conduct for students, it is necessary to refer to the Manual of coexistence in the educational centers of Fe y Alegría Dominican Republic to identify the duties and rights of children and adolescents, as well as the behaviors allowed and not allowed among children and adolescents and the corresponding disciplinary measures.

24. Induction and Training

Our aim is that all employees, volunteers, interns, contractors, consultants, visitors and partners understand the importance of child and are committed to ensuring the well-being and integrity of the children and adolescents protection with whom we work. Child protection training takes place at induction, but is ongoing to ensure that we are at the forefront of best practice in this area.

During induction and training, expected behaviors and consequences for violations of the code of conduct are explained. In addition, information is provided on how to identify and report any child protection that arise at work. They are also provided with information on the rights of children and adolescents and the procedures and reporting mechanisms to follow in case of suspected abuse, neglect or exploitation.

We provide comprehensive training on our code of conduct and child protection policies. The National Office of Fe y Alegría Dominicana is responsible for thorough and systematic training on the guidelines and standards of the Institutional Policy for the Protection of Children and Adolescents (NNA), including the Code of Conduct, to the different focal points who have the role of coordinator of each educational center, at least once a year.

Induction checklist:

1. A general induction on the policy, definitions, employee code of conduct and whistleblowing procedures will be conducted for all new and existing employees. Training will also cover all forms of abuse, with an emphasis on sexual abuse and exploitation.
2. When the policy is reviewed and revised, all employees will receive a general induction on the policy, definitions, code of conduct and whistleblowing procedures.
3. All children and adolescents served by the organization should be made aware of the code of conduct in an easy-to-understand version, and should be informed who to contact if they feel uncomfortable with something or someone.
4. Staff with responsibilities within the policy (such as focal points, board, programme coordinators, management and human management) should receive a detailed induction on the policy, their responsibilities, risk analysis and mitigation, complaints handling processes, and monitoring and evaluation mechanisms.
5. Every person connected with our organisation must know how to protect children, and have access to appropriate training to develop and maintain the attitudes, skills and knowledge to do so.
6. All information related to the organizational policy and protection of children and adolescents shall be written in simple, clear and easy to understand language for both adults and children.

The Local Safeguarding Team should ensure training on the lists of indicators of abuse for teaching staff and partners working in schools.

The Coexistence and Citizenship Team will be responsible for promoting respectful behavior in the local educational community and must provide respectful and treatment support the training process in the Institutional Policy for the Protection of Children Adolescents (NNA).

25. Design and Implementation of Programs

The following general parameters are proposed for the development and implementation of programs in the organization:

- The best interests of children and adolescents should always be a priority in the development and implementation of projects and programs.
- A risk analysis will be conducted to identify potential hazards that may children and adolescents face during their participation in program(s). This includes physical, emotional and social risks, and measures will be taken to mitigate them.
- The active and meaningful participation of children and adolescents in the design and implementation of program(s) will be encouraged.
- Every program or project shall include procedures to prevent, report and respond to any form of abuse, exploitation or neglect of the children involved.
- Any collaborator or team that joins a new project or program should receive training in child protection.
- It is essential that the (s) program have in place monitoring and evaluation strategies to identify any emerging problems or risks and that timely and effective action is taken to address them.
- Our partners and collaborators, including implementing partners, donors and organizations that contribute to our operations, must have child protection measures in place that are in line with international child protection standards.

26. Children and Adolescents on Communication

Children and adolescents have the right to the protection of their own image. Fe y Alegría Dominicana is committed to ensuring that all physical and audiovisual communications involving children and adolescents are carried out in a safe and secure manner. When taking photographs, videos or using information where children and adolescents appear, their rights, privacy and safety must be respected, and ethical and responsible principles must be followed.

26.1 Child Protection-Based Communication Principles for the Management of Photographs, Videos and Information of Children

Respect and integrity:

We will maintain the respect and dignity of children and adolescents at all times. If photographs or videos are taken, context will be represented adequately without violating their integrity. NO photographs or videos will be taken in places that may expose children to dangerous or inappropriate. In addition, situations that may cause them stress, anxiety or any other form of emotional harm situations shall be avoided.

2. Audiovisual and photographic material with authorization:

We will obtain formal written authorization before collecting any audiovisual or photographic material. Any collaborator who wishes to take photographs of children and adolescents must obtain prior authorization. Photographs, videos and information about children should only be used for the purposes intended and authorized by the children's parents or guardians.

- 3. Confidentiality in photographs and videos of children and adolescents.**

We will guarantee the confidentiality of privileged information about the identity of children and adolescents, as well as data and situations that put their safety and integrity at risk. Images will never be published with the full names of children; in any case, pseudonyms will be used. However, certain exceptions may be considered, provided that compliance with the other principles is followed and that it is in the interest of highlighting the achievements made by the development of certain activities.
- 4. Reality balance in audiovisual material**

We will seek a balance in the representation of reality in all photographic and audiovisual material. Children and adolescents should not be presented as victims who receive help, but as subjects who work and help themselves in their development.
- 5. Photographs and videos must respond to the values of the organization.**

The publication of images of an erotic, pornographic or obscene nature involving minors will not be permitted. Nor shall children and adolescents be shown naked or semi-naked, or in conditions of extreme suffering. If in doubt, the Child Protection Focal Point should be consulted. Under no circumstances will the image or video of abused or mistreated children and adolescents be shared through any digital media or messaging networks.
- 6. We will explain to the children and adolescents why they are being photographed and videotaped.**

Children will be informed what the images or videos will be used for, where they will be posted and who will have access to them. They will be shown all the content collected and any images they do not like will be deleted.
- 7. Persons taking video or photographs shall not be allowed access to children .and adolescents without adult supervision**

- 8. No information will be disclosed without prior authorization.**

The organization's collaborators shall not provide information about children and adolescents to any third party without prior authorization. This includes, but is not limited to, volunteers, consultants, advisors, guests, visitors and humanitarian aid workers.
- 9. Informed consent forms will be used:**

Parents and guardians will give their consent, as well as adolescents (see Annex D). The organization will have consent records for adults, children and adolescents for photographs and videos taken (see Annex B).
- 10. These principles also apply to communication on any multimedia platform, printed and digital documents of the organization**

An agreement for the use of images of children and adolescents by parents and guardians is available in Annex B, while a consent from a child is available in Annex C.

262 Social Media

Fe y Alegría Dominicana will use social networks as a tool for communication and promotion of its work and educational offerings; its use will be guided by the principles of child protection and privacy of children and adolescents. Responsible and ethical use will be made, based on the establishment of security parameters.

27. Roles and Responsibilities of Staff

In our organization, we all have a responsibility to protect the children and adolescents with whom we interact. To achieve this, it is necessary that:

All collaborators and volunteers:

1. Understand, know thoroughly and commit to comply with the Institutional Policy for the Protection of Children and Adolescents (NNA) of the organization.
2. Be alert to any possible situation of risk, violence or abuse that children and adolescents may face.
3. Comply with the provisions of the code of conduct.
4. Foster a safe, caring, communicative and respectful environment in the center.
5. Be alert to any sign of risk.
6. Prevent any form of child abuse and protect children and adolescents.
7. Immediately report any incident, inappropriate behavior or suspicion that may endanger the safety or well-being of children and adolescents.
8. Promote and support good practices while challenging bad practices.
9. Make aware children and adolescents of reporting procedures and how to report incidents or inappropriate behavior.
10. Be aware of and apply at all times the national legal frameworks for the protection of children and adolescents.

27.1 National Director

The management plays a fundamental role in Fe y Alegría Dominicana's policy for the protection of children and adolescents. Among its roles are:

- Develop and promote the Institutional Policy for the Protection of Children and Adolescents (NNA), ensuring that it is aligned with the principles and values of Fe y Alegría Dominicana, as well as with the applicable legal and regulatory frameworks.
- Allocate the necessary resources, including staff, training, infrastructure and budget, to effectively implement and maintain the Institutional Policy for the Protection of Children and Adolescents (NNA) at all levels of the organisation and in all related activities.
- Establish supervision and monitoring mechanisms to guarantee the correct implementation of the Institutional Policy for the Protection of Children and adolescents (NNA) at all levels of the organisation and in all activities related to children and adolescents.
- Promote coordination and collaboration among all areas and levels of the organization, as well as with relevant external partners, in order to ensure a comprehensive and effective response to situations of protection of children and adolescents.
- Promote awareness of child protection among collaborators, volunteers, parents, and the community in general, and ensure the provision of adequate training on the subject.
- Establish accountability mechanisms and take appropriate action in the event of non-compliance with the child protection policy including the investigation and appropriate attention to cases of violation.
- Designate a person responsible for or coordinator of the Institutional Policy for the Protection of Children and Adolescents (NNA) at all levels of the organization and in all related activities, who will be responsible for overseeing and coordinating the implementation of the policy throughout the organization, as well as serving as the national focal point of contact for consultations, complaints and follow-up on cases related to the protection of children.

272 National Office Child Protection Team

A Protection Team for Children and Adolescents was established in the National Office of Fe y Alegría Dominicana, composed of the protection focal point, who coordinates it, as well as representatives from the areas of clinical, psychology, psycho-pedagogy, law and social work, together with the national director.

This team has the following roles and responsibilities:

- Provide the institutional conditions for children and adolescents to be recognised as subjects of rights and main actors in their own development, through the implementation of the institutional policy for the protection of children and adolescents.
- Promote and encourage the construction or updating of the organizational policy for the protection of children and adolescents.
- Accompany the implementation of the policy in the educational communities through the designated focal points.
- Establish a committee to respond to situations of violation that may have an impact on institutional reputation.
- Provide support in processes involving crimes, providing psychological or legal accompaniment, as needed.
- Expedite the reporting process when a crime is involved, to ensure a timely and effective response.
- Dynamize training processes for the prevention of violence, based on the proposals presented by the focal points.
- Design the implementation path of the Protection Policy in collaboration with the focal points.
 - Establish inter-institutional support networks for the attention of specific cases.
- Provide timely responses to inquiries and complaints at any time necessary.

- Ensure that all members of the institution are aware of the mechanisms for contacting the protection team.
- Systematize the reports of the cases they accompany and keep the corresponding files in collaboration with the competent unit.
- Monitor and coordinate the work teams involved in the protection of children and adolescents.
- Promote actions and good protection practices in coordination both at the state level and in civil society spaces.

273 National Office's Enlarged Child Protection Team

It is called an extended team when it is necessary, due to the nature of the cases, for other members of the Human Resources, Administration, Communications, Pastoral, Projects and Pedagogy departments to also participate.

Functions of the Extended Management Team

- Provide continuous support and follow-up in the implementation of actions and strategies related to coexistence and citizenship. This involves ensuring that the objectives and targets set are met, as well as identifying and addressing any challenges or difficulties that may arise. Ensure local risk analysis and implementation of mitigation actions.
- Ensure local risk analysis and implementation of mitigation actions.
- Ensure compliance with training processes, recruitment guidelines, compliance with the code of conduct, and compliance with guidelines for prevention, reporting and response processes.
- Ensure that sufficient resources are available to implement child protection measures.

- Ensure that all legal and regulatory requirements for child protection are met.
- Encourage the participation and collaboration for the protection of children and adolescents of the entire educational community, visitors, partners, community members and anyone else who has a relationship with the school.
- Promote and lead the process of coexistence and citizenship at the educational centre. This involves encouraging the active participation of all members of the educational community and promoting an atmosphere of respect, tolerance and responsibility.
- Follow up and evaluate periodically the progress and results of the coexistence and citizenship process. This involves collecting and analysing relevant data, identifying areas for improvement and taking corrective action where necessary.
- Ensure that different perspectives and voices are integrated into the coexistence and citizenship process. This includes the active participation of students, teachers, administrative staff and parents in order to promote a participatory and inclusive approach.
- Coordinate and lead the different lines of action and activities related to coexistence and citizenship. This involves establishing a work plan, assigning responsibilities and resources, and ensuring effective collaboration between team members and other stakeholders.
- Promote awareness of the importance of coexistence and citizenship in the educational community. This involves effectively communicating the objectives, values and related actions, as well as facilitating spaces for dialogue and reflection.

Roles of the Counselling and Psychology Unit

- Provide emotional and psychological support to children and adolescents who have experienced situations of lack of protection or violence.
- Conduct psychological evaluations to identify cases of mistreatment or abuse of children and adolescents.
- Design and implement prevention and awareness programs on the protection of children and adolescents aimed at students, mothers, fathers and guardians, as well as to teaching staff.
- Advise and guide families and collaborators on positive parenting and violence prevention strategies.
- Collaborate with other professionals and multidisciplinary teams to address cases of protection of children and adolescents in a comprehensive manner.
- Participate in the development and review of protocols and procedures to identify, report and address cases of lack of protection of children and adolescents.
- Follow up and monitor cases of protection of children and adolescents to ensure the implementation of adequate protection measures.
- Maintain confidentiality and respect in the handling of information related to child protection cases.
- Train collaborators, teaching and administrative staff in the detection and appropriate response to situations of violation of children and adolescents.
- Collaborate with the educational community in the creation of a safe and protective environment for children and adolescents. Participate in meetings and committees related to the implementation of the protection policy.

Collaborate with the relevant authorities in the investigation and follow-up of child protection cases, in coordination with the school's management team.

Contribute to the design and implementation of strategies for promoting the rights and well-being of children and adolescents.

- Plan and promote the abuse prevention campaign "*Cuidado con el Cuidado*" throughout the educational community.

Roles of the Coexistence and Citizenship Team

- Promote a safe and protective environment for children and adolescents in educational centers
- Develop and implement measures for the prevention and detection of situations of violation of students' rights.
- Coordinate actions to guarantee the protection of children and adolescents against any form of mistreatment, abuse or violence.
- Establish action protocols and clear procedures to address cases of violation of students' rights.
- Raise awareness and train educational personnel and the educational community in general on the importance of the protection of children and adolescents.
- Maintain constant and fluid communication with fathers, mothers and guardians, informing them about the protection measures implemented and providing guidance in cases of violation of rights.
- Collaborate with other institutions and organizations to establish support networks and coordinate efforts in the protection of children and adolescents.

28 Focal Points and Local Protection Team

In each educational center and at the National Office, one or more focal points will be designated within the Coexistence and Citizenship team to ensure compliance with the child protection policy. They have various roles and responsibilities (see Annex 3 for the profile of focal points):

- Coordinate the implementation of the child protection policy and protocols.
- Record incidents and reports related to child protection.
- Coordinate regular risk and vulnerability assessments in the educational center to identify areas for improvement in child protection.
- Activate the designated reporting procedure.
- Channel the necessary support to address protection through the national child protection focal point.
- Ensure that proper investigations are conducted in the event of a report or complaint of abuse or mistreatment of children and adolescents and guarantee that protective measures are taken for the affected individual.
- Monitor and evaluate the protection measures adopted, and take actions to ensure the continued safety and well-being of children and adolescents in the educational center.
- Conduct training workshops for children and adolescents, teachers, administrative staff, volunteers, among others.
- Provide organizational child protection counseling to the educational community and programs.
- Ensure that everyone knows them and knows how to contact them.
- Collaborate with authorities of the Ministry of Education, the National Council Children and Adolescents (CONANI) and the Public Prosecutor's Office, if necessary.

- Monitor and evaluate the implementation of protection policies and measures in the educational center, and identify areas for improvement and propose corrective actions.
- Keep up-to-date records and documentation related to the protection of children and adolescents, and safeguard the confidentiality and security of the information collected.

The number of focal points will be determined based on the number of students and staff working at the center. Among all focal points, a coordinating focal point must be selected (see the suggested number of focal points according to the type of center in Table 4).

- The members of the Counseling and Psychology Unit will be the default focal points of the Local Protection Team. The coordinating focal point should be chosen from this unit.
 - Taking into account the school's collaborating personnel who meet the established profile, other focal points may be selected through a process guided by the Extended Management Team, who, through a meeting, will evaluate and pre-select the different profiles and the students will vote for those who meet the requirements. Teachers and administrative personnel who meet the profile established in Annex J may be integrated as focal points.
- Centers that have several school batches should ensure that focal points are available in each batch.

Table no. 4. Focal points by type of center

Type of center by number of students	Number of personnel	Number of focal points
Type I Center (500 or more students)	37-60	Minimum 5-Maximum 7
Type II Center (between 300 and 499 students)	25-32	Minimum 4-Maximum 5
Type III Center (between 100 and 299 students)	17-22	Minimum 3-Maximum 4
Type IV Center (less than 100 students)	15-16	Minimum 2-Maximum 3
V-type center (multidegree)	1-3	Minimum 1-Maximum 2

Source: Types of centers are established according to the Public Educational Center Operating Manual MINERD, 2015).

The National Office focal point for child protection is responsible for overseeing the national implementation of the policy by developing training, monitoring, and supervision strategies that continuously support the growth of educational communities in the area of protection. Likewise, they are responsible for escalating serious risk situations to the National Office Child Protection Team when immediate intervention is required.

The protection focal points are part of the Local Protection Team, which is led by the local management, but a coordinating focal point is designated in each center.

The Local Protection Team must ensure that risk identification and mitigation analyses are conducted.

Note: See Annex J for the profile for the focal point in the educational centers.

29. Roles of Other Areas

Human Resources:

- Ensure that collaborators and volunteers are trained and educated in the protection of children and adolescents.
- Perform background checks, personal and employment references and keep up-to-date records.
- Encourage compliance with the code of conduct.
- Ensure that there are clauses in contracts with suppliers and consultants.
- Coordinate training in child protection for collaborators.

Financial and sustainability

- Keep a detailed record of expenses related to child protection and collaborate with staff to implement cost-saving and efficiency measures.

Projects

- Evaluate partners to determine whether they have contact with and impact on children and adolescents.

Program coordinators:

- Conduct risk analysis and mitigation in activities and projects involving children and adolescents to ensure their safety.
- Ensure that the Institutional Policy for the Protection of Children and Adolescents (NNA) is applied in all programs carried out by the organization.
- Promote the participation of children and adolescents in the identification of programs and projects to be implemented.
- To seek the formulation of proposals that contribute to the fulfillment of the rights of children and adolescents.

Communications:

- Ensure that all information related to child protection is clear, accurate, and accessible to the community, using effective and appropriate communication channels to reach different audiences.
- Support the dissemination of the Institutional Child Protection Policy, the promotion of abuse and mistreatment prevention campaigns, and the publication of periodic reports on progress and actions taken in this area.
- Assist in crisis and emergency management processes related to child protection.
- Ensure compliance with communication principles based on child protection for the management of photographs, videos and information on children and adolescents.

210 Other Prevention Guidelines to Consider

All contracted or volunteer collaborators linked to the educational centers shall take into account the following aspects:

- ✓ Personalization and confidentiality in the communication required for their educational and social promotion tasks are fundamental, but it must also be consistent in the environments and behaviors to ensure the safety of children and adolescents.
- ✓ Give priority to expressions of affection that do not involve physical contact and, if necessary, gestures of affection that do involve physical contact should be justified and not cause discomfort or be excessive.
- ✓ Adults linked to the educational center must respect the limits inherent to the service they provide and, if necessary, refer to the corresponding professionals.
- ✓ Adults linked to the educational center are responsible for providing protection and accompanying children and adolescents in the activities and places where they are carried out, taking into account the content of the activity and the treatment among students.
- ✓ Neglect and physical abandonment shall be considered a failure to provide comprehensive to which minors are entitled by the adult. In addition, protection failure to be aware of unacceptable behaviors of another person or withholding important information to prevent abuse shall be considered.
- ✓ In activities outside the school, there be at must always least two adults present.
- ✓ If the activity lasts more than one day, women should be separated from men during bedtime and have several adults responsible for supervising children during that time. Adults in charge should sleep separately from minors, as long as space allows.

211 Considerations to Take into Account at the Beginning of the School Year

Educational centers should include in the information provided to parents or guardians at the beginning of the school year, in writing, that the center's is management obliged by the Dominican legislation in force and the guidelines of the International Federation of Fe y Alegría to notify the corresponding authorities of any situation in which there is suspicion of lack of protection of children and adolescents or abuse of any of the students. In addition, the centers should establish a training mechanism for the families of the students, in line with what has been agreed with the National Office of Fe y Alegría Dominicana.

In compliance with our data protection and privacy policy, we will ask all families of enrolled students to sign and provide their express consent for the processing of personal and audiovisual data. This authorization signature process is required at the beginning of each school year and is essential to ensure the security and protection of our students'.

212 Annual Child Abuse Prevention and Awareness Activities

One of the key actions for the prevention of child abuse is training and promoting awareness of its impact.

In observance of the International Day for the Prevention of Child Abuse, celebrated every April 25, and the declaration in the Dominican Republic of April as Child Abuse Prevention Month, through Executive Decree No. 98-98 signed on March 11, 1998, Fe y Alegría Dominican Republic promotes a series of activities during this month with the purpose of ensuring an educational community free from abuse and fostering a culture of peace through the child abuse prevention campaign "Cuidado con el Cuidado."

This proposal, to be implemented annually, seeks to raise awareness in the educational community of Fe y Alegría Dominicana about the importance of enforcing respect for the fundamental rights of children and adolescents, to raise awareness about the eradication of abuse and ensure safe and protective environments that benefit their safety and integral development, while promoting a culture of peace through the construction of an educational centre of care and good treatment in the family and the community.

In this sense, it is recommended that all educational centers of Fe y Alegría Dominicana develop coordinated actions to make this reality visible. Actions may include talks and workshops for the entire educational community, cultural and artistic activities, among others.

The integration of school participation bodies established in the center and the involvement of local institutions working in the protection of children and adolescents is recommended.

See appendix h: planning of activities, "Cuidado", Cuidado con el campaign, appendix i: consolidated report of activities.

213. Fe y Alegria Dominican Youth Network, Course Councils and Student Councils

The active and effective participation of children and adolescents in decision making and the construction of safe and protective school environments will be encouraged. In this way, we recognize the right of children and adolescents to express their opinion, to be consulted and to take part by assuming responsibility in matters that affect them promoting their protagonism as agents of change in the protection of their own rights. In addition, local members will support actions and peer training on protection issues.

214. Coordination with Local Rights Protection and Restitution Boards

Educational centers shall establish and strengthen communication and active collaboration between the educational center and the Local Boards for the Protection and Restitution of Rights established by Law 136-03. For such purposes, regular meetings and spaces for the exchange of relevant information coordinated and carried out. may be Likewise, a representative of the center will participate in the meetings and activities of the local boards to which they are summoned, contributing their experience and knowledge in the protection and welfare of children and adolescents.

The center will be able to share in a manner timely and confidential the necessary information on child protection cases and situations of vulnerability that require the intervention of local boards at the community level.

It is important to collaborate in the development and monitoring of joint action plans that include specific measures for the prevention, protection and restitution of the rights of children and adolescents in the educational environment.

215. Visibility of Complaint Pathways Within the Educational Center

It is important to ensure the visibility of the reporting routes within the educational centers and the National Office to promote a safe and trustworthy environment. This involves the development and dissemination, in a manner clear and accessible, of the reporting routes. This includes the creation of digital and physical information materials posters explaining how and where to make a report, as well as training for school staff and the entire educational community on the reporting routes and the protocols to be followed.

It is essential that all employees and volunteers are familiar with the established procedures and know how to act in the event of a complaint.

03



Care and Response to Situations of Vulnerability

Mistreatment of children and vulnerable and persons their protection are critical issues that must be detected and adequately addressed in our educational centers and the National Office. We recognize that, despite taking all preventive measures and risk mitigation situations of lack of protection against children and adolescents may arise. For this reason, we are committed to ensure that all our collaborators,

parents and guardians, and adults in general, are trained to detect and recognize the signs of abuse and to act accordingly.

Any person who collaborates with Fe y Alegría Dominicana, including consultants, volunteers and partners, is committed to express any complaint or report about the integrity of a child or adolescent. We know that early detection and intervention are essential, therefore, we present the following reporting route, which is in line with the protocols established by the Ministry of Education.

It is important to point out that:

- Any concerns, complaints or allegations will be dealt with seriously and confidentially.
- There is a legal and moral duty to denounce abuse against children and adolescents.
- The safety and best interests of children and adolescents shall be guaranteed.

The Ministry of Education establishes a protocol of action in cases of school harassment or bullying, and a protocol of action in cases of signs of sexual abuse of children and adolescents. The centers of Fe y Alegría Dominican Republic faithfully follow these protocols. Refer to the Code of Conduct in the Educational Centers of Fe y Alegría Dominican Republic for cases of peer abuse, as well as infractions and disciplinary measures.

Therefore, without disregarding the provisions established by Dominican laws and the regulations in force for religious orders participating in the management of public schools affiliated with the Fe y Alegría Dominican Republic Association, the protocol that will establish the procedure to follow in case of a report or suspicion of abuse against children and adolescents will be as follows:

Protocol of Action in a Possible Case of Abuse

This protocol is based on the provisions of the Ministry of Education, which clearly establishes the process to be followed in the event of identifying a possible case of abuse sexual of children and adolescents ⁽³⁷⁾. In this case, it is extended to all types of abuse established in Law 136-03. For cases involving students, there is also the Protocol for the Promotion of the Culture of Peace and Good Treatment in Educational Centers and the Manual of Coexistence in Educational Centers of Fe y Alegría Dominican Republic.

STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
Case identification	<ul style="list-style-type: none">• It begins with the suspicion or receipt of a report of abuse in any form.• If there is physical damage requiring assistance, give immediate attention.• Refer the case to the Protection Focal Point Coordinator within the educational center.• Fill out the corresponding forms (see annexes).	<ul style="list-style-type: none">• Maintain a respectful attitude to ensure the intimacy and privacy of children and adolescents.• In the event of sexual abuse, never search the child's or adolescent's body.• Maintain confidentiality of information and discretion in its handling.• Each educational center must have a confidential managed by the coordinating protection focal point complaint logbook.• Information must be handled with strict confidentiality, without sharing any information via WhatsApp messaging. not Persons not designated for these processes should be involved.• In no case of suspected abuse should the principal or focal point or anyone else confront the potential abuser.	<p>Protection focal point local protection, teacher, teamprincipal, guidance counselor, school police, janitor, parents.</p> <p>Anyone in the educational community can refer a case.</p>

37. MINERD (2016). Protocol for the promotion of the culture of peace and good treatment in educational centers <https://www.ministeriodeeducacion.gob.do/docs/licitaciones-oai/contenido-1.pdf>.

STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
		<ul style="list-style-type: none">When the director becomes aware of the facts or the complaint, he/she has the obligation to inform the District and the Regional Offices, which must immediately inform the Human Resources Directorate of the MINERD. Fe y Alegría Dominicana Protection Team of the National Office must be informed.In no case of possible sexual abuse shall a member of the educational community or the school administration conduct investigations on their own.Only medical personnel are authorized to examine the victim and verify the signs of abuse. Therefore, when physical harm is noticed or evident, medical assistance should be sought (including emergency state services), or the local Health Center should be contacted to obtain a medical certificate. In some cases, parental or guardian authorization may be required to transfer a child or vulnerable individual outside the educational institution. When physical damage is visible, only the child's, adolescent's, or vulnerable person's transfer to a public health center is reported to the parent, guardian, or caregiver. In cases of sexual abuse, only a legal doctor is authorized to consult the victim.	

STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
		<ul style="list-style-type: none">Medical transfers to healthcare services will only be made in emergency cases, such as physical injuries requiring urgent medical attention. In these situations, the designated professional, in coordination with the center's management, will be responsible for transferring the student to the emergency medical service, whether hospital or outpatient, as appropriate. In the event that the established protocol for cases of mistreatment is activated, the relevant procedures will be followed.It is the responsibility of the center to inform the family about the transfer, either simultaneously or once the minor student is in the health center, taking into account the possible reactions of the legal, such as guardians the risk of absconding or the risk that adequate medical care will not be provided. Communication with the family shall be made in consideration of the situation specific and ensuring the safety and well-being of the student at all times.	
Filing a complaint	<ul style="list-style-type: none">Proceed to report if the case constitutes a case of lack of protection of children and adolescents in accordance with Law 136-03.Priority is given to the Lifeline at 809-200-1202.	<ul style="list-style-type: none">The authorities are the only instances that can investigate the veracity or otherwise of a suspicion or complaint received.Complaints must be made promptly, as established forth by the principles set in this policy.The center must activate the reporting or care protocol without having to notify the National Office for these purposes.	Principal, focal point. Teacher, principal, guidance counselor, school police, custodian, parents, anyone can file a report.

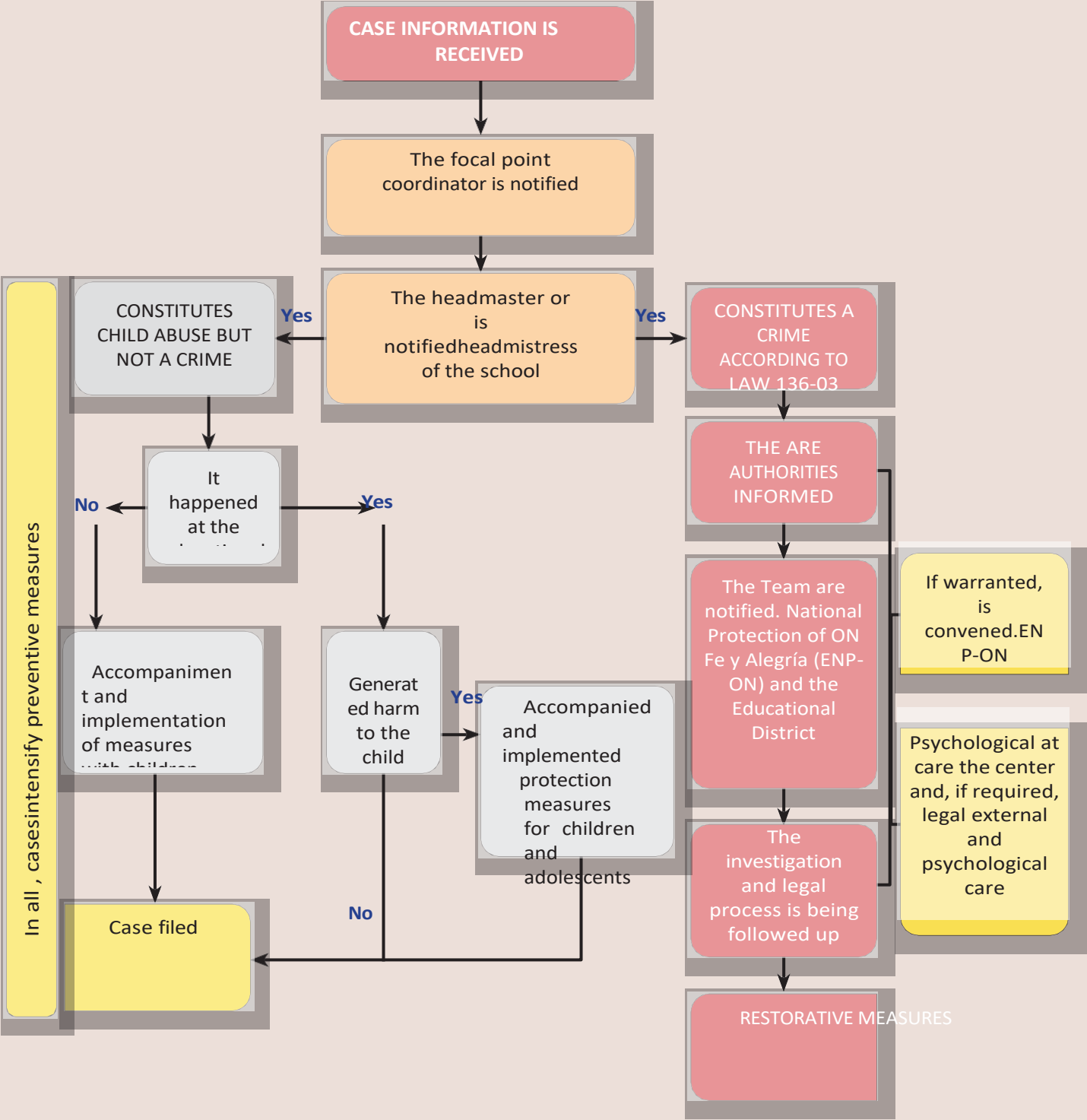
STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
		<ul style="list-style-type: none">Complaints made on behalf of the educational center will be carried out by the school director. However, any member of the educational community who receives a report or has suspicions can inform the competent authorities to initiate an investigation, as established by Law 136-03.The center should be aware of the institutions receiving reports of abuse, these are in order of priority:Lifeline at 809-200-1202.Units for the Care of Victims of Gender-Based, Domestic, and Sexual Violence.Ordinary Prosecutor's Office.CONANI local office <p>According to the provisions of Law 136-03 (Article 14) the identity of the complainant shall be protected.</p>	
Notification and follow-up of the National Office	Refer cases that require immediate reporting to the National NNA Protection Team of the National Office through the corresponding report forms and to the email: psicologiaclinica1@feyalegria.org.do	<ul style="list-style-type: none">All cases that warrant a report because they involve actual crimes must be notified to the NNA Protection Team of the National Office through the appropriate channels and protocols (see Annex).Schools may request particular advice or support from the National Office, whether they need legal psychological or other type of assistance.	Focal point coordinator at the local level, director of the educational center

STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
		<ul style="list-style-type: none">In the month of May of each school year, all cases worked on during the school year will be reported to the National Office of Fe y Alegría Dominicana. This will involve a detailed statistical report of the cases.All cases involving sexual abuse or assault should be reported to the National Office's Child Protection Team.No information, photos or videos should be shared via messaging channels (e.g., WhatsApp or other). The files will be sent with encrypted password to psicologiaclinica1@feyalegria.org.do	
In the process of investigation by of the authorities	The necessary adjustments will be made for the process, such as obtaining permissions that the child or adolescent may need for interviews, studies, tests, among others.	<ul style="list-style-type: none">Maintain the discretion of the process as a way of guaranteeing the integration child's without being stigmatized by his or her experience, thus revictimizing him/her.The educational center will reform the protection measures for children who are being investigated by the competent authorities due to a report of abuse.	Protection focal pointdirector, counselor and teachers.

STEPS	ACTIONS	IMPORTANT NOTICES	RESPONSIBLE
Follow-up of the process child's pedagogical the child and adolescent	<ul style="list-style-type: none">Follow up on the child's curriculum in such a way that signs of withdrawal or distress due to the process they are undergoing can be addressed.Follow up on any changes that the child or adolescent may present in behaviors, emotions or cognitive processes.Elaborate program an accompaniment that meets the emotional and needs cognitive of the patient child or adolescent, or referral to an institution, and which center follows up on child adolescents referred cases.		Teachers, Guidance and Psychology.

See Annex E (Registration form for notification of unprotected children and adolescents) and Annex F: (Indicator identification form) and Annex G: (Report to the Fe y Alegría Dominican National Office).

31 Case Management Flowchart



32 Important Observations

- a) The highest authority of the educational center in this case the director, or whoever fulfills his or her functions or substitutes for him or her, as the case may be shall be responsible for administering and managing any information or report of abuse of a child or adolescent belonging to the educational center when it is made on behalf of the center. However, any person has, in turn, the duty to report, in accordance with the provisions of Article 14 of Law 136-03.
- b) Knowledge of alleged abusive acts usually comes to the attention of those in charge of the institution in three main ways: through the statements of a child, through news received through various channels or through the filing of a complaint. When information of possible abuse is received by someone other than the focal point or the director of the center, it should be communicated immediately to one of the center's focal points who will be responsible for activating the corresponding route.
- c) The focal point coordinator of the educational center with the consent of the director of the educational center will make the appropriate decisions regarding the reported or denounced; episode notify the Child Protection Team the National Office and start an internal investigation in case it does not involve a crime that should be investigated by the authorities, who are responsible for carrying out the investigation without any interference from the center.
- d) A systematized record will be kept of the cases reported and the investigations carried out.
- e) The director and the focal point coordinator at the local level will be in charge of the Education Center to follow up on the case. At any time during the investigation, they may request the advice of the National Child Protection Team of the National Office.
- f) The director and the focal point coordinator at the local level will be the only ones authorized to officially discuss the matter with the parents or guardians of the child, once the process of prior investigation by the team responsible for the educational center has been exhausted.

33 Cases Involving Collaborators

- ✓ As soon as the information of an alleged abuse by a collaborator of Fe y Alegría Dominicana is received -through any of the aforementioned channels or others-, after informing the Child Protection Team of the National Office and the immediate superior of the Ministry of Education, regardless of the quality, class or type of relationship of the accused adult, he/she shall initiate by him/herself or through his/her a disciplinary investigation delegate, and shall leave a written record of each of the steps.
- ✓ If it is a concern that someone has regarding an adult working in an Educational Center or at the National Office and there is no evidence of the existence of the abusive situation, necessary measures should be taken to ensure the safety of children and adolescents and vulnerable persons while more information is obtained through the inclusion of a third party in the work spaces and times of the possible employee, to establish measures for surveillance and monitoring of the suspected worker's actions.
- ✓ To ensure the accused the presumption of innocence; the right to a good name, respectful treatment and the assurance of a fair disciplinary process.
- ✓ In the event that the investigated event does not involve sexual abuse or assault, the person in charge of the investigation shall collect all relevant information as thoroughly and systematically as possible. The internal investigation only applies to cases involving employees of a school or the National Office.
- ✓ In no case is it the function of the directorate to verify the existence of signs of damage in the body of the child or adolescent, because this is a prerogative of the health system, as established by the Code for the Protection of Children and Adolescents (Law No. 136-03).
- ✓ This search or investigation will aim to obtain complete, substantiated, and truthful information about the reported or informed incident. The information will be complete if it can identify, at least for one occasion (if there are more than one), the place, day, time, and circumstances of the event, as well as the identity of the alleged perpetrator; it will be substantiated if it presents sufficient indications of plausibility; it will be truthful if the testimonies are morally reliable and the evidence presented is sufficiently verifiable.

- ✓ It is important that internal investigations are carried out by people with the necessary skills and capabilities. This includes interviewing those involved, including witnesses, to gather as much information as possible. This process should be carried out by the center management or the designated focal point.
- ✓ In no case shall any person linked to the educational center discourage from parents or guardians exercising the pertinent legal actions, and if they so decide, they shall assure them of the cooperation of the Institution with the justice system for the clarification of the fact, even when those responsible at the educational center do not find evidence of guilt with respect to the complaint filed.
- ✓ If an adult of the educational center learns of an abuse suffered by a minor in an external environment -family or social environment-, or by an adult student of the same educational center, the procedure shall be carried out according to Dominican law. The principal must be informed so that, after consultation, the same adult or those responsible for the guidance and psychology departmentas circumstances dictatemust bring this information to the attention of the competent administrative and judicial authority.
- ✓ In all cases, the local protection team deploys the entire procedure to provide comprehensive assistance to the or vulnerable person. Similar support and advice will be provided to those involved in the filing of a complaint and in the follow-up and response process.
- ✓ In the event that school is brought before a competent judicial authority by an adult person employed by or volunteering for the anyperson with the right and obligation to do so for an alleged act of abuse perpetrated against a minor, the appropriate agencies of the school shall cooperate fully with the investigation initiated by the judicial authorities. Notwithstanding such cooperation, the principal shall take such action within these guidelines as the circumstances may warrant.

- ✓ If the accused adult is a clergyman, religious person, or a volunteer affiliated with the center, the director will immediately inform the National Directorate of Fe y Alegría Dominican Republic, as well as the relevant ecclesiastical authority, so that the case can be addressed according to the specific norms of Canon Law and the Congregation. The director will proceed in accordance with this Protocol for investigation and reporting. Furthermore, the director will coordinate with the ecclesiastical authority to establish appropriate channels for exchanging information regarding decision-making that affects both parties.
- ✓ In the event that the investigation reveals that the allegation is true, appropriate disciplinary action should be taken. On the hand, other if the allegation is found to lack sufficient, evidence steps should be taken to minimize damage to the reputation of the accused person.
- ✓ If the accusation is proven to be true, the Director through the internal mechanisms of the Institution and through an expeditious procedure, will adopt the pertinent disciplinary labor or volunteer measures.
- ✓ In the event that a report or complaint is found to be malicious, appropriate disciplinary action will be taken.
- ✓ However, if, in the opinion of the local protection teamthere is no verifiable indication or evidence the ofveracity of the complaint, or if the complaint is filed and the competent court decides that the accused person is innocent, the principal shall apply to the Ministry of Education for the return of to his or her the accused person functions.
- ✓ During the investigation -if the circumstances make it advisable-, the director or the Ministry of Education may temporarily remove the from his/her duties, he/she accused butshall not cease to be considered innocent and shall continue to receive his/her remuneration for the duration of the investigation. The National Office of Fe y Alegría Dominicana shall be informed of this fact.

34 Confidentiality in the Whistleblower Process

- To protect the identity of child and adolescent victims, all related information will only be shared with specific individuals, and if absolutely necessary. In addition, any employee who is the subject of a complaint or concern shall have the right to be protected against any form of victimization or demeaning treatment.
- Both the alleged perpetrator and all witnesses must cooperate fully with internal investigations and are guaranteed confidentiality of the information shared, which will only be disclosed if absolutely necessary and only to specific individuals.
- The information received regarding a case, the procedures used, the deliberations, and the recommendations made to the director will be confidential. Exceptions to this confidentiality will be those provided by law, which, given the circumstances, the director may authorize. This exception will never apply when it concerns sacramental secrecy.

35 Care in the Face of Revictimization

Fe y Alegría Dominicana will receive information from children and adolescents with sensitivity and will avoid revictimization in the handling of their reports, complaints or concerns. If a child or adolescent reports that he/she abused is being or has been abused, the following actions will be taken in order to avoid revictimization:

1. Actively listen and accept the information provided by the child or adolescent without pressing for more details.
2. Prevent from the child or adolescent traumatically reliving the event by continually rehashing the details of the event.
3. Inform the child or adolescent about the steps to be followed next, providing security and confidence in the process.
4. Do not conduct independent investigations or confront the alleged abuser, to avoid jeopardizing the integrity of the child or adolescent and to preserve the confidentiality of the case.
5. Take all suspicions and assumptions of abuse seriously, taking appropriate action according to established protocols.
6. Record, in an manner accurate and detailed, all relevant information obtained on the complaint form to ensure proper documentation of the case.
7. To limit themselves to making the pertinent report and not to share this information with any unauthorized person in order to ensure the confidentiality and protection of the child or adolescent involved.
8. Provide a safe and emotionally supportive environment throughout the process, and provide adequate support and support to the child or adolescent.
9. Coordinate with professionals specialized in child protection and psychology to offer the necessary support to the affected, as child or adolescentwell as to his/her family.

- 10. Establish confidential and accessible channels of communication so that children and adolescents can report any situation of abuse in a safe manner.
- 11. Sensitize and train Fe y Alegría Dominicana's collaborators on the importance of avoiding re-victimization, promoting ethical, respectful and non-judgmental when dealing with children and adolescentspractices and attitudes affected. This includes not asking the student over and over again how the event happened or what happened.

36 Cases in which the Educational Center is Notified of a Complaint or Judicial Proceeding against one of its Collaborators.

The director, together with the orientation and psychology department and with the knowledge and participation of the Child Protection Team of the National Office, will adopt provisional measures to ensure the protection of the minor and will remain alert to signs that may serve as evidence or proof regarding the situation under investigation. The protective measures will be taken at the educational center with the necessary discretion and due diligence, involving only the strictly necessary individuals.

It is important that any internal investigation related to criminal offenses is communicated to and discussed with the competent authorities before any action is taken, in order to ensure that the organization does not hinder the investigation by the authorities.

37. If information about the case released to has been the press and the press has contact with the educational center

In the event that the media come forward asking for information, a very brief but clear institutional response should be given, avoiding unnecessary details, indicating the school's involvement in the complaint and the measures being taken.

A spokesperson should be chosen to interact with the media (preferably the national director of Fe y Alegría Dominicana), unless, for some particular circumstance, the National Protection Team of Fe y Alegría Dominicana indicates that it should be someone else.

The message that will be communicated verbally (and when applicable, in writing) will express that the decision of the justice system is being awaited. Families will be kept informed, and any relevant details will be reported to the authorities to prevent similar incidents within the educational system. The issue of abuse prevention will be addressed from a pedagogical approach with all students. (If the case is under investigation by the authorities, who will provide the details to the media and the educational community when appropriate, it should be added that the situation involving the center, which is part of our network, is regrettable.)

In no case will the victim's name or any aspect that could confirm his or her identity, even when it appears that the press knows it. Respecting their privacy is a right enshrined in law.be provided

3.9 Cases Involving Students

For cases of bullying or harassment among peers, or other cases that violate the coexistence of the school, see the protocol to be followed in these cases, which is available in the Manual of Coexistence in the Educational Centers of Fe y Alegría Dominican Republic.

3.10. Complaint Mailbox

The establishment of a complaint mailbox in the educational as a center is promoted mechanism through which any person, including children and adolescents, can report any form of child abuse or mistreatment anonymously and confidentially. The center will define the type of mailbox to be implemented, either physically or digitally, and will guarantee the security protocol. The idea is that the mailbox will be easily accessible and that the person reporting can do so without fear of retaliation or negative consequences.

All complaints received through the mailbox will be processed by the focal point and will follow the course of investigation of the other complaint channels.

Children and adults will be instructed on the purpose of the mailbox and how to use it correctly.

04

Monitoring and Evaluation of the Institutional Protection Policy to Children and Adolescents (NNA)

It is imperative to carry out constant monitoring and evaluation processes to ensure the effective implementation of our child protection policy and the actions we carry out for the benefit of children and adolescents.

The protection of children and adolescents at the organizational level is incorporated transversally in the regular monitoring and evaluation processes of the organization, and is part of the progress and execution reports of projects and programs. Both the National Office's Child Protection Team and the Local Protection Team will be responsible for ensuring the recording and reporting of identified risks, as well as the mitigation strategies implemented.

In addition, it is established that this policy will be reviewed at least every three years, or when situations arise that require modifications in any of its aspects. In the event of a situation that does not have an explicit response in the Policy, the principles established in the Policy and in Law 136-03 will be followed, in order to guarantee an action in accordance with the regulatory frameworks in force.

Three types of monitoring and evaluation are defined according to the organizational structure:

41 Monitoring in Educational Communities:

In the educational communities, an annual monitoring will be carried out, which will include a self-evaluation focused on the processes defined in the Protection Policy. The aspects to be analyzed include risk prevention, both its analysis and mitigation, as well as responses to complaints and compliance with established protocols. The evaluation will be based on evidence documented in the protection file that each educational center must have and it is crucial to have evidence of the processes carried out for the protection of children and adolescents and the protocols applied in cases of complaints. For this process, a checklist (see Annex L) is used to monitor the extent to which the policy has been implemented.

42 Monitoring From the National Office:

Once a year, the National Office will carry out a monitoring process of the actions of the educational centers. The focal points of these centers will submit a detailed report based on the self-assessment, checklist which will include the identification of the center, the date of the self-assessment, the self-assessment sheet, the extent of implementation, relevant actions on analysis and mitigationrisk, restorative actions and complaints, as well as proposals for suggested improvements (see Annex M for more details).

43 Actions From the National Office:

At the National Office, an annual evaluation of the implementation of the Policy will be carried out and the processes developed will be identified. Among the aspects to be considered are those associated with human resources management, such as the incorporation of new staff members, consultants, volunteers, builders and services, as well as the updating of collaborators' files in accordance with the provisions of this policy. Also included are actions such as the induction and signing of the code of conduct, the inclusion of commitment clauses protection in employment, contractsthe implementation of an annual training and induction plan on the policy and the publication of job posts that make the institution's protection policy visible.

Other actions to be monitored include the prevention actions promoted by the Office National for risk, mitigationthe appointment of focal points, the review of the follow-up and monitoring of educational centers, as well as other relevant aspects that are important for compliance with the policy.

05



Annexes

ANNEX A

CODE OF CONDUCT FOR COLLABORATORS, VOLUNTEERS, INTERNS AND CONSULTANTS

I _____ have read and understand the Institutional Policy for the Protection of Children and Adolescents (NNA) of Fe y Alegría Dominican Republic and agree to comply with the following rules in all my actions with Fe y Alegría Dominicana:

- Treat children and adolescents with respect, cordiality, dignity and fairness, without any discrimination based on ethnicity, skin, color, gender, language, religion, ideology, political opinions, nationality, social origin, sexual orientation, disability, illness or any other reason.
- Not to use inappropriate behavior or any form of inappropriate language towards children and adolescents, including any type of violence, harassment, intimidation, abuse, hostility, humiliation, sexual aggression, discriminatory treatment.
- Not to involve persons under the age of 18 in sexual activities or relationships, including the purchase of sexual acts or services. I acknowledge that it is prohibited to have sexual relations with persons under the age of 18, regardless of the local legal age, and that it is not valid to claim that the age is wrongly estimated and that sexual exploitation and abuse constitute serious misconduct and may result in termination of employment. As an employee, I have an obligation to create and maintain an environment that prevents this type of behavior.
- Ensure that another adult is present when working directly with children whenever possible.
- Not to invite children and adolescents to my home or any other place without the company of their parents or guardians, unless they are at immediate risk of suffering any kind of physical harm.
- Not sleeping near unsupervised children unless absolutely necessary, in which case I must have my supervisor's permission and ensure that another adult is present, if possible.
- Use any electronic device or communication tool in an appropriate manner, without exploiting or harassing children and adolescents, or sharing any child exploitation material by any means.

- Not to use any type of physical, verbal or emotional violence against children and adolescents.
- Not to hire children and adolescents to perform household chores or other work that is not appropriate for their age or stage of development, that interferes with their time available for education and recreation, or that places them in situations of risk.
- It is prohibited to exchange money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, including any assistance that a person is obligated to provide.
- Have appropriate physical contact, without invasion of the child's privacy and use corrections respectful of the child's rights.
- Do not bring firearms or bladed weapons to school, nor show up in an inebriated state.
- Possessing, distributing or disseminating pornographic material or drugs within the school, for personal consumption, sale or promotion.
- Comply with child protection laws.
- Immediately report any violation of a child's integrity, both inside and outside the workplace.
- Immediately report any concerns, complaints about child abuse and exploitation as well as any non-compliance with the procedures in this policy.

I understand that, as a person associated with Fe y Alegría, I have a responsibility to avoid any action or behavior that could be construed as child abuse and exploitation.

Signature: _____ Date: _____

ANNEX B



AGREEMENT FOR THE USE OF IMAGES OF CHILDREN ADOLESCENTS

I _____, holder of the identity and voter's card no. _____ **IDECLARE**, of legal age, freely and voluntarily, as well as under oath, the following:

FIRST: That the non-profit institution **FE Y ALEGRÍA DOMINICANA** is authorized to proceed to capture the photographic and audiovisual image of (child or adolescent):
_____.

SECOND: That said authorization shall be interpreted as a power of attorney for the benefit of the institution **FE Y ALEGRÍA DOMINICANA**, to disseminate for advertising and educational purposes through any media, whether printed, audiovisual or digital, for an indefinite period of time inside or outside the national territory, the images and videograms captured in the course of the photographic and audiovisual filming.

THIRD: That the present authorization is granted free of charge, therefore, it will generate any not type of pecuniary consideration for my benefit; and I waive to claim patrimonial for the use of the image of my son/daughterrights

FOURTH: That the information disclosed in connection with the making of the filming may not be disclosed in any whatsoever, form until the institution **FE Y ALEGRÍA DOMINICANA** has made it known to the public.

FIFTH: I confirm that the child or adolescent also agrees.

In Santo Domingo, capital city of the Dominican Republic, on the _____

() days of the month of _____ of the year _____

Name: _____ Age: _____

Signature: _____

Relationship with the child _____

ANNEX C



CONSENT BY AN ADOLESCENT
IMAGE USAGE

Dear Student:

We are very grateful for your participation in the activities we do at the school! Before we begin, we need to get your permission to record your image, audio or video. We want to make sure you are comfortable and agree to this.

During the school year, we will engage in a variety of activities where we may want to take pictures and record videos to capture the special moments.

Therefore, please check the ones you with:

I agree that a representative of Fe y Alegría Dominican Republic:

- ☐ talk to me and record my words ☐ take pictures of me
- ☐ record a video

I agree that should Fe y Alegría Dominican Republic use:

- ☐ my story
- ☐ pictures of me

I understand that my photo or information will be used for targeting purposes:

- ☐ educational
- ☐ promotional
- ☐ other (specify) _____

The recording of your image, audio or video will be used exclusively for educational and promotional purposes related to our educational center and the mission that Fe y Alegría develops. We want you to know that your privacy is very important to us. We will take all necessary precautions to ensure that your images and videos are used in a mannersafe and responsible.

Name: _____ Age: _____

Signature/Thumbprint: _____

Date: _____ Activity or program _____

ANNEX D



GUIDELINES FOR OBTAINING CONSENT

Age of the child or adolescent	Must be obtained consent from the child or adolescent?	Must consent be obtainedparental/guardian?
Less than 7 years old	No	Yes
Between 7 and 14	Yes, only if the child fully understands what they are consenting to.	Yes
More than 14	Yes, only if the child or adolescent fully understands what they are consenting to.	Yes

ANNEX E



REGISTRATION FORM FOR NOTIFICATION OF UNPROTECTED SITUATION NNA

NAME OF SCHOOL /ON

DATE: _____ CASE NO _____

LOCATION_____

COMPLAINANT'S CONTACT INFORMATION	
Name:	
Occupation:	
Phone:	
Cellular:	
E-mail:	
Address:	
Name of complainant:	
Relationship with the NNA:	

INFORMATION ABOUT THE CHILD OR ADOLESCENT:	
Name:	
Age:	Date of birth:
Sex:	level:
Family or guardian contact (if any):	
Disability (if any):	

IF THE COMPLAINANT IS PART OF THE ORGANIZATION (COLLABORATOR, CONSULTANT, VOLUNTEER), PLEASE SPECIFY		
Position:		
Department or area:		
Work directly with the respondent:	____Yes	____No

COMPLAINT:
Description of the Abuse: SituationPlease provide a detailed description of abusive situation that has occurred at the school. Include dates, names of persons involved, witnesses, location, and any other relevant details (Provide details of what, how, who, where and when it occurred).
EVIDENCE:
Is there any evidence available to support the complaint, such as photographs, videos, messages, e-mails, etc.? If yes, specify the nature and availability of the evidence.

SPECIFY IF THERE ARE MORE VICTIMS:

IF THERE ARE MORE REPORTED, PLEASE SPECIFY:

WHO ELSE KNOWS ABOUT THE INCIDENT? Provide names and function in the center or community.
Name(s):

Additional: informationIf there is any additional information you consider relevant to the complaint, please provide it here.

ACTIONS AND RECOMMENDATIONS:
Should medical care be sought for the victim?
Is it necessary to take action to remove the potential abuser? Which ones?

NAME OF THE PERSON TAKING THE RECORD:

ANNEX F



CASES OF LACK OF PROTECTION OF CHILDREN OR ADOLESCENTS

INDICATOR IDENTIFICATION SHEET

Name:	Age:	Grade:
-------	------	--------

Then mark with an **X** the indicators that you have been able to observe in this case, the degree and frequency with which it occurs.

Typology indicator level
L=Mild
M=Moderate
G=Serious

RED FLAGS

Physical indicators:

	Yes	No	Grade	Suspicion	Occasional	Frequent
Presence of injuries requiring medical treatment as a result of mistreatment or sexual abuse, according to medical report.						
Repeated physical signs such as marks on the skin, bruises, burns, etc.).			L M G			
Weird, unconvincing explanations for the injury.			L M G			
Frequent outages			L M G			
Recurrent bone fractures			L M G			

2. Primary needs: health, hygiene and food:

	Yes	No	Grade	Suspicion	Occasional	Frequent
Children or adolescents with poor hygiene or bad odor.			L M G			
Permanent fatigue or apathy, even falling asleep in the classroom.			L M G			
They report not having eaten any of the previous day's meals.			L M G			
Overeating.			L M G			
Lack of basic medical care.			L M G			
Loss of sphincter control.			L M G			
Presents weight problems (underweight - obesity).			L M G			

3. Behavioral indicators:

	Yes	No	Grade	Suspicion	Occasional	Frequent
In socio-family relationships:			L M G			
Avoid going home (stay longer than usual in the school, playground or surroundings).			L M G			
He seems to be afraid of his parents or caregivers.			L M G			
He avoids talking about his family.			L M G			
He expresses that there is no one to take care of him.			L M G			
After the weekend, they return to school in worse condition (sad, dirty, etc.).			L M G			
Exercises parental responsibilities with younger siblings.			L M G			
Temporary absence to collaborate in family work.			L M G			
He wanders the street continuously.			L M G			

In behavior and personality:			L M G			
Significant change in behavior/school performance for no apparent reason.			L M G			
Aggressive behaviors or tantrums severe and persistent.			L M G			
Presents behaviors antisocial: runaways, vandalism, petty theft, etc.			L M G			
Hostile and distant relationships.			L M G			
Vigilant attitude (alert, suspicious).			L M G			
Suicide attempts and depressive symptoms.			L M G			
Behavioral regressions (behaviors that are too childish for their age).			L M G			
Apprehensive when other children/children as they cry.			L M G			
Self-injury.			L M G			
Disrespectful treatment of others.			L M G			
Cries for no good reason.			L M G			
Excessive responsibility.			L M G			
Tendency to loneliness, sadness and mutism.			L M G			
Constantly seeks attention.			L M G			
He avoids talking about himself or his family.			L M G			
He seems overly complacent, passive, undemanding.			L M G			
Distrust towards the adult in their promises or positive attitudes.			L M G			
He/she friends has few at the center.			L M G			
Frequent pain with no apparent cause.			L M G			
Eating problems, such as excessive appetite or loss of appetite.			L M G			

4. In academic performance:

	Yes	No	Grade	Suspicion	Occasional	Frequent
Shows little interest and motivation for schoolwork.			L M G			
Refuses to collaborate in group activities.			L M G			
Repeated absences unexcused.			L M G			
Delays in physical, emotional and intellectual development.			L M G			
Loss of ability to concentrate.			L M G			
Abrupt changes in school performance.			L M G			
Oral or verbal language problems.			L M G			
It tends to present poorly done tasks.			L M G			

5. In sexuality:

	Yes	No	Grade	Suspicion	Occasional	Frequent
Sexually explicit behavior, play and knowledge inappropriate for their age.			L M G			
Manifests distress about changing clothes in front of other people.			L M G			
Uses expressionsage-inappropriate sexual.			L M G			
Unusual sexual behaviors with other children, toys, self.			L M G			
Seduction behaviors with adults.			L M G			
Has difficulty sitting or walking.			L M G			

Fear behaviors with adults.			L M G			
Relationship between the child and adult in secret, reserved and exclusive.			L M G			
Parents who are extremely protective of their children limit their children's contact with other children, especially if they are of the opposite sex.			L M G			
Changes in sexual behavior: inappropriate sexual expressions, detailed knowledge about topics sexual that does not correspond to their development, unusual or inappropriate sexual behaviors with other children or adults, exhibitionism or seduction of others.			L M G			

6. Indicators in fathers, mothers or guardians

	Yes	No	Grade	Suspicion	Occasional	Frequent
Lack of concern for the child, adolescent.			L M G			
They never attend appointments and school meetings.			L M G			
They belittle and devalue the child or adolescent in public.			L M G			
They feel their child as "property" he/she ("I can do with my child what I want because is mine").			L M G			
They express dramatic difficulties in their relationships.			L M G			
They pick up and take the child from the center without allowing social contact.			L M G			

They are always away from home.			L M G			
Abuse of toxic substances (alcohol, drugs, hookah).			L M G			
Unequal treatment between siblings.			L M G			
They do not justify their children's absences from class.			L M G			
They justify rigid and authoritarian discipline.			L M G			
Tolerate and excuse behaviors of the child/adolescent without setting limits.			L M G			
They see the child/adolescent as evil.			L M G			
They offer illogical, explanationscontradictory, unconvincing or unexplained.			L M G			
They usually use discipline that is inappropriate for the age of the child or adolescent.			L M G			
They are jealous and overly protective of the child or adolescent.			L M G			

Conclusion

1. How many indicators are present in this case?
2. In which areas are indicators present?

Teacher		
First namesand last:	Date:	Signature:

ANNEX G

Case number

Fe y Alegría

REPÚBLICA DOMINICANA

REPORT TO THE FE Y ALEGRÍA DOMINICAN NATIONAL OFFICE CASES OF CHILD OR ADOLESCENT PROTECTION VIOLATIONS

EDUCATIONAL CENTER:

DATE:

Name of the educational centre:

Director's name:

EC Phone:

Contact director(s):

Province:

Municipality:

Director's e-mail address:

Address EC:

E-mail EC:

CHILD OR ADOLESCENT IN UNPROTECTED SITUATIONS:

Names and surnames	Date of birth	Age	Grade	With whom do you currently live?

BRIEFLY DETAIL THE SITUATION OF LACK OF PROTECTION:

ACTIONS TAKEN BY THE EDUCATIONAL CENTER:

1.

2.

3.

DO YOU REQUIRE ANY SUPPORT FROM THE NATIONAL OFFICE? YES _____ NO: _____

SERVICE YOU REQUIRE:

1.-Referral for psychological assistance. _____

2.-Legal advice _____

3.- Other (specify)

COMMENTS OR OBSERVATIONS:

DIRECTOR AND PROTECTION FOCAL POINT

Names and surnames	Position	Signature

ANNEX H

SCHOOLS OF CARE PROGRAM
BEWARE OF THE "BEWARE" CAMPAIGN

Activity planning April

Educational center:

Activities/The me	Recipients	Purposes	Resources	Responsible	Dates	Schedules

ANNEX I

SCHOOLS OF CARE PROGRAM
BEWARE OF THE "BEWARE" CAMPAIGN

Consolidated activity report

Name of the center: _____

Director: _____

Number of female students: _____

Number of male students: _____

Total number of students: _____

Name of filler: _____

Date of filling: _____

Table No. 1

Breakdown of participants												
No.	Activity and target audience	Female				Male					Total	
		Ages					Ages					
		5-12	13-18	19-40	41-60	More 60	5-12	13-18	19-40	41-60		More 60
1.												
2.												
3.												
4.												
5.												
6.												
	Total											

Table No.2

Breakdown of activities		
No.	Activity	Development of the activity (in this section we ask for a brief description of the participants impressions).
1.		
2.		
3.		
4.		
5.		

Note: If several activities were done for the same recipients, please record the number only once and make the observation.

This consolidated report should be sent: psicologiaclinica1@fevalegria.org.do no later than the first week of May.

Annexes: scanned PDF attendance lists and link with photos

ANNEX J

PROFILE FOR THE FOCAL POINT IN EDUCATIONAL CENTERS

- Sensitivity and a high commitment to the protection of children and adolescents.
- Knowledge of the context and the actions carried out in the educational center
- Interest in promoting and strengthening the organizational protection of children and adolescents in their environment of Fe y Alegría Dominicana, through the implementation of protocols and policies.
- Knowledge of human rights national legislation related to children and adolescents.
- Familiarity with child protection networks at the local and national level.
- Ability to work in inter-institutional and institutional networks.
- Ability to establish communication channels that favor the reception of complaints, concerns and suspicions.
- Ability to identify situations of child abuse and refer cases to the responsible institutions tasked with issuing and applying protection measures.
- Willingness to receive continuous training in order to improve the performance of their responsibilities.
- To be perceived by children and adolescents as a reliable and safe person.
- Commitment in the implementation and evaluation of protection measures, as well as in the application of improvement processes.
- Active listening skills and empathy, able to provide a safe and welcoming space for children and adolescents to feel comfortable expressing their concerns and complaints.

ANNEX K

RISK ANALYSIS AND MITIGATION PLAN

Educational Center☐

National Office☐

Type of risk analysis and mitigation:

Context☐

Educational Center☐

Staff☐

Activity☐

Description of the activity or space for analysis and mitigation:		Participants in risk analysis and mitigation:			
		Position		Name	
Identified risk What is the risk? Why?	Type of Violence/ Abuse What types of violence is linked to the risk?	• High • Medium • Under			Mitigation Strategies What will you do to mitigate the risk? Who it? When will do it? How will you do it? - How will you do it?
		Impact	Probability	Priority	
Conclusions:		Remarks:			
Approved by:		Signature and stamp			

Annex L

Self-assessment checklist of the implementation of the policy in the educational centers.

Educational center:								
Date of self-assessment:								
Name of participants in the self-evaluation:								
Evaluated Period:								
No.	Activity	Status				Evidence		
		Achieved	Not achieved	In process	Not applicable	✓	✗	Not applicable
1	Preparation and update annual of the analysis context risk and mitigation.							
2	Development and review of the risk analysis and mitigation of activities of the Annual Operational Plan (AOP).							
4	Review and update of the analysis and mitigation specific risk for the educational center.							
5	Compilation of analysis and risk mitigation projects and programs implemented in the educational center.							
6	Policy available to all personnel, parents and members of the educational community.							

7	Obtaining commitments signed by 100% of employees regarding compliance with the policy.							
8	Compilation of commitments signed by 100% of employees regarding compliance with the code of conduct.							
9	Obtaining signed commitments from individuals external to the educational center staff who participate in activities related to the institution.							
10	It includes signed commitments to comply with the code of conduct by individuals who have activities at the educational center but are not part of the staff.							
11	Ensuring the signed authorization by parents, guardians, or tutors of 100% of the students for the taking of photographs.							
12	Collection of authorizations signed by fathers, mothers or guardians for collection data in interviews with students.							
13	Compliance with the principles established in the policy.							

14	Development of a code of conduct created by the children or adolescents themselves.							
15	Training and socialization of the policy with new staff, volunteers and consultants.							
16	Training and socialization of the policy with personnel already hired and volunteers.							
17	100% of staff and volunteers are aware of the Protection Policy.							
18	The staff selection processes include background and reference checks.							
19	Regular staff taking into account performance evaluations are conducted, child protection is taken into account							
20	There are focal points according to the number of students in the center.							
21	Children and adolescents identify focal points							
22	Reporting procedures are known and understood by the entire educational community.							
23	Clear procedures are identified for reporting any concerns about the safety and protection of children.							

24	Maintenance of the file for the implementation of the policy.							
25	The systematization of the process of implementation of risk mitigation plans.							
26	The evidence of the implementation of their risk mitigation plans is identified.							
27	Parents and guardians are provided with clear information about the policy and their rights.							
28	100% of parents or guardians of students are aware of the policy.							
29	Systematization of the complaints received.							
30	Actions taken in response to child protection situations are documented and reviewed.							
31	Systematization of the process for handling complaints.							
32	It has a directory of support institutions.							
33	The Coexistence and Citizenship Team is structured and operational.							

34	The complaint route is located in a visible place.							
35	Educational programs are implemented to prevent and raise awareness of child abuse.							
36	It promotes awareness among students about their rights and the importance of reporting risk situations.							
37	Periodic evaluations to identify areas for improvement are conducted in child protection.							
38	Protocols to address and resolve are established child protection issues.							
39	It is integrated into the different teams and local structures of participation and management in the prevention of child abuse.							
Remarks:								
Improvement processes:								

Annex M

Self-assessment checklist of implementation policy at the National Office

Educational center:

Date of self-assessment:

Name of the participants in the self-evaluation:

Period evaluated:

No.	Activity	Status				Evidence		
		Achieved	Not achieved	In process	Not applicable	✓	✗	Not applicable
1	Annual preparation and update of the risk analysis and mitigation for the context.							
2	Development and review of the risk analysis and mitigation of activities of the Annual Operational Plan (AOP).							
3	Updating of employee files in accordance with the provisions of the policy.							
4	Policy available to all staff and volunteers.							
5	Obtaining and availability of signed commitments in Human Resources by 100% of employees, consultants and volunteers with respect to compliance with the policy.							

6	Obtaining and availability of signed commitments in Human Resources by 100% of employees, consultants and volunteers compliance with the code of conduct.							
7	Obtaining commitments signed by external persons involved in activities related to the institution.							
8	Compliance with the communication principles established in the policy.							
9	Training and socialization of the policy with new staff, volunteers and consultants.							
10	Annual socialization of the policy with personnel already hired and training and volunteers.							
11	100% of staff and volunteers are aware of the Protection Policy.							
12	Inclusion of elements that highlight the child protection policy in the published job positions.							
13	In 100% of the publications of vacant positions and consultancies it is stated that Fe y Alegría Dominicana has a Policy for the Protection of Children and Adolescents.							
14	Regular performance evaluations of the staff are conducted, taking child protection into account.							

15	Clear procedures are identified for reporting any concerns about the safety and protection of children.							
16	Record keeping of implementation policy							
17	There is a systematization of the process for implementing the risk mitigation plans.							
18	Actions taken in response to child protection situations are documented and reviewed that arise in educational communities.							
19	Systematization of the process for handling complaints.							
20	A directory is available of support institutions							
21	Periodic evaluations are conducted to identify areas for improvement in child protection.							
22	Protocols are established to address and resolve child protection issues.							
23	It integrates the different areas and structures in the prevention of child and adolescents abuse.							
24	Effective support has been provided in the process of selecting focal points in the communities educational.							

25	Training and have been provided continuous support to the focal points of the educational centers.							
26	There is a regular review of the follow-up and monitoring of educational centers.							
27	Active follow-up has been given to cases that require it, and support has been provided in the processes of referral and legal, psychological, and socio-family care.							
Remarks:								
Improvement processes:								

ANNEX N

ACTIONS THAT CONSTITUTE CRIMES UNDER LAW 136-03

TYPE OF CRIME	DESCRIPTION	DESCRIPTION
Abuse against children and adolescents	<p>a) Physical abuse: Any physical harm received by a child or adolescent that is not accidental and in which the person who causes the injury is in a position of superiority or power;</p> <p>b) Psychological abuse: When an adult attacks systematically the child's personal development and social competence;</p> <p>c) Sexual abuse: The sexual practice with a child or adolescent by an adult, or person five (5) years older, for his or her own sexual gratification, without consideration of the 's psychosexual development and that may occur even without physical contact.</p> <p>It shall be punishable by two (2) to five (5) years of imprisonment and a fine of three (3) to ten (10) times the officially established minimum wage in force at the time of committing the offense, if the maintains a relationship of authority, guardianship or surveillance (teacher, guardians, officials, police, etc.) over the child or adolescent and injuries are causedsevere , proven by specialists in the area, the maximum of the indicated penalty shall be applied. previously. When the offenders are foreigners or nationals who in the commission of the act negotiate, traffic or have been linked for the commission of the act with traffickers or traders of children and adolescents, they shall be punished with double the maximum penalty.</p>	Art. 396
	<p>Article 397.- PENALTY FOR ABUSE BY PERSONS RESPONSIBLE FOR RESPONSIBILITIES.THEIR</p> <p>If the abuse is committed by the father, mother and other relatives, tutors or guardians, responsible for the child or adolescent, against their children or children placed under their care or authority, shall be punished with deprivation of liberty from two (2) to five (5) years and a fine of one (1) to five (5) officially established minimum wage. In any case, the penalty must be accompanied by psychotherapeutic treatment.</p>	Art. 397

Non-supervision of children by their caregivers	When it is proven that the father or mother of children leave them inside the home, without being provided with adult supervision, they shall be punished with two (2) to six (6) months imprisonment. They will also be referred to psychotherapeutic treatment and social assistance.	Art. 398
Commercial sexual exploitation of children and adolescents.	Persons, companies or institutions that use a child or adolescent in sexual activities in exchange for money, favors in kind or any other remuneration, which constitutes commercial sexual exploitation in the form of prostitution of children adolescents, as well as those who help, facilitate or facilitate or cover up for those who commit this offense, shall be punished with imprisonment of three (3) to ten (10) years and a fine of ten (10) to thirty (30) times the officially established minimum wage in force at the time of the commission of the offense.	Art. 410
Photographing, filming or publishing sex scenes or pornographic	Persons or companies whose delegates or collaborators photograph, film or publish sex or pornographic scenes involving children or adolescents shall be punished with imprisonment of two (2) to four (4) years and a fine of three (3) to ten (10) minimum wages as officially in force at the time of the established infraction.	Art. 411
Examinations and others	When a child or adolescent under the authority of guardianship or supervision is subjected to harassment or coercion, pressure and blackmail, the responsible officials or employees shall be punished with six (6) months to two (2) years of imprisonment and removal from office.	Art.400
Surrender of a child or adolescent in exchange for a reward	Promising or making the delivery of a son, daughter or ward to receive payment or reward, shall be with imprisonment of three (3) to ten (10) years and a fine of ten (10) to thirty (30) minimum wages according to the officially established, in force at the time of committing the offense.	Art. 404
Unlawful restraint and transfer	Father, mother, responsible parties or third parties, author or accomplice of the illegal transfer or retention in the terms established in Article 110, shall be punished with deprivation of liberty from six (6) months to one (1) year and with the payment of a fine of one (1) to ten (10) minimum wages as officially established, in force at the time of committing the infraction.	Art. 405

Using a or adolescent or disseminating images of children or adolescents	Persons or entities that use or employ girls, boys and adolescents of either sex in a theatrical, television or film production that presents scenes a pornographic or nature ofsexual shall be punished with a penalty of one (1) to five (5) years of imprisonment. (5) years of imprisonment and a fine of three (3) to ten (10) minimum wages according to the officially established minimum wage in force at the time of the infraction.	Art. 408
Sale or supply of products that create physical or mental dependence	Whoever sells, supplies, administers or delivers, even free of charge, without just cause, to children and adolescents, products whose components may create physical or psychological dependence, even with improper use, shall be punished with a penalty of two (2) to five (5) years of imprisonment and a fine of three (3) to ten (10) years of imprisonment. (10) minimum wages as established officially, in force at the time of the infraction.	Art. 412
Accommodation and visit. In a hotel or motel, or a similar establishment, without the company of their parents or guardians.	Whoever lodges or allows the visit of a child or adolescent in a hotel or motel, or in a similar establishment, without the company of his/her parents or guardians, or without the written authorization of the latter, or without the competent judicial authorization, shall be punished with a penalty of one (1) to three (3) years of deprivation of liberty and a fine of thirty (30) to fifty (50) minimum wages as officially established. In case of recidivism, the Judge for Children and Adolescents will determine the closing of the establishment for a term of fifteen (15) years (15) days.	Art. 414
Allowing children or adolescents in billiard rooms	The administrators or managers of billiard shall not admit minors to such games or to work in such centers. Violation of this provision shall be punished with one (1) month to two (2) months of imprisonment halls and a fine of one (1) to three (3) minimum wages as officially established, in force at the time of committing the infraction.	Art. 415
Allowing to and adolescents play games of chance	It is forbidden for children and adolescents to enter or work in places where games are heldof chance. The violation of this provision shall be punished with one (1) month to two (2) months of deprivation of liberty and a fine of one (1) to three (3) minimum wages according to the officially established, in force at the time of committing the infraction.	Art. 392

MEASURES OF PROTECTION AND RESTITUTION OF RIGHTS IN CASE OF
ACTIONS THAT DO NOT CONSTITUTE CRIMES ACCORDING TO LAW 136-
03

Protection and restitution measures of rights are provisional and exceptional provisions issued by the competent authority with the purpose of guaranteeing the fulfillment of the rights of children and adolescents who are in conditions of threat, violation, or flagrant violation of these rights. Such threat, violation, or breach of rights may come from the action or omission of any physical, moral, public, or private person (ART. 461).

Paragraph I.- The measures for the protection and restitution of rights are a modality of alternative adjudication of social conflicts, aimed at the de-judicialization in the of administrative sphere cases related to the threat, violation and flagrant violation of the rights of children and adolescents, provided that the actions of the actors involved do not constitute crimes.

Paragraph II.- For the imposition and execution of the measures of protection and restitution of rights, the best interests of children and adolescents, must be taken into account, as well as the strengthening of family and community . tiesLikewise, they may be applied in an isolated, cumulative or substitutive manner.

Art. 462- IMPOSITION OF THE MEASURES. The measures of protection and restitution of rights may be imposed whenever a child or adolescent is in a condition of threat, vulnerability or flagrant violation of any of his fundamental guarantees and rights established in Title II of Book One of the Code:

- a) by action or omission of public and private institutions;
- b) by fault, omission or abuse of parents, guardians, caregivers or responsible persons;
- c) for actions or omissions against themselves;
- d) for actions or omissions or abuses by private parties.

Article 463.- TYPES OF MEASURES. The measures of protection and restitution, among others, are:

- a) Orders to fathers, mothers, caregivers, public officials and private officials to comply with their duties and obligations in relation to the exercise of the fundamental rights of children and adolescents established in Chapter II of Book One;
- b) Orders to the corresponding authorities for the fulfillment of their duties and obligations with respect to the rights to health and education established in Chapters III and V of Book One of this Code;
- c) Orders for the protection and restitution of the right of children and adolescents to be raised in a family, including foster care as a temporary measure applicable in exceptional cases, the which imposition of is regulated in Article 476;
- d) Orders for the protection and restitution of the rights of children and adolescents in conditions of flagrant violation of their rights for reasons of abuse, mistreatment and labor, sexual and comercial exploitation, in accordance with the provisions of the first book of this Code;
- e) Guidance orders for children, adolescents, fathers, mothers or guardians to participate in family support programs, alternative conflict resolution, parenting education and all those options that contribute to family integration and the prevention and eradication of domestic violence;
- f) Orders for children, adolescents, parents, guardians, or caregivers to access physical, clinical, and psychological treatment services or programs, if necessary.

ANNEX O



Commitment to Knowledge of and Adherence to the Institutional Policy for the Protection of Children and Adolescents

- I confirm that I have read, know and adhere to the principles referred to the procedures of the "Institutional Policy for the Protection of Children and Adolescents" of this institution. I confirm that I have read, know and adhere to the principles of the "Institutional Policy for the Protection of Children and Adolescents" of this institution, contained in the training offered to me and in accordance with the Code of Conduct of the Society of Jesus.
- I confirm that I am available to collaborate in the implementation and improvement of this policy, in force in this institution, to participate in the trainings proposed to me in this area and I commit myself to always act in benefit of the protection of children and adolescents.
- I confirm that I am aware that the protection reference in this institution is _____ and that I will approach her if I have any general inquiries or if I am aware of or suspect a specific incident regarding the protection and care of children, adolescents, or adults in vulnerable situations attended to by this institution.

Name and Surname: _____

Locality _____

Date: _____

Signature: _____

FE Y ALEGRÍA DOMINICAN REPUBLIC

C/ Cayetano Rodríguez No. 114, Gascue, Apartado Postal 25310* Santo Domingo, D.N., RD RNC 401-50258-5 Tels: 809 221-2787 Email: info@feyalegria.org.do * www.feyalegria.org.do

ANNEX P

DIRECTORY OF CONTACTS FOR COMPLAINTS AND SPECIALIZED IN CASE OF CHILD ABUSE AND NEGLECTCARE

FOR COMPLAINTS:

- Life Line **809-200-1202**
- **911** line, in case of flagrant abuse
- Report to the **prosecutor's office closest** to the educational center
- Office of the **National Council for Children and Adolescents:** Avenida Máximo Gómez 154, esq. República de Paraguay. Ensanche La Fe. P.O. Box 2081. Santo Domingo, Dominican Republic. Tel.: **809-567-2233** (ext. 1194)

ENTITIES

- **National Directorate for Children, Adolescents and the Family**
Mexico Ave. almost Esq. Doctor Delgado, Gascue. National District, Dominican Republic. dinnaf@pgr.gob.do
Tel. 809-533-3522, 809-533-3522 (exts. 275, 266, 268 y 399)
- **Unit for the Attention and Prevention of Gender Violence and Sexual Crimes of the D. N.**
Rómulo Betancourt Av. # 301, Bella Vista, Santo Domingo, D. N. Tel: 809-533-6668 (ext. 21)
- **Specialized Unit for the Attention to Women and Domestic Violence of the National Police**
Tel: 809-688-3255 and 809-682-2151 (ext. 2256)
- **National Service for the Legal Representation of Victims' Rights of the Attorney General's Office**
Dr. Baez Street #16, almost at the corner of Cesar Nicolas Penson, 2nd floor, Gascue, Santo Domingo, D.N.
- **National Focal Point of Fe y Alegría Dominicana** Calle Cayetano Rodríguez #114, Distrito Nacional Tels. 809-221-2786 (ext. 245), 809- 849-214-5635, psicologiaclinica1@feyalegria.org.do

PUBLIC PROSECUTORS' OFFICES FOR CHILDREN AND ADOLESCENTS

(Source: Telephone directory National Directorate for Children, Adolescents and the Family
<https://pgr.gob.do/dinnaf/directorio-telefonico-dinnaf/>)

NATIONAL DISTRICT AND SANTO DOMINGO PROVINCE		
	TELEPHONES	ADDRESS
National District	(829) 908-5960	Mauricio Street Baez #28, sector Villa Juana.
Province of Santo Domingo	(829) 466-8253 (809) 480-9371	Calle Masonería #59, Ensanche Ozama, Municipality of Santo Domingo, Province of Santo Domingo
Boca Chica	(849) 752-8988	Duarte Street, Esquina 24 de Junio, in front of the Municipal Beach parking lot, Municipality of Boca Chica.
EASTERN REGION		
Monte Plata	(829) 255-9333 (809) 551-6660	José Francisco Peña Gómez Street, Plaza Dilomar, 1st. level, next to the Palace of Justice, Monte Plata.
San Pedro de Macorís	(809)501-3278 (809) 526-7111 (829) 941-8860	Sanchez Street #25, corner Antonio Molano, Sector Miramar, San Pedro de Macorís
La Altagracia Higüey	(809) 554-5921 (809) 961-6098	Calle José Audilio Santana # 105, Higüey
La Romana	(809) 556-3225 (809) 707-0479	Dr. Teofilo Ferry St. #130, La Romana
El Seibo	(809) 552-2585 (809) 480-9516 (849) 207-6010	Avenida Manuela Diez Jiménez #1, El Seibo

SOUTHERN REGION		
San Cristobal	(809) 480-9526 (809) 288-1401	Calle 27 de Febrero #60, sector Loyola, San Cristóbal
Baní	(809) 480-9513 (809) 522-4441	José Valera Álvarez Street #12, Los Pescadores , Baní, Peravia Provincesector
Azua	(809) 480-9519 / (809) 521-4222 Prosecutor's Office	Avenida Ramon Matias Mella #01, First Level, downtown, Azua Province
San Juan de la Maguana	(809) 557-3302 (809) 697-1892 (809) 480-9560	Calle Diego de Velásquez #125, Barrio Villa Flores, near the hospital, San Juan de la Maguana.
Barahona	(809) 480-9555	Calle General Duvergé #3, next to Edesur, Barahona
Neyba	(809) 480-9546 (809) 527-3242 (809) 527-9721	San Bartolomé Street #85, corner Enriquillo, Neyba
San José de Ocoa	(829) 5412-1034	General Cabral St. #05, Pueblo Arriba, San José de Ocoa
Haina	(809) 881-4720 (809) 519-4205	Calle Antonio Del Monte y Tejada #31, Haina

NORTHERN REGION		
Santiago	(809) 480-9524 (809) 724-2843 (829) 641-0229	Sanchez Street #5, almost on the corner of StreetArchille Michel, Los Pepines sector, Santiago.
La Vega	(809) 854-4002	Padre Billini Street, almost on the corner of Las Carreras, #83, Second Level, Downtown, La Vega
Samana	(809) 480-9508 (809) 538-2363	San Juan Street #10, 2nd level, in front of José Gabriel García School, La Province.Vega
Salcedo	(809) 577-3902 (809) 577-33339 (829) 533-0108	Calle Francisca R. Mollins #74, Salcedo, Hermanas Mirabal
Monseñor Nouel, Bonao	(829) 451-0683 (809) 525-3395	Professor Juan Bosh Street #51, Monseñor Nouel
Espaillet, Moca	(809) 421-4821 (809) 710-4607	Mercedes Lopez, Street Vda. Sosa #27, B/Calac, Espaillet
Cotuí	809-240-2492 (809) 757-3079	Calle #7, esquina Sánchez, Barrio La Esperanza, Cotuí, Sánchez Ramírez
Valverde Mao	(829) 641-8762	Estanislao Reyes Street #9 second level, Valverde, Mao
Puerto Plata	(809) 320-0388 (809) 284-4893	Professor Juan Bosch Street #143, Puerto Plata
Santiago Rodriguez	(809) 330-2112 (809) 382-0033	54, Thomas Street Santiago Rodriguez
Montecristi	(809) 923-8177 (809) 480-9431 (809) 579-3050	Vicente Yabar Street, on the corner of Las Mercedes, Montecristi
San Francisco de Macorís	(809) 222-4250 (809) 480-9549 (809) 588-4001	Colón Street, corner of Salcedo #76, San Francisco de Macorís
Dajabón	(809) 579-8088 (829) 421-9306	Beller St. #89, next to Agua Ventura, Dajabón
Nagua	(809) 480-9562 (809) 584-1349	Calle Salome Ureña #11, Altos Nagua behind the Palace of Justice, Nagua
Constanza	(809) 480-9550 (809) 539-3663 (829) 558-1256	Duarte Street #22, Constanza

CONANI REGIONAL AND MUNICIPAL OFFICES

Source: CONANI Telephone Directory

- **Cibao Sur Regional Office La Vega**
Address: Imbert Street, Plaza Aspen, 3rd Floor, La Vega Telephone: (809) 242-3524
- **Jarabacoa Municipal Office**
Address: Calle José Durán # 3, next to the Jarabacoa City Hall (Former Municipal Police), Jarabacoa.
Phone: (829) 638-4317
- **Constanza Municipal Office**
Address: Calle Gral. Luperón #11 Plaza Dorada, 3rd Level, Constanza Telephone: (809) 539-2385 Ext.: 1504
From Santo Domingo: 809-567-2233 (ext.1504)
- **Cotuí Municipal Office**
Address: Calle Sanchez, # 12, Plaza España
Telephone: (809) 240-2980
- **Bonao Municipal Office**
Address: Ave. Libertad esq. Aniana Vargas, Local #313, Plaza Bonao Business Center. Phone number: (809) 296-1195
- **Santo Domingo East Metropolitan Regional Office**
Address: Calle Marcos del Rosario Esq. Altagracia # 95, Los Mina
Telephone: (809) 596-4089
- **Boca Chica Municipal Office** Address:
Av. Del Sur #24, Boca Chica Telephone: (809) 523-6735

■ **Los Alcarrizos Municipal Office**

Address: Calle Duarte # 386, Los Alcarrizos. In front of the post office
Telephone: 809-545-3743

■ **Sabana Perdida Municipal Office**

Address: 13 Back Street # 1, Marginal Charles de Gaulle Telephone: (809) 590-4450

■ **Cibao Norte Regional Office**

Santiago de los Caballeros
Address: Bartolomé Colón Ave. #5, corner German Soriano, Plaza Coral, 4th. level, m'Odulo 408, Ensanche Julia, Santiago.
Phone: 809-247-1128

■ **Puerto Plata Municipal Office**

Address: Calle 5 esq. CONANI, Urb. Gregorio Luperón
Telephone: (809) 320-8115

■ **Sosúa Municipal Office**

Address: Pedro Clisante # 25 local 103, Plaza Marina Wark Telephone: 809-571-1580
E-mail: Ceballos.phillis.gob.Santana.yulizory.@conani.gob.do

■ **San Francisco de Macorís Office**

Address: Av. Presidente Antonio Guzmán F. #82 Plaza Derek Small, 3rd Level, San Francisco de Macorís.
Telephone: (809) 725-5706

■ **Cabrera Municipal Office**

Address: Calle Lorenzo Álvarez, # 54, Plaza Kika, Cabrera. Phone: (809) 589-7393 Ext.1502

■ **Samaná Municipal Office**

Address: Peter Vanderrhors Street, Altos. Telephone: (809) 538-2994 (Ext.1507)

■ **Nagua Municipal Office**

Address: Calle Domingo Gelabert # 14, Sector Santísima Trinidad, Nagua. Telephone: 809-584-7019
E-mailConaninagua@gmail.com

■ **Salcedo Municipal Office**

Address: Calle Hermanas Mirabal #107, Altos Salcedo. Telephone: 809-577-3615

■ **Las Terrenas Municipal Office**

Address: Duarte Av. # 154, Plaza Deborah, Las Terrenas Telephone: 809-240-6598

■ **Cibao Northwest Regional Office**

Valverde, Mao
Address: Calle Duarte # 26, Fifa building 2nd. level Telephone: (809) 822-8524

■ **Dajabón Municipal Office**

Address: Calle Presidente Henríquez # 57 (next to Radio Marien), Dajabón Telephone: (809) 579-7073

■ **Valdesia San Cristóbal Regional Office**

Address: Calle Padre Ayala # 45, next to Constitución, clinicSan Cristóbal Telephone: 809-288-4004

■ **Villa Altagracia Municipal Office**

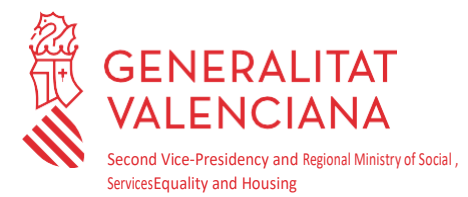
Address: Calle Duarte Plaza Paulina #68. Telephone: 809-559-3683
E-mailmunicipalvillaaltagracia@conani.gov.do

■ **Azua Municipal Office**

Address: Calle Duarte esq. 19 de Marzo, Plaza Niurka 2nd level, next to Banco Popular. Telephone: 809-521-2891
E-mailmunicipalazua@conani.gov.do

- **San José de Ocoa Municipal Office** Address:
Calle Duvergé # 70, Pueblo Arriba. Telephone: 809-558-9210
- **Haina Municipal Office**
Address: Calle Americo Lugo # 44 Sector San Jose HAINA
Telephone: 809-957-1023 (Ext. 1501)
- **Higuamo San Pedro de Macorís Regional Office**
Address: Calle Luís Valera #2 Esq. Ramón Mota, Sector Marimar. Telephone: 809-529-2247
E-mailRegionalhiguamo@conani.gob.do
- **Hato Mayor Municipal Office**
Address: Calle Melchor Contin Alfau # 7, Centro de Ciudad, Hato Mayor
Telephone: 809-553-2041
- **Monte Plata Municipal Office**
Address: Monte Plata, Calle José Fco. Peña Gómez, Plaza Dilomar Telephone: (809) 551-4068 / (809551-3300)
E-mailsabanagrandedeboya@conani.gov.do
- **Sabana de la Mar Municipal Office**
Isael de León Abad (829) 748-7563 / (809) 519-6072 Address: Diego de Lirio, Streetcorner of Monción Street Sabana de la Mar. Telephone: 809-556-7894
- **Yuma La Romana Regional Office**
Address: Calle B #8, Ensanche La Hoz, second level, La Romana. Telephone: 809-550-1093
- **Bávaro Municipal Office**
Address: Plaza Verón Center, local C22, Verón-Punta Cana Telephone: highway (809) 833-3286 Ext.: 1505

- **Higüey Municipal Office**
Address: Carretera Mella #1, Plaza Taveras Center, Higüey Telephone: 809-554-6922
- **El Seibo Municipal Office**
Address: Ave. Manuela Diez, # 40, local 4 A, Plaza Laura Josefina, El Seibo, Telephone: (809) 552-2704 Ext.: 1508
- **El Valle San Regional Office Juan de la Maguana**
Address: Calle Mella Esq. Diego de Velásquez #11 San Juan. Telephone numbers: (809) 557-9466, (809557-9464)
- **Elías Piña Municipal Office**
Address: Calle Pedro Santana # 9, municipality of Comendador, Elías Piña Prov. Telephone: 809-527-9460
- **Enriquillo Barahona Regional Office**
Address: Calle Toni Mota Ricard # 19, Sector Naco, Barahona. Telephone: 809-524-5381
- **Pedernales Municipal Office**
Address: Gastón Dilogne # 18 Sector La Antena de Codetel, Pedernales. Telephone: 809-524-0605
- **Jimaní Municipal Office**
Address: Calle Mella #17, in front of Duarte Jimaní. Telephone: Park809-248-3667 ext. 1511



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INSTITUTIONAL PROTECTION POLICY to Children and Adolescents (NNA)



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