Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

**AN ORDINANCE ENACTED DURING THE 61ST REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 15TH DAY OF SEPTEMBER 2026 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.**

*Present:*

**HON. CONRAD C. CEJOCO**
City Vice Mayor
*(Presiding Officer)*

*Regular Members:*

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| Hon. Pedrito R. Sulapas | - Sangguniang Panlungsod Member |
| Hon. Alfredo J. Carmelo | -do- |
| Hon. Bernadeth May R. Almanon-Balondo | -do- |
| Hon. Jonas A. Cacayan | -do- |
| Hon. Paul E. Vicencio | -do- |
| Hon. Victor B. Alvar, Jr. | -do- |
| Hon. Romeo F. Cacayan | -do- |
| Hon. Winston Y. Sia | -do- |
| Hon. Apolio C. Alvar | -do- |

*Ex-Officio Members:*

| | |
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| Hon. Eladio A. Galano | - President, Liga ng mga Barangay |
| Hon. Florio S. Josafat, Jr. | - Indigenous Peoples Representative |
| Hon. Ana Mae M. Agusa | - SK Federation President |

*On Leave:*

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| Hon. Reynaldo V. Dominguez | - Sangguniang Panlungsod Member |

**ORDINANCE NO. 2026-29**

Authored by:
**Hon. Pedrito R. Sulapas**

Sponsored by:
**Hon. Romeo F. Cacayan**
**Hon. Bernadeth May R. Almanon-Balondo**
**Hon. Alfredo J. Carmelo**
**Hon. Conrad C. Cejoco**

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**"AN ORDINANCE ON BISLIG CITY CHILD PROTECTION POLICY"**

**WHEREAS**, Articles 12 to 17 of the United Nations Convention on the Rights of the Child (UNCRC) states that all children have the right to express opinions and be heard in decisions affecting them, while Articles 19–23 and 32–40 of the same convention provide for the special protection of children from abuse, exploitation and all forms of violence;

**WHEREAS**, Article II, Section 13 of the 1987 Philippine Constitution states that the state shall recognizes the vital role of youth in nation building and shall promote and protect their physical, moral, intellectual, and social well–being;

**WHEREAS**, Article XV, Section 3 of the 1987 Philippines Constitution mandates that the Government must defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development;

**WHEREAS**, Presidential Decree 603, known as the Child and Youth Welfare Code, defines the rights and responsibilities of children and the corresponding authority and obligations towards them by their parents, the community, and the government and other duty bearers.

**WHEREAS**, Article 1, Section 2 of the Republic Act 7610 also known as the Act Providing Stronger Deterrence and Special Protection of Children against Child Abuse, Exploitation, and Discrimination states that *"It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development over which they have no control."*;

**WHEREAS**, Section 2 (b) of Republic Act 9775 otherwise known as Act Defining and Penalizing the Crime of Child Pornography, Prescribing Penalties Therefor and for Other Purposes, states that, *"the State shall protect every child from the forms of exploitation and abuse including, but not limited to the use of a child in pornographic performances and materials and inducement coercion of a child to engage or be involved in pornography through whatever means"*;

**WHEREAS**, the city recognizes the vulnerability of children and the need for measures to protect their rights;

**NOW, THEREFORE**, **BE IT ORDAINED**, by the Sangguniang Panlungsod of Bislig in session assembled, that:

## ARTICLE 1
## RATIONALE

**SECTION 1.** ***TITLE*** – This Ordinance shall be known as the ***"Bislig City Child Protection Policy."***

**SECTION 2.** ***BACKGROUND/RATIONALE*** – It is the policy of the state to protect children from abandonment and all forms of neglect, abuse, and exploitation. This is in adherence to the United Nations Child Rights Convention. However, cases of violation of child's rights abound the accurate picture of the seriousness of the situation is difficult to establish because of unreported incidents.

Violence against children is present in almost all aspects of a child's life: in their home, in school, on the street, at work, in institutions, and in detention. This is what the World Report on Violence against Children by Paulo Sergio indicates. This means that people who are expected to promote the protection of children could be

perpetrators of abuse, violence, and exploitation. In a National Summit held in CY 2012, inter–agency councils and committees for the protection of children acknowledged that this is a reality in the Philippines based on some studies and surveys. To cite one, the survey made by the Child Adolescent Psychiatrist in the Philippines showed that an estimated 500–800 child abuse cases in 2006 were committed by teachers and non – teaching staffs such as janitors, bus drivers, and other workers. A summit declaration was then signed by all agencies, local government units included, to develop and adopt their respective child protection policies. Taken in this context, the Child Protection Policy (CPP) is one that articulates values and commitment to ensure the protection of children.

In carrying its mandate, the Local Government Unit of Bislig directly and indirectly works for children through its different departments and offices. This necessitates the institution of clear course of actions for its officials and personnel for them to avoid committing harm to a child.

**SECTION 3.** ***COVERAGE/SCOPE*** – This ordinance covers the entire City of Bislig. This must be adopted by all institutions and businesses in Bislig City.

## ARTICLE II
## DEFINITION OF TERMS

**SECTION 4.** ***DEFINITION OF TERMS*** – The following terms are defined for the purpose of this policy.

a. **Anti-bullying Program** – a comprehensive initiative aimed at preventing and addressing bullying in schools. Bullying can be in the form of physical and emotional abuse.

b. **Child** – refers to a person below eighteen (18) years of age or one who is 18 or over but is unable to fully take care of or protect himself/herself from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.

c. **Child Abuse** – refers to the maltreatment of a child, whether habitual or not, which includes of the following:

   1. Psychological or physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;

   2. Any act of deed or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;

   3. Unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or

   4. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (Sec. 3 (b), RA 7610).

d. **Child Exploitation** – refers to the use of children for someone else's advantage, gratification, or profit often resulting in an unjust, cruel, and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill – treatment.

e. **Child-Friendly Spaces (CFS)** – designated areas within schools that are safe and nurturing for children to learn, play and interact. These areas are free from any form of violence and exploitation.

f. **Child Labor Policy** – a policy prohibiting child labor, ensuring that no child under the age of 18 is employed or exposed to harmful working conditions.

g. **Child Protection Officer (CPO)** – a designated individual in institutions, organizations, or businesses responsible for ensuring the implementation of the Child Protection Policy, conduct training, and addressing any reports of abuse. The CPO can be a staff member in the local government unit, national agencies, schools, hospitals, hotels, and public service sectors tasked with overseeing child protection practices.

h. **Child Pornography** – refers to any representation, whether visual, audio or written communication thereof, by electronic, mechanical, digital, optical, magnetic or any other means of a child engaged or involved in real or simulated explicated sexual activities.

i. **Child Protection Policy** – is an articulation of the commitment of the organization or agency on the promotion and fulfillment of the right of the child to protection as enshrined in the United Nations Convention on the Rights of the Child. It aims to safeguard the child from all forms of abuse, violence and exploitations that may be perpetuated by adults or persons in authority in various environments including schools, workplaces, public places and events. It expresses the agency's shared values, principles, and beliefs.

j. **Child Protection Committee** – refers to a group that oversees the implementation of this ordinance.

k. **Child Protection at Public Gatherings (CPPG)** – policies and protocols specifically designed for events such as festivals, fairs or parades to ensure children's safety.

l. **Child Friendly Business Policy (CFBP)** – a policy ensuring that businesses such as hotels and restaurants create a welcoming and safe environment for children, including child protection training for staff.

m. **Child Protection Risk Assessment** – an evaluation to identify potential risks to children in various environments (schools, hospitals, public places) and implement strategies to mitigate these risks.

n. **Child Safeguarding** – actions and measures taken to prevent child abuse, neglect, and exploitation. This includes maintaining a safe environment, educating staff, and providing support to children.

o. **Child Rights Education** – a program aimed at educating children, families, and communities about children's rights, and how to protect them from abuse and exploitation.

p. **Code of Conduct (COC)** – a set of ethical standards and expected behaviors for staff, ensuring that interactions with children are respectful and non-exploitative.

q. **Community Awareness Campaigns** – initiatives aimed at raising awareness about child protection issues within local communities, involving leaders, schools, and businesses.

r. **Confidentiality and Consent** – policies to ensure that medical information regarding children is kept confidential and that parents or guardians provide informed consent for medical treatments.

s. **Corporal Punishment** – refers to an act or acts which involve physical force and humiliating or degrading acts imposed upon a child as punishment for an alleged or actual offense inflicted by an adult or by another child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical humiliating or degrading forms of punishment such as:

1. Blows including beating, kicking, slapping, lashing on any part of a child's body, with or without the use of an instrument such as cane, broom, stick whip or belt.
2. Pulling hair, shaking, twisting joints, cutting, or piercing skin, dragging or throwing a child.
3. Forcing a child using power, authority or threats to perform physically painful or damaging acts such holding weight or weights for an extended period, kneeling on stones, salt, or pebbles.
4. Refusal to provide the child's physical needs.
5. Use of or exposure to substances that can cause discomfort or threaten the child's health including fore, ice, water, smoke, pepper, alcohol, or dangerous chemicals such as bleach or insecticides, excrement or urine.
6. Tying up of a child.
7. Imprisoning of a child.
8. Verbal abuse, assaults including intimidation, threat of bodily harm, swearing, cursing, ridiculing and denigrating the child.
9. Making a child look or feel foolish in front of one's peers or the public, such as shaving hair and other analogous acts.

t. **Emergency Protocols for Missing Children** – procedures to follow if a child goes missing within a hotel, restaurant, or public place, ensuring that the staff is trained to act quickly and appropriately.

u. **Mandatory Reporting** – a legal requirement for individuals (such as teachers, healthcare workers, public servants and concerned individuals) to immediately report suspected cases of child abuse or neglect to authorities.

v. **Parental Supervision Requirements** – policies stating that children must always be under the supervision of an adult while on hotel or restaurant property to prevent accidents, exploitation, or other risks.

w. **Pediatric Protection Protocols** – specific procedures in healthcare settings that ensure children's health and safety are prioritized; preventing any form of abuse or mistreatment by healthcare professionals.

x. **Personnel** – means the permanent, casual, contractual, contract of service, officials and employees of the Local Government Unit of Bislig City, includes Memorandum of Agreement and on – the – job trainees and others.

y. **Positive Discipline** – refers to the respectful, non-violent and constructive methods of child-rearing and to help them develop appropriate thinking and behavior.

z. **Public Event Safety Guidelines** – rules that ensure children are safe at public events and celebrations, including measures to prevent trafficking, exploitation, or abuse in crowded spaces.

aa. **Public officials** – includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and peace personnel, whether they receive compensation regardless of amount.

bb. **Public Transport Child Safety Guidelines** – a set of safety measures for public transport operators to follow which would prevent child exploitation, trafficking, or abuse during travel.

cc. **Safe School Environment** – A learning environment that actively promotes the safety, health, and well-being of all students, with policies in place to prevent bullying, harassment, and any form of abuse.

dd. **Safe Travel for Children** – procedures to ensure the safety of children traveling alone or with guardians on public transport, including child-specific seats or safeguards.

ee. **Workplace Child Protection Standards** – set rules and regulations that promote the safety and protection of children when they visit workplaces (e.g. children of LGU employees visiting the workplace or children in family-run businesses).

## ARTICLE III
## CHILD PROTECTION POLICY FOR SCHOOLS AND OTHER LEARNING ENVIRONMENTS

This Child Protection Policy is designed to provide comprehensive framework for safeguarding children from harm, abuse, neglect and exploitation within educational environments. The purpose of this policy is to ensure that schools and learning institutions are safe spaces for all children, where their rights are respected and their well-being is protected.

**SECTION 5.** ***POLICY STATEMENT*** – This policy is grounded in the following principles:

1. **Child's Best Interest** – All decisions and actions taken by the school must prioritize the well-being of the child.
2. **Zero Tolerance for Abuse** – The school has zero-tolerance policy toward any form of child abuse, neglect or exploitation.
3. **Confidentiality** – All child protection concerns should be dealt with confidentiality, respecting the privacy of the child and the involved parties.
4. **Collaboration and Transparency** – The school will collaborate with external child protection agencies, local authorities, and the community to protect children and uphold their rights.

**SECTION 6.** ***OBJECTIVES OF THE POLICY*** – The main objectives of this policy are to:

1. Protect children from abuse, neglect and exploitation in the school and any learning environment;
2. Establish clear guidelines for reporting and handling suspected cases of abuse or neglect;
3. Provide training for school staff on child protection issues and how to recognize signs of abuse;
4. Promote awareness of child protection among students, parents, and the wider community;
5. Ensure that the school has systems in place to address concerns and incidents of child abuse;

**SECTION 7.** ***SCOPE OF THE POLICY*** – This policy applies to:

1. All staff, including teachers, administrators, and support staff within the school or educational institution.
2. Students enrolled in the institution.
3. Contractors, volunteers, and any individuals who have contact with children within the educational environment.

**SECTION 8.** ***CHILD PROTECTION PROCEDURES*** – The school must have clear procedures for addressing child protection concerns. These procedures should include:

**Reporting Mechanisms**

- All staff members, students, and parents must know how to report suspected abuse.
- Reports can be made directly to a designated Child Protection Officer (CPO), principal, or another trusted school official.
- Confidentiality should be maintained, but the school must ensure that the matter is reported to appropriate authorities, such as child protective services or law enforcement, if necessary.

**Investigation and Response**

- Once a report is made, the school will initiate a prompt, thorough, and fair investigation.
- A team of trained professionals should handle the investigation, which may include the school principal, child protection officer, and external authorities if required.
- The child's safety and well-being will always be the top priority during any investigation

**Immediate Actions**

- If there is an immediate risk to the child's safety, appropriate actions must be taken, such as removing the child from potentially harmful environment and involving the necessary authorities.

**Support for Victims**

- The school must ensure that children who have been victims of abuse or neglect receive the necessary emotional and psychological support.
- This may involve referral to counselling services, social workers, or child protection agencies.

**Disciplinary Actions**

- Staff members found guilty of any form of child abuse will face immediate disciplinary action, which may include removal from current assignment, suspension, dismissal, or legal consequences.

**SECTION 9.** ***RESPONSIBILITIES OF SCHOOL STAFF*** – All school staff are bound to provide care to children and are required to:

**Understand and Implement the Policy**

- Every staff member must familiarize himself with this policy and its procedures for handling child protection concerns.

**Recognize the Signs of Abuse**

- Staff must be trained to recognize signs of child neglect, physical abuse, emotional abuse and sexual abuse. This includes unusual behavior, unexplained injuries or withdrawal from social interactions.

**Report Concerns Immediately**

- Any staff member who suspects that a child is being abused or is at risk of harm should immediately report their concerns to the designated child protection officer or another responsible individual.

**Maintain Professional Boundaries**

- Staff should maintain appropriate professional relationships with students, avoiding any behavior that could be perceived as abusive or inappropriate.

**SECTION 10.** ***PREVENTIVE MEASURES*** – To create a safer learning environment, the school should have:

**Staff Training and Awareness**

- All staff should receive regular training on child protection, including how to recognize and respond to abuse and how to create a safe environment for children.

**Code of Conduct**

- The school must establish a clear code of conduct for all staff, volunteers, and contractors to follow, outlining acceptable behavior and responsibilities regarding child protection.

**Safe Recruitment Practices**

- All staff members, volunteers, and contractors must undergo background checks to ensure they do not have a history of child abuse or criminal behavior.

**Child Education and Empowerment**

- Children should be educated about their rights and what constitutes abuse, including how to report concerns. This can be done through age-appropriate lessons and activities.

**SECTION 11.** ***REPORTING AND MONITORING*** – The school will maintain a system for tracking and monitoring child protection cases:

**Documentation**

- All reports and investigations will be documented in a secure and confidential manner.

**Follow-up**

- The school will follow up on all child protection cases to ensure that the child's safety and well-being are continuously monitored.

**Annual Reviews**

- The child protection policy will be reviewed annually to assess its effectiveness and make improvements where necessary.

## ARTICLE IV
## CHILD PROTECTION POLICY IN THE LOCAL GOVERNMENT UNIT

**SECTION 12.** ***POLICY STATEMENT AND COMMITMENT*** – Pursuant to the UN – CRC and the State Policies to treat children with dignity and in a manner consistent with the promotion of their fundamental right to protection from all forms of neglect, cruelty and other conditions prejudicial to their development, the Local Government Unit of Bislig declares/affirms to:

1. Consider child's best interest in any programs, projects and activities that directly and indirectly affect them and in all scenarios which require the special protection of children.
2. Create a safe and enabling environment for children regardless of their gender preference, religious beliefs and practices, culture, socio – economic status and physical and mental condition through the institutionalization of

child participation and the use of positive and non – violent discipline in residential care facilities for children.

3. Maintain an exemplary reputation through a hiring and promotion process that favors individuals without any record of child neglect, abandonment, exploitation and violence, by not tolerating any unacceptable acts towards children by its officials and personnel committed during and beyond working hours and by transacting business only with providers of goods and services that do not violate children's rights.
4. Delivering services with utmost flexibility and high degree of consideration to children's beneficiaries to respond to their needs promptly.
5. Ensure that children in Bislig City who are under the programs and services of the different offices of the city shall not be used as respondents or subjects in research activities unless their participation is the only means to study and understand a phenomenon being researched. Should a child be involved in research or any form of data gathering, LGU Bislig shall see to it that utmost care is given to him/her.
6. Ensure a reasonable period of deployment of staff members in disaster – stricken areas to guarantee that they do not become emotionally and physically worn out and incapable of dealing appropriately with survivors especially children.

**SECTION 13. *CODE OF CONDUCT TO ENSURE PROTECTION OF CHILDREN*** – LGU Bislig sets the following rules for all its officials and personnel.

1. Provide necessary assistance to children beneficiaries without requiring any favors for the official or staff member's personal gain or advantage.
2. Work with engage, involve or utilize services only of individuals or business entities that do not have any involvement in child abuse, sexual harassment, exploitation, child pornography and violence.
3. Never be involved in a romantic relationship with minors.
4. Take immediate action upon learning of or witnessing any unacceptable acts or behavior toward children which occurred within or outside the jurisdiction of the Local Government of Bislig City including centers and residential care facilities.
5. Treat a child, whether a beneficiary or a child of a staff member, with respect and never allow behavior that will result in any physical, sexual, emotional, or psychological harm.
6. Be considerate of the children of staff members who, for various acceptable reasons, need to stay with their parents in the office for a short or limited period.
7. Do not participate in any acts involving child abuse, discrimination against children, child exploitation, violence against children, corporal punishment and any analogous or similar acts.

In addition, staff members engaged in frontline services shall observe the following decorum:

**Residential Care Facilities**

1. Always involve children in matters that affect them according to their evolving capacities.
2. Use positive discipline approach and never use corporal punishment.

3. Never force children to participate in activities or perform acts which are against their religious beliefs and practices.
4. Never engage children in sexually – provocative performance or presentations.
5. Never require a child to render or perform tasks which are beyond his/her ability due to age and physical build.
6. Never exposes children to violent video games and shows pornographic materials either in printed or electronic form or induce them to obscene websites.
7. Never allow visitors, service providers, interns, volunteers, and visiting researchers to treat children inappropriately or in a manner that maybe damaging to them.
8. Ensure that media guidelines in the conduct of interviews with children's victims of abuse and exploitation and whose cases are being managed by the Department are complied with.
9. In the conduct of interviews, utmost care must be observed to avoid words and terms that may offend or harm a child.
10. Take immediate or appropriate action against child bullying. The staff shall make an incident report to the Head Social Worker/Center Head, inform the parents of the child, and call for a case conference if necessary to determine critical actions to take. If the case falls under the coverage of Republic Act 9344 as mandated, the social worker in – charge shall ensure that procedure applicable to case of children in conflict with the law is followed.

**Crisis Intervention Units**

1. Prioritize children seeking assistance.
2. Immediately take necessary actions when a child is being harassed or treated appropriately by other clients or if there is an indication that a child is being used to facilitate approval of request for assistance.
3. Avoid subjecting a child to unnecessary and possibly frightening interviews to validate any suspicion of misinterpretation of a family member who is seeking financial assistance.

**Evacuation Center/Camps**

1. Prioritize the needs of children during disasters or in any situation in which resources are scarce.
2. Ensure that volunteers, media people and service providers from other organizations act in accordance with the principle of child's best interest.
3. Ensure that no photograph of children in dehumanizing condition is taken and used for fund raising purposes by individual volunteers and donors.

**Day Care and Child-Minding Center operated by the City Social Welfare and Development Office serving children of employees and of families in the community**

1. Avoid making any comparison between and among children in terms of their social and cognitive abilities.
2. Do not force any children to participate in any religious or any other activities without the consent of their parents or guardians.

3. Never use harsh words and actions to children display difficult behavior.
4. Never engage children in sexually – provocative performance or presentation.
5. Never exposes children to violent video games and shows and pornographic materials either in printed or electronic form or introduce them to obscene web sites.
6. Never allow parents, guardians or any person accompanying a child to deal inappropriately with other beneficiaries or to institute fights between and among children in the center.

**SECTION 14.** ***IMPLEMENTING MECHANISM*** **–**

1. All necessary guidelines to ensure adherence to this organizational child protection policy shall be developed or integrated into existing guidelines by concerned offices.
2. The child protection policy shall be disseminated to all offices of LGU Bislig and a printed copy of the Child Protection Policy Statements shall also be posted on conspicuous areas in all LGU Offices and websites.
3. A child protection committee shall be established in the Local Government Unit of Bislig City.

| Composition | LGU Bislig City |
|---|---|
| Chairperson<br><br>Vice Chairperson | City Mayor<br><br>HRMO |
| Members | 1. CSWD<br>2. CHO<br>3. City Nutrition<br>4. Civil Registrar<br>5. City Legal Office<br>6. Employees Association Representative (BISCEA)<br>7. PNP (WCPD) |
| Secretariat | CSWD |

A special order shall be issued with effect of the assignment of those who will comprise the Committee.

The Child Protection Policy is expected to:

- Ensure that all necessary implementing guidelines are developed by the offices concerned.
- Make an initial assessment and recommendation on alleged abuse and exploitation of children by any official or staff members from every Office and forward it to appropriate office or committee for further investigation and appropriate action.
- Institute a system for monitoring officials and staff member's adherence to the code of conduct

- Ensure compliance of the offices with guidelines in relation to child protection and to institute a system of monitoring of official and staff members' adherence to the code of conduct on child protection.
- Ensure that all employees are oriented towards the Child Protection Policy.
- Conduct a quarterly monitoring to residential care facilities being managed by the LGU focused on ensuring that child participation is exercised in residential care facilities, incident of child abuse and exploitation perpetuated by staff of residential care facilities are acted upon and necessary assistance to staff needing help along anger management is provided.

## ARTICLE V
## CHILD PROTECTION POLICY FOR WORKPLACES OUTSIDE THE LOCAL GOVERNMENT UNIT

The Child Protection Policy is designed to establish clear guidelines for preventing, identifying and responding to child abuse, neglect, and exploitation within the workplace outside the Local Government Unit. The primary goal is to ensure that all work environments remain safe for children, whether they visit, participate in programs or are connected to the workplace in any capacity. This policy serves to protect children from harm while ensuring that employees and employers uphold their responsibilities to create a child-friendly environment.

**SECTION 15.** ***POLICY STATEMENT*** – This policy outlines the commitment of the organization to protect children from any forms of abuse, exploitation, or neglect within its premises. The workplace is a safe and nurturing environment, and the organization will take all reasonable steps to prevent, detect, and respond to any concerns related to child protection. The workplace's value includes:

1. **Child's Well-Being** – The safety, security and dignity of children are always paramount.
2. **Zero Tolerance for Abuse** – Any form of abuse, exploitation, or neglect is unacceptable and will not be tolerated.
3. **Confidentiality** – All matters related to child protection will be treated with the utmost confidentiality, protecting the privacy of the child and those involved.
4. **Collaboration** – The workplace will collaborate with external agencies such as social services and law enforcement, as needed, to protect children.

**SECTION 16.** ***OBJECTIVES OF THE POLICY*** – The primary objectives of this policy are to:

1. Prevent harm, abuse, and exploitation of children in the workplace outside the Local Government Unit.
2. Provide clear procedures for reporting and addressing child protection concerns.
3. Establish a workplace culture that values and prioritizes child safety and well-being.
4. Ensure employees are trained to recognize, respond to, and report child protection issues.
5. Promote transparency, accountability, and compliance with the local child protection laws.

**SECTION 17. *SCOPE OF THE POLICY*** – This policy applies to:

- All employees, contractors, volunteers, and anyone who has regular interaction with children as part of their role in the workplace.
- Any workplace activity involving children, including events, programs, or services where children are present or involved.
- Visitors who may interact with children while visiting the workplace.
- The policy extends to all work environments, whether on-site, in public spaces, or remote locations where the workplace may interact with or host children.

**SECTION 18. *ROLES AND RESPONSIBILITIES OF THE ORGANIZATION*** – The organization is responsible for:

**Creating a Safe Environment**
- Ensure that all workplaces outside the Local Government Unit, interactions and activities involving children are safe and free from risks of harm and exploitation.

**Establishing Clear Reporting Mechanisms**
- Setting up clear, accessible, and confidential reporting procedures for any employee or individual who suspects or witness child abuse.

**Training and Awareness**
- Providing mandatory child protection training to all employees, contractors and volunteers who may interact with children based on their roles and area of assignments.

**Supervision and Monitoring**
- Ensuring appropriate supervision of children during workplace-related activities, preventing unmonitored access to vulnerable children.

**Legal Compliance**
- Ensuring that the workplace adheres to local child protection laws and regulations and cooperates with authorities as needed.

**Incident Reporting and Documentation**
- Keeping thorough records of all reports, investigations, and actions taken in relation to child protection concerns.

**SECTION 19. *ROLES AND RESPONSIBILITIES OF EMPLOYEES*** – Employees who meet children as part of their duties are required to:

1. **Report Concerns Immediately** – must report any suspicions of child abuse, exploitation, or neglect immediately, either directly to their supervisor, HR, or designated Child Protection Officer (CPO).

2. **Recognize the signs of abuse** – employees should be able to identify the signs of abuse, neglect, or exploitation, which may include unexplained injuries, withdrawn behavior, or changes in the child's emotional state.

3. **Maintain Professional Boundaries** – employees should maintain appropriate boundaries with children, avoiding behavior that could be perceived as harmful or inappropriate.

4. **Follow Procedures** – employees should adhere to workplace protocols for ensuring child safety, including supervision, conduct and communication with children.

**SECTION 20.** ***REPORTING AND RESPONSE PROCEDURES*** – The organization will follow a structured process for reporting, investigating, and responding to child protection concerns:

**Reporting Mechanisms**

- Any employee who suspects or witnesses abuse must report their concerns to the designated Child Protection Officer (CPO), HR, or the workplace reporting system.
- If an employee feels that their concerns are not addressed internally, they may contact external authorities, such as child protection services (Social Services) or law enforcement (PNP-WCPD).

**Investigation Process**

- A prompt, thorough, and impartial investigation will be conducted by trained professionals within the organization, such as the CPO or external child protection.
- The investigation will prioritize the safety and well-being of the child involved and maintain confidentiality throughout the process.

**Immediate Action**

- If a child is in immediate danger or harm, immediate protective action will be taken, which may include removing the child from the harmful situation and contacting appropriate external authorities.

**External Reporting**

- If the concern involves criminal activity or the immediate safety of the child, the organization will contact local authorities, child protective services, or law enforcement as appropriate.

**Follow-up and Support**

- The workplace will provide the necessary support to the child involved, including referrals to counselling or social services.
- Continuous monitoring will take place to ensure the child's safety, and corrective actions will be taken if necessary.

**SECTION 21.** ***PREVENTIVE MEASURES*** – To ensure child protection, the organization will implement the following preventive measures:

**Employee Screening**

- All employees, volunteers and contractors who may work with children will undergo comprehensive background checks, including criminal record checks and child abuse clearances, before they are hired.

**Child Protection Training**

- Mandatory training on child protection issues will be provided to employees, including how to recognize signs of abuse and how to report concerns.

**Clear Policies and Procedures**

- The workplace will have a clear code of conduct for employees working with children, outlining expected behavior, responsibilities, and ethical guidelines.

**Risk Assessment:**

- Regular risk assessments will be carried out to ensure that the workplace environment, programs, or services do not expose children to harm.

**Promote Children's Rights**

- Children interacting with the organization will be educated about their rights, how to report concerns, and how to recognize inappropriate behavior.

**SECTION 22. *CONFIDENTIALITY AND PRIVACY***

- All child protection matters will be treated with the highest level of confidentiality. Only those who need to know (such as investigators or authorities) will be informed about specific cases.
- The privacy of the child and their family will be protected throughout the process, and any disclosure of information will only occur in compliance with legal requirements.

**SECTION 23. *MONITORING AND REVIEW***

- The organization will conduct regular reviews of its child protection policy and procedures to ensure they are effective and compliant with current laws and best practices.
- Employees will be encouraged to provide feedback on the policy and suggest improvements.

## ARTICLE VI
## CHILD PROTECTION POLICY FOR PUBLIC PLACES

The Child Protection Policy for Public Places aims to create a framework to protect children from abuse, neglect, exploitation, and harm while in public places. Public places such as parks, shopping malls, public transportation, recreational facilities, and entertainment venues are frequented by children, and it is critical to have a clear policy to ensure their safety. The policy provides guidelines on how to prevent and respond to concerns about child protection in these environments, ensuring that all public spaces are safe for children.

**SECTION 24. *POLICY STATEMENT*** – This policy sets out the organization's commitment to safeguarding children in public places by ensuring that all individuals who manage or operate public places are responsible for providing a safe environment. The following core principles underpin this policy:

1. **Child's well-being** – The safety, security and dignity of children are always paramount.

2. **Zero Tolerance for Abuse** – Any form of abuse, exploitation, or neglect is unacceptable and will not be tolerated.

3. **Accessibility and Reporting** – Child protection procedures should be transparent and easily accessible to all visitors, staff and the public.

4. **Confidentiality** – Concerns raised about child protection must be handled confidentially and with respect for the privacy of all involved.

**SECTION 25.** ***OBJECTIVES OF THE POLICY*** – The main objectives of this policy are:

- To ensure that children are protected from all forms of abuse, neglect, or exploitation while in public places.
- To provide clear and accessible procedures for reporting and addressing child protection concerns
- To outline roles and responsibilities for staff, visitors and the public regarding child safety.
- To provide preventive measures, such as monitoring and supervision to protect children.
- To ensure compliance with local child protection laws and regulations.

**SECTION 26.** ***SCOPE OF THE POLICY*** – This policy applies to all public places, including but not limited to:

- Parks and recreational areas
- Shopping malls and markets
- Public Transportation (buses, tricycles, trisikad. etc.)
- Airports and bus stations
- Public entertainment venues (cinemas, theaters, museums)
- Schools, playgrounds, and community centers
- Sports events and facilities
- It applies to all personnel responsible for managing or maintaining public places, including staff, volunteers, security personnel and contractors, as well as the public.

**SECTION 27.** ***ROLES AND RESPONSIBILITIES*** –

**Management and Operators of Public Places**

- Ensure that child protection policies are in place and well communicated to all staff, volunteers and contractors.
- Provide regular training on child protection, including how to recognize the signs of abuse, how to report concerns and how to handle incidents.
- That appropriate measures such as surveillance, signage and staff presence, are in place to deter abuse and ensure a safe environment for children.
- Designate a Child Protection Officer (CPO) or team responsible for implementing and overseeing the policy.

**Staff and Security Personnel**

- Be vigilant and proactive in identifying any signs of child abuse or neglect.
- Follow clear reporting procedures when concerns arise.

- Supervise children in public spaces where appropriate (e.g. playgrounds, events)
- Respect children's rights and privacy while interacting with them in public places.

**Visitors and the Public**

- Be aware of the child protection policy and report any suspicious behavior or incidents.
- Support a culture of respect and safety for all children in public spaces.
- Cooperating with staff and authorities is an incident that occurs and the safety of a child is at risk.

**SECTION 28.** ***REPORTING PROCEDURES*** –

**How to Report Concerns:**

1. **Immediate Action** – if a child is in immediate danger or harm, dial emergency services or local law enforcement.
2. **Internal Reporting** – Any concerns about child abuse or neglect should be reported to the designated Child Protection Officer (CPO) or the management of the public space. A report can also be made on-site security or customer service personnel.
3. **Confidentiality** – All reports should be made confidentially to protect the privacy of the child and any individuals involved. A report can be anonymous, but the authorities may require further details if the case proceeds to an investigation.
4. **Documentation** – All reported incidents should be documented in writing by the person receiving the complaint or report. Details should include the nature of the concern, the people involved, and any actions taken.

**What Happens After a Report:**

1. The Child Protection Officer (CPO) or management will review the report and, if necessary, escalate the matter to local child protection authorities or law enforcement agencies.
2. The child's immediate safety will be ensured, and further investigation may be initiated to determine the validity of the claim.
3. The case will be handled with sensitivity to avoid further harm or trauma to the child.

**SECTION 29.** ***PREVENTIVE MEASURES AND SAFEGUARDING PRACTICES*** – To ensure the protection of children in public places, the following measures should be adopted:

**Supervision**

- Ensure appropriate levels of supervision in areas where children are likely to be present, such as parks, play areas, and public events.
- Consider implementing designated child-friendly spaces where staff can monitor activity and ensure children's safety.

**Signage and Awareness**

- Display visible signs of child protection policies in key areas, such as entrances, restrooms, and activity zones, to remind the public and staff of their responsibility to protect children.
- Include information about how to report concerns in public spaces, including emergency contacts.

**Training for Staff**

- Train Staff, security personnel, and volunteers on recognizing signs of abuse, child protection procedures, and how to respond to concerns. This training should be mandatory and occur regularly.
- Provide a clear code of conduct for staff when interacting with children, emphasizing professional boundaries.

**Background Checks**

- Conduct background checks for staff, volunteers, and contractors who may interact with children to ensure they have no history of child abuse or criminal behavior.

**Monitoring and Surveillance**

- Implement security measures such as CCTV cameras in public spaces to monitor areas where children are present, ensuring safety and accountability.
- Ensure that security staff are trained to act promptly if an incident is observed through surveillance systems.

**SECTION 30.** ***WORKING WITH EXTERNAL AGENCIES*** – Public places must work in collaboration with external agencies when child protection concerns arise.

**Child Protection Services**

- Cooperate with local child protection agencies and authorities to investigate any allegations of abuse, neglect, or exploitation.
- Ensure that information is shared appropriately, while respecting confidentiality and legal requirements.

**Law Enforcement**

- Contact law enforcement if criminal behavior is suspected, such as sexual abuse, human trafficking, or physical assault.

**Community Engagement**

- Engage with the local community to raise awareness of child protection issues and encourage shared responsibility for safeguarding children in public places.

**SECTION 31.** ***CONFIDENTIALITY AND PRIVACY*** –

- All child protection concerns will be handled with strict confidentiality. Information about the child, the suspected abuse, and the investigation will only be shared with authorized personnel or agencies as required by law.
- Personal details of those reporting concerns will also be protected, and anonymous reporting channels should be made available.

**SECTION 32. *MONITORING, EVALUATION, AND REVIEW* –**

- The policy's effectiveness will be evaluated regularly through audits, feedback from staff and the public, and by reviewing incidents that occur in public places.
- Any trends or patterns in child protection concerns will be analyzed to improve preventive measures and practices.
- The policy will be reviewed and updated periodically to ensure that it meets the current legal requirements and best practices in child protection.

## ARTICLE VII
## CHILD PROTECTION POLICY FOR HOSPITALS

The Child Protection Policy is designed to provide a clear and comprehensive framework for protecting children from abuse, neglect, exploitation, and harm while they are under the care of a hospital or healthcare setting. Children are vulnerable in any environment, but particularly in hospitals where they may be ill, injured, or undergoing treatment. Hospitals must prioritize their safety and well-being through robust child protection procedures. This policy is intended to safeguard children's rights, ensure they are treated with dignity, and protect them from any form of harm.

**SECTION 33. *POLICY STATEMENT*** – This policy outlines the hospitals' commitment in safeguarding children from harm, neglect, exploitation, and abuse. The following are the principles and approaches to ensure child protection:

1. **Child's Best Interest** – The well-being, safety, and rights of children will always be the priority in any hospitals, dental and birthing clinics in Bislig City.
2. **Zero Tolerance for Abuse** – There should be a zero-tolerance policy towards any form of abuse or neglect of children.
3. **Confidentiality** – All information related to child protection concerns will be treated confidentially.
4. **Staff Responsibility** – All hospital staff must prevent, identify, and respond to child protection issues in a timely and professional manner.
5. **Collaboration with Authorities** – Hospitals, dental and birthing clinics are committed to working in collaboration with relevant child protection agencies, law enforcement, and other healthcare professionals to ensure the safety of children.

**SECTION 34. *OBJECTIVES OF THE POLICY*** – The primary objectives of this policy are:

- To protect children from all forms of abuse and neglect within the hospital setting.
- To provide a clear, accessible, and transparent process for reporting child protection concerns.
- To ensure that hospital staff are adequately trained and aware of child protection issues.

- To ensure compliance with national and international child protection laws, regulations, and ethical standards.
- To create a safe environment for children and families seeking healthcare services.

**SECTION 35.** ***SCOPE OF THE POLICY*** – This policy applies to:

- All hospital staff, including medical, nursing, administrative and support personnel.
- Volunteers, contractors, and external service providers who work within the hospital.
- Patients who are children or those who accompany them (parents, guardians, or caregivers).
- Any other individuals who may meet children in the hospital environment.
- This policy covers all hospital departments and areas where children receive care, including outpatient services, emergency departments, inpatient wards, and any specialized units such as pediatric, maternity, or surgical units.

**SECTION 36.** ***ROLES AND RESPONSIBILITIES*** –

**Hospital Management**

- Ensure the hospital adopts and implements child protection policies and procedures.
- Provide resources for child protection, training, and support.
- Designate a Child Protection Officer (CPO) or team responsible for overseeing and implementing child protection practices.
- Ensure that child protection procedures are clearly communicated to all staff and stakeholders.
- Maintain close working relationships with child protection agencies, law enforcement, and other healthcare providers.

**Healthcare Providers (Doctors, Nurses, Social Workers)**

- Be vigilant in identifying potential signs of child abuse or neglect.
- Act in the best interest of the child, providing appropriate medical care while considering the potential for abuse or harm.
- Report concerns immediately to the Child Protection Officer or designated Hospital Staff.
- Follow appropriate documentation and reporting procedures when abuse or neglect is suspected or identified.

**Administrative and Support Staff**

- Ensure that the hospital environment is child-friendly and free from potential hazards.
- Be aware of the hospital's child protection policies and procedures.
- Direct any concerns about child abuse or neglect to the appropriate personnel (e.g. CPO or healthcare provider).

**Visitors and Parents**

- Parents, guardians, and caregivers should be aware of the hospital's child protection policy.

- Visitors should report any concerns they have regarding the safety or well-being of children in the hospital-to-hospital staff.

**SECTION 37.** ***REPORTING PROCEDURES*** –

**How to Report Concerns**

- Immediate Concerns – If there is immediate danger or concern for a child's safety, staff must act quickly to protect the child and contact local emergency services (Police or Child Protective Services).
- Internal Reporting: All child protection concerns must be reported immediately to the Child Protection Officer (CPO) or the designated lead staff member in charge of child protection.
- Documentation: Staff must document all child protection concerns and actions taken in the hospital's incident report system, keeping accurate and factual records.

**Follow-up Action**

- Once a report is made, the CPO or a designated team will assess the situation, conduct an internal investigation, and determine the appropriate course of action.
- If necessary, the matter will be referred to local child protection authorities or law enforcement for further investigation and intervention.
- Safety and well-being of the child will always be the primary concern, and immediate steps will be taken to protect the child.

**Confidentiality**

- All reports, investigations, and personal information regarding the child and individuals involved must be kept confidential and heard only with those who need to know to protect the child and ensure the safety of others.

**SECTION 38.** ***PREVENTIVE MEASURES*** – To reduce the risk of child abuse or neglect in the hospital setting, the following measures should be implemented:

**Staff Training**

- Regular mandatory child protection training for all hospital staff, including doctors, nurses, administrative staff, and volunteers.
- Training should cover topics such as recognizing signs of abuse, understanding the reporting process, how to communicate with children in sensitive situations, and handling disclosures of abuse.

**Safe Recruitment Practices**

- All staff, volunteers, and contractors must undergo through background checks, including criminal history and child abuse clearances, before employment.
- Staff working with children or vulnerable populations should have specialized training in child welfare and protection.

**Environmental Safeguard**

- Ensure that hospital areas, including pediatric wards, emergency departments, and outpatient clinics, are monitored to avoid situations where children could be at risk of harm.
- Consider implementing systems like Closed-Circuit Television (CCTV) in common areas where appropriate, with a clear focus on maintaining patient privacy and confidentiality.

**Communication with families**

- Engage families and caregivers in discussions about their child's treatment and care, ensuring open channels of communication.
- Clearly communicate hospital policies regarding child protection to all families at the time of admission or treatment.

**Promoting a Child-Friendly Environment**

- Designate areas of the hospital as child-friendly zones to minimize stress and ensure a welcoming, safe space for children and families.
- Offer support services such as child life specialists, social workers and counseling services to help children cope with their hospital experiences.

**SECTION 39.** ***HANDLING ALLEGATIONS OF ABUSE*** – When allegations of abuse or neglect are made, the following steps should be taken:

**Immediate Action**

- Remove the child from any situation of potential harm if necessary.
- Provide immediate support for the child, including medical and psychological care.
- Ensure that the child's safety is prioritized over any other concern.

**Investigation**

- A thorough investigation will be conducted in line with legal requirements. This may involve child protection services, law enforcement and an internal review by the CPO or other designated staff.
- The investigation must be impartial, confidential, and prioritize the child's well-being

**Support for the Child and Family**

- Provide appropriate emotional, psychological and social support for the child and their family during and after the investigation.
- Refer the child and family to specialized services, including counseling or therapy as needed.

**SECTION 40.** ***MONITORING, REVIEW, AND EVALUATION***

- **Monitoring** – The effectiveness of child protection procedures will be monitored regularly through audits and feedback from staff, patients, and families.

- **Annual Review** – The child protection policy will be reviewed annually to ensure it remains current with legal requirements and best practices in child protection.
- **Feedback Mechanism** – The hospital will provide a feedback system for patients and staff to raise any concerns or suggestions regarding child protection procedures.

## ARTICLE VIII
## CHILD PROTECTION POLICY FOR HOTELS & RESTAURANTS

The Child Protection Policy is designed to establish guidelines and procedures for protecting children from abuse, exploitation, and harm within the context of hotels and restaurants. Both hotels and restaurants are environments where children frequently visit, whether as part of family vacations, dining out, or attending special events. Therefore, it is critical to ensure that these spaces are safe for children and that staff are trained to recognize and respond to any risks or concerns about child welfare.

The purpose of this policy is to provide clear, actionable steps for hotel and restaurant management and staff to prevent child abuse, provide a safe environment, and respond promptly to any child protection concerns.

**SECTION 41.** ***POLICY STATEMENT*** – Hotels and Restaurants in Bislig City are committed to ensuring that children are protected from harm, abuse and exploitation in our hotel and restaurant facilities. The safety and well-being of children is a priority in all aspects of our operations. Hotels and Restaurants should have the following principles:

**Child's Best Interest** – Hotels and Restaurants will always prioritize the safety, dignity, and best interests of children in our services and practices.

**Zero Tolerance for Abuse** – Any form of abuse, neglect, or exploitation of children will not be tolerated under any circumstances.

**Confidentiality and Respect** – All matters regarding child protection will be handled with the utmost confidentiality, respect, and professionalism.

**Collaboration** – Hotels and Restaurants will cooperate with child protection authorities, law enforcement, and relevant agencies to ensure children's safety and well-being.

**SECTION 42.** ***OBJECTIVES OF THE POLICY*** – The main objectives of this policy are:

- To ensure a safe environment for children in our hotels and restaurants.
- To educate staff about child protection responsibilities, including identifying and reporting suspected abuse.
- To prevent child exploitation and abuse by adopting safeguarding practices and procedures.
- To provide a clear procedure for reporting and addressing child protection concerns.

- To collaborate with external agencies to handle incidents of child abuse or neglect effectively and lawfully.

**SECTION 43. *SCOPE OF THE POLICY*** – This policy applies to:

- All hotel and restaurant staff (including permanent, part-time, temporary, and contract workers), management, security personnel, and volunteers.
- All guests, diners, or visitors to the hotel or restaurant may interact with children.
- All public areas and private spaces within the hotel and restaurant, including guest rooms, dining areas, play areas, pools, and event spaces.
- The policy covers all children (under the age of 18) who visit or stay at our establishments, either as guests or accompanying family members, and applies in all instances where hotel or restaurant staff may interact with children.

**SECTION 44. *ROLES AND RESPONSIBILITIES***

**Management**

- Ensure the implementation and enforcement of this policy across the hotel and restaurant.
- Assign responsibility for child protection to a Child Protection Officer (CPO) or a designated team member.
- Provide adequate resources, including training, support, and time for staff to engage with child protection measures.
- Regularly review and update the policy to ensure compliance with national laws and industry best practices.
- Foster a culture of openness, where staff are encouraged to speak up about concerns without fear of reprisal.

**Hotel and Restaurant Staff**

- Be vigilant in identifying any signs of child abuse or exploitation (physical injuries, signs of neglect, emotional distress)
- Always maintain appropriate professional boundaries with children.
- Follow the reporting procedures in the event of suspected abuse, and report concerns immediately to the Child Protection Officer or Management.
- Participate in regular child protection training and awareness sessions.
- Help create a child-friendly environment by ensuring children's spaces are safe and free from potential hazards.

**Security Personnel**

- Monitor hotel and restaurant premises, especially public areas where children might be vulnerable (e.g. pools, playground, public restrooms).
- Respond promptly to reports or concerns about child safety.
- Maintain a visible presence to deter inappropriate behavior and promote safety.

**Guests, Visitors, and Parents**

- Report any suspicious of abuse or harm to the appropriate hotel or restaurant staff immediately.

- Respect the privacy and safety of children and other guests in the establishment.

**SECTION 45.** ***REPORTING PROCEDURES***

**How to Report Child Protection Concerns**

- **Immediate Action** – If a child is in immediate danger, staff must call local emergency services (police, ambulance) and ensure the child is safe.
- **Internal Reporting** – Any concerns about child abuse or exploitation must be reported to the designated Child Protection Officer (CPO) or a manager immediately. The CPO will assess the situation and determine the appropriate course of action.
- **Anonymous Reporting** – For those wishing to remain anonymous, a confidential reporting channel will be provided (e.g. a suggestion box or confidential hotline).

**Recording Reports**

- Staff should document all concerns or reports made, including a description of the incident, the individuals involved, and any actions taken.
- All reports should be kept confidential, with access restricted to those directly involved in the investigation.

**SECTION 46.** ***PREVENTIVE MEASURES***

**Staff Training**

- All hotel and restaurant staff, including management, front-line workers, and security personnel, must undergo child protection training as part of their induction process and annually thereafter.
- Training should include recognizing the signs of abuse and neglect, appropriate responses, reporting procedures and how to interact with children safely.

**Code of Conduct for staff**

- Establish a code of conduct that clearly outlines professional behavior and boundaries when interacting with children.
- Staff must avoid situations where they are alone with children in private areas (e.g. hotel rooms, staff-only areas).
- Ensure that staff do not engage in any behavior that could be perceived as inappropriate or make a child feel Insafe.

**Security and Monitoring**

- Install surveillance cameras in public areas such as hallways, lobbies, play areas, and near entrances/exits, with clear signage informing guests of their presence.
- Train security staff to monitor any suspicious behavior and address potential concerns promptly.

**Child-Friendly Design**

- Create safe spaces for children, such as play areas, pools, and dining sections, where they can be supervised easily.

- Ensure these spaces are regularly checked for safety, and that appropriate supervision is available.

**Parental/Guardian Responsibility**

- Parents and guardians are responsible for always supervising their children within the hotel or restaurant. This responsibility should be clearly communicated during check-in or when reservations are made.
- Clear signage should be displayed in common areas (e.g. near pools, elevators, or public restrooms) reminding parents of their supervisory responsibilities.

**SECTION 47. *HANDLING ALLEGATIONS OF ABUSE***

**Immediate Response**

- If a child reports abuse or if abuse is suspected, immediate steps should be taken to ensure the safety of the child and remove any potential risk.
- Ensure that the child is not further harmed or traumatized. Provide a safe and calm space for the child, ensuring that they are supported throughout the process.

**Investigation**

- The Child Protection Officer or designated staff member will begin an internal investigation. This may involve interviewing the child (with care and professionalism), speaking with witnesses, and gathering information from relevant parties.
- If necessary, the matter will be referred to law enforcement or child protection authorities for further investigation.

**Support for the child and family**

- Support services such as counselling, medical care, or legal assistance should be made available to the child and their family.
- A follow-up plan should be developed to ensure ongoing support for the child's well-being and recovery.

**Monitoring and Review**

- The hotel and restaurant will regularly monitor the effectiveness of the child protection policy by reviewing reports, conducting audits, and seeking feedback from staff, guests, and child protection experts.
- The policy will be reviewed annually and updated as necessary to reflect changes in legislation, industry's best practices, and feedback from stakeholders.

## ARTICLE IX
## CHILD PROTECTION POLICY FOR PUBLIC UTILITY VEHICLES

Public Utility Vehicles (PUVs), including buses, tricycles, Trisikads, jeepneys, and other forms of public transportation, are frequently used by children for school, family outings, or other purposes. Given high volume of passengers and the varied nature of transportation environments, it is critical that PUVs maintain robust policies and practices for protecting children from abuse, exploitation, and harm during transit. This *Child Protection Policy Manual* provides clear guidelines and procedures for ensuring the safety and well-being of children using PUVs.

The purpose of this policy is to outline how PUV operators, drivers, conductors, and other staff can identify, prevent and address potential child protection concerns.

**SECTION 48.** ***POLICY STATEMENT***

The Local Government Unit of Bislig City is committed to safeguarding children from harm, abuse, neglect and exploitation while they use public transportation services. The following core principles guide our approach to child protection:

**Child Safety is Paramount** – The safety, well-being, and dignity of children will always be a top priority in all our operations.

**Zero Tolerance for Abuse** – Public Utility Vehicles, operators, drivers and conductors should have zero tolerance policy toward any form of abuse, neglect, or exploitation of children, whether perpetrated by passengers, staff, or others.

**Staff Responsibility** – All PUV staff are trained and expected to recognize, report, and act on any signs of child abuse, neglect, or exploitation.

**Collaboration with Authorities** – Public Utility Vehicles, operators, drivers and conductors should cooperate fully with child protection agencies, law enforcement, and other relevant authorities to ensure the safety of children.

**SECTION 49.** ***OBJECTIVES OF THE POLICY***

**The primary objectives of this policy are:**

- To provide a safe environment for children travelling on public utility vehicles.
- To educate and train staff on child protection issues and reporting procedures.
- To prevent exploitation and abuse of children by adopting preventive measures and best practices.
- To establish clear procedures for identifying, reporting, and responding to child protection concerns.
- To ensure compliance with applicable national and international child protection laws and guidelines.

**SECTION 50.** ***SCOPE OF THE POLICY*** – This policy applies to:

- All PUV operators, drivers, conductors, and other personnel working on or with public transport services.
- All children (under the age of 18) travel on public utility vehicles, whether they are travelling alone or accompanied by an adult.
- All passengers who may encounter children in PUVs.
- This policy applies to all PUVs, including buses, tricycles, trisikads, jeepneys and other similar forms of transportation.

**SECTION 51.** ***ROLES AND RESPONSIBILITIES***

**Management**

- *Ensure the implementation and enforcement of this child protection policy.*

- For bus companies or any other transportation companies, assign a Child Protection Officer (CPO) or designated staff member responsible for overseeing child protection practices and ensuring compliance.
- Provide training and awareness programs for all staff on child protection responsibilities and reporting mechanisms.
- Review the policy annually and update it in accordance with changes in regulations or operational needs.
- Coordinate with relevant authorities, including child protection agencies and law enforcement, when necessary.

**Drivers and Conductors**

- Be vigilant in recognizing signs of child abuse or exploitation among passengers, including changes in behavior or physical indicators.
- Ensure a safe and supportive environment for children traveling alone or with others.
- Report any suspected abuse, neglect, or exploitation to the CPO or management immediately.
- Take necessary actions if they observe any child at risk, including those involving law enforcement or child protection agencies when needed.

**Passengers and Parents/Guardians**

- Passengers should be aware of the child protection policy and report immediately any concerns about child safety to the nearest PUV staff members.
- Parents and guardians are responsible for supervising children travelling on public transport and always ensuring their safety.

**SECTION 52.** ***REPORTING PROCEDURES***

**How to Report Child Protection Concerns**

- **Immediate Action** – If a child is in immediate danger or at risk of harm, drivers or co-passengers should contact local emergency services or law enforcement immediately. Ensure that the child is removed from the potentially harmful situation and kept safe.

- **Reporting Channels** – Emergency hotline numbers shall be available in every vehicle to report concerns. All vehicles should post hotline numbers of the Philippine National Police, Social Welfare Office, and other offices providing services for child protection.

**Documentation of Reports**

- Any reported concerns or incidents must be documented in writing. This includes a description of the incident, action taken, or any follow-up steps.
- Reports should be kept confidential, and accessible only to individuals directly involved in the investigation or resolution of the case.

**Follow-up actions**

- For Bus Companies or any other transportation companies, the Child Protection Officer (CPO) will investigate and, if necessary, involve relevant authorities such as law enforcement or child protection agencies.

- If incidents of abuse are confirmed, the PUV company will support the child and their family, offering counselling, referrals, or other forms of assistance as appropriate.
- The PUV company will take appropriate disciplinary action against any staff found to be involved in child abuse or neglect.

**SECTION 53.** ***PREVENTIVE MEASURES*** – To ensure the safety and protection of children on PUVs, the following preventive measures should be implemented:

**Staff Training**

- All drivers, conductors, security personnel, and other staff should undergo mandatory child protection training, covering the identification of child abuse and neglect, reporting procedures, and appropriate actions to take in emergency situations.
- Training should be repeated regularly (e.g. annually) and be part of the ongoing professional development of staff.

**Creating a Safe Environment for Children**

- Ensure that the PUVs are clean, well-maintained, and free from hazards that could pose a risk to children's safety.
- Install visible signs and reminders about child protection within vehicles and at stations.
- Encourage a child-friendly atmosphere where children feel safe and comfortable during their travel.
- For longer trips, consider the implementation of designed child-friendly spaces or seating arrangements.

**Encourage Adult Supervision**

- Parents or guardians should be responsible for ensuring that their children are properly supervised during travel. The PUV company can offer guidance to parents on safe travel practices (e.g., ensuring that children are seated safely, not left unattended).
- On routes where children frequently travel alone (e.g. to school), staff should be trained to look out for signs of distress or discomfort.

**Monitoring Vulnerable Children**

- PUV staff should be trained to spot unaccompanied children or children in distress. Special attention should be given to children travelling alone or those who appear to be vulnerable.
- All key transportation hubs, such as bus terminals or train stations, staff should be vigilant in identifying patterns of concern or vulnerability among children.

**SECTION 54.** ***HANDLING ALLEGATIONS OF ABUSE*** – If an allegation of child abuse or neglect is made, the following steps should be followed:

**Immediate Action**

- If a child discloses abuse or is in immediate danger, the priority is the child's safety. The staff member should remove the child from the situation, provide support, and contact law enforcement or child protection agencies as needed.

**Investigation**

- The Child Protection Officer (CPO) will begin an internal investigation into the allegation, involving relevant parties and authorities as appropriate.
- The investigation must be conducted with sensitivity and confidentiality to protect the privacy of the child and all involved.

**Support for the Child**

- The child and their family should be offered appropriate emotional and psychological support, including referrals to counseling services, medical care, or legal assistance.
- Follow-up support should be provided to ensure the child's continued safety and well-being.

**SECTION 55.** ***MONITORING, REVIEW, AND EVALUATION***

- The effectiveness of the child protection policy will be monitored regularly through internal audits, staff feedback, and incident reports.
- The company will conduct regular reviews of the policy to ensure that it remains up to date with the latest legal standards, industry practices, and emerging concerns.
- Staff training and awareness programs will be evaluated annually, with adjustments made as necessary to address gaps or new challenges in child protection.

## ARTICLE X
## CHILD PROTECTION POLICY FOR PUBLIC EVENTS AND CELEBRATIONS

Public events and celebrations such as festivals, concerts, parades, fairs, and community gatherings, often attract large numbers of children and families. Given the nature of these events where children may be exposed to various risks due to large crowds, unfamiliar environments, and multiple forms of entertainment, it is critical to implement strong child protection measures to ensure their safety and well-being. This Child Protection Policy outlines the principles, roles, responsibilities, and procedures that organizers, staff, volunteers, and others involved in public events should follow to protect children from abuse, neglect, or exploitation.

The purpose of this policy is to provide clear guidelines and effective strategies for ensuring that public events and celebrations are child-friendly, safe and secure for all attendees, especially children.

**SECTION 56.** ***POLICY STATEMENT*** – The Local Government of Bislig is committed to protecting children from harm during public events and celebrations. Our child protection policy aims to ensure that all children attending public events are provided with a safe and supportive environment. The following key principles will guide our actions:

**Child Safety is Paramount** – The safety, dignity, and rights of children must always come first.

**Zero Tolerance for Abuse** – Any form of abuse, neglect, exploitation or harm towards children is unacceptable, and we have a zero-tolerance policy towards such behavior.

**Staff and Volunteer Responsibility** – All staff, volunteers, and participants are responsible for promoting child protection and responding to concerns promptly.

**Collaboration with Authorities**: We will collaborate with local law enforcement, child protection agencies, and other relevant authorities to protect children and address any incidents.

**SECTION 57.** ***OBJECTIVE OF THE POLICY*** – The main objectives of this policy are:

- **Provide a Safe Environment** – Ensure that all public events and celebrations are child-friendly and secure for children.
- **Preventing Abuse and Exploitation** – Implement measures to minimize the risk of child abuse, exploitation, and neglect during events.
- **Ensure Awareness and Preparedness** – Educate staff, volunteers, and participants about child protection principles and how to recognize and report concerns.
- **Provide Clear Reporting Mechanisms** – Establish a clear and effective system for reporting any child protection concerns or incidents.
- **Support Affected Children and Families** – Offer appropriate assistance and support to any children and families affected by incidents of abuse or harm.

**SECTION 58.** ***SCOPE OF THE POLICY*** – This policy applies to:

- **Event Organizers** – Those responsible for planning and executing public events, including staff, contractors, volunteers and vendors.
- **Staff and Volunteers** – All individuals involved in the delivery of the event, including security personnel, event coordinators, ushers, entertainers, and performers.
- **Vendors and Exhibitors** – Those selling or providing goods or services during the event.
- **Attendees and Participants** – Including children and families, where children are expected to attend and participate.
- **Public Places** – All areas related to public events and celebrations, including stages, playgrounds, vendor areas, amusement rides, waiting areas, and event grounds.
- This policy covers all children (under the age of 18) attending or involved in public events, either accompanied by a guardian or unaccompanied.

**SECTION 59.** ***ROLES AND RESPONSIBILITIES***
**Event Organizers**

- Develop, implement, and monitor child protection policies for the event.

**Documentation of Reports**

- Any report of suspected abuse or neglect should be documented thoroughly, including the names of those involved, the nature of the concern, and actions taken.
- Confidentiality must be maintained at all stages of the reporting process to protect privacy of the child and the individuals involved.

**Follow-up Actions**

- The CPO of Child Protection Team will investigate the reported incident in cooperation with law enforcement or child protection agencies if necessary.
- If the situation involves serious concern, the child's guardian or parent will be notified, and appropriate services (such as counselling and medical care) will be offered.
- Any staff member found to have violated child protection policies will face disciplinary action, which could include removal from the event and further legal consequences.

**SECTION 61.** ***PREVENTIVE MEASURES*** – To ensure the safety of children, event organizers and staff should take the following preventive steps:

**Child Protection Training**

- All event staff, volunteers, and vendors who will have direct contact with children should receive training in child protection, including recognizing signs of abuse and the reporting procedures.
- Refresher courses should be offered regularly to keep staff up to date with current child protection practices.

**Safe Environment Design**

- Design event spaces in a way that reduces risk and provides clear, child-friendly areas (e.g., separate spaces for children, clearly marked exits, secure fencing)
- Establish clear boundaries and safety protocols (e.g., entrances, rides, bathrooms, waiting areas).
- Ensure that public places are well-lit, with emergency exits easily accessible.

**Supervision of Children**

- Organize designated areas for childcare or children's activities where they can be always supervised by trained staff.
- Provide wristbands or identification tags for children, particularly those attending alone or with a group, to make it easier to reunite them with their guardians if they become lost.

**Clear Communication and Signage**

- Post visible signs about the event's child protection policy and entrances, event sites, and activity areas.
- Provide staff with identification badges and uniforms so they can be easily recognized by children and parents.

- Provide clear instructions on how to report to a missing child or concern about child safety.

**SECTION 62.** ***HANDLING ALLEGATIONS OF ABUSE***

**Immediate Response**

- If an allegation of abuse is made, staff should act immediately to ensure the safety of the child and separate perpetrator from the child if they are present.
- The child should be taken to a quiet, safe place, away from the event's hustle and bustle, and given emotional support.

**Investigation**

- The Child Protection Officer (CPO) will oversee an investigation, gathering information from the child (in a safe, non-threatening environment) and witnesses.
- Local authorities, law enforcement, or child protection agencies should be notified if the situation requires external investigation.

**Support for the Child**

- Provide counseling services, medical care, and legal support as needed.
- Ensure the children and their families are informed of available resources.
- Continue to monitor the child's well-being after the incident and maintain communication with the family.

**SECTION 63.** ***MONITORING, REVIEW, AND EVALUATION***

- **Regular Audits** – Event organizers will regularly monitor the effectiveness of the child protection policies through internal audits, incident reports, and staff feedback.
- **Policy Review** – The child protection policy will be reviewed annually and updated to reflect any changes in laws, guidelines, or best practices.
- **Evaluation of Events** – Post-event evaluations should include assessments of child safety measures, staff adherence to child protection procedures, and any incidents of concern to improve future event planning.

## ARTICLE XI
## Child Protection Policy for Tourist Sites and Beaches

Tourist sites and beaches are popular destinations for families and children. Due to the high volume of visitors and the nature of these locations—often expansive, with diverse activities, vendors, and recreational facilities—children may be exposed to various risks, including accident, abuse, and exploitation. This Child Protection Policy provides guidelines and best practices for ensuring the safety and well-being of children visiting tourist sites and beaches.

*The goal of this policy is to ensure that all children are protected from harm* while on the premises and that staff, visitors, and local communities are equipped to recognize and respond to any child protection concerns effectively.

**SECTION 64. *POLICY STATEMENT***

Our local government unit is fully committed to creating a safe and secure environment for children at all tourist sites and beaches under our management. The safety, protection, and dignity of children will always be prioritized in every aspect of operation, including the planning, execution, and oversight of activities. The following guided principles will shape our approach to child protection:

**Child Safety is a Top Priority** – Children's safety and well-being must always be placed above all other considerations.

**Zero Tolerance for Abuse** – Any form of child abuse, neglect, exploitation, or harm is strictly prohibited and will be addressed with immediate and decisive action.

**Inclusive Protection for All Children** –This policy applies to all children under the age of 18, regardless of their background, nationality, or whether they are accompanied by guardians.

**Staff Responsibility** – All staff, including vendors, tour guides, security personnel, and lifeguards, must be aware of child protection principles and procedures and must take proactive steps to ensure children's safety.

**Collaboration with Authorities** – Tourist sites and beaches in close collaboration with law enforcement, child protection agencies, and local authorities to protect children and address any incidents of concern.

**SECTION 65. *OBJECTIVES OF THE POLICY*** – The main objectives of this policy are to:

- Create a Safe Environment: Ensure all tourist sites and beaches are free from risks of harm to children.
- Raise Awareness and Educate: Provide training and awareness to staff and visitors about child protection and safe practices.
- Prevent Exploitation and Abuse: Implement measures to prevent and address child abuse, neglect, exploitation, and trafficking.
- Establish Clear Reporting Mechanisms: Provide accessible and confidential ways for concerns to be reported and dealt with swiftly.
- Offer Support to Affected Children: Ensure affected children and their families receive appropriate support, including counseling, legal aid, and referral to relevant services.

**SECTION 66. *SCOPE OF THE POLICY*** – This policy applies to:

- **Tourist Sites and Beaches**: All areas within and around tourist sites, including beaches, recreational facilities, swimming pools, and parking lots. **Staff and Volunteers**: All individuals involved in the operation, management, and delivery of services within the site, including lifeguards, security, tour guides, and vendors.
- **Vendors and Contractors**: Suppliers, restaurant owners, and other third-party providers working within the site or beach who may come into direct contact with children.

- **Visitors and Guests** – All tourists, parents, guardians, and children who visit the site or beach, whether individually or as part of a group.
- **Local Authorities and Agencies** – Local law enforcement, child welfare services, and emergency responders involved in child protection activities.
- This policy applies to all children under 18 years of age, regardless of whether they are accompanied by an adult or visiting independently.

## SECTION 67. *ROLES AND RESPONSIBILITIES*

### Management and Organizers

- Develop, implement, and enforce child protection policies for the site or beach.
- Appoint a Child Protection Officer (CPO) or designated team to oversee child protection activities.
- Ensure that all staff members are properly trained in child protection principles and reporting procedures.
- Collaborate with local authorities and child welfare organizations to ensure the safety of children.
- Regularly review the effectiveness of the child protection policy and adjust as necessary.

### Staff and Volunteers

- Be vigilant in identifying signs of abuse, neglect, or exploitation and report any concerns immediately to the CPO or appropriate authorities.
- Ensure that children are always supervised and safe, especially in areas with potential hazards such as swimming pools, beaches, or play areas.
- Maintain appropriate boundaries and behavior when interacting with children to avoid any misunderstanding or risk of abuse.
- Familiarize themselves with the policy and reporting procedures, attending regular raining on child protection and safety.

### Vendors and Contractors:

- Ensure their services, products, or entertainment activities do not put children at risk or expose them to inappropriate content or behaviors.
- Adhere to the child protection policy and ensure that their staff undergo background checks if they are Involved in any activities that bring them into direct contact with children.

### Visitors and Parents/Guardians

- Take responsibility for the safety and well-being of their children, including ensuring that children are always supervised while at the site or beach.
- Report any concerns about child safety to the nearest staff member or the Child Protection Officer.
- Ensure children do not engage in activities that may put them at risk (e.g., unsupervised swimming, wandering off, or being in restricted areas).

## SECTION 68. *REPORTING PROCEDURES*

### How to Report Child Protection Concerns

- **Immediate Action** – If a child is in immediate danger or at risk of harm,

staff must contact emergency services or law enforcement immediately. The child should be removed from the danger and kept in a safe location until authorities arrive.

- **Internal Reporting** – Any suspected cases of abuse, exploitation, or neglect should be immediately reported to the Child Protection Officer (CPO). The CPO will assess the situation and coordinate with relevant authorities as necessary.

- **Confidential Reporting** – A confidential hotline, email address, or suggestion box should be made available to staff, vendors, and visitors who

**SECTION 69.** ***DOCUMENTATION OF REPORTS***

- All reports of child abuse or neglect must be documented in writing, including detailed accounts of the incident, persons involved, and actions taken.
- The documentation should be kept confidential, with access limited to authorized personnel only.

**SECTION 70.** ***FOLLOW-UP ACTIONS***

- The CPO or designated team will conduct a full investigation into the reported incident, collaborating with local authorities or child protection agencies as needed.
- The child and their family should be informed of available support services, including medical care, counseling and legal assistance.
- If abuse or exploitation is confirmed, appropriate legal actions will be taken against the perpetrator, and the child will be supported in the recovery process.
- If staff members or vendors are found to be involved in any form of child abuse, they will be immediately removed from the site and may face legal action.

**SECTION 71.** ***PREVENTIVE MEASURES***

**Staff and Volunteer Training**

- All staff and volunteers should receive mandatory child protection training as part of their onboarding process and in periodic refresher courses.
- Training should cover topics such as recognizing signs of abuse, safe practices when interacting with children and how to report concerns.

**SECTION 72.** ***SECURITY AND MONITORING***

- Install visible signage throughout the site or beach to remind staff and visitors of the importance of child protection and how to report concerns.
- Set up surveillance cameras in key areas such as entrances, exits, bathrooms, and high-traffic zones, ensuring that the security team monitors these areas regularly.
- Use child identification systems (e.g., wristbands, stickers) for children who may be separated from their guardians during the event.

## SECTION 73. *SAFETY MEASURES*

- Ensure that the beach or tourist site has sufficient security personnel, lifeguards, and staff available to supervise children and address any incidents.
- Enforce clear rules about unaccompanied children, such as requiring them to always be under the supervision of an adult.
- Provide designated play areas, rest zones, and changing rooms that are safe, secure, and child friendly.

## SECTION 74. *CLEAR BOUNDARIES AND SIGNAGE*

- Create clear, easily identifiable boundaries between areas that are safe for children and those that may pose higher risks (e.g., water zones, rocky areas).
- Provide clear instructions for parents and guardians about where to report lost children or emergencies.

## SECTION 75. *HANDLING ALLEGATIONS OF ABUSE*

**Immediate Response**

- If an allegation of abuse is made or suspected, remove the alleged perpetrator from the situation and ensure the child is in a safe, quiet place.
- Record the details of the incident, including the child's account, witness testimonies, and any physical evidence (e.g., injuries, clothing, etc.).

**Investigation**

- The CPO will lead an immediate investigation into the allegation, in collaboration with law enforcement or child protection agencies if necessary.
- Any child protection concern will be handled with utmost seriousness, and a plan for supporting the child will be developed.

**Supporting the Child**

- Provide immediate emotional support to the child, including counseling and offering necessary medical care.
- Follow up with the child and family to ensure they are receiving appropriate assistance and care after the incident.

## SECTION 76. *MONITORING AND EVALUATION*

- **Regular Audits** – Conduct regular safety audits to ensure that child protection policies are being implemented effectively and that safety measures are working as intended.
- **Feedback Mechanisms** – Implement feedback systems where staff, visitors, and vendors can provide input on child protection practices and any potential areas for improvement.
- **Annual Review** – Review the child protection policy annually to ensure it is up to date with any legal changes or emerging risks.

**SECTION 77. *CONCLUSIONS***

Child protection is a shared responsibility and requires the commitment of all members of the school community. This policy sets out guidelines for safeguarding children within the school environment and provides a structure for responding to concerns of abuse or neglect. Schools and learning institutions are entrusted with the duty of creating safe, supportive, and nurturing environments where children can thrive and grow free from harm.

The workplace must be a place where children are safe, respected and protected. This policy ensures that child protection is prioritized in all activities and that the necessary steps are taken to prevent and respond to any form of abuse or neglect. By working together, all employees, employers and stakeholders can contribute to creating a safe and nurturing environment for children.

Public places have a responsibility to ensure that all children are safe from harm, exploitation, and abuse. By following this child protection policy, public spaces can contribute to a safer and more supportive environment for children. Collaboration, training, vigilant supervision, and clear reporting mechanisms are key to ensuring that public places remain spaces wherein children can enjoy their time without fear of harm.

The hospital has a moral and legal responsibility to protect children under its care from all forms of harm. This child protection policy serves as a critical tool in ensuring that children are treated with dignity and respect and that their safety is prioritized. By adhering to these procedures and working collaboratively with external agencies, the hospital will contribute to creating a safe environment for children and families.

Hotels and restaurants must play a proactive role in ensuring that children are safe from harm while in their care. This child protection policy provides clear guidelines and actions for staff to prevent abuse, respond appropriately to concerns, and maintain a safe and supportive environment for children and families. By following these procedures, we demonstrate our commitment to child safety and the well-being of all our guests.

Public Utility Vehicles play an important role in the daily lives of children and families. Ensuring that these services are safe and child-friendly is essential. By implementing this Comprehensive Child Protection Policy, we commit to providing a secure environment for children, prevent abuse and exploitation and respond swiftly and effectively when concerns arise. The cooperation of all staff, passengers, and guardians is essential in achieving these goals.

Public events and celebrations can provide enriching experiences for children and families, but they also present specific risks to child safety. By adhering to this Child Protection Policy, event organizers and participants will ensure that children can enjoy these events in a safe and secure environment. This policy, along with the commitment and cooperation of all involved aims to prevent harm and ensure the well-being of every child at our events.

Ensuring the safety of children at tourist sites and beaches is essential for creating a positive and enjoyable experience for all visitors. By adhering to this Child Protection Policy, we commit to upholding the highest standards of child safety,

- Designate a Child Protection Officer (CPO) or team to oversee child protection measures.
- Ensure that all staff, volunteers, and vendors are trained in Child Protection Procedures
- Implement screening processes for all individuals who have direct contact with children
- Ensure adequate resources, including trained personnel and safety equipment, are available for child protection.

**Event Staff and Volunteers**

- Always follow child protection policies and guidelines.
- Be vigilant and proactive in recognizing signs of abuse, neglect, or exploitation.
- Report any child protection concerns or incidents immediately to the CPO or designated authorities.
- Maintain appropriate behavior and boundaries when interacting with children.
- Attend mandatory child protection training sessions and refreshers.

**Vendor, Exhibitor and Performer**

- Adhere to the event's child protection policies and ensure that they do not engage in any behavior that could harm children.
- Staff members who have died contact with children should undergo background checks, training, and be familiar with reporting mechanisms for child protection concerns.
- Vendors and exhibitors must ensure that their products, services, or performances are suitable for children and do not present a safety risk.

**Attendees, Parents, and Guardians**

- Supervise their children closely during public events and celebrations, ensuring they are not left unattended in unfamiliar or unsafe areas.
- Report any concerns or incidents of harm involving children to event staff immediately.
- Ensure that children are adequately prepared for the event (e.g., staying hydrated, wearing appropriate clothing).

**SECTION 60.** ***REPORTING PROCEDURES***

**How to Report Child Protection Concerns**

- **Immediate Action** – If a child is in immediate danger or at risk of harm, staff must contact emergency services or law enforcement immediately.
- **Internal Reporting** – All staff, volunteers, and attendees must report any suspicions of abuse or neglect to the Child Protection Officer (CPO) or designated child safety team. The CPO will assess the situation and decide on appropriate actions.
- **Anonymous Reporting** – A confidential and anonymous reporting system (e.g., a hotline or reporting box) should be available for individuals wishing to report concerns discreetly.

minimizing risks and acting swiftly and appropriately in response to any concerns. The collaboration of all staff, vendors, authorities and visitors is necessary to protect children and maintain a secure and welcoming environment for families.

**SECTION 78.** ***SEPARABILITY CLAUSE*** – If the above amending provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

**SECTION 79.** ***REPEALING CLAUSE*** – All other ordinance, rules and executive orders inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 80.** ***EFFECTIVITY CLAUSE*** - This Ordinance shall take effect immediately upon approval.

**ENACTED on** this 15th day of September 2026.

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**I HEREBY CERTIFY** to the correctness of the above-quoted ordinance.

**ROSENDO R. CAMPOS, MPA**
*Secretary to the Sanggunian*

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:

**ATTY. CONRAD C. CEJOCO**
*City Vice Mayor*
*(Presiding Officer)*

APPROVED:

**FLORENCIO C. GARAY**
*City Mayor*

*Date of Approval:* OCT 13 2026

*rc: Cmte on Social Welfare//DRCA/RRC*
*TN:2026-10-298*