

## Remediation Procedure:

### **If a worker is suspected of being under age**

Regardless the type of work, reasons for the work, or how the child ended up in the factory, if the child is under the legal working age, action must be taken to ensure the safety and wellbeing of that child.

### **Ensure the child is safe and in a safe environment**

**Engage the CLF Foundation, any involved NGOs or applicable organisations** working in the area. Make them aware child labor has been found and the remediation of a child will be needed. From here involve your engaged organisation in the process of providing for the child, and the wider remediation planning and goals.

**Clarify the identity and the age of the child** through conversation, the review of documentation (including verification of documents to ensure they are genuine) and if possible, conversations with parents or guardians. If this is inconclusive, contact may be needed with the government, labor authorities or a medical professional for assessment.

Talk to the child. This process will be frightening for the child, and time must be taken to explain what is happening and why. Listen to their needs and suggestions, and explain what is going to possibly take place from here. Speak to the child about the remediation and ensure they agree to participate in the programme. If they do not, work to find out why and speak to their specific concerns, to their family or other key people in their lives.

Depending on the type of Child Labor and age of the child as to what action should be taken there may be a need to remove the child immediately to ensure their safety.

**Obtain the contact** details of the child's parent, guardian or caregiver – and if possible home address

If there is a need to remove the child the following would apply.

### **Immediate removal – Child Focus**

**Remove the child from work immediately** – preventing the continuation of work gives a clear message to their employer. Note: You must err on the side of caution and use your best judgement. If the young looking worker looks younger than the legal age of employment, you need to assume they are a child and act accordingly until age verifying evidence is produced.



## **Note:**

It is important at this stage to meet with the production site management. Communicate or reiterate policies regarding child labor and obtain their agreement to the interim arrangement for the child found in labor – this includes obtaining agreement to the remediation process.

**Provide free food and accommodation** to the child until a remediation programme is in place and functioning. Depending on the circumstances of the child working in labor (may have migrated with or without family), the best solution short term may be to allow them to stay in factory accommodation, if applicable, until a better solution is reached.

**Arrange the payment of a stipend** as soon as possible from the day they are removed from labor. This should be of at least equivalent to the amount the child was earning or the minimum wage for that country (whichever is greater) and continue for the entire remediation process. This money may come from the factory the child was removed from, the CLF Foundation, or engaged NGO.

**Contact the parents or guardian of the child** to discuss what has happened and the process of remediation. Explain that the child is safe and well provided for, and money will continue to be received. It may be necessary to further explain why removal from the factory and access to an education is so important, and that income will not change.

## **Immediate removal – Factory Focus**

### **Meet with the production site management**

Communicate child labor has been found and reiterate the policies around child labor in their country. Obtain their agreement and commitment to the remediation of the child involved.

**Review all files on record** for personnel at the workplace to identify other potential child labor.

**Give advice** on systems that could be put in place to prevent this in the future. This could include a helping them to create a policy on minimum age for all workers, process to check validity of I.Ds or record keeping procedures.

## **Remediation process**

The process of remediation is long, and takes appropriate engagement, organisation and management

Due to this, it is paramount the remediation process is designed for the specific needs of the child, and that it is understood and agreed upon at a local level. This could include involving government or civil organisations that are experts in the removal and remediation of child labor. It is crucial to identify all possible avenues of assistance to avoid the duplication of effort and to further develop robust support systems.



It is also important to determine the team that will be implementing remediation, and the roles and responsibilities of the team, as well as the confirmation of funding.

The child's welfare is the most important consideration in the process of remediation, and it is paramount the team involved in the remediation understand the specific needs of the child involved, the circumstances of the child, and also the child's own goals and dreams. In order to effectively support the child, an analysis of the specific drivers behind the child labor, and the development of a clear remediation programme is important to not only support the child, but to ensure they do not re-enter into labor.

### **Checklist questions:**

#### **General:**

Is there a team of people assembled to implement and monitor the support of the child including a case manager, local NGOs, trade union member (if applicable), factory owner or manager and local experts?

Is there any government or civil organisations you can engage to further help in the process of remediation?

#### **The child:**

Have you spoken with the child about them? What do they enjoy doing, what do they not like? What education have they had so far and what did they like?

If they did not enjoy their education, find out why? How can we combat this?

What is the child's background? What relationship do they have with their parents or guardian, or extended family? What education have they received? What is their, and their family's economic standing?

What do the parents or guardians of the child think? Do they agree with the remediation or have any comments to make?

#### **Education:**

Are there any government, NGO, charity or CLF foundation funded educational facilities in the area?

Is there access to an appropriate education facility?

Is the educational facility open suitable hours and in an easy to reach location?

If none of the above are applicable, are we able to engage education or private tutors?



If the child is close to legal working age, are their appropriate vocational options?

Does the child/child family see the incentive of attending educational facilities?

Does the child understand why they are attending this educational facility and agree with their placement?

**Accommodation:**

Where did the child live during their labor?

Does the child want to live here (please note - if they are living on factory grounds, it is best they are moved, although they may need to stay here in the interim while remediation is planned)?

Where do the child's family or guardians live?

Does the child want to live here?

Is the location(s) available safe and structured well so the child will not end up back in labor?

**Support:**

Are there social services available in the area?

If not, how do we engage these services?

Are their community support, or potential for community programmes?

If not, how do we engage these services?

Is the economy doing well?

If not, how do we ensure the livelihood of the child and their family?

Will the factory where the child is found in labor commit to rehiring the child once they are of legal working age, if they wish to return?

**Funding:**

Will the factory commit to funding remediation, including giving the child funds equivalent to a living wage until they are of legal working age? (Please note – if the factory agree to give money of any amount, ensure this is received in a lump sum as soon as possible to remove the possibility of discontinuing payments at a later date)

Will the brand or company being accredited give funds for the remediation process?

Are their any organisation or NGOs in the area able to give funds for the remediation process?

Have you found a third party that is trustworthy and a secure option to monitor the money and ensure it is distributed correctly to the child?



Have you acquired enough money to fund the child's education, travel expenses and weekly stipend until they are of legal working age, or have completed their education or training (which ever is longer)?

### **Monitoring Progress:**

Who will be in charge of monitoring the child's progress in the remediation programme? (we recommend the purchasing company, local NGO, trade union reps or other experts such as CLF foundation staff take responsibility for monitoring, not the factory owner or management)

Who will monitor the child's progress at their education facility, including checking results, having meetings with teachers and reading school reports?

Who will visit the home of the child as a 'friend' or adult the child trusts, checking their home situation, the mental health of the child and listen to the hopes and fears of the child?

Who will handle any money matters, ensuring the child receives their stipend, school fees are funded and other expenses are taken care of?

*Note: Successful remediation is dependent on the ongoing monitoring of the programme to ensure the child is well cared for and supported. Any findings from the monitoring process should be used to further fine tune the remediation programme*

### **Checklist**

#### **Immediate Removal**

- Safe environment located
- Identity and age of child verified
- Parents/Guardians contacted (if applicable)
- Engage support services (e.g. CLF Foundation)
- Food and accommodation provided
- Child assured they will be taken care of and process explained
- Parents/guardians informed of what is taking place and understand (if applicable)
  
- Factory management or owner meeting
- All files on personnel the factory are reviewed
- Advice given to factory management/owners on policies and the law in their country



## **Remediation Process**

### General

- Remediation team assembled
- Government or civil organisations investigated

### The Child

- Spoken with child about the process and their dreams/hopes and life
- Spoken with the child about their history and goals/desires, and family relationships
- Child and guardians (if applicable) aware of process and agree

### Education

- Appropriate education facility found
- Child and guardians understand choice and agree

### Accommodation

- Appropriate education facility found
- Child and guardians understand choice and agree

### Support

- Appropriate social services found
- Community support present
- Economic stability assured through funds
- Factory committed to rehiring child once they are of legal age, if the choose to return

### Funding

- Enough money collected to support education, travel, stipend and other expenses from:
  - Factory
  - Brand
  - NGOs
  - CLF Foundation
- Third party found to monitor and regulate money payments

