

# CHILD PROTECTION STANDARD OPERATING PROCEDURES



## [Child Protection SOPs](#)

Basic Version  
(click here)



## [Child Protection SOPs](#)

Standard Version  
(click here)

Child Protection Unit  
Division of International Protection (DIP)  
UNHCR

Geneva  
2014

# CHILD PROTECTION STANDARD OPERATING PROCEDURES

## STANDARD VERSION

### 1. GUIDANCE NOTE ([CLICK HERE](#))

Describes what a standard operating procedure (SOP) is, the process of developing a child protection SOP, and how to use the SOP Template

### 2. SOP TEMPLATE ([CLICK HERE](#))

A sample template, which may be modified to suite the requirements of each operation.

### 3. STANDARD ANNEXES (CLICK HERE)

A number of standard Annexes are include for use by offices. These may be modified to suite the office's needs.

### 4. PLANNING WORKSHOP TOOLS

Guidance for organising and conducting a planning workshop to develop the contents of the SOP. Includes a sample presentation, which should be modified by each office in accordance with their context.

### 5. PRESENTATION FOR APPROVAL MEETING

A sample presentation which may be used during the meeting convened to approve and sign the SOP. This should be modified to reflect the each office's process operational context.

### 6. LOGOS FOR SELECTED AGENCIES

A collection of organisational logos for easy access. The images are in JPG format, and of equal height (250 pixels). The width varies in accordance with the form of the logo. Logos of organisations not included in this folder may be obtained from such organisations working in the respective operations.

# **CHILD PROTECTION STANDARD OPERATING PROCEDURES**

## **BASIC VERSION**

### **1. GUIDANCE NOTE**

Describes what a standard operating procedure (SOP) is, the process of developing a child protection SOP, and how to use the SOP Template

### **2. SOP TEMPLATE & STANDARD ANNEXES**

A sample template which may be modified to suite the requirements of each operation. A number of standard Annexes are include for use by offices. These may be modified to suite the office's needs.

### **3. PLANNING WORKSHOP TOOLS**

Guidance for organising and conducting a planning workshop to develop the contents of the SOP. Includes a sample presentation, which should be modified by each office in accordance with their context.

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