Tip Sheet for Food Distribution

1. Before you start, make sure you are carrying contact list of Child Protection Focal Points.
2. Discuss with your agency and ensure you have received training on basic code of conduct on child safeguarding.
3. DO not take photos with children.
4. Have separate queues for males & females for both registration & distribution, using guide ropes & signs. Have separate Priority Line that helps at risk groups first: Children With Disabilities (CWD), sick, unaccompanied children, female & child headed households. who cannot stand queuing for long periods.
5. Provide clear and accurate information about distribution services in a child friendly manner; ensure caregivers know children should not collect for family.
6. Have female staff talk to and be available for women and girls during the distribution and listen to their concerns.
7. Inform children of their entitlements (i.e., assistance is free and doesn’t require favors, access or sex in return) and always encourage them to report complaints to monitoring staff or child protection focal points.
8. Register children who are heads of household, unaccompanied or separated in their own names. For food distribution, children 14 years and over can be registered as primary holder of the Assistance Card. For children below 14 years, a trustee/guardian is required. When UASC is identified refer to child protection actor in the area (cf. CP focal points), especially for children under 14 years old.
9. When a child is found alone at a distribution site: Do not immediately remove the child. Ask the child who they are with and where this person may be. Consider that girls may prefer speaking to female staff or that the child may feel uncomfortable speaking to you if the child thinks those around her/him are risks or threats. Ask people around the child if they know anything about the child and if the child may be separated from family or unaccompanied, as the parents may return shortly. For babies and young children who do not know their names and places of origin or children with disabilities, ask adults and older children around them whether they know the child or their family and where the group came from, before moving the child from the area (unless it is unsafe to keep a child there). If confirmed the child is alone, immediately contact a Child Protection actor.
10. Do not allow young children to carry extremely heavy loads.
11. Inform child protection focal point immediately if you hear of or observe any protection concerns for children or come across any vulnerable/at risk/abused children. If you identify any children that you think might be extremely vulnerable, for example, child headed households, separated and unaccompanied children or disabled children, please pass concerns onto the child protect focal point.