

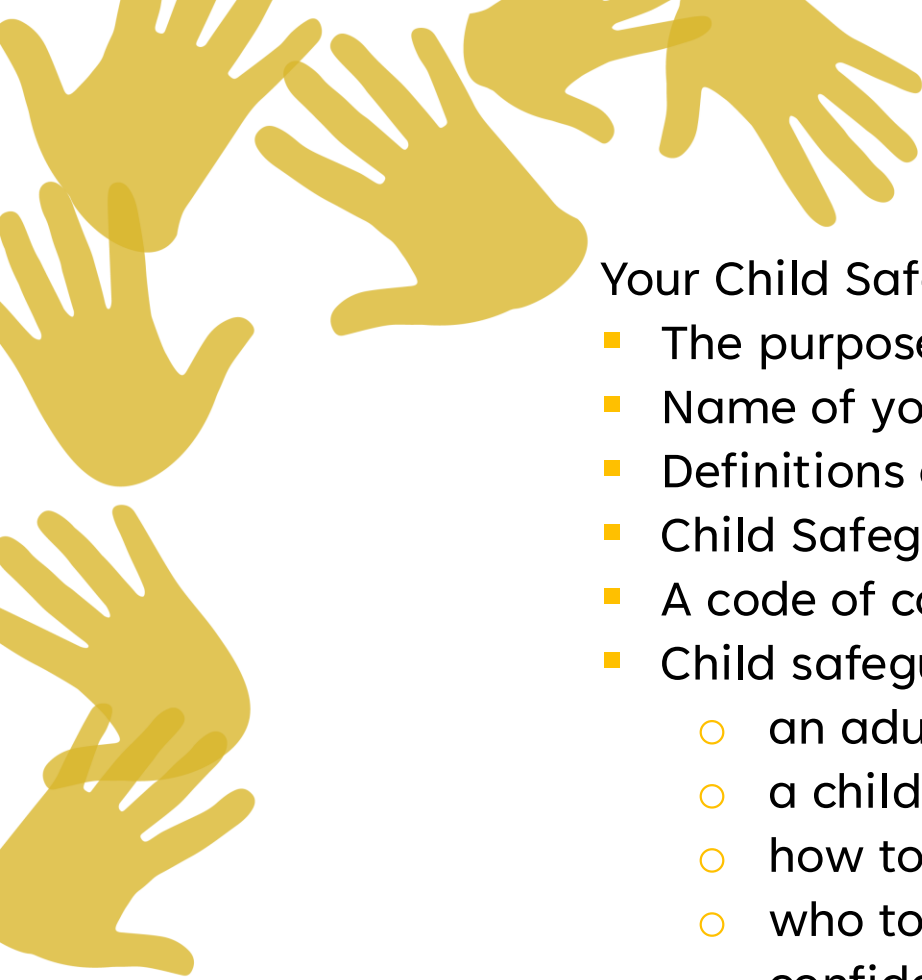


- **Aim of the Course**

- To equip you with an understanding of how to develop a Child Safeguarding and Protection Policy for your organisation.

- **Objectives of the Course**

- To understand what is meant by child safeguarding and child protection
- To understand what a Child Safeguarding and Protection Policy should contain
- To go through the steps of developing a Child Safeguarding and Protection Policy

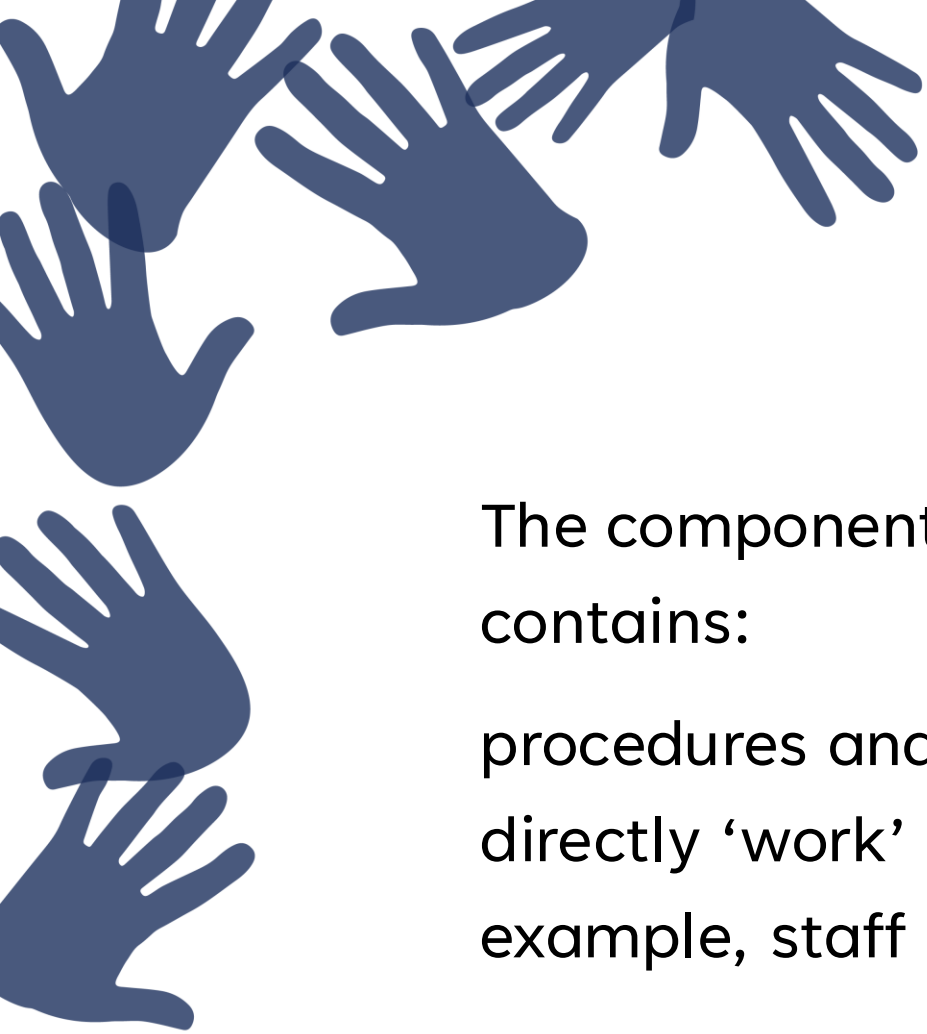


Your Child Safeguarding and Protection Policy should include details on:

- The purpose and aim of your Child Safeguarding and Protection Policy
- Name of your organisation, purpose and function
- Definitions of child abuse and guidance on identifying protection concerns
- Child Safeguarding Lead
- A code of conduct
- Child safeguarding processes and procedures for:
  - an adult to report a concern (sometimes called whistleblowing)
  - a child to report a concern
  - how to manage a disclosure/allegation about the harm of a child
  - who to refer the case to and how to share information in a safe and confidential way
- Child safe programming and use of safeguarding and protection procedures when working with partner organisations
- Recruitment procedures and consideration of training
- Dissemination of the Child Safeguarding and Protection Policy
- Monitoring and Evaluation of Policy

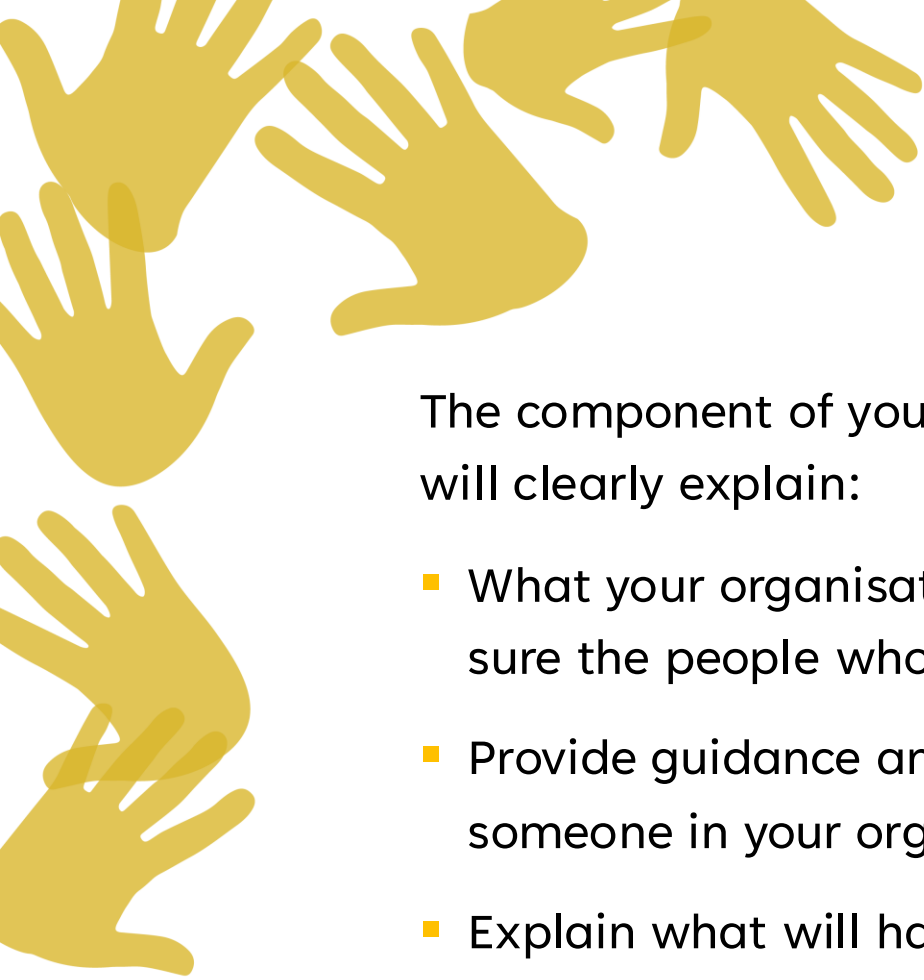


A **Child Safeguarding and Protection Policy** - has the **aim** of fulfilling the organisation's commitment to keeping children safe from harm, including preventing sexual harassment, exploitation and abuse (PSHEA)



The component of your policy on **child safeguarding** contains:

procedures and practices - that ensure the people who directly 'work' with/ are part of your organisation, as for example, staff and volunteers, do not harm children



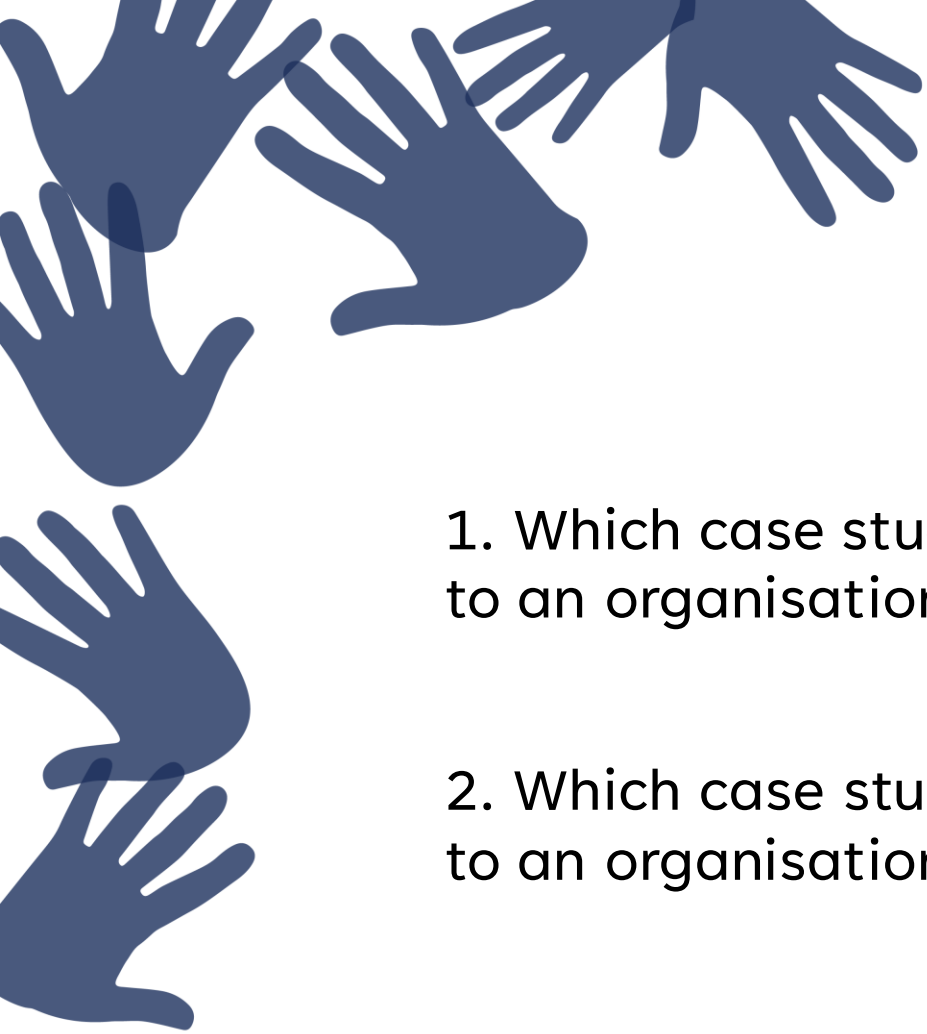
The component of your organisation's Policy that focuses on **child safeguarding** will clearly explain:

- What your organisation will do, e.g. their procedures and practices, to make sure the people who directly 'work' in your organisation do not harm children
- Provide guidance and rules on appropriate behaviour and conduct whenever someone in your organisation comes into contact with children
- Explain what will happen step by step - the reporting and response process (e.g. information gathering/decisions/actions) - if someone in your organisation is suspected of harming a child

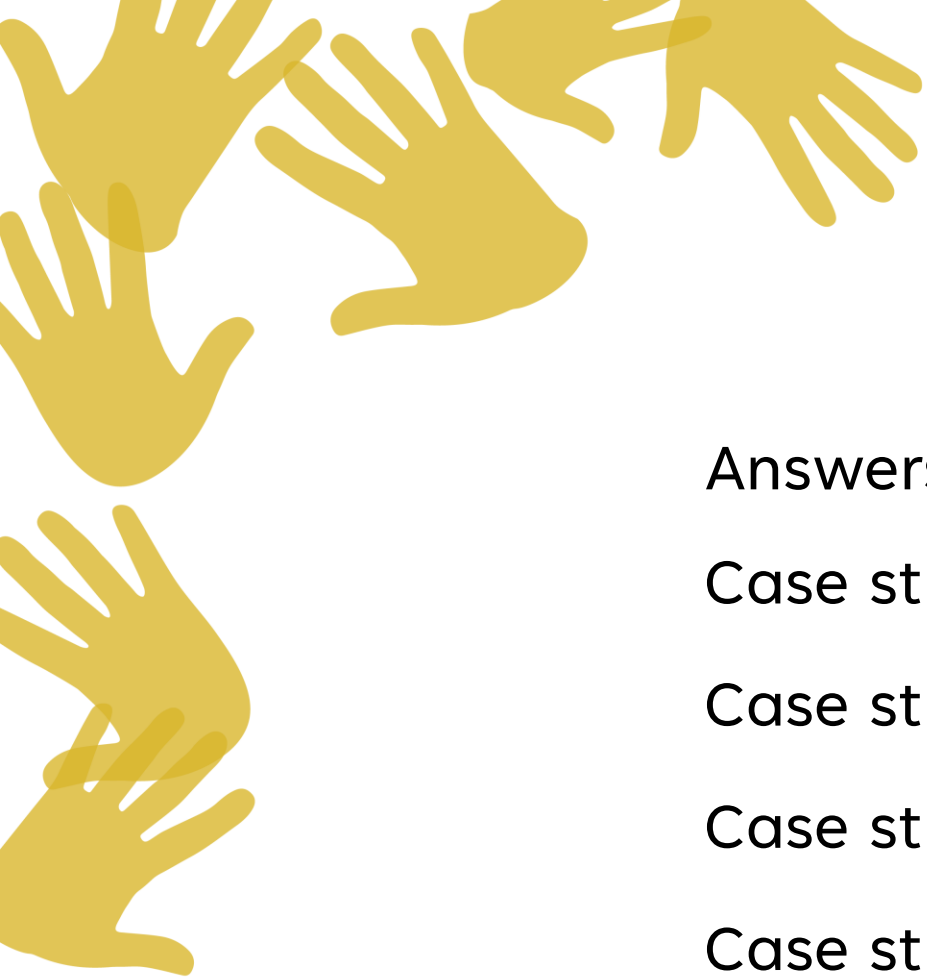


The component of your policy on **child protection** includes:  
procedures and practices – to make sure the activities your organisation directly runs, or commissions, helps develop, funds, or supports in some other way, will not directly or inadvertently harm children

In this way - the policy also outlines expectations of those in partner organisations who are implementing projects to safeguard children



1. Which case studies describe a situation that would be relevant to an organisations' child safeguarding policy and procedures?
2. Which case studies describe a situation that would be relevant to an organisations' child protection policy and procedures?



## Answers:

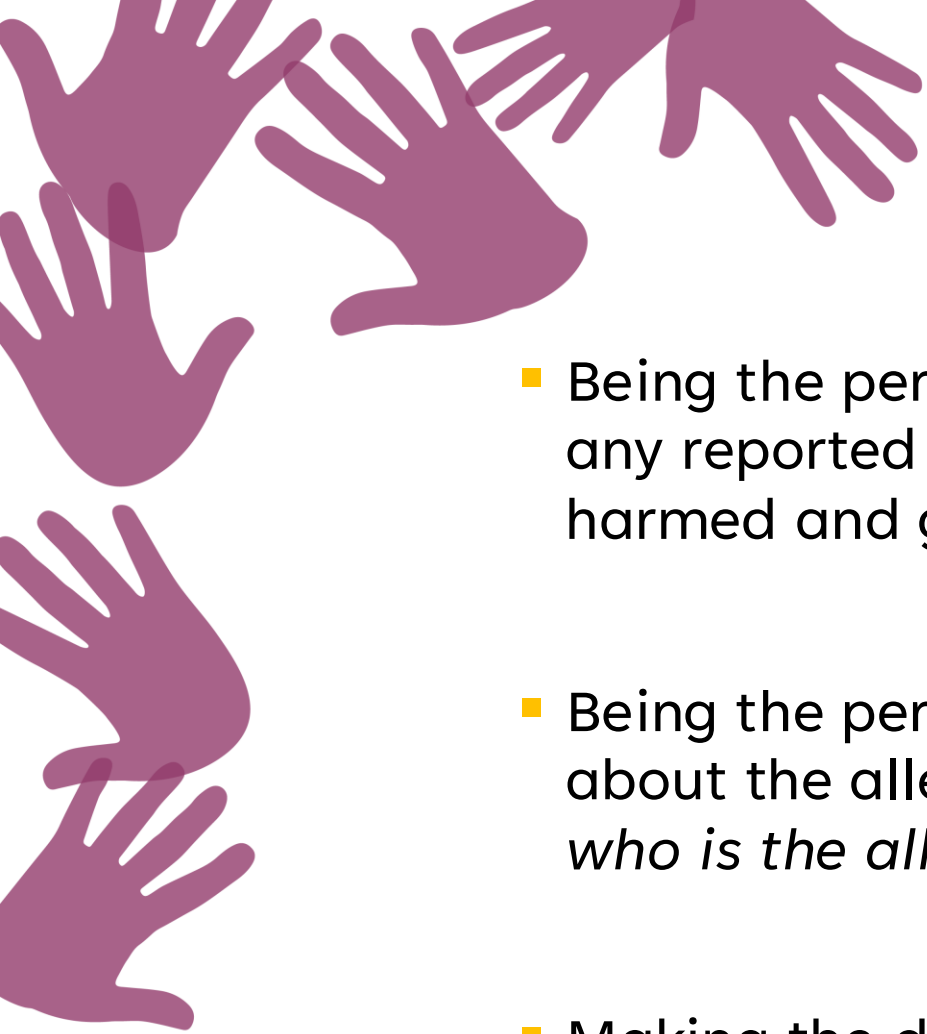
Case study 1. child safeguarding

Case study 2. child safeguarding

Case study 3. child protection

Case study 4. child safeguarding

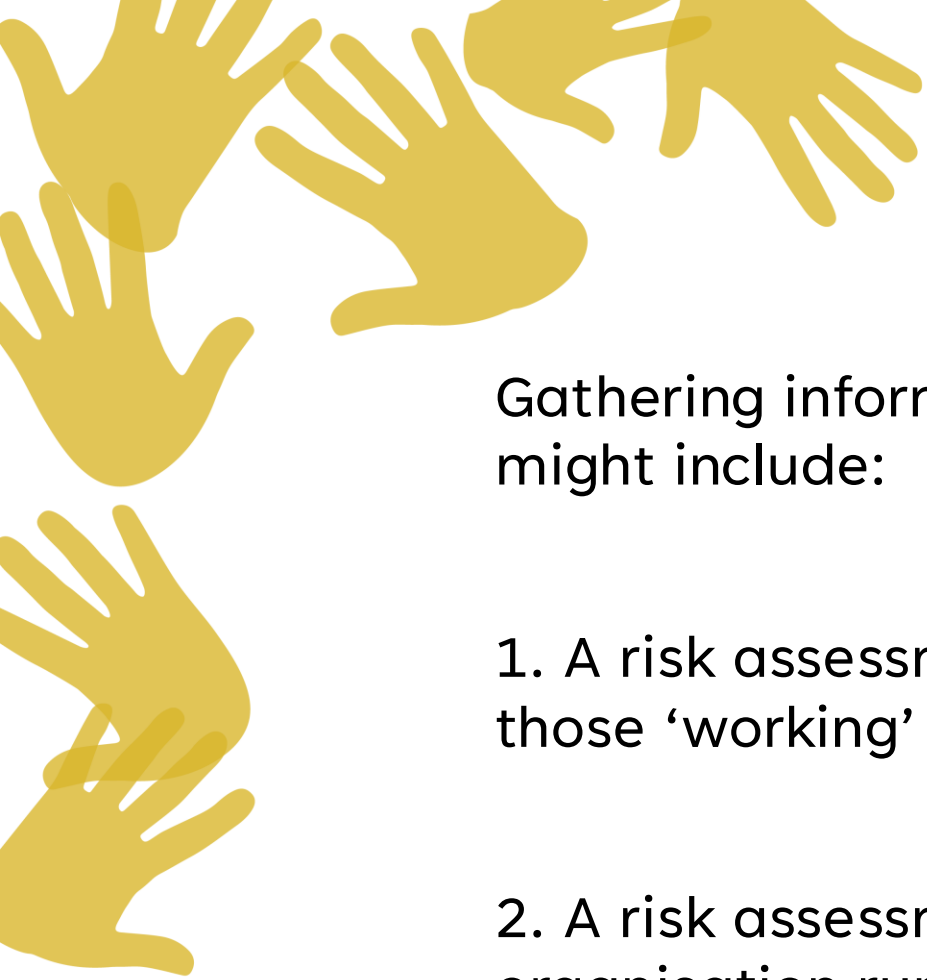




- Being the person who receives and makes a written record of any reported allegations that a child is, or is at risk of, being harmed and gathers all the necessary initial information
- Being the person who informs the Head of the organisation about the allegation (*unless it is the Head of the organisation who is the alleged perpetrator*)
- Making the decision if the case requires urgent action (i.e. an immediate referral to a statutory child protection authority or police or health services etc.)

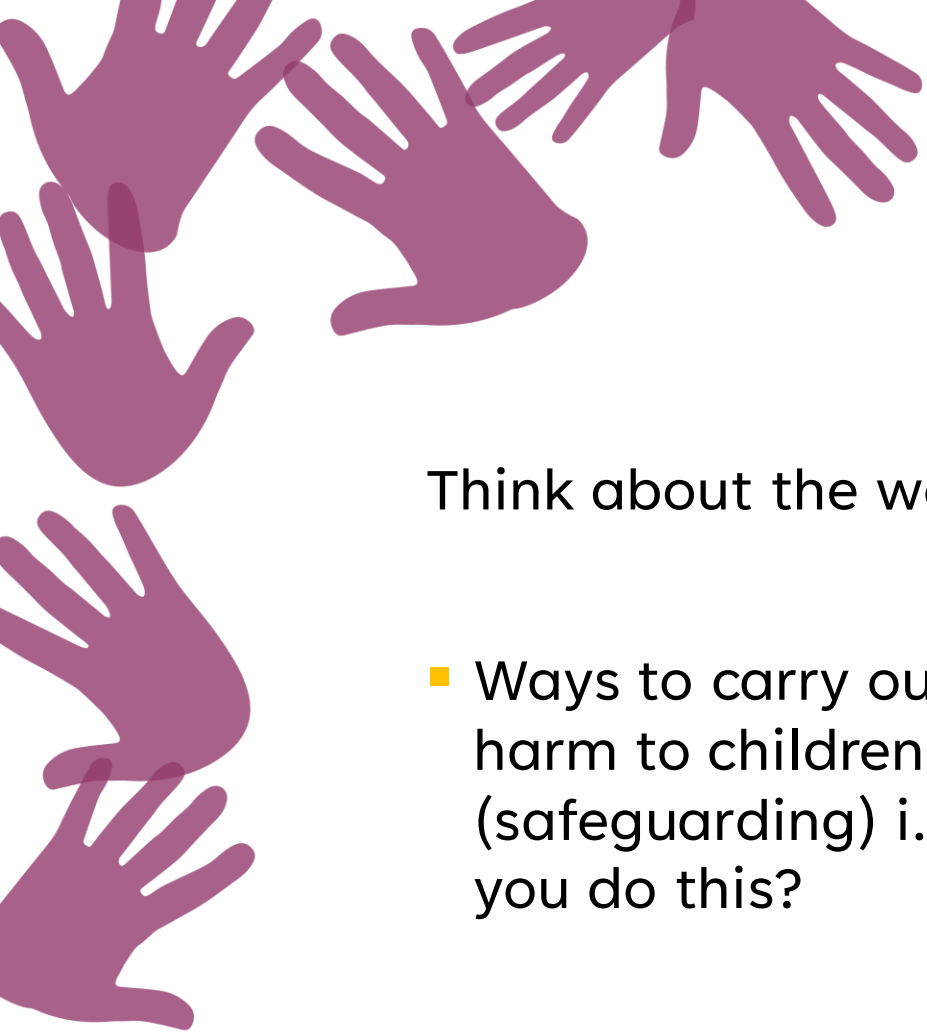


- Being the pivotal person who continues to gather all the necessary information about the case - including ongoing discussions with the child/ren and anyone else who is involved
- Making sure any child/ren receive the support they need (and anyone else involved in a case as needed)
- Providing written recommendations to the organisation's safeguarding group/committee - advising on referrals outside the organisation and managing that referral
- If the allegation concerns children harmed due to actions of a partner organisation – being responsible for gathering information and sharing it with the Head of the organisation + decisions e.g. how to proceed with partner organisation.



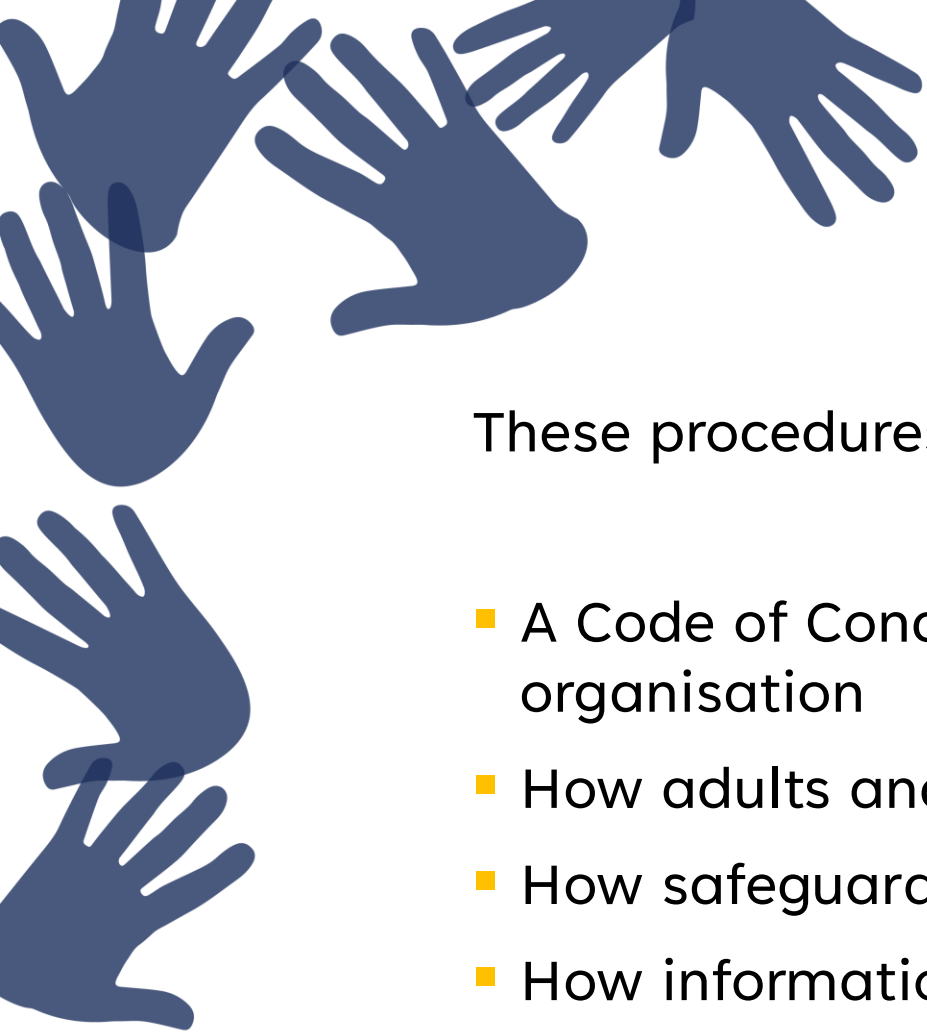
Gathering information using different types of risk assessments might include:

1. A risk assessment to evaluate any risk of harm to children by those 'working' in your organisation (safeguarding)
2. A risk assessment to evaluate whether a project your organisation runs, OR a project you support through a partner, might directly or inadvertently cause children harm (protection)



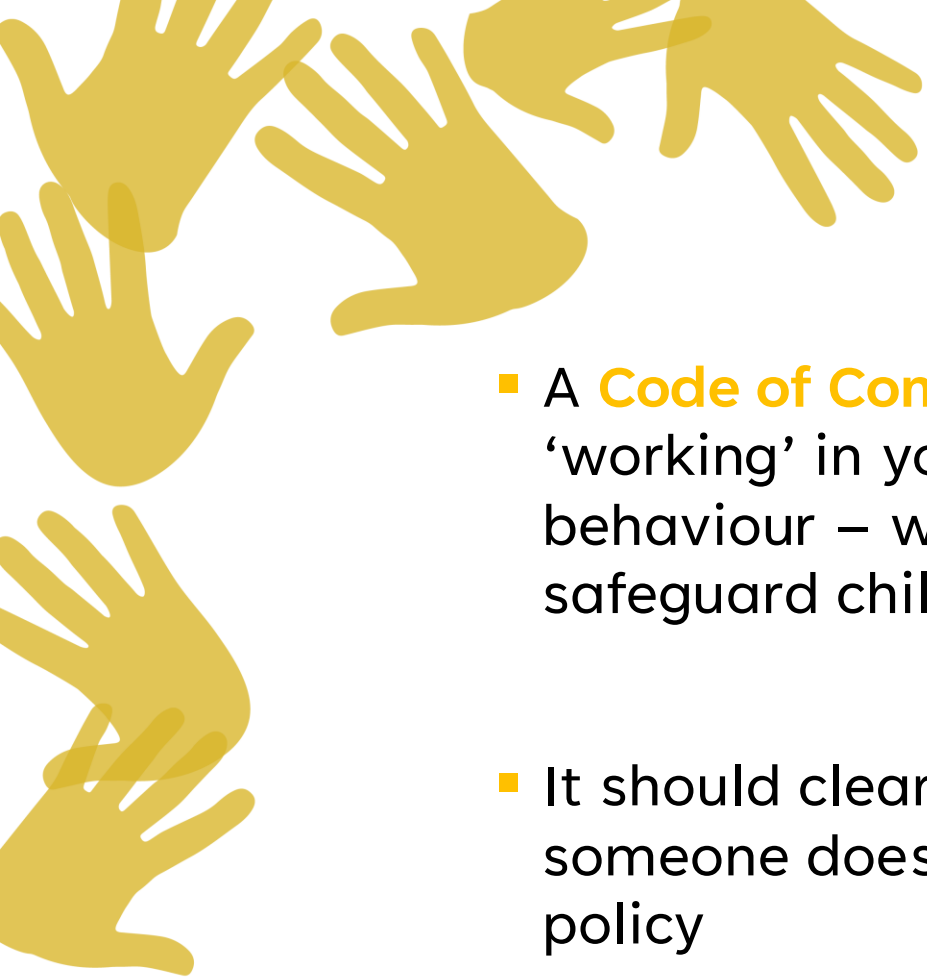
Think about the work of your own organisation. Now think about:

- Ways to carry out a risk assessment - to evaluate any risk of harm to children by those 'working' in your organisation (safeguarding) i.e. what would you want to find out? How might you do this?

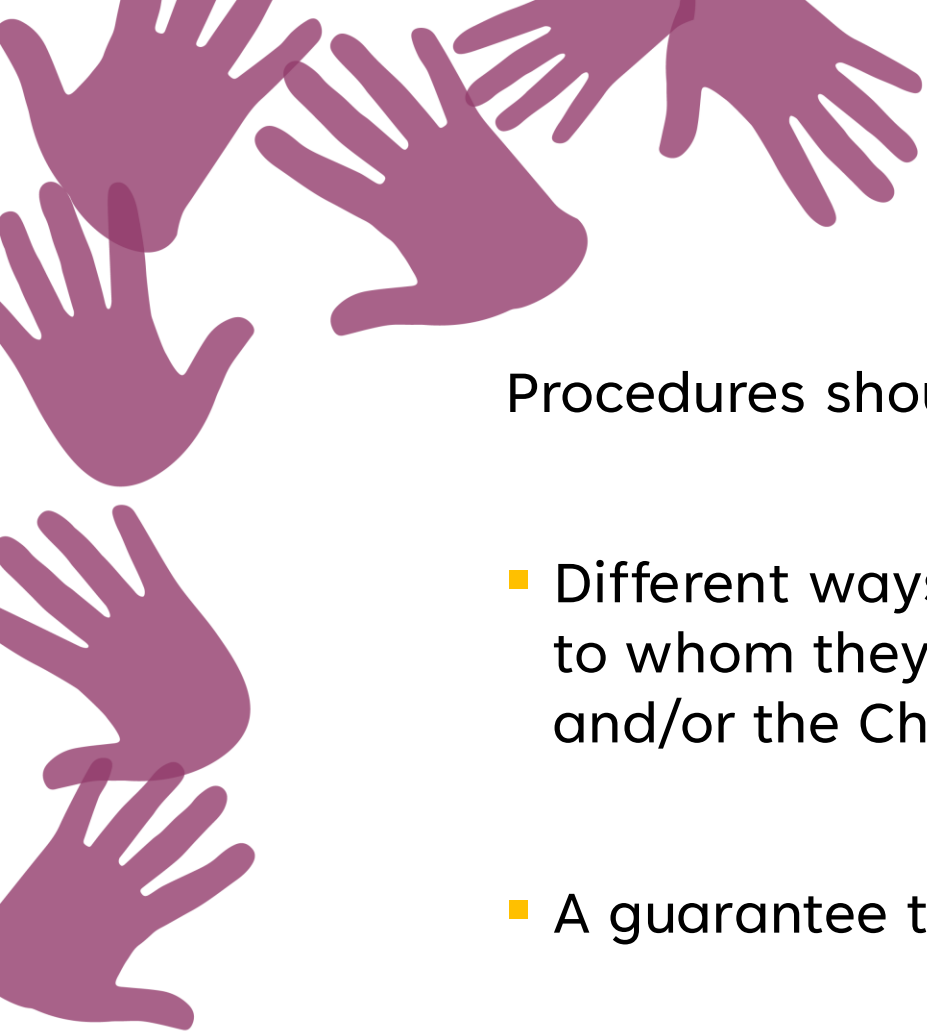


These procedures should include:

- A Code of Conduct to be signed by everyone ‘working’ for the organisation
- How adults and children can report a concern about a child
- How safeguarding allegations will be managed
- How information will be handled in a confidential manner



- A **Code of Conduct** is a written document given to everyone ‘working’ in your organisation. It contains guidance on behaviour – what someone should and should not do in order to safeguard children
- It should clearly state what actions your organisation will take if someone does not abide by the organisation’s safeguarding policy
- Everyone ‘working’ in the organisation must read and sign the Code of Conduct to show they agree to abide by it



Procedures should include information covering:

- Different ways people can report a concern about a child - and to whom they should first report the case (e.g. a line manager and/or the Child Safeguarding Lead)
- A guarantee that all allegations will be taken seriously
- How someone who is reporting a concern can remain anonymous



Your Policy should include the details of the information the child or adult reporting an allegation should receive when they first report a case e.g.

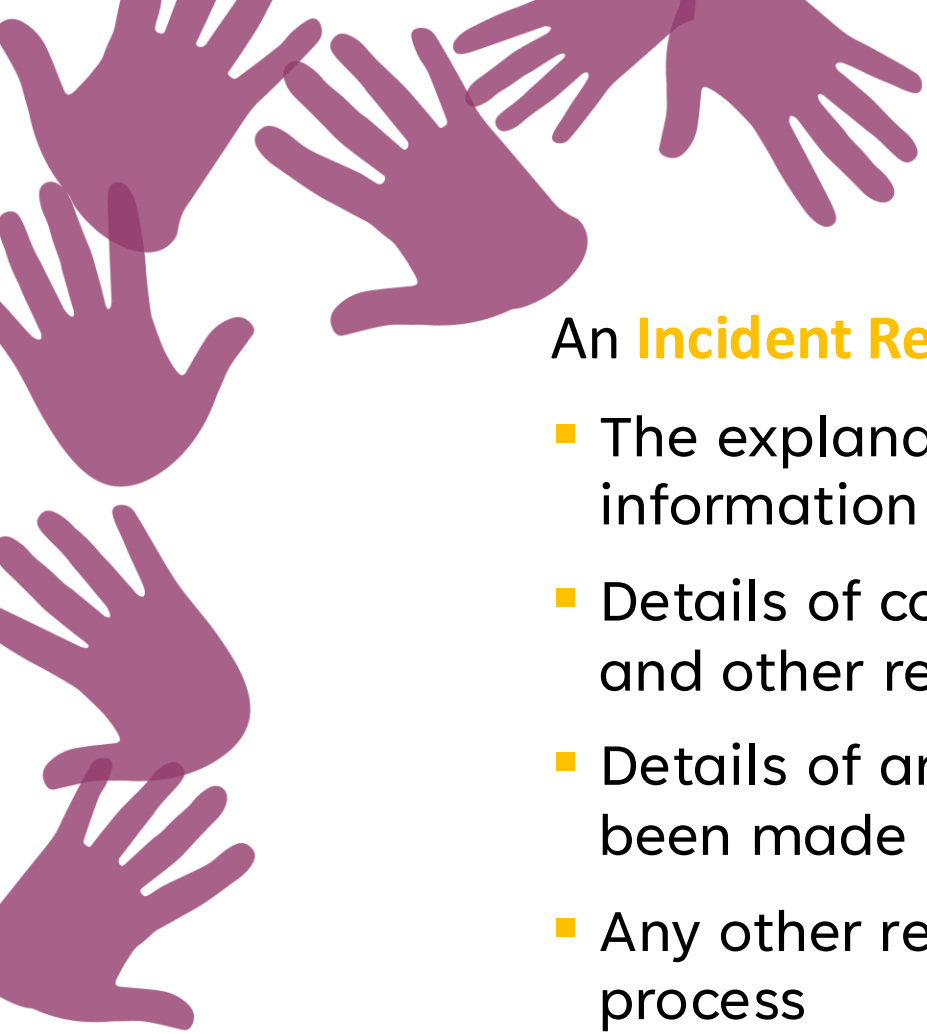
- who will see the information they provide
- what will happen and within what expected time frame
- how they will be kept informed of any actions/investigation and/or decisions that are taken about the case





Initial information to be gathered should include:

- Name of Child Safeguarding Lead managing the case
- Details of person reporting the concern and initial information they provided
- Details of the alleged abusive behaviour
- Date, time and place of the alleged incident/s
- Name + address of alleged adult/s involved + their position in the organisation
- Name and address of the child
- Age/date of birth of the child
- Alleged adult's explanation of what did or did not happen
- Child's explanation of what did or did not happen
- Any impact on the child



An **Incident Report Form** should include as a minimum:

- The explanation of any witnesses or others who have relevant information (including their details)
- Details of contact with parents/other legal primary caregivers and other relevant persons
- Details of any initial response e.g. if an emergency referral has been made
- Any other relevant details gathered during the investigation process
- Date and time of decisions and actions that have been agreed
- Agreed actions e.g. support/follow up for child/ren + by whom – final decisions

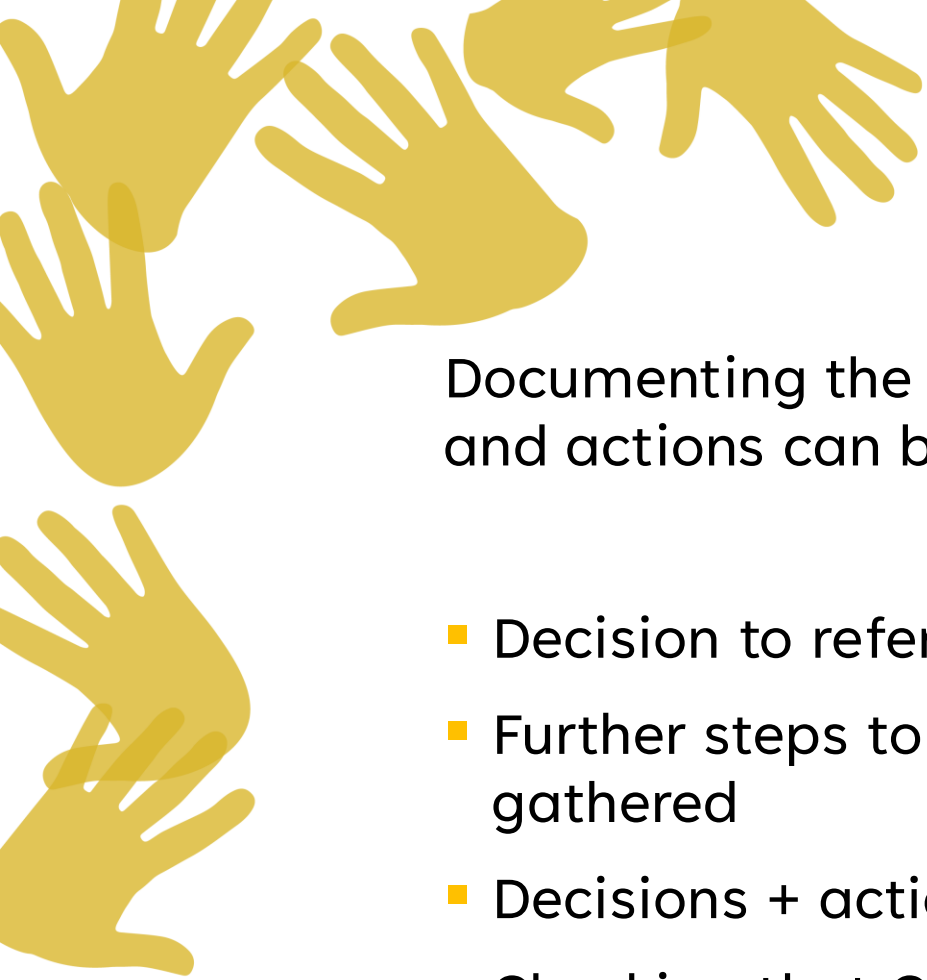


In this session we will think about further child safeguarding process and procedures including:

- Procedures after an initial report of a concern has been made
- The role of a child safeguarding committee/group
- Developing a child's Case File + Support and Safety Plan
- Reporting a safeguarding incident to authorities outside of your organisation
- Recruitment of staff, volunteers etc
- Ways of safely sharing and storing confidential information

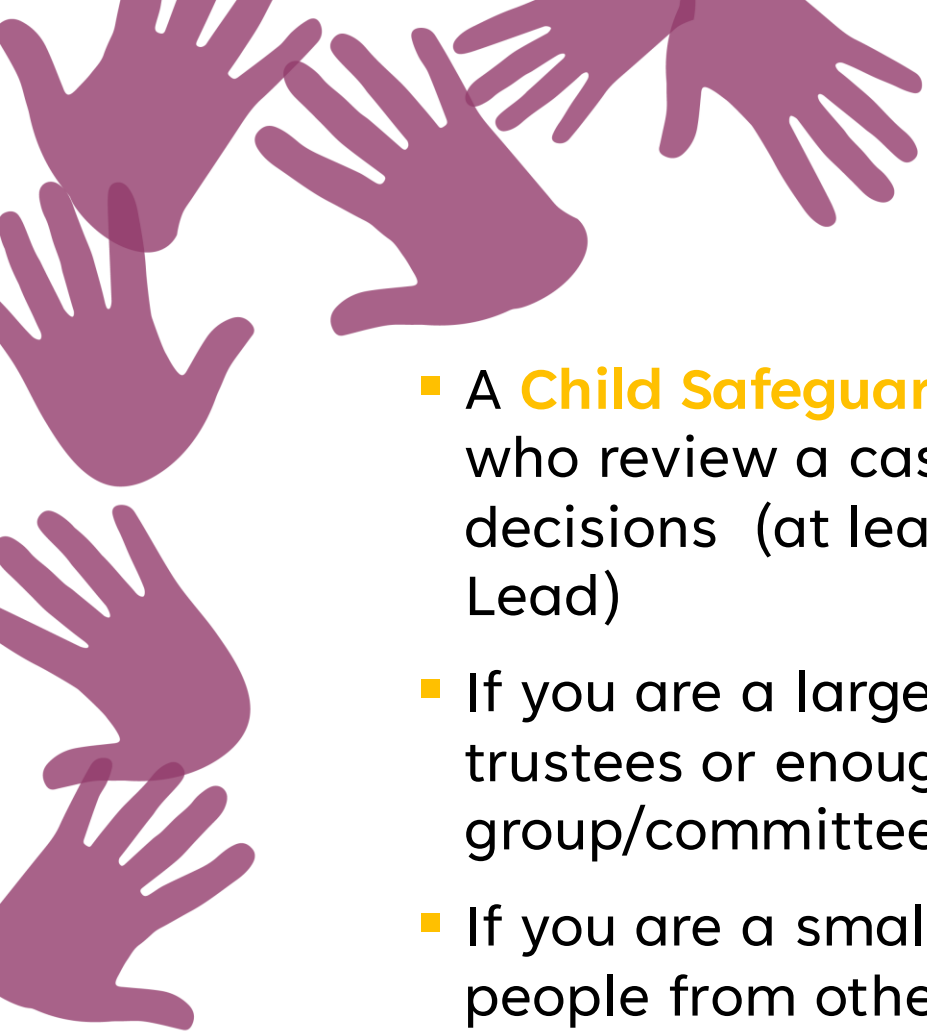
AND

- Considering child protection in the development and implementation of projects and working with partner organisations



Documenting the collection all necessary information so that decisions and actions can be taken- and when and by whom - including:

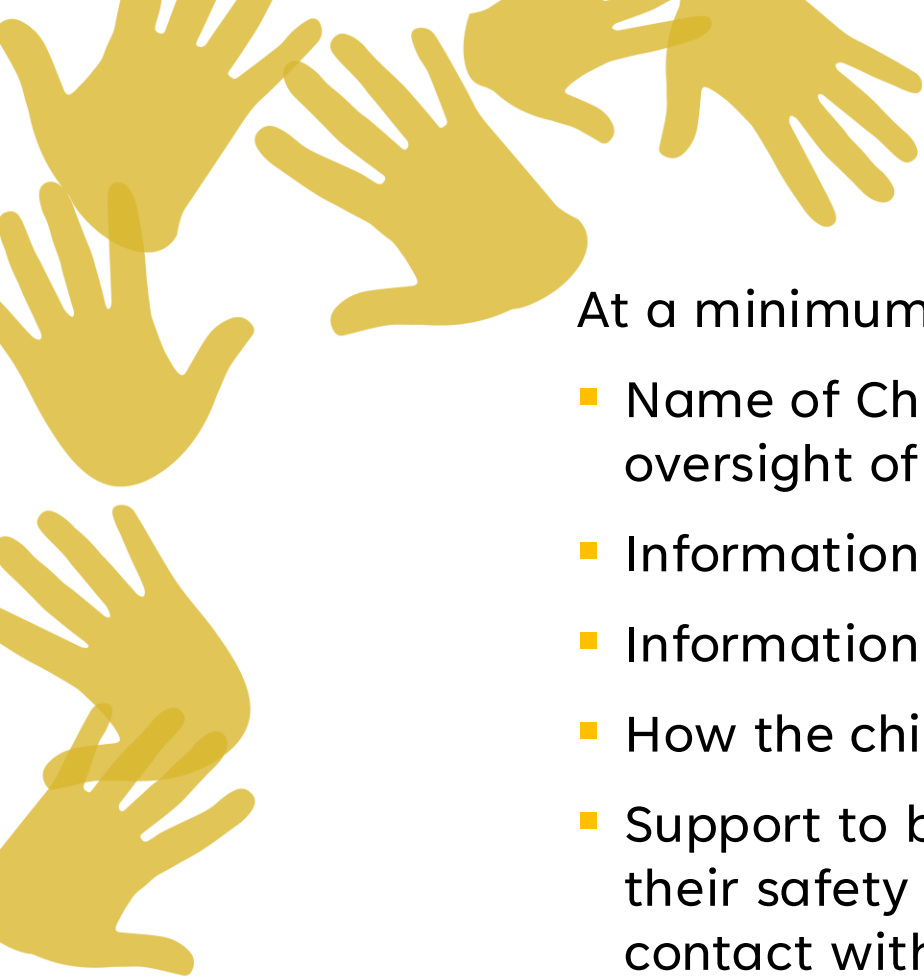
- Decision to refer the case to an authorised body (or not) and why
- Further steps to be taken to investigate the case + information gathered
- Decisions + actions taken and why (by whom and when)
- Checking that Case File is opened for each child- an individual 'plan' detailing support to be offered and how they will be kept safe
- Actions to keeping parents/other legal primary or customary caregiver/ and other relevant people will be involved



- A **Child Safeguarding Group or Committee** – is a group of people who review a case on behalf of your organisation and take final decisions (at least 3 people - not include the Child Safeguarding Lead)
- If you are a large organisation - you might have a board of trustees or enough staff to form an independent child protection group/committee
- If you are a small organisation - you might consider asking people from other organisations to volunteer to be part of the group/committee (should be carefully selected/sign appropriate confidentiality agreements etc.)

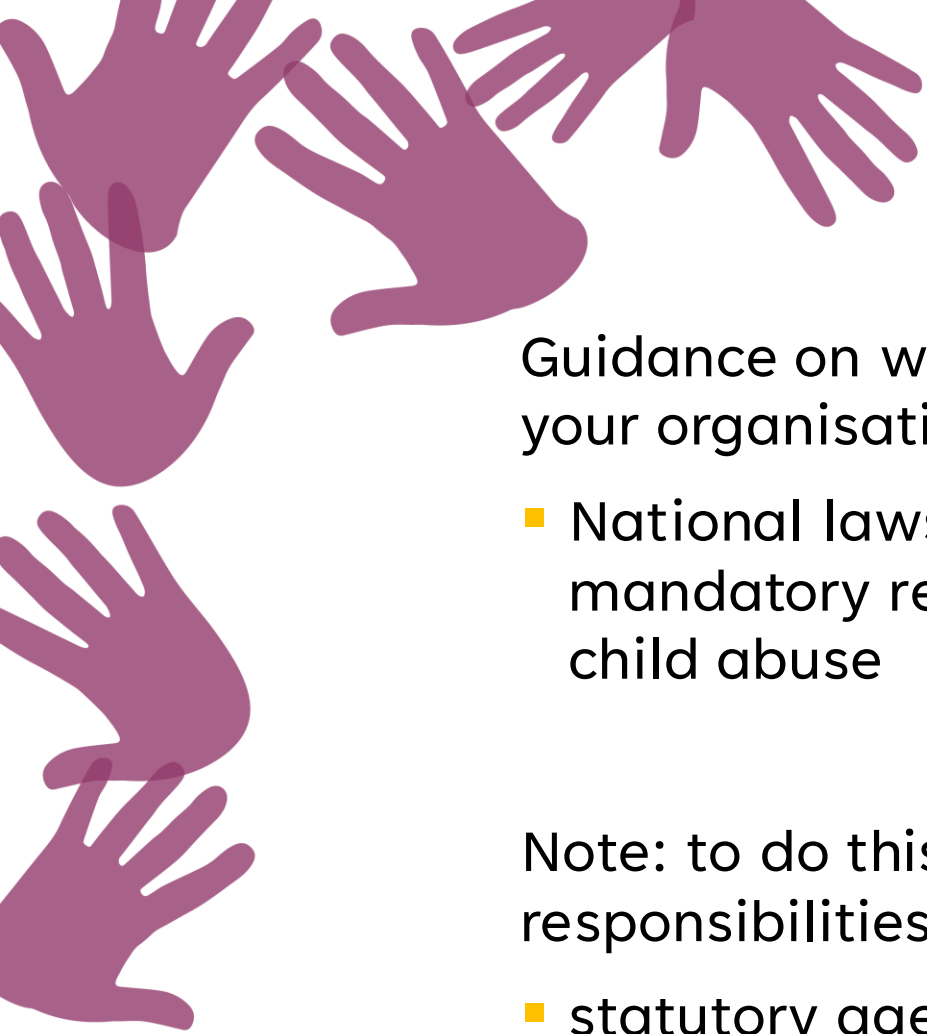


- Members should sign a confidentiality agreement
- Role and responsibility of Group + Guidance - e.g. steps to be taken/decision making role of the Group + how + by when
- How members receive information i.e. a completed copy of Incident Report Form + recommendations of Child Safeguarding Lead and/or Head of Organisation).
- The Group should also be provided with:
  - A form to request additional information
  - A form to record decisions + why taken – e.g.
    - If case can be closed with no further action being taken
    - If case is to be reported to statutory authorities
    - Disciplinary/dismissal actions to be taken
    - Support offered to all those involved



At a minimum - **Child Support and Safety Plan** should contain:

- Name of Child Safeguarding Lead responsible for management and oversight of the Plan
- Information giving overview of the case
- Information about the child and any specific concerns
- How the child will be involved in any process e.g. investigation
- Support to be offered to the child + how and when and by whom + how their safety will be maintained/ who they will - and should not - have contact with
- If the child is referred to other agencies and services + details of referral including who it is made to + why + any follow up
- Involvement of parents /other primary caregiver + any other relevant individuals



Guidance on when and how to report cases to services outside your organisation should consider:

- National laws, policies and statutory guidance including mandatory reporting procedures in cases of alleged or proven child abuse

Note: to do this you will need to have knowledge of roles and responsibilities of different:

- statutory agencies including social work departments/health services/police – try to provide an updated list of named contacts within these agencies
- organisations that can offer other types of support





## Things to consider when developing and implementing **recruitment procedures**:

- Informing applicants of requirement to sign and follow a Code of Conduct and Child Safeguarding and Protection Policy
- Following legal requirements of the country e.g. is a police check needed for anyone who will be working with children. Letting applicants know you will follow these procedures.
- Asking for proof of identity
- Requiring shortlisting of applications to be carried out by at least 2 people



- Asking applicants to provide at least 2 referees – making sure references are requested
- Making sure at least 2 people conduct any interviews/selection meetings.
- During interviews asking applicants about previous experience working/interacting with children + understanding of child protection
- All recruitment decisions recorded in writing in case of future concern



**Child safeguarding** : procedures and practices - that ensure the people who directly 'work' with/ are part of your organisation, as for example, staff and volunteers, do not harm children

**Child protection**: procedures and practices – to ensure activities your organisation directly runs, or commissions, helps develop, funds, or supports in some other way, will not **directly** or **inadvertently** harm children.

In this way - the policy also outlines expectations of those in partner organisations who are implementing projects to safeguard children



**Child safe programming** means all projects are designed and implemented in a way that protects children and will not cause harm to children by:

- Doing everything possible to make sure projects your organisation **directly develop and implement** do not place children directly or inadvertently at risk of abuse and neglect
- Doing everything possible to make sure the projects **your organisation supports through partners** - for example, by offering expert advice, money, capacity building, staff secondments etc. or some other assistance - do not place children directly or inadvertently at risk of abuse and neglect



**Child safe programming** requires:

- A risk assessment + child protection approach is applied to project design and implementation
- All staff, members of partner organisations - and others working or associated with a project - know their obligations to safeguard children and prevent harm
- A child protection approach is applied to project monitoring and evaluation

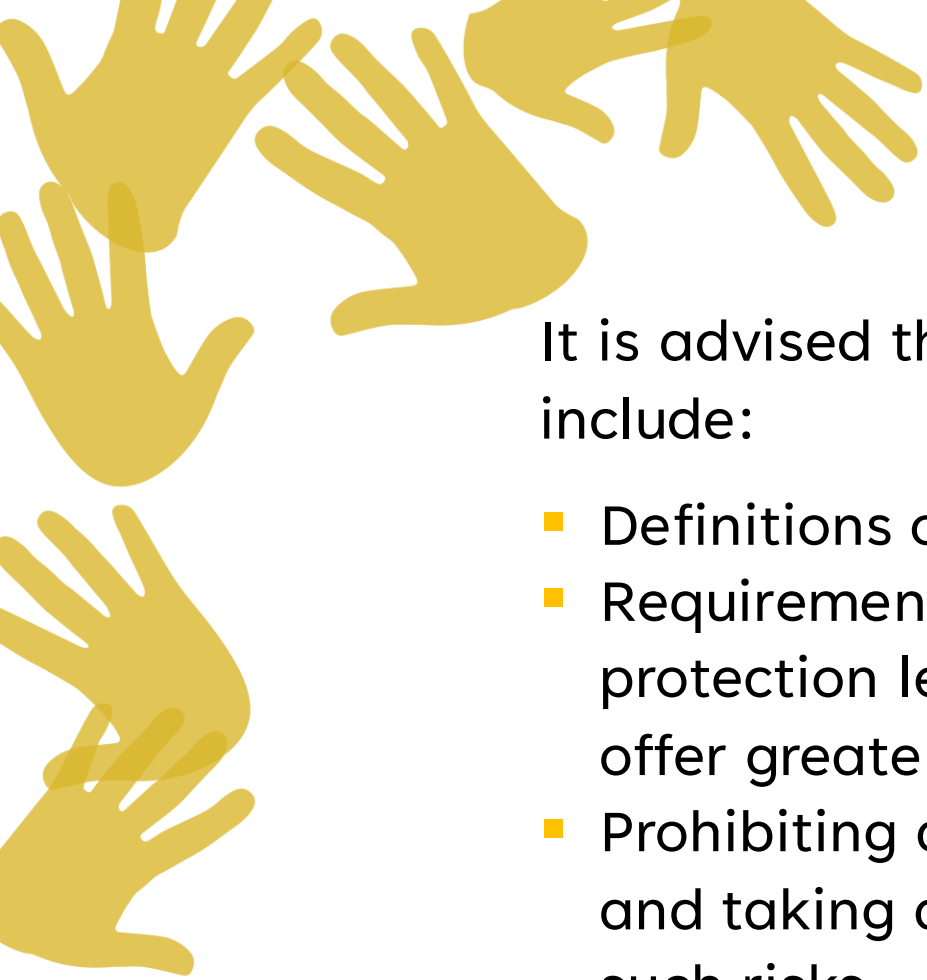


**Risk assessment** – that evaluates whether a project your organisation runs, or a project you support through a partner, might directly or inadvertently cause children harm and informs actions to be taken to mitigate risks



A good **contract or agreement** would:

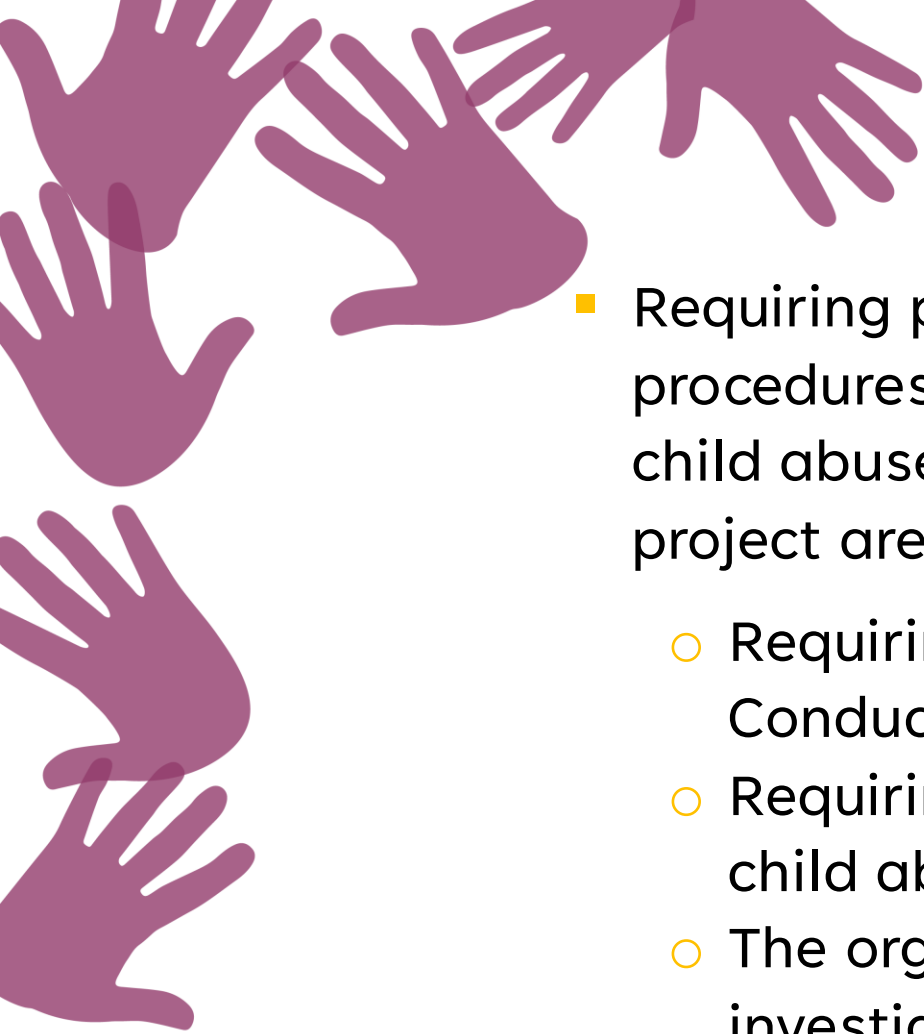
- require partner organisations to participate in risk assessments that evaluate whether the project you are supporting might directly or inadvertently cause harm to children
- require the partner organisation to hold their own staff, and others who may come into contact with children e.g. volunteers, board members, visitors, and contractors etc. to child safeguarding standards.



It is advised that clauses in contracts with partners should include:

- Definitions of all forms of child abuse.
- Requirement to be in compliance with host country child protection legislation (and/or international standards, if these offer greater protection to children)
- Prohibiting all forms of child abuse in programmes/projects and taking all necessary measures and actions to mitigate such risks
- Requiring an assessment of risks associated with child safeguarding and protection is undertaken during project planning/ implementation/, monitoring & evaluation - to determine and inform actions to eliminate any potential risks



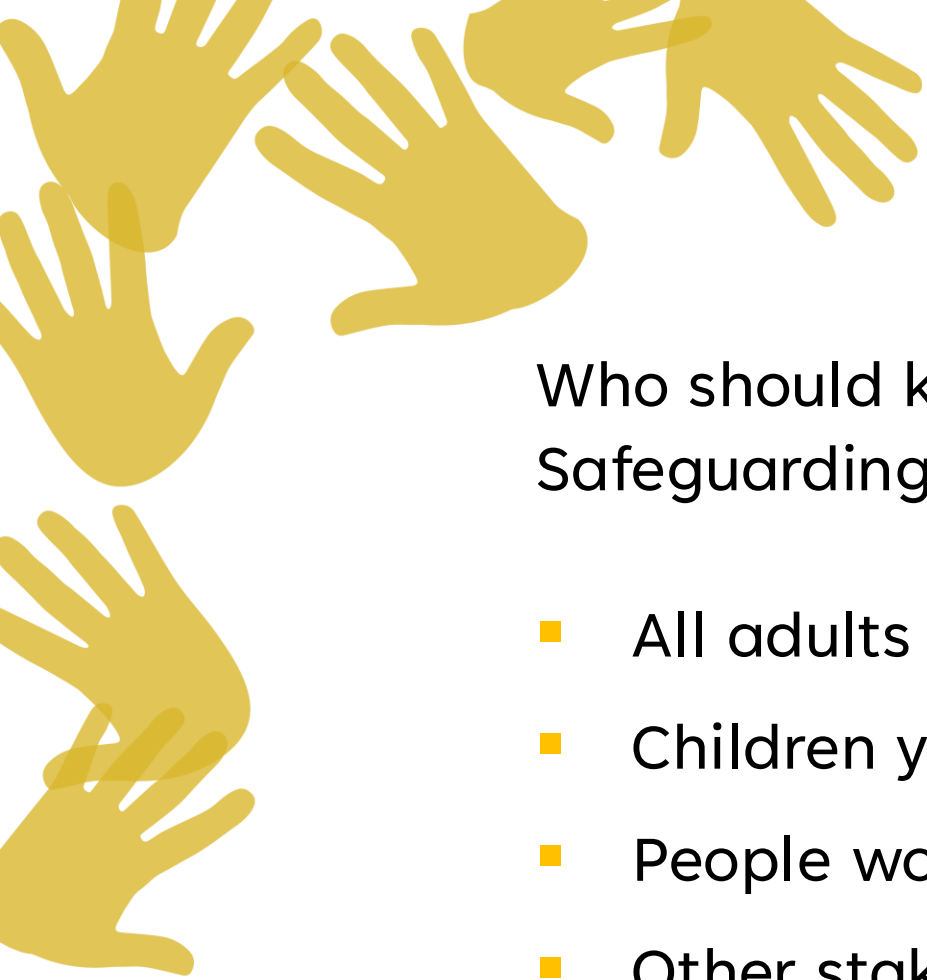


- Requiring partner organisation to have child safeguarding procedures for identifying/reporting/responding to allegations of child abuse + ensuring all those working/associated with a project are aware of them. This should include:
  - Requiring everyone ‘working’ on a project to sign a Code of Conduct
  - Requiring anyone involved in a project to report concerns of child abuse and make them aware of procedures to do this
  - The organisation taking appropriate actions e.g. investigation and other appropriate response, to all allegations of child abuse
  - Use of child safeguarding screening procedures - particularly those whose work will bring them into direct contact with children.



The Child Safeguarding Lead would:

- Refer to and follow up on agreed child protection clauses in any contract with a partner organisation
- Gather all necessary information about the case
- Pass all information to Head of your organisation + involvement in a decision how to proceed with partner organisation + and whether case should be reported to the statutory authorities (in the relevant country)



## Who should know about your organisation's Child Safeguarding and Child Protection Policy?

- All adults who are 'working' in your organisation
- Children your organisation comes into contact with
- People working in partner organisations
- Other stakeholders including parents/primary caregivers + people working in other organisations with whom you have contact



Monitoring and evaluating the Child Safeguarding and Protection Policy should consider:

- Measuring if and how the Policy has been distributed and understood
- Measuring the use of the Policy– e.g. who is using it and how well the different procedures are being carried out
- Measuring any impact it has had on the protection children



THANK YOU