



# CHILD SAFEGUARDING POLICY



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## Approval Statement

**Policy Title:** Child Safeguarding Policy

**Policy Code:** PY40004004

**Approval Date:** December 10, 2024

### Statement of Approval:

The Board of Directors of Peace by Youth (PY) formally approves the adoption and implementation of the Child Safeguarding Policy. This policy has been reviewed and endorsed as a critical framework to ensure the safety, dignity, and well-being of all children who come into contact with PY's programs and operations.

The Child Safeguarding Policy reflects PY's unwavering commitment to creating a safe environment for children, preventing abuse, and responding effectively to concerns. It provides clear guidelines and procedures for staff, volunteers, and partners to prioritize child protection and adhere to international standards and best practices. This policy aligns with PY's mission to empower youth and foster socio-economic development while safeguarding the most vulnerable.

### Implementation and Review:

This policy will be communicated to all relevant stakeholders and implemented across PY's activities and programs. It will be subject to regular review and updates to ensure alignment with emerging best practices, legal requirements, and organizational priorities.

### Signatures:

Chairperson, Board of Directors

Name:

Nisar Ahmed



Signature:

Date:

December 10, 2024.

Secretary, Board of Directors

Name:

Hina Jamil



Signature:

Date:

December 10, 2024.

# 1. INTRODUCTION

Peace by Youth (PY) is registered under Voluntary Social Welfare Agencies Ordinance 1961, and is a non-profit, public benefit entity, operating with the mission of PEACE – Participation, Empowerment and Association of Change Enablers.

Established in July 2011 as a humanitarian organization by a group of young social leaders & peace builders from the local community of District Jacobabad, PY aims to serve humanity through capacity development thereby enabling people to make decisions in accordance with their needs, and move towards socio-economic uplift.

PY works with objective to serve humanity in form of capacity building, generating environment to bring change in attitude & behavior of local community empowering youth. So the existing Socio condition paves way to new era. Organizing counseling sessions for adolescents and youth is a regular feature for all types of institutions. This enables them to take decision as per their need; which leads to Social-economic uplift, PY is working regularly on it with the support of its volunteers, members and donors.

PY believes that all forms of abuse or exploitation are unacceptable, regardless of who is affected by that abuse and/or exploitation. Other PY policies prohibit exploitation or abuse including the Prevention of Sexual Exploitation and Abuse Policy, however, there is a need for a focus on safeguarding *children*, due to their vulnerabilities, dependencies and specificities.

As an organization which works with communities suffering and recovering from disaster, conflict or economic collapse, PY recognises its responsibility to adopt and abide by this policy to ensure that children with whom PY comes into contact are safeguarded from abuse, including physical, sexual, emotional and neglect. By clearly setting out our commitment to safeguarding children, regardless of their race, sex, ethnicity or religion, this policy also aims to define our accountability to the communities with whom we work, and to ensure we engage with children safely and positively.

## 1.1 Goal, Objective and Applicability

The **goal** of this policy is to safeguard children from exploitation and abuse due to the delivery of PY' work; the **objective** of this policy is to create, maintain and monitor safe and positive environments for children in the delivery of PY' work.

**PY defines a child as anyone under the age of 18.**

This policy applies to all PY' Boards of Directors, officers, management, employees, seconded employees, interns and volunteers (collectively "Employees"), partners, subgrantees, contractors, outside experts (including attorneys), consultants, representatives and any other individual that acts on PY' behalf (collectively "associates"), or any other individuals who come into contact with children – be they PY' beneficiaries or not - through PY' work.

PY' Child Safeguarding policy is based on: the UN Convention on the Rights of the Child, 1989 (and its optional protocols); and Keeping Children Safe<sup>1</sup> international minimum standards of child safeguarding<sup>2</sup>. In our adherence to this policy, PY will also adhere to relevant regional and national legislation, where these do not conflict with the rights of a child as enshrined in the abovementioned documents.

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<sup>1</sup> Keeping Children Safe (KCS) is a London-based child safeguarding coalition made up of 28 organisations. KCS has developed international standards for working with children within the context of international relief and/or development programmes and projects.

<sup>2</sup> **Minimum standards include:** 1) Written policy; 2) Putting the policy into practice; 3) Preventing harm to children; 4) Written guidelines on behaviour towards children; 5) Meeting the standards in different locations; 6) Equal rights of children to protection; 7) Communicating the 'keep children safe' message; 8) Education and training for keeping children safe; 9) Access to advice and support; 10) Implementation and monitoring of the standards; 11) Working with partners to meet the standards.

## 2. STANDARDS OF BEHAVIOUR

The following Standards of Behaviour are the minimum requirements PY has of all **Employees and Associates** when they come into contact with children, with the overriding principle of ensuring the best interests of the child at all times.

### 2.1 When in contact with children all Employees and Associates

- At all times treat children with respect, value their views and take them seriously,
- Strive to understand children within the context in which they live,
- Work with children in a spirit of co-operation and partnership based on mutual trust and respect and in ways that enhance their inherent capacities and capabilities, and develop their potential.

### 2.2 Employees and Associates must be especially aware of potential abusive situations when working with children and must avoid actions and behaviour which includes:

- Hit or otherwise physically assault or abuse children.
- Develop sexual relationships with children.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Bully, humiliate, or emotionally abuse children.
- Act in ways that may place a child at risk of abuse.
- Threaten children with any form of abuse or neglect.
- Engage children in work that is exploitative, dangerous, or prevents participation in education or having a childhood.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Have children with whom they are working stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working.
- Do things for children of an intimate personal nature that they can do for themselves.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.

### 2.3 It is important for all Employees and Associates in contact with children to:

- Be aware of situations which may present risks and proactively manage these risks.
- Plan and organise the work and the workplace so as to minimise risks.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between Employees and Associates so that poor practice or potentially abusive behaviour does not go unchallenged.
- Avoid situations in which an adult is alone with a child or where no other adult is present.

# 3. PREVENTION

PY **Employees and Associates** should be aware of the circumstances in which the risk of harm or stigma to children is increased and must mitigate these risks. The following include minimum requirements to ensure the safeguarding of children.

## a. Undertake a Risk Analysis

A child safeguarding risk analysis will be undertaken during programme development or prior to any activity involving children to mitigate any risks (Refer to Annex B- Template for Risk Analysis).

## 3.2 Recruitment and Selection

PY carries out a range of checks in order to deter unsuitable people who may seek to gain access to children through the activities of PY. This is achieved by undertaking the following:

- Candidates will have their employment history checked including a review of any gaps between positions.
- All applicants working on child focused programming or likelihood to come into contact with children will be required to complete a self-declaration of criminal convictions (Refer to Annex C).
- For all applicants a reliable reference check will be obtained. For people working on child focused programming or likelihood to come into contact with children, satisfactory references will be asked about the candidate's experience in working with children and to disclose any concerns that they may have about the candidate's suitability to work with children.
- For applicants working on child focused programming or likelihood to come into contact with children, interview questions will include relevant child safeguarding questions (refer to Annex D).
- When developing Position Descriptions for people working on child focused programming, or have the likelihood to come into contact with children, the checklist for recruitment and selection will be utilised (Refer to Annex E).

## 3.3 Child Safeguarding Focal Points

Child focal points will be appointed (as needed) and receive training on child safeguarding and their roles and responsibilities (Refer to Annex F for sample Terms of Reference (TOR)).

## 3.4 Training

All PY Employees and Associates will be trained on code of conduct, which includes a copy of the child safeguarding policy.

Child Safeguarding focal points will provide an induction training on child safeguarding to PY Employees and Associates.

## 3.5 Communications Regarding Children

PY is committed to ensuring all interviews and images of children are undertaken with sensitivity in order to safeguard the child's right to dignity, identity, confidentiality and privacy. Where possible, children should be prepared for interviews prior to being interviewed.

Pictures of children should always be decent and respectful. Consent to use information obtained in interviews and/or images of children who have been interviewed should be obtained from children themselves (if they are of an age, understanding and possess the maturity to do so) and

from their parents and/or guardians. (Refer Annex H- Sample Consent Form for Use of Children in Interviews/Photos).

Pictures, materials and personal information regarding children will be held in a secure area where practicable and every caution will be exercised to ensure its security. Access to these is by way of permission only.

## 4. RESPONSE AND INCIDENT MANAGEMENT

Child abuse is distressing for all concerned and it is often difficult to accept that it may have occurred, to the point that there is denial or that warning signs are dismissed. To ensure the safeguarding of children it is imperative that anyone who suspects or knows of abuse raises their concerns in line with the process below. PY will ensure the interests of anyone reporting such concerns are properly protected. All reports made in good faith will be viewed as evidence of the individual's concern for the best interests of the child and of PY and will be treated as such, regardless of the outcome of any subsequent investigations.

### 4.1 Confidentiality

At all times, confidentiality must be maintained. In certain circumstances, any lack of confidentiality may have devastating affects for the lives of children and may also result in serious consequences for adults involved in the process. In responding to issues and concerns regarding possible abuse, staff and others must exercise extreme vigilance in protecting information and must pass on this information via the reporting process described in this policy *only* to those people who need to be aware of it.

On occasion, it may be that information offered by an individual has to be passed on, against the express wishes of the person concerned, in the interests of protecting a child or other children. This is a particularly difficult issue when the individual concerned is a child disclosing or alleging abuse. For this reason, it is essential to make clear the fact that it may not be possible to keep such information wholly confidential. Ideally this should be done before any such matter arises - for example, by means of a written policy or statement - but certainly as soon as it appears that sensitive information may be disclosed. ***Do not promise to keep secrets.***

It should also be made clear that the decision to pass on information will be discussed with the child concerned and their views sought on the release of information, the process for this, safeguards, and so on, but that it may not be possible to influence any subsequent process. Information on the process, likely sequence of events and possible outcomes should also be discussed with them. (It is also important to ensure the child continues to be informed of what is happening and has opportunities to discuss the process.) Where this issue is a particular concern, staff and others may wish to develop specific local guidance.

### 4.2 Reporting, Investigations and Responding to Disclosure

Anyone who comes into contact with children might develop concerns about their safety or welfare. Employees and Associates have a responsibility to be aware of any such concerns or suspicions, whether major or minor, and must always discuss them with a senior member of staff as described in the procedure in this document. A fuller picture is likely to emerge which might reduce the level of concern, or on the other hand might lead to the realisation that further action is appropriate. However, not to discuss concerns may mean that a child, and possibly other children, continues to be abused. ***All such concerns must follow the principles outlined below:***

- All reports of child safeguarding concerns must be in a written format (an example form is provided in Annex G) and should be made within 24 hours of disclosure or the concern being raised. The reports must be shared with in-country Child Safeguarding Focal Point and the Country Director. If the claim is made against the CEO, then the report must be shared with the Regional Programme Coordinator. The CEO/Regional Programme Coordinator will then share the report with HR at Head Office and Board of Directors.

- An objective assessment on the need and procedure of whether to involve external people – including the local authorities, local health officers, or appropriate agencies – will be made to ensure that the best interests of the child/children involved are safeguarded.
- PY strongly disapproves of and will not tolerate any form of retaliation against Employees and Associates who report, in good faith, information indicating abuse against children. Any Employee who engages in such retaliation will be subject to discipline up to and including termination of the Employee.
- All reported allegations shall be fully investigated to evaluate their accuracy (or otherwise) and appropriate measures taken in the best interests of protecting both the children and PY personnel. If required, PY will hire Keeping Children Safe to investigate claims. KCS will be contacted by PY Head Office.
- Each country office is responsible for mapping in the relevant country key child safeguarding agencies to which to report incidents and these should be annexed to the policy.

#### **4.3 Responding to Disclosure by a Child**

Children on occasion may disclose that they are being abused. In such circumstances it is important to respond in a calm, caring and supportive manner. The child is never to blame in situations of abuse and should be reassured they have done nothing wrong, either in relation to the abuse itself or in reporting it.

The child PY to know that you are listening and taking seriously the information that is being divulged, and that you will respond positively to ensure their protection. Listen carefully and let the child tell you the information in their own way. It is important to record what is said - at the time if appropriate, or as soon as possible following the disclosure. It may not be appropriate to inquire into the details of the abuse at this stage. In the UK, for example, when a child discloses possible sexual abuse, the statutory Social Services must be contacted so that they can formally interview the child. It is important to listen and respond positively to the child and be supportive without asking direct questions.

The child PY information and an explanation of what will or is likely to happen next. Immediately following disclosure, it is crucial that staff or others report the alleged abuse in line with the Local Procedure, in order to discuss subsequent action and to consider how the support and protection PY of the child may best be met. Consideration PY to be given to who should be informed of the disclosure/allegations, and by whom.

## 5. PARTNER/ SUBGRANTEE

Even when PY is working with children through subgrantee and partner organisations and, although not necessarily in direct contact with the children concerned, PY aims to ensure the safety of children.

Wherever PY is working with, funding, or supporting other subgrantee and partner organisations to work directly with children, the provisions of this policy and guidance should be reflected in the Partnerships/Subgranting arrangements with these subgrantee and partner organisations.

For partners/subgrantees working on child focused programming, or where there is a likelihood they will come into contact with children, they will ensure a child safeguarding policy is in place, and where a partner/subgrantee does not have its own child safeguarding policy, they will adopt the principles of PY' child safeguarding policy.

Agreement should be reached with subgrantees and/or partners - through discussion and negotiation, or as part of advocacy or capacity-building strategies - on a joint commitment to safeguarding children which is compliant with the principles included in this Policy and which is proportionate to the circumstances. PY should be assured that the practice and management arrangements of its subgrantee and/or partners reflect this common commitment to safeguard children and respond to issues of abuse.

With regard to poor practice or abuse within partner and/or subgrantee organisation, it should be made clear to all existing and potential partners and/or subgrantees that PY may be unable to continue a partnership/subgrant arrangement in the event that it has serious doubts about the actions and behaviour of the organisation or of any individual or individuals within the organisation, and if these contravene the provisions of this Policy.

Concerns regarding possible abuse in partners should be treated as a child safeguarding matter and raised in accordance with the process set out in this Policy.

## 6. IMPLEMENTATION AND MONITORING

Child safeguarding will be communicated as 'everybody's responsibility'.

Emphasis will be placed on managerial responsibility to ensure that protection measures are in place.

The Child Safeguarding policy will be included in the orientation agenda for all new team members by HR/ Administration.

Every workplace will display contact details for reporting possible child abuse concerns to the child protection officer.

PY will make every effort to communicate our child safeguarding policy to communities we work in, and ensure they are aware of the role of the Child Safeguarding Focal Point, who they must report claims to alongside PY' other key policies.

Report to the PY board as required.

The policy will be reviewed every 3 years or sooner if required.

# ANNEXES

## ANNEX A: DEFINITION OF TERMS

TYPE	PHYSICAL OBSERVATIONS IN A CHILD	BEHAVIOURAL OBSERVATIONS OF A CHILD
Physical abuse	Bruising, burns and scalds, bite marks, fractures, swelling, serious injuries with no explanation or conflicting explanations, untreated injuries.	Unusually fearful of adults, unnaturally compliant to parents, refusal to discuss injuries, fear of medical help, aggression towards others, covers up with clothing
Sexual	Damage to genitalia, anus or mouth, sexually transmitted disease, unexpected pregnancy, especially in very young girls, soreness in genital area, anus or mouth, unexplained recurrent urinary tract infections and discharges or abdominal pain.	Sexual knowledge inappropriate for age, sexualised behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality, lack of concentration, restlessness, aimlessness, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults, regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.
Neglect	Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather (exposure symptoms might include recurrent colds, pneumonia, sunburn, frostbite, etc), is inadequately supervised or left in the care of an inappropriate care giver, untreated medical problems, is malnourished (this may be seen as being undersized, having low weight and a sallow	Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies, low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging

	complexion, lacking body tone, and being constantly tired), drug or alcohol abuse.	
Emotional	Highly anxious, showing delayed speech, low self-esteem, self-harming behaviour, drug or alcohol abuse.	Physical, mental and emotional development lags, acceptance of punishment which appears excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging.

Note: Most forms of abuse have a combination of the above indicators and observations and sometimes cannot be put in a specific category.



# ANNEX C- SAMPLE SELF-DECLARATION OF CRIMINAL CONVICTIONS FORM

## CONFIDENTIAL

The UN Convention on the Rights of the Child (1989) states that a child is under the age of 18 years of age. The convention, which takes due account of the importance of the traditions and cultural values of each people for the protection and harmonious development of the child, states that a child has a right to be protected from physical and mental violence, injury, abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse. All countries, except the USA and Somalia, have signed in agreement with the convention and agreed to adopt it into international law in 1990.

In accordance with this convention we ask that all persons working or volunteering with us abide by good practice and agree to keep children safe from harm when relating and working with children. In addition we ask that all persons declare the following:

Have you ever been convicted of a criminal offence (please tick)?

YES  NO

If yes, please state below the nature and date(s) of the offence(s)

FULL NAME (PRINT): \_\_\_\_\_

Any surname previously

known by: ADDRESS:

POSTCODE:

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

## DECLARATION

**I understand that, if it is found that I have withheld information or included any false or misleading information above, I will be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the organisation.**

**I hereby declare the information I have provided is accurate.**

Signed: \_\_\_\_\_ Date:

## ANNEX D- SAMPLE INTERVIEW QUESTIONS

The following is taken from guidance developed by Terre des Hommes for use in interviewing. The examples of questions should not be seen as the only questions to ask, rather they should be seen as ideas for areas of questioning during interviews. What should be noted is that often it is not what is said during questioning on child protection, but more the reactions to the questions. Take note of how questions are answered and any non-verbal responses.

### **Where possible, make it standard practice to:**

1. Ask questions about extended unemployment breaks on résumés.
2. Ask questions about people's motivation to work in youth organisations or youth or child focused projects.
3. Ask questions about their relationship with referees – this has often revealed that the referee only has a small amount of knowledge about the person.
4. Ensure reference checks are done and contact at least two people.
5. If the referees are not suitable, get more.
6. Always check and/or secure referees from children's organisations.
7. Check with other referees or managers in an organisation given by the candidate. Often the better person to check, along with the referee given, is the senior manager or director.
8. Ask referees about the suitability of the candidate to have direct contact with children. Another good question is – "Does the referee know of any issues or incidents involving the candidate and his/her contact with children?"
9. Make notes of the referee's comments and place them on the personal file of the candidate.
10. Keep the resume (bio-data) of the person in their personal file, if recruited, along with any notes made during the interview.
11. Have international staff and a national staff member at each interview to allow for each person to contribute their feelings about the candidate's suitability to have access to children.

### **Some suggested questions about child safeguarding:**

1. Do you like working with children? Or, do you feel comfortable working directly with children? - Beware of people who overly use the word love when referring to their relationship with children. Listen carefully to the candidates' response to this question – avoid a 'yes' or 'no' response and encourage candidates to explain why they like being with children.
2. Can you give an example of your work with children?
3. Have you been in trouble with the police at all? This could reveal some of the non-verbal indicators listed above.

4. Have you worked/volunteered in an organisation with children before? If yes, why did you leave? Who is a reference from the organisation we can contact?

Trust your gut instincts about how a person makes you feel and their responses to questions. Always make sure you ask questions about child protection, regardless of the gender and how you feel about the person. Don't forget that child abuse is not only about sexual abuse. It could be the case that some female candidates are overly harsh in their disciplining of children and have a history of this. Furthermore, child sex abusers are not all male.

# ANNEX E- CHECKLIST FOR RECRUITMENT AND SELECTION

Adapted from Nolan, P (2004) *The role of HR in Child Protection, People in Aid*

<p>1. When you are designing the job, analyse the role and think about the issues of child protection and risk in that job:</p> <ul style="list-style-type: none"> <li>• What contact with children will the job involve?</li> <li>• Will the employee have unsupervised access to children, or hold a position of trust?</li> <li>• What other sort of contact may the person have with children (eg, via email, telephone, letter, internet)?</li> </ul>
<p>2. Develop clear job descriptions, terms of reference/role briefs for all posts, including where short-term contracts, consultants are being recruited.</p>
<p>3. Make sure that the selection criteria outlines the relevant experience needed if the post involves direct work with children.</p>
<p>4. Make sure that the commitment to keeping children safe is included in details of any post sent to prospective job candidates.</p>
<p>5. Develop application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings.</p>
<p>6. Ask for documentation to confirm identity and proof of relevant qualifications.</p>
<p>7. Make sure you have a well-planned interview process – make sure the interviewers have the relevant experience and knowledge about child protection and best practice.</p>
<p>8. Include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children. Can they give examples of where they have acted to protect a child, what they have learnt from this, what impact it has had on their current practice?</p>
<p>9. Take up to three references, including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children.</p>
<p>10. Verify the identity of referees.</p>
<p>11. Conduct as many background checks as possible.</p>
<p>12. Consider the use of probationary periods of employment to ensure suitability once in post.</p>

# ANNEX F- SAMPLE TERMS OF REFERENCE

## CHILD SAFEGUARDING FOCAL POINT

### TERMS OF REFERENCE

#### 1.0 Overview

All organisations should have a designated person who is responsible for making sure that the child safeguarding policy is implemented and followed. This role should reflect the nature and structure of the organisation and the person should have enough support to carry out the role. At each appropriate level or setting there should be a named person/s who people can talk to about child safeguarding matters. Everyone should know how to contact them. Other people in the organisation can then go to them if they have concerns about child safeguarding or abuse. It is often helpful if the designated Child Safeguarding Focal Points are not senior managers, but someone with experience and confidence in handling similar issues or access to training and support so they can develop the role.

In larger organisations there should be a structure identifying a number of designated people across the different regions/activities. These focal points should be different from the ones dealing with complaints from adults.

The designated Child Safeguarding Focal Point is responsible for hearing any child-abuse concerns in an organisation, and then dealing with those concerns. Focal points should be developed where children can have access to a trusted adult where they will be listened to if they want to make a complaint.

The role of the Designated Child Safeguarding Focal Point is to:

- act as a focal point to receive information about child safeguarding concerns;
- access information and make a prompt response;
- seek guidance from senior management;
- assess child safeguarding risks within the organisation, including its programmes and projects;
- consult with local agencies whenever necessary;
- make a formal referral to a statutory agency (e.g., police) or other organization, if appropriate;
- ensure that all information is recorded on an incident record of concern form.

#### 2.0 Child Safeguarding Committee

The Designated Child Safeguarding Focal Point is often supported by a Child Safeguarding Committee. Depending on the seriousness of the concern, the Designated Child Safeguarding Focal Point will convene a Child Protection Meeting with at least two other persons within 24 hours of receiving a Child Protection Report. The Child Protection Focal Point may include other persons as deemed necessary for their advice and expertise.

The Child Protection Committee will make decisions based on the information provided which will include:

- a) Reporting to local authorities or any other external body, if the matter is criminal in nature;
- b) If needed, approve support services to the child victim(s) and their families;
- c) Appoint and delegate the investigation to an Investigating Officer if the matter is in breach of this Policy and therefore requires further investigation;
- d) Also monitor the progress of the investigation and give guidance as appropriate. The report should be complete within 3 weeks and feedback to relevant parties are appropriate;
- e) Liaise with the head of [insert organisation name] in preparation of a press release, if necessary;
- f) Make recommendations pending the outcome of the child protection meeting and investigations carried out based on what is in the best interest of the child;
- g) Log the complaint and report to the Board (without confidential details);
- h) Hold all records and information regarding child protection concern in accordance with federal and/or state laws regarding data protection;
- i) Disclose (if legally permitted) concerns to prospective employer(s) or organisation that may engage the alleged perpetrator in the event that they are discharged for breaching this or any other policy.

### **3.0 A Detailed Explanation of the Role of the Child Safeguarding Focal Point**

It is the job of the Child Safeguarding Focal Point to receive concerns that a child or children may have been or are being abused or otherwise harmed. The Focal Point is responsible for managing the disclosure or concern from start to finish, including:

- The preliminary inquiry
- Any subsequent internal inquiry
- Requesting any follow up reports detailing child safeguarding outcomes

He /she is responsible for ensuring that the person raising the concern and the person against whom the complaint is lodged are regularly informed about how the inquiry into the matter is progressing. However, the best interest of the child must always be kept in mind.

Procedure:

1. Receive information about a concern or allegation.
2. Implement the approved procedures.
3. Create a Child Safeguarding case file.
4. Take possession of all original records/information and place in case file.
5. Explain the child safeguarding procedure to the complainant and, if applicable, to his/ her parent(s).
6. Make a child protection referral to the Statutory Services where appropriate.
7. Place a written record of these consultations in the case file.
8. Contact the emergency services if a child is deemed to be at immediate risk.
9. Follow the advice of the statutory services.
10. Request in writing a receipt from the statutory services of the Child Safeguarding referral and request to be kept informed of their progress.
11. Conduct an internal investigation if the concern refers to staff/ board or volunteer) and implement in consultation with the Child Safeguarding Committee any disciplinary procedures that may be necessary.
12. Provide support (e.g., counselling) for the staff person or volunteer against whom the complaint is made.

### **4.0 How to Respond**

- **Receive:** Listen, believe

- **Reassure:** No promises, not child's/claimant's fault
- **React:** Non-intrusive, open questions. Remain calm.
- **Record:** Contemporaneous notes (Observable/ verifiable facts)
- **Remember:** The Child Safeguarding Procedures

# ANNEX G- WRITTEN REPORTING FORMAT

**TO: THE CHILD SAFEGUARDING FOCAL POINT AND COUNTRY DIRECTOR (CD) (IF THE CD IS IMPLICATED, PLEASE SEND TO REGIONAL PROGRAMME DIRECTOR)**

**THE INFORMATION IN THIS FORM IS CONFIDENTIAL. IT SHOULD BE USED TO REPORT CONCERNS IN ACCORDANCE WITH PY' CHILDSAFEGUARDING POLICY. IT SHOULD ONLY BE SENT TO THOSE LISTED ABOVE.**

You should attempt to fill in as much of the form as possible. Leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear. Distinguish between what you know personally or observed and what was told to you by someone else (ie hearsay).

## **PART ONE –ABOUT YOU**

Your name: \_\_\_\_\_ your position with PY: \_\_\_\_\_

Contact details:

Your relationship to the child/young person: \_\_\_\_\_

**PART TWO –ABOUT THE CHILD** (If there is more than one child involved, add additional rows for each child)

Child's details (name, gender, ethnicity, nationality, faith, birthdate/age)

Child's address (e.g. who does the child live with?):

Where is the child now? Is s/he in a place of safety? \_\_\_\_\_

Are there any immediate medical or safety issues? \_\_\_\_\_

Personal information about the child: \_\_\_\_\_

Does the child have a disability or learning difficulty? \_\_\_\_\_

Are there cultural issues to be aware of? \_\_\_\_\_

If there's more than one child involved add their details (add on additional pages if necessary):

**PART THREE: YOUR CONCERN**

Who is the alleged perpetrator? (Please tick)

- Category 1: Staff or Representative of PY
- Category 2: Staff of another organisation
- Category 3: Someone in the community

Nature of concern/allegation (include the following: Who disclosed the abuse? What were the circumstances? What is alleged to have happened?):

Date(s), time(s) and location(s) of incident(s):

Add whether the abuse was observed or suspected by you or someone else

Exactly what the child has said (in his/her own words) and what you said. (NB Do not lead the child – record actual details):

External agencies contacted (if any) – date and time, name of person and any advice received. Any other actions taken:

Name: \_\_\_\_\_  
Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_  
Date: \_\_\_\_\_

# ANNEX H- SAMPLE CONSENT FORM FOR USE OF CHILDREN IN INTERVIEWS/PHOTOS).

## CONSENT FORM TO INTERVIEW AND USE IMAGES OF CHILDREN

**PART A:** Consent by a child under 18 with necessary age, maturity and understanding (refer to guidelines on obtaining consent, below)

1. I agree to PY:
  - speaking to me and recording my words at ----- (choice of venue)
  - taking my photograph
  - making video or any other recording
2. I agree for PY to use:
  - My story    photographs of me    my condition for (example HIV+)
3. I understand that my photo and/or information will be used for:
  - Educational    promotional    other (specify) -----

Name\*: ----- Signature or thumb-print: -----  
-----

Location: ----- Age: ----- Date: -----

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**PART B:** Consent by parent/ carer

- I confirm that I agree for PY to carry out the above
- I have authority to sign this form on their behalf (if unsigned above)
- I confirm that the child has also agreed to this

Name\*: \_\_\_\_\_ Signature or thumbprint: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Date: \_\_\_\_\_

### PART C: SIGNATURE OF THE INTERPRETER

The Interpreter will translate the contents of this form in the appropriate language of the child / guardian and confirm the following:

- The child/guardian is/are literate and was/were able to sign the consent form (or, if illiterate, the consent has been recorded on an audio-cassette.

The Interpreter will confirm this below:

- I have translated the contents of this form into a language understood by the child and/or guardian
- I believe that the contents of the forms have been fully understood by the child/guardian.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

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### GUIDELINES ON OBTAINING CONSENT

Generally children of 7 years and up should be able to provide consent. However, good practice dictates that if they are below 14 years of age, we should also obtain consent from parents/carers.

AGE OF CHILD	CHILD'S CONSENT	CONSENT OF PARENTS/GUARDIANS
Under 7	No	Yes
Between 7 and 14 (?)	"Yes, only if the child can fully understand the matter to which they are saying "yes".	Yes, as a matter of course
Above 14	As above	Not necessary if child's consent has been obtained