



Save Youth Future Society
جمعية إنقاذ المستقبل الشبابي

Child Protection Policy



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Statement on commitment to child protection

Save Youth Future Society is committed to the safety and well-being of all children. We support the rights of children and will act without hesitation to ensure a child safe environment is maintained.

Save Youth Future Society is committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC). Save Youth Future Society will uphold these rights.

Save Youth Future Society takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children. This will be achieved by identifying and managing risks that may lead to harm.

Purpose of the policy

This Child Protection Policy (CPP) has been developed to provide a practical guide to prevent child abuse in Save Youth Future Society's programs. It will outline a range of risk management strategies that will be implemented which will reduce the risk of children being harmed.

The CPP will demonstrate Save Youth Future Society's commitment to protect children from harm and abuse. It also aims to educate staff and others about child abuse and promote a child safe and a child friendly culture where everyone is committed to keeping children safe. Its goal is to create an open and aware environment where concerns for the safety and well-being of a child can be raised and managed in a fair and just manner, which protects the rights of all.

Additionally, the CPP will provide guidance on how to respond to concerns and allegations of child abuse. It provides guidance to staff and others on how to work respectfully and effectively with children. This will provide all stakeholders, including staff and others with a safe working environment.

Save Youth Future Society is obliged to adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws of Palestine and elsewhere where Save Youth Future Society's programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation.

Guiding principles

Save Youth Future Society believes that any form of child abuse and exploitation is unacceptable and will not be tolerated.

The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights. Save Youth Future Society believes that all children have a right to be safe at all times. Save Youth Future Society recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.

Adherence to this CPP is a mandatory requirement for all staff and others including consultants, contractors, leaders and volunteers employed by or working with Save Youth Future Society. The CPP also applies to partners and vendors working with SYFS, as part of a partnership agreement. Save Youth Future Society will ensure that all staff and relevant stakeholders are made aware of the CPP and their responsibilities.

All decisions regarding the welfare and protection of children are made based on the Best Interests of the Child Principle. This principle refers to decisions considering that the child receives maximum benefit possible from services provided, and that the positive impacts of any course of action outweigh any negative impacts. Where possible, children will be consulted in the implementation of child safe practices. Children in our programs should be given opportunities to express their views on matters affecting them.

Save Youth Future Society believes that all children should be equally protected and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background.

Definitions

Duty of Care

provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.

Child and young person

A child or young person is regarded to be any person under the age of 18 years.

Child Protection

Is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child Abuse

Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and domestic violence. Both boys and girls can be the victims of abuse, and abuse can be inflicted on a child by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children in a position of trust also abuse children.

Physical abuse

This occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

Emotional abuse

This occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or caregiver, to the extent that it affects the child's physical and emotional growth.

Neglect

Neglect is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.

Sexual abuse

This occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification - regardless of the age of majority or age of consent locally. These can be contact or non-contact acts, including threats and exposure to pornography.

Bullying

Bullying is the inappropriate use of power by an individual or group, with an intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).

- Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.
- Verbal bullying includes insults, taunts, threats and ridicules.
- Psychological bullying includes physical intimidation and ostracism.

Particularly vulnerable children

Child abuse takes place not only within the family environment, but also outside the family, including: institutions, at work, on the streets, in war zones and emergencies.

Children in emergencies

Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.

Scope of the policy

This policy applies to all staff and other key groups. 'Staff' refers to: full-time, part-time, international and national and also those engaged on short-term contracts such as: consultancies, researchers, photographers etc. 'Others' refers to: visitors, volunteers, board members, trustees, staff in partnership agencies, and any other individuals or groups that have contact with the organisation.

Child protection risk management

Save Youth Future Society recognizes that there a number of potential risks to children in the delivery of our programs to the vulnerable and disadvantaged. In recognizing these risks. Save Youth Future Society proactively assesses and manages these risks to children in our programs and in the communities in which we work to reduce the risk of harm. This is achieved by examining each program and its potential impact on children. Programs that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures. However, as children are part of every community in which we work, we are always mindful of potential risks.

Staff and others should continually be aware of risks, and be actively minimizing opportunities and situations where children can be harmed. A child abuse incident reporting sheet has been developed and staff are aware of its existence.

Code of conduct for working with children

Staff members and others are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship. All staff should conduct themselves in a manner consistent with their role as a Save Youth Future Society representative and a positive role model to children. Save Youth Future Society has developed a child safe code of conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.

The aim of Save Youth Future Society code of conduct is to protect children from abuse. By setting standards for appropriate behaviour it also protects people who come into contact with children from unfounded accusations of improper conduct. It clarifies unacceptable forms of behaviour that will result in a formal enquiry and which could lead to disciplinary measures being taken, or criminal proceedings instituted. Additionally, the code of conduct gives guidance on expected standards of behaviour of adults towards children, and also of children towards other children.

This code of conduct applies to Save Youth Future Society staff and others acting as a representative of, or on behalf of, Save Youth Future Society who may come into direct contact with, or be responsible for, bringing children into contact with adults.

Staff and others should always:

- Treat all children and young people with respect.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences.
- Be aware of situations that may present risks to children and manage these.
- Plan and organise their work and workplace so as to minimise risks.
- Be at all times transparent in their actions and whereabouts.
- As far as possible be visible in working with children.
- Be accompanied by a second adult whenever possible.

- Meet with a child in a central, public location whenever possible. Avoid being alone with a single child, including in the following situations: in a car, overnight, in your home, or the home of a child.
- When travelling by mini-bus there must be present at least one worker in addition to the driver.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed. Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Speak up when they observe concerning behaviours of colleagues. Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.
- Report any concerns of child abuse.
- Empower children – discuss with them their rights, what is acceptable and unacceptable and what they can do if there is a problem.
- Wait for appropriate physical contact, such as holding hands, to be initiated by the child.
- Be a positive role model.
- Be loving, caring and responsible.
- Demonstrate encouragement and motivation.
- Show equal treatment between girls and boys.
- Try to involve boys and girls much as possible in decision-making. Allow them to make their own decisions, particularly about their own lives.
- Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.
- Be aware of the potential for peer abuse.
- Avoid placing children in high-risk peer situations (e.g., unsupervised mixing of older and younger children).
- Avoid placing yourself in a compromising or vulnerable position.
- Avoid doing something that could be misinterpreted by a third party.

- Ask permission from children before taking photographs of a child/children except under exceptional circumstances, based on the child/children's best interests, where this might not be possible or desirable.

Staff and others should never:

- Spend excessive time alone with children away from others.
- Take children to their home, especially when they will be alone with you.
- Develop physical or sexual relationships with children.
- Use language, make suggestions or offer advice that is inappropriate, offensive or discriminatory.
- Behave in a manner that is inappropriate or sexually provocative.
- Allow children to engage in sexually provocative games with each other.
- Seek to make contact and spend time with any child or young person outside the program times.
- Take children to their own home/hotel or sleep in the same bed as a child.
- Do things for children of a personal nature that they can do for themselves such as assistance with toileting or changing clothes.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of psychological and emotional abuse.
- Discriminate against, show different treatment or favour particular children to the exclusion of others.
- Expose children to pornography.
- Expose children to hazardous work.
- Stigmatise children.
- Exploit children through child labour, sex work and domestic work.
- Act in a way that shows unfair and differential treatment of children e.g. discriminate between children of different race, culture, age, gender, disability, religion, sexuality or political persuasion.
- Neglect children e.g. not meeting children's needs, not offering adequate care to children.
- Infringe children's rights, e.g. to privacy and confidentiality.

- Employ children under the age of 18 or those who have not completed their primary school.
- Involve children in harmful practices.
- Hit or otherwise physically assault or physically abuse a child.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Use Save Youth Future Society's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.

The best way to protect children is to empower them to protect themselves:

- Be good role models of how to be with children both in our homes or working places.
- Be sensitive to acts of abuse, and aware of children's concerns and complaints.
- Respect children's dignity in homes, workplaces and centres.
- Listen carefully to children.
- Act on children's concerns, problems immediately.
- Act fairly on matters that involve children and adults together.
- Play a positive role in safeguarding children and promoting their safety.
- Endeavour to provide advice and clear guidance to children. Offer appropriate advice and guidance.

Principles of positive discipline

People learn much more through cooperation and rewards than through coercion and punishment. Punishments do not motivate people to try harder or do more; they make people upset, angry and obstinate instead. Child is a person and also learns more from rewards than punishments. The rewards do not have to be things like presents or sweets; what children really want is attention. They want others to notice them, talk to them, share their life with them, acknowledge and affirm the positives in them.

Positive discipline means working with children, not against them:

- Children are adults' apprentices in learning how to behave: show and tell them how it is done.

- Keep children safe while they grow: give them secure limits that they can test but not overturn.
- Keep children secure while they learn: give them their say, listen to them, respect their point of view, but do not let them bore or blackmail you into giving in against your better judgment.
- Children need attention and will do anything to get it: the more you give when they are being a pleasure, the less they will try to force from you by being a pain (do you always answer when they speak or only when they whine?). Positive discipline means trying not to be negative:
 - 'Do' works better than 'don't': rewards work better than punishments.
 - Show and tell what child should do - not just what they should not.
 - Explain your real reasons - 'because I say so' teaches nothing for next time.
 - Try to say 'yes' and 'well done' at least as often as 'no' and 'stop that'. Be as ready to praise behaviour you like as to scold for behaviour you do not like.
 - Rely on rewards like praises and jokes, not punishments like smacks and yells.
 - When children do something wrong explain what it is and how to put things right.
 - Even when you dislike the child's behaviour, never suggest that you dislike the child.

Use of children's images??

Save Youth Future Society will at all times portray children in a respectful, appropriate and consensual way. We follow the below guidelines on the use of children's images

- A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- There should be no identifying information of the child used in the publication of images with their location.
- Children should be portrayed as part of their community.

- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- When sending images electronically, file labels should not reveal identifying information.
- All photographers will be screened for their suitability, including police checks where appropriate.

Employment of staff and volunteers

Save Youth Future Society is committed to child safe recruitment and selection practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- Promoting our child safe commitment in communication and promotional materials. All job advertisements and application form will include a phrase “Save Youth Future Society recruitment and selection procedures reflect our commitment to the safety and protection of children in our activities. Candidates will be expected to comply with Save Youth Future Society’s child protection policy.” or other phrase similar in meaning.
- Applicants will be required to submit a detailed application form when applying for a position.
- All positions will be assessed for the level for risk in relation to contact with children. Positions working directly with children will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children.
- Job descriptions are required for all positions (staff, volunteers, consultants, short- or long-term etc.), which describe key selection criteria and outline tasks and accountabilities.
- Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be necessary in the international context.
- In positions working directly working with children, the panel will explore the candidate’s motivations for working with children, which will include questions seeking information about the candidate’s attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- Reference checks will be conducted for all preferred candidates. This would include short and long-terms positions, volunteers on placement and consultancies. The candidate’s most

recent employer/supervisor might be one of these referees. Save Youth Future Society will verify the identity of the referee and make direct contact with each of these referees. Save Youth Future Society reserves the right to request additional references.

- All staff will be required to provide proof of identify such as birth certificate, identity card, passport or driving licence and proof of relevant qualifications. Original documents are required for verification.
- All positions will be subject to a probationary period depending on the length of the contract.
- As a condition of employment all staff and others will be required to read and sign the Save Youth Future Society's CPP Statement of Commitment (see Appendix).
- Save Youth Future Society reserves the right to refuse employment to or terminate any person's employment that may pose a risk to children.

Recognising signs of abuse and neglect

Save Youth Future Society is aware that recognising indications of potential abuse is complex and there is no simple checklist to allow easy recognition. There are potential warning signs that its representatives can be alert to but they should be observed and assessed with care. It should not be automatically assumed that abuse is occurring, and talking to the child may reveal something quite innocent. It is important, however, not to dismiss significant changes in behaviour, fears, worries, and physical indicators that a child is exhibiting. These signs should not be ignored, but Save Youth Future Society's staff and others should remember that it is not their role to become an investigator. They should report any concerns to the designated supervisor in Save Youth Future Society, be it their line manager or Executive Manager.

Possible signs of physical abuse

- Bruises, burns, sprains, dislocations, bites, cuts
- Improbable excuses given to explain injuries
- Injuries which have not received medical attention
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries appear to have a pattern such as marks from a hand or belt
- Repeated urinary infections or unexplained tummy pains

- Refusal to discuss injuries
- Withdrawal from physical contact
- Flinching at sudden movements
- Being always watchful and “on alert,” as if waiting for something bad to happen
- Arms and legs kept covered in hot weather
- Fear of returning home or of parents being contacted
- Showing wariness or distrust of adults
- Self-destructive tendencies
- Being aggressive towards others
- Being very passive and compliant
- Chronic running away

Possible signs of emotional abuse

- Physical, mental and emotional development is delayed
- Highly anxious
- Showing delayed speech or sudden speech disorder
- Excessively withdrawn, fearful
- Low self-esteem
- Inappropriate emotional responses to painful situations
- Extremes of behaviour (extremely compliant or extremely demanding; extremely passive or extremely aggressive)
- Being defensive, shy or overly dependent
- Drug or alcohol abuse
- Chronic running away
- Compulsive stealing
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Attention seeking behaviour
- Persistent tiredness
- Lying

- Acting either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb sucking, throwing tantrums)
- Using abusive and demeaning language

Possible signs of sexual abuse

- Displays knowledge of or interest in sexual acts inappropriate to his or her age, or even seductive behaviour
- Physical indicators (general and in genital areas)
- Trouble walking or sitting
- Wets the bed or has nightmares
- Makes strong efforts to avoid a specific person, without an obvious reason
- Does not want to change clothes in front of others or participate in physical activities
- Running away from home

Possible signs of neglect

- Frequent hunger
- Failure to grow
- Stealing, begging or gorging food or money
- Consistently poor personal hygiene (unbathed, matted and unwashed hair, noticeable body odour etc.)
- Constant tiredness
- Inappropriate clothing, e.g. clothes are ill fitting, filthy, or inappropriate for the weather such as summer clothes in winter
- Frequent lateness or non-attendance at school
- Untreated medical problems, lack of needed medical or dental care and immunizations
- Low self-esteem
- Poor social relationships
- Compulsive stealing
- Drug or alcohol abuse
- Being frequently unsupervised or left alone or allowed to play in unsafe situations and environments

Possible signs of concern regarding adult behaviour

- A person in whose presence a child or children becomes unusually distressed or agitated can be a cause for concern.
- A member of staff or others, or parent asking a child to lie about anything (especially if it is about meeting that child) is a cause for concern.
- Any member of staff or others, or parent who asks to lie about a situation involving a child - particularly if that child looks distressed - is a cause for concern.
- Any person who persistently fails to follow the Save Youth Future Society's code of conduct detailed in this policy is a cause for concern, particularly if reasons are evasive.
- Private (i.e. outside of work) meetings between a child and a member of staff or others are a cause for concern.

Child abuse reporting processes and how to respond to a child who has been abused

Save Youth Future Society considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately. It is mandatory for all Save Youth Future Society staff and others to report concerns or allegations of child abuse. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. If you do have a concern you should immediately follow Save Youth Future Society's child abuse reporting procedures.

Who should report

All Save Youth Future Society staff and others including people in the community and partner organizations.

What should be reported

- Any disclosure or allegation from a child/community member or staff regarding the safety/abuse exploitation of a child.

- Any observation or concerning behaviour exhibited by an Save Youth Future Society staff, volunteer or other relevant stakeholder that breaches the Save Youth Future Society code of conduct for working with children.
- Inappropriate use of the organisation's photographic equipment or computers including evidence of child pornography.
- Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

Who to report to

Child abuse reports should be made to the line manager or Executive Manager. If this is not possible reports can be made directly to the Chairperson. An initial assessment will be made based on the quality and reliability of the information and a decision will be made (in consultation with the Chairperson) on what steps to take.

Palestinian reporting procedure will guide the process based on whether the allegation constitutes a criminal offence, or whether it is a breach of the Save Youth Future Society code of conduct and will be dealt with as a disciplinary matter.

The first step will be to gather all the relevant information and address any health and protection needs of the child. The matter may be directly referred to the local police and or authorities if the allegations are considered to be criminal offences. If the incident has occurred outside of the program the matter will be refereed to an external body or agency dealing with child protection matters.

When and how to report

Child abuse concerns should be raised immediately, preferably within 24 hours from the moment of learning about the abuse, both verbally and by completing the Save Youth Future Society child abuse incident reporting sheet (see Appendix) and submitting it to line manager or Executive Manager or Chairperson.

What happens next

The line manager in consultation with the Executive Manager and the Chairperson will discuss the allegations and then decide upon the next step. If the child is in serious danger the Executive Manager's/Chairperson's first step is to take immediate necessary action to ensure the safety of the child. The Executive Manager/Chairperson will ensure that the privacy of victim of abuse shall be

respected, and will treat any information relating to any victim of abuse as highly confidential. The possible next steps could involve:

- Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision;
- Report to local police and/or child protection authority;
- Concern handled internally if it is not a criminal matter;
- No further action taken.

Save Youth Future Society will treat all concerns raised seriously and ensure that all parties will be treated fairly. All reports will be handled professionally, confidentially and expediently. The process leading to decision-making will be well documented and all facts or written allegations and responses kept on file. When a case is immediately dropped, the reasons for doing so shall be communicated to the person who reported the matter.

All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. The rights and welfare of the child is of prime importance. Every effort must be made to protect the rights and safety of the child throughout the investigation. Save Youth Future Society will ensure that the interests of anyone reporting child abuse in good faith are protected. Any employee who intentionally makes false and malicious allegations, will face disciplinary action.

When allegations suggest that the alleged perpetrator is family or community member the case will be referred to Family Centre or Child Protection Network of the Ministry of Social Affairs (MOSA) according to Child Protection Standard Operating Procedures in the Gaza Strip.

Children and community members with whom Save Youth Future Society works will be provided with information about how to report any child protection concerns about Save Youth Future Society staff members and others.

Ramifications of misconduct

If an allegation of a violation of the policies, guidelines, principles or practice of child protection is made concerning a named individual from a verifiable source against any staff or others, they may be suspended from all activity or association with the organisation pending the outcome of an independent investigation. Staff will continue to receive full pay during this time.

Depending on the outcome of the independent investigation, if it comes to light that anyone associated with Save Youth Future Society commits acts in relation to children - whether within or outside the context of Save Youth Future Society's work - which are criminal, grossly infringe children's rights, or contravene the principles and standards contained in this document, Save Youth Future Society will take immediate disciplinary action and any other action which may be appropriate to the circumstances. This may mean for:

- Employees - disciplinary action or dismissal
- Volunteers, trustees, officers and interns - ending the relationship with the organisation
- Partners - withdrawal of funding or support
- Contractors - termination of contract

Depending on the nature, circumstances and location of the case, Save Youth Future Society will also consider involving authorities such as the police or child protection services to ensure the protection of children and criminal prosecution where this is appropriate.

Responding to a child's disclosure of abuse

When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.

- If a child discloses abuse, whatever the outcome, the child must be taken seriously. Do not permit personal doubt to prevent you from reporting the allegation to the designated supervisor.
- It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.
- When a child or young person's discloses they are being harmed you can show your care and concern for the child by:
 - Accepting what the child says
 - Listening carefully and looking at the child directly
 - Being aware that the child may have been threatened
 - Telling the child you believe him or her
 - Telling the child it is not their fault and he/she is not responsible for the abuse and not to blame

- Telling the child you are pleased he/she told you
- Telling the child that you are going to try to help him/her
- You will not be helping the child if you:
 - Make promises you cannot keep, such as promising that you will not tell anyone
 - Push the child into giving details of the abuse. Your role is to listen to what the child wants to tell you and not to conduct an investigation
 - Ask leading questions or fill in words, finish their sentences or make assumptions. This may prejudice any subsequent investigation
 - Indiscriminately discuss the circumstances of the child with others not directly involved
 - Repeat the same questions to the child
- Things not to say:
 - 'You should have told someone before'
 - 'I can't believe it! I'm shocked!'
 - 'Oh that explains a lot'
 - 'No not...she/he's a friend of mine'
 - I won't tell anyone else'
 - 'Why? How? When? Where? Who?'
- Try and obtain some details such as where the abuse is taking place, school, home, work etc.; is it currently occurring or did occur in the past, name of perpetrator if possible but not necessary.
- It is possible that some children or young people will make a disclosure and then ask you not to tell anyone. It is important you seek guidance from your line manager or the senior staff member in Save Youth Future Society to discuss how the child or young person can be supported and the disclosure managed.
- At the end of the disclosure
 - Reassure the child that it was right to tell you
 - Let them know what you are going to do next
 - Immediately seek help, in the first place from the line-manager or Executive Manager
 - Write down accurately what the young person has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period. These are essential

in helping Save Youth Future Society and when required also the police or social services to decide what is best for the child, and as evidence if necessary.

- Seek help for yourself if you feel you need support

Other actions to take

Protect the child

Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimization. The child may require medical assistance or counselling support. Where possible the child should remain in the place of residence or relevant program. Exceptions may be made where the child is deemed to be at risk of victimization by peers as a result of the allegation or because the alleged abuse has occurred in homebased care. If the child is in immediate danger you should make arrangements for the child to go to a safe place.

Distance the alleged perpetrator

The best interest of the child may warrant the standing down of a staff member or volunteer. The line manager should recommend the appropriate action in writing to the Executive Manager. Any staff member stood down in this manner continues to receive full pay - this measure recognizes that the member is entitled to a just process that does not pre-judge guilt or innocence. Any volunteers who are stood down should similarly continue to receive any reimbursement of costs.

Confidentiality

All reports, the names of people involved and the details will remain confidential. Only the line manager, Executive Manager and the Chairperson, and the people involved will be informed of the report. Details will be released on a “need to know” basis. When required by relevant law, a notification to police or child protection authorities is made.

Involving children and young people

Save Youth Future Society is committed to child and youth participation. We will do this by providing opportunities for children’s views to be heard and incorporate their views into our policies and programs. Children will be asked for their feedback about staff and services. Children will also be informed about the Save Youth Future Society child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child.

Involvement and child protection for disabled children

Save Youth Future Society is aware of the particular vulnerabilities of disabled children as well as the specific challenges to their participation and involvement.

Disabled children include those with movement, speech, visual, hearing, learning/intellectual, hidden and multiple impairments who are made disabled by being discriminated against and excluded. Children with mild impairments can be severely disabled by lack of access to their basic needs and rights.

Disabled children are more vulnerable to abuse and may need greater protection for a number of reasons. They may be dependent on others for eating, dressing, going to the toilet and getting around. Although the great majority of carers have the child's best interests at heart, some carers will use their vulnerability as an opportunity to abuse them.

Disabled children are particularly vulnerable to abuse:

- They are more likely to attend residential institutions
- They are dependent on other people for their care
- They sometimes don't understand that they are being abused
- They may not have the opportunity to tell people what is happening
- Their difficulties with communication can make it hard to tell what is happening to them
- Sometimes, it can be hard to tell when a disabled child is being abused. People might think a child is behaving differently just because of his or her disability and not realise they are being abused.

Disabled children are abused in many different ways. Examples include:

- Lack of basic care - inadequate food, shelter, health care
- Lack of opportunities to develop, restriction of freedom, lack of social interaction
- Abandonment (often to an institution)
- Degrading treatment - being ostracised, name-calling and other insults
- Excessive medical or rehabilitative 'treatment'
- Violence
- Sexual abuse
- The child being deprived of a suitable communication system

- The child being deliberately prevented from seeing people outside the institution when they are living away from home

What to look out for: As a disabled child may not be able to tell you they are being abused, here are a few things to look out for. They do not necessarily mean that the child is being abused, but if you notice anything you may wish to check it out further:

- Sudden unexplained changes in behaviour
- Signs of general distress or agitation
- New or unexplained marks or bruising
- Sexualised behaviour
- Loss of appetite
- Self-harming
- Soiling

In addition to its duty of care and responsibility for protection of all children involved in its activities, Save Youth Future Society recognises its pivotal role in enabling and empowering disabled children. In the language used and actions taken, Save Youth Future Society is committed to encourage disabled children and help to build their self-esteem and increase their confidence. By doing so, Save Youth Future Society intends to empower and better equip disabled children to deter those who may wish to abuse them.

Educating the organisation on child abuse and the child protection policy

Save Youth Future Society is committed to educating staff and others in the CPP, in how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organisation and in their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about an Save Youth Future Society member of staff or other representative in the organisation.

Reviewing the Child Protection Policy

Save youth Future Society's Child Protection Policy will be reviewed every three years. The Executive Manager will manage the review of the CPP, and staff will be consulted in this process.

Appendices

Statement of Commitment

STATEMENT OF COMMITMENT to Save Youth Future Society Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in Save Youth Future Society Child Protection Policy and procedures. I agree with the principles contained therein and commit to implementing child protection policies and practice while working with Save Youth Future Society.

Print name: _____

Job title/role: _____

Signature: _____

Date: _____

Child protection reporting form

Confidential

Referral/Report details

Time: _____

Date: _____

Place: _____

Referrer's details:

Name: _____

Address: _____

Contact: _____

Occupation: _____

Relationship to child: _____

Child's details:

Name: _____

Age: _____ Date of birth: _____

Gender: _____ Ethnicity: _____

Address: _____

Household structure: _____

School: _____ Class: _____ Teacher: _____

Religion: _____ Any disability: _____

Name(s) and addresses of parents, if under 18: _____

Has the child given consent to the completion of this form? ____Yes ____No

Incident details

Time: _____

Date: _____

Place: _____

Physical and emotional state of child (describe any bruises, cuts, lacerations, behaviour, mood):

Witnesses' names and contact information: _____

Brief description of incident(s): _____

Alleged perpetrator's details

Name: _____

Job title (if available/relevant): _____

Organization (if available/relevant): _____

Address (if known): _____

Age: _____

Sex: _____

Physical description: _____

Have the police been contacted by the child or anyone else? Yes No

If yes, what happened? _____

If no, does the child want police assistance, and if not, why? _____

Changes in child's behaviour? _____

Any other information

Safety of child: _____

What is the current safety situation of the child? _____

Who is responsible for ensuring the safety of the child? _____

Medical information

Is emergency medical attention needed? _____

Has the victim been informed about the available medical treatment? _____

If yes, has the victim sought medical treatment? _____

If yes, who provided the treatment? _____

What is the diagnosis and prognosis? _____

Who else knows? _____

Actions taken to date? _____

Report completed by:

Name: _____

Position / organization: _____

Date: _____

Time: _____

Location: _____

Has the victim been informed about the organization's procedure for dealing with complaints?

Signature/thumb print of victim signalling consent for form to be shared with relevant management structure: _____

Date report forwarded to relevant management structure: _____

Received by relevant management structure

Name: _____

Position: _____

Signature: _____

Completed by

Name: _____

Date: _____

Signed off by

Name: _____

Date: _____

Consent for use of quotes, photographs, and videotaped images

Except for the restrictions listed below, we give permission to the sponsoring organization/s to use my child's photograph, videotaped images, and quotes or information gathered during the activity or event in documents, published materials, and electronic presentations that may help improve the quality of services to vulnerable children:

Printed, audio, electronic, and internet-based materials produced by the sponsoring organization/s for documentation and awareness-raising during the activity or event

____yes ____no

Printed, audio, electronic, and internet-based materials produced by other organizations who may be present at the activity or event

____yes ____no

Printed, audio, electronic, and internet-based materials produced by newspapers, television, radio, and other public media

____yes ____no

Use the real names of the child and the parent or guardian in materials produced

Child: ____yes ____no

Parent or guardian: ____yes ____no

AGREED TO BY

Signature of parent/guardian: _____

Print name: _____

Date: _____

Signature of witness: _____

Print name: _____

Date: _____

Signature of child: _____

Print name: _____

Date: _____