

Child Protection Policy

October 2018

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Centre for Services and Information on Disability (CSID)

A Background

1. We have a duty of care to safeguard all children we work with and support.
2. All children have a right to protection, and the needs of disabled and disadvantaged children and others who may be particularly vulnerable must be addressed.
3. Centre for Services and Information on Disability is a Child Safe and Child Friendly organisation and as such we have adopted a Child (CPP) in line with the UN Convention on the Rights of the Child.
4. Centre for Services and Information on Disability is a development agency that works directly with children. Centre for Services and Information on Disability should be assured that the practice and management arrangements of its partners reflect this common commitment to protect children and respond to issues of abuse.
5. Centre for Services and Information on Disability's position in relation to work with children and issues of abuse. With regard to poor practice or abuse within an agency, it should be made clear that Centre for Services and Information on Disability may be unable to continue a partnership relationship 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.
6. For every Centre for Services and Information on Disability training event, or occasion in which Centre for Services and Information on Disability is using staff to work with a local partner, the local partner will ensure that there is a contact person who should be responsible for ensuring that concerns are dealt with appropriately. We will encourage this person to ensure that all concerns are recorded and that all appropriate action is taken, including informing Centre for Services and Information on Disability.


Khandaker Jahurul Alam
Executive Director
Centre for Services and
Information on Disability



Centre for Services and Information on Disability (CSID)

B Definitions:

1. Throughout this document:

'Child' refers to any young person in the care, supervision or contact of an employee or volunteer of Centre for Services and Information on Disability under the age of 18, as defined by the United Nations' Convention of the Rights of the Child

Perpetrate

C Child Protection Policy:

1. Children around the world are at risk from exploitation, sexual, physical and emotional abuse, neglect and other forms of inappropriate interactions perpetrated by adults and older children. Children are especially at risk in global south as they adapt to rapid changes, movements of people, a lack of robustness in the legal process and booming inbound tourism industry.
2. **Centre for Services and Information on Disability is committed to protecting children from any form of exploitation or abuse.**
3. Article 19 of the United Nations' Convention on the Rights of the Child (UNCRC) states:

Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement. (<http://www.unicef.org>)

4. Setting the Standards, the United Kingdom's guidelines on child protection for International Non Government Organizations' (NGOs), Standard 1 states:
Any International NGO should have a child protection policy if its direct or indirect beneficiaries include individuals under the age of 18.
5. **To conform to the UNCRC and the Setting the Standard guidelines, Centre for Services and Information on Disability has endorsed this Child Protection Policy.**

D Aims of the Child Protection Policy:



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- 1) We are committed to the protection of all the children and adults we work with. The welfare of the child is paramount. The major aims of the Centre for Services and Information on Disability's Child Protection Policy are to convey that:
 - a) All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse and exploitation.
 - b) We are committed to ensuring children are provided with a safe and protective environment at all Centre for Services and Information on Disability and partner locations.
 - c) All staff and volunteers are equipped to make informed and confident responses to specific child protection issues.
 - d) All staff and volunteers working with Centre for Services and Information on Disability have a responsibility to uphold the Child Protection Policy and report any concerns to the Centre for Services and Information on Disability Programme Manager.
 - e) All suspicions and allegations of abuse will be taken seriously and responded to swiftly, appropriately and formally recorded.

E Introduction to Child Protection Policy

1. Child exploitation and abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to explore and understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.
2. Abuse can occur within many situations including the home, at school and on the street. Those who exploit children include parents and other family members, community members, teachers, tourists and volunteers/staff with different support organisations.
3. Some individuals will actively seek employment or voluntary work with children in order to harm them. A volunteer or worker with Centre for Services and Information on Disability, or a partner organisation, will have regular contact with children and is an important link in identifying cases where they need protection. All suspicious cases involving child protection issues, or of poor practice should be reported following the guidelines in this document.

F Forms of exploitation/abuse

1. Exploitation of children and young people can take place in many forms. These include:
 - **Sexual Abuse:** Forcing or coercing a child into: any sexual act including physical contact of penetrative or non penetrative (such as oral sex) nature; partaking or watching of pornographic material/sexual acts; encouraging children to behave in a sexually inappropriate way.
 - **Physical Abuse:** Includes any act that physically harms a child including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
 - **Emotional Abuse:** Any negative emotional ill treatment of a child causing them to feel inadequate, unloved, unworthy, frightened or in danger. This can include verbal abuse, imposing developmentally inappropriate expectations on the child or restricting their participation in age appropriate activities/normal social interaction.
 - **Neglect:** Is the persistent failure/denial to meet a child's physical and psychological needs. This can take the form of failing to provide food and water, shelter, supervision and medical care and/or failing to protect a child from physical, sexual or emotional harm or danger. In the global south, poverty is persistent and all consuming, rendering many families unable to provide many of these necessities to their children. This inability is not deliberate and of course is different in nature to deliberate neglect. Then Centre for Services and Information on Disability, along with many NGOs are working towards improving the living standard for all the children we support. Staff and volunteers with Centre for Services and Information on Disability must ensure all their actions are directed towards this aim, and must

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ensure that they themselves do not perpetrate any neglectful acts while children are in their care. If a staff member or volunteer is particularly concerned for certain children they must speak with the Centre for Services and Information on Disability representative or programme manager.

2. Remember: Abuse and exploitation of children can be perpetrated by many different people: Tourists and volunteers/staff of various organizations working with children; Parents and other Family Members; Community members, teachers etc.
3. If you would like further advice on some common signs and symptoms of child and possible signs of concern regarding adult behaviour, it can be found in Appendix 1 at the end of this document.

G Recruitment of Centre for Services and Information on Disability Staff, vendor, facilitator, board members and Volunteers

- 1) Centre for Services and Information on Disability recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.
- 2) Pre-volunteering/employment checks will include the following:
 - a) The recruitment advertisement mentions that the applicant must respect the Child Rights and after recruitment must follow the Child Safeguarding policy of organization.
 - b) All volunteers/staff/board members/ must read and demonstrate that they understand and sign the Centre for Services and Information on Disability Child Protection Policy in front of the appropriate official prior to commencing work.
 - c) All volunteers, staff, vendor, facilitator, board members must declare any past child protection breaches and any criminal record.
 - d) Appropriate references/referees must be given if/when requested by Centre for Services and Information on Disability.
 - e) All volunteers, staff, vendor, facilitator, board members must answer any appropriate questions asked by officials of Centre for Services and Information on Disability. Information gathered will elicit information about an applicant's past and a self-disclosure about any criminal record.
 - f) The Evidence of identity (NID or Passport) must be shown to the nominated Centre for Services and Information on Disability official, who will take a photocopy/scan of the passport and your entry visa (if appropriate) prior to commencing the volunteer or employee placement.

H Interview and induction regarding child protection issues

1. All Centre for Services and Information on Disability employees and volunteers are required to undergo a brief meeting with the relevant Centre for Services and Information on Disability official prior to commencing work during which their identity is confirmed (and copies of passport and entry visa will be made)
2. In addition to pre-volunteering/employment checks, volunteers and staff of Centre for Services and Information on Disability should be familiar with good practice guidelines for all staff and volunteers.
3. All personnel of Centre for Services and Information on Disability should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

I Practices never sanctioned by Centre for Services and Information on Disability

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- 1) The following are never sanctioned. Under no circumstances must you:
 - a) Be alone with less than three children at any time
 - b) Escort less than three children at a time in any vehicle (unless in an emergency situation).
- 2) Furthermore, Centre for Services and Information on Disability believes that all forms of paid for sexual activity, even amongst consenting perpetrators the problem of exploitation and will not be tolerated.

J Code of Behaviour for Staff and Volunteers

- 1) These are some guidelines about acceptable and unacceptable behaviour. They are not intended to be exhaustive but rather to provide guidance for staff and volunteers working with children. This code of behaviour should be displayed in all Centre for Services and Information on Disability services that work with children.
 - a) The experiences, needs, and views of the child are central to the way that Centre for Services and Information on Disability.
 - b) The specific needs of deafblind children and adults mean that a significant amount of physical contact will be necessary in order to meet the needs of the individual. As far as possible this should be with the consent of the child.
 - c) Where privacy is necessary other staff/volunteers should be informed and, if practical, doors should be left open. However, the privacy and dignity of the child are also important and should be respected.
 - d) Staff and volunteers should not meet children outside organised activities/work, unless this is with the knowledge and consent of the parents or responsible adult and of the line manager responsible for their package of care.
 - e) It is not good practice to take children alone in car journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents and of the line manager responsible for that child's package of care. The use of vehicles must be in accordance with the Centre for Services and Information on Disability vehicle and mileage policy.
 - f) It is not good practice for a child to meet a member of staff or a volunteer in that person's home. If this is necessary the reasons should be discussed with a line manager and should only occur with the full knowledge and consent of the parents and of the line manager responsible for their package of care.
 - g) Staff and volunteers should never
 - i) Engage in sexually provocative games
 - ii) Allow or engage in inappropriate touching of any form
 - iii) Allow children to use inappropriate language unchallenged
 - iv) Make sexually suggestive statements about or to a child even in fun
 - h) Do things of a personal nature for children or adults that they can do for themselves
 - i) If you suspect abuse of any kind, or if suspected abuse is reported to you then you must pass your concerns to the appropriate person.



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- 2) This code is included as an Appendix 4 in the form of a poster and a handout. The poster should be displayed in staff area's of children's services (where possible) and the handout given to all service user's, parents/carers and staff.

K Designated Person

- 1) Each office should have a designated person who should be responsible for ensuring that concerns are dealt with appropriately. This person will usually be the line manager. The designated person is responsible for ensuring that all concerns are recorded (on the Incident Reporting Form - Appendix 2) and that all appropriate action is taken.
- 2) All concerns raised with the Designated Person must be passed on to the Executive Director who must report this to the Executive Committee of Centre for Services and Information on Disability. **This must be done even if they disagree with the concerns that have been raised with them.**

L Incidents that must be reported/recorded

- 1) If any of the following occur you should report this immediately to the appropriate Centre for Services and Information on Disability representative and record the incident. You should also ensure the parents or legal guardians of the child, where appropriate, and managers of any appropriate institutions are informed if appropriate:
 - a) Abuse and exploitation
 - i) There is evidence that some people may use opportunities where they are in close contact with children as an opportunity to take inappropriate photographs or film footage.
 - ii) All staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates with Centre for Services and Information on Disability should seek prior permission from the relevant Centre for Services and Information on Disability representative or project partner if they intend to take photos/video at their project and the resulting images/video must be made available, on request, for review by the relevant representative.
 - b) Inappropriate activity
 - i) Sensitivity is encouraged with regard to taking individual or close up photos or video of any child, both with respect to the intrusiveness of the action and the duration.
 - ii) Shorter duration volunteers especially should remember that while this may be a unique opportunity for them to record images it is unhelpful for the children to be photographed time and again on a regular basis.
 - c) Staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates should be vigilant while at any Centre for Services and Information on Disability or partner site and any concerns should to be reported to the relevant representative.

M Responding to allegations or suspicions

- 1) It is not the responsibility of anyone working/volunteering with Centre for Services and Information on Disability to decide whether or not abuse has taken place. The responsibility extends only to acting on any reasonable concerns and communicating these to the relevant authority, i.e the Designated Person (see Section K above).

N Whistleblower Protection

- 1) Centre for Services and Information on Disability assures all staff and volunteers that it will fully support anyone who in good faith reports his/her concern that abuse or exploitation is or may be taking place.



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O Accused person protection

- 1) Centre for Services and Information on Disability assures all staff and volunteers that all details of any accusation will be kept strictly confidential and relayed only on a need to know basis to the relevant authorities. Further, that whilst respecting the need to protect children, full regard for the rights of the individual and the possibility of error in the reporting of concerns will be assured.

P Procedures if you suspect abuse.

- 1) If a disclosure is made to you, the following procedure should be followed:
 - a) Make detailed notes about any allegation/suspicion and;
 - b) Report your concerns as soon as possible to the relevant representative who will then contact the appropriate authorities or;
 - c) Fill out the Centre for Services and Information on Disability Incident Reporting Form as soon as possible (this can be found in the Appendix 2)
- 2) To ensure that information needed by the authorities and the police about suspected abuse is as helpful as possible, a detailed record should always be made as close to the time of the disclosure/concern (if you need further assistance or information), which should include the following if known:
 - a) Have the parents been contacted?
 - b) If so, what has been said?
 - c) If the child was not the person who reported the incident, has the child been communicated with? If so, what was the outcome?
- 3) Where there is a misconduct complaint against or a disregard for Centre for Services and Information on Disability Child Protection Policy by anyone working within the organisation the following actions may take place:
 - a) Immediate removal of the suspected person from the relevant Centre for Services and Information on Disability or partner premises pending further investigation
 - b) A report to the appropriate authorities
 - c) A criminal investigation and prosecution with the support of Centre for Services and Information on Disability

Q Confidentiality

- 1) Every reasonable effort will be made to ensure that confidentiality is maintained for all concerned regardless of the outcome of the situation. Information will be handled and disseminated on a need to know basis only.

R Criminal Record Declaration

- 1) As stated in the Child Protection Policy, because of the sensitive nature of working with children, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to volunteering or working with Centre for Services and Information on Disability.

S Action required by Staff and Volunteers to confirm agreement to abide by and uphold the Child Protection Policy

You must also declare that you have read and understood the child protection policy of Centre for Services and Information on Disability and agree to abide by and uphold the policy throughout the duration of your employment or placement (Appendix 5). You will be asked to sign the statement on an annual basis as part of your Performance Review.



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Appendix 1

Some common signs and symptoms of child abuse and possible signs of concern regarding adult behaviour

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- o Frequent minor or serious injuries
- o Untreated illness
- o Hunger, lack of nutrition
- o Tiredness

Emotional

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- o Unreasonable mood and/or behavioural changes;
- o Aggression, withdrawal or an 'I don't care attitude';
- o Lack of attachment;
- o Low self esteem;
- o Attention seeking;
- o Depression or suicide attempts;
- o Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed; o A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers;
- o Panic attacks.

Physical

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- o Frequent bruising, fractures, cuts, burns and other injuries; o Torn clothing;
- o Bite marks burns or welts;
- o Inadequate and inappropriate clothing

Lack of supervision Low self esteem

Lack of peer relationships

- o Bruises in places difficult to mark e.g. behind ears, groin;
- o Undue or unnecessary fear;
- o Aggressiveness or withdrawn;
- o Absconding frequently from home.

Sexual

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Possible indicators of this type of abuse are:

- o Over affectionate or inappropriate sexual behaviour;
- o Age inappropriate sexual knowledge given the child's age, which is often demonstrated in

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language, play or drawings;

- o Fondling or exposure of genital areas;
- o Hints about sexual activity;
- o Unusual reluctance to join in normal activities which involve undressing, e.g. games/swimming.

Reasonable Grounds for Concern

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. Child abuse can often be difficult to identify and may present in many forms.

It is important to stress that no one indicator should be seen as conclusive in itself of abuse. All signs and symptoms must be examined in the total context of the child's situation.

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

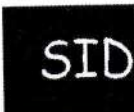
The following examples would constitute reasonable grounds for concern:

- specific indication from the child that s/he was abused;
- an account by the person who saw the child being abused;
- evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

Reacting in the immediate aftermath of a disclosure of abuse:

- Keep calm and do not appear shocked;
- Do not promise not to tell anyone; explain that you will need to tell someone who can take appropriate action but that it will be dealt with confidentiality;
- Never ask leading questions, instead repeat the last words the child has said in a questioning manner;
- Reassure the child that they are not to blame;
- Reassure the child that they were right to tell you;
- Let the child know what you are going to do next.



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Appendix 2

Incident Reporting Form
Notification of Alleged /Suspected Abuse of Children in Sense Care

For Office Use Only | Private & Confidential

Ref No :

Person Reporting Alleged/Suspected Abuse: Who was the Alleged/Suspected abuse reported to?

Name: Name:
Role: Role:
Area: Area:
Address: Address:

Telephone: Telephone:
E mail: E mail:

Alleged Victim(s):
Forename: Surname: Date of Birth:
Address

Type of Alleged/Suspected Abuse (Please Tick Box)						
Physical <input type="checkbox"/>	Neglect <input type="checkbox"/>	Psychological <input type="checkbox"/>	Financial <input type="checkbox"/>	Sexual <input type="checkbox"/>	System <input type="checkbox"/>	Discrimination <input type="checkbox"/>

Were any individuals showing challenging behaviour at the time of the incident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Were did the Alleged/Suspected Abuse Occur?

[Signature]
Khandaker Jahurul Alam
Executive Director
Centre for Services and
Information on Disability



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How was the alleged/suspected abuse disclosed? Please tick box		
By the person themselves <input type="checkbox"/>	Physical evidence <input type="checkbox"/>	Change in behaviour <input type="checkbox"/>
Observed by person Completing form <input type="checkbox"/>	Observed by 3 rd Party <input type="checkbox"/>	Other <input type="checkbox"/>

If other please describe:

If the alleged victim disclosed the abuse how did they communicate this? (speech, sign, behaviour, other)

Please give complete details of the incident (including times & dates)

Please continue on a separate sheet if required.

[Handwritten Signature]
 Khandaker Jahurul Alam
 Executive Director
 Centre for Services and
 Information on Disability



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Name of alleged Perpetrator(s) (if known):

Relationship of suspected/alleged perpetrator and alleged victim: (staff, housemate, member of the public, family member etc.)

Action taken against the suspected/alleged perpetrator: (e.g. suspended)

What steps have been taken to protect the person and/or others who may be at risk?

Name of Investigating Officer (if appointed):

Signed: _____ Date: _____ Print name: _____

Job Role: _____ Contact Phone No. _____


Khandaker Jahurul Alam
Executive Director
Centre for Services and
Information on Disability



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Appendix 3

Private & Confidential

Incident Investigation Form

This form must be completed by the responsible manager following the completion of the investigation.

Ref. No
Name of Alleged Victim

Date of Incident
Date Form B
Completed

Outcome of investigation	Details	Date
Individual Dismissed		
Dismissed for other reasons		
Disciplinary Action		
Guidelines/programme implemented		
Additional supervision		
Further training implemented		
No formal action taken		
Resigned post		
Inconclusive evidence		
Unfounded		
Other (please specify)		

Recommendations of investigation for Good practice. (Attach findings / recommendations of investigation.)

Date Case Concluded:

Name of person completing form B:
Appendix 4

[Signature]
Khandaker Jahurul Alam
Director



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Child Protection Policy:

Code of Behaviour for Staff and Volunteers

These are some guidelines about acceptable and unacceptable behavior. They are not intended to be exhaustive but rather to provide guidance for staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates working with children. This code of behaviour should be displayed in all Centre for Services and Information on Disability services that work with children.

- a) The experiences, needs, and views of the child are central to the way that Centre for Services and Information on Disability.
- b) The specific needs of children mean that a significant amount of physical contact will be necessary in order to meet the needs of the individual. As far as possible this should be with the consent of the child or adult.
- c) Staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates should not spend excessive amounts of time alone with children. Where privacy is necessary other staff/volunteers should be informed and, if practical, doors should be left open. However, the privacy and dignity of the child are also important and should be respected.
- d) Staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates should not meet children outside organised activities/work, unless this is with the knowledge and consent of the parents and of the line manager responsible for their package of care.
- e) It is not good practice to take children alone in car journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents and of the line manager responsible for their package of care.
- f) It is not good practice for a child to meet a member of staff or a volunteer in that persons home. If this is necessary the reasons should be discussed with a line manager and should only occur with the full knowledge and consent of the parents and of the line manager responsible for their package of care.
- g) Staffs, volunteers, facilitators, Interns, suppliers, vendors and other affiliates should never:
 - i) Engage in sexually provocative games
 - ii) Allow or engage in inappropriate touching of any form
 - iii) Allow children to use inappropriate language unchallenged
 - iv) Make sexually suggestive statements about or to a child even in fun
 - v) Do things of a personal nature for children that they can do for themselves
- h) If you suspect abuse of any kind, or if suspected abuse is reported to you, then you must pass your concerns to the appropriate person.



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Appendix 5

Statement


I declare that I have read and understood the Child Protection Policy of Centre for Services and Information on Disability and agree to abide by and uphold the policy throughout the duration of my work with Centre for Services and Information on Disability.

Signed _____

Full Name _____

Date _____

This statement must be signed and returned to the appropriate person within Centre for Services and Information on Disability (which will be explained to you) before undertaking any work with the organisation. The original copy will be held with your personal records.


Khandaker Jahurul Alam
Executive Director
Centre for Services and
Information on Disability