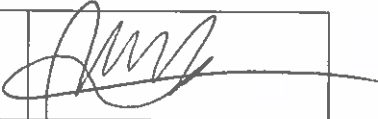





Child Protection Policy

Policy Number	HAPC/POL/CP1		
Previous review date	July 2018	Board of trustees	
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Policy Owner	Programmes
Key responsibilities	Programmes
Associated documents	NA

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Child Protection Policy

Introduction

Human Appeal is an incorporated UK charity working across the globe to strengthen humanity's fight against poverty, social injustice and natural disaster, through the provision of immediate relief and establishment of self-sustaining development programmes. Our vision is to contribute to a just, caring and sustainable world free of poverty. Human Appeal does this by raising money to fund immediate and long-term sustainable solutions and empower local communities.

Why do we need a Child Protection Policy?

Human Appeal works in a large number of countries delivering diverse programmes to poor communities, which include children. Human Appeal upholds strong values and is strongly committed to:

- Excellence, professionalism and commitment to its work
- Trust and respect for all
- Integrity and transparency in all it does
- Empowerment and equality in dealing with others

Human Appeal's vision, mission, and value statements sets out the commitment to dealing respectfully with each individual, including children who come in any form of contact with the organisation. This document has been developed to meet Human's Appeal's commitment of safeguarding and protecting the children that it works with either directly or through its partner organisations, in any of its interventions, whether development, emergency response, or orphan sponsorship.

Most people, especially faith-based organisations, believe that the children they work with are protected due to their faith and religious beliefs. It is widely believed that the people we recruit are from the same communities and therefore, will not harm children. This assumption is not correct. Child abuse happens, and may happen anywhere in different forms and degrees. Therefore, we cannot base our work only on beliefs and intentions. Human Appeal has a child protection policy for the following reasons:

- To protect the children and young people we work with worldwide
- To know how to respond to child protection concerns (Procedures to follow)
- To protect the organisation
- Donor requirement
- Public awareness

Children as the most vulnerable people in society are often the victims of exploitation, particularly from those who are close to them. Children are particularly at risk from cheap labour, hazardous working conditions, neglect and physical and sexual abuse.



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Human Appeal believes that all children that come under any form of interaction through the organisation's work have the right to be protected.

Who is this document for?

This document sets out Human Appeal's Child Protection policy and procedures for all staff and volunteers working with Human Appeal, and particularly those who are directly involved with children in any capacity – programming or implementation. We understand the laws of each country where Human Appeal is working might vary, but this document provides a base for any policy formation in the Country Offices. **Therefore, this Policy applies to all staff, volunteers and partners working under the name or with the support of Human Appeal's funds.**

Policy Statement

- Human Appeal is committed to protecting and safeguarding children and young people and recognises that this is a shared responsibility amongst both our organisation and other professionals and organisations. Individual children and young people are at greatest risk of social exclusion and will need help from education, health and children's social care services.
- Human Appeal has a responsibility to protect and safeguard the welfare of children and young people with whom they come into contact. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Human Appeal will aim to protect and safeguard children and young people by:

- Having a Child Protection Policy and ensuring that this is regularly updated in line with national and local policy developments.
- Ensuring that all employees/ volunteers are familiar and with the Child Protection Policy and have signed a child protection statement which is held in the respective staff files. Human Appeal will require all visitors/ fundraisers/ donors going to the field, both nationally and internationally, to sign the **Child Protection Statement for Staff** stating that they have understood the ways in which they should interact with children and beneficiaries.
- Ensuring that all employees/ volunteers are carefully selected, trained and supervised. This is to be done throughout the recruitment and employment process of each employee/ volunteer. Staff working with children will have to undergo a reference check based on the country's policy and procedures. Outside the UK, all staff working with have written reference checks in their files with direct questions on the perspective staff member's position/ ability of working with children.



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- Human Appeal will take written consent from the parent/ guardian of children to use their name/ photos for marketing purposes. Photographs should only be taken for promoting the work of Human Appeal or reporting about a sponsored orphan. Staff/ volunteers/ partners/ donors cannot use photos taken on a field visit related to Human Appeal on their own social media pages. Please refer to Human Appeal's Social Media policy for further details.
- Ensuring that the organisation has a **Designated Child Protection Coordinator (DCPC)** and that all staff and volunteers are aware of the named person and process of reporting concerns to them. Assessing the risks that children and young people may encounter and taking steps to minimise and manage this.
- Giving children, young people, parents and carers information about what the organisation does and what you can expect.
- Raising any concerns about the safety of children and/ or the behaviour of adults. This also involves making sure contact with children is consistent with these policy guidelines.
- Human Appeal will have selection criteria for selecting local implementing partners to work with children. These local partners must write their own Child Protection Policy in line with Human Appeal's Child Protection Policy. This will apply to all new and existing partners, who will have to demonstrate compliance with the Policy at all times.
- In the event of disclosure or suspicion of abuse outside the UK on partner's premises, the partner's procedures should be followed. These should comply with national legislation and Human Appeal's guidelines.
- In line with government legislation, screening checks, including criminal record checks, will be carried out on all staff from Human Appeal who are employed to work with young people under the age of 16 or vulnerable adults, and for those who regularly come into contact with people from this age group in connection with their work in the UK according to the legislation. The policy will be reviewed in line with any new legislation.
- Human Appeal will conduct regular visits to implementing offices/ partners to monitor and assess standards and execution of policies.
- Human Appeal will introduce certain/ separate working procedures for staff working with children in order to protect children and families.
- Human Appeal will ensure that all concerns/ allegations of any form of abuse are taken seriously and dealt with accordingly.



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National and Local Guidance

This Child Protection Policy should be read in conjunction with the Local Safeguarding Children Board (LCSB) Guidelines and Procedures. In accordance with the Children Act 2004, it is a statutory responsibility for key agencies coming into contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004).

The following national guidance should also be referred to:

- The Children Act (1989)
- The Children Act (2004)
- Every Child Matters
- Working Together To Safeguard Children: A Guide to Inter-Agency Working To Safeguard and Promote the Welfare of Children (HM Government, 2010)
- Human Rights Act (1998)
- Criminal Justice & Court Services Act (2000)
- The Protection of Children Act (1999)
- The Sexual Offences Act (2003)
- What To Do If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister & the Department for Culture, Media and Sport, 2006)
- Safeguarding Vulnerable Groups Act (2006)

For Country Offices local legislation, policy and procedure will be respected/ followed.

Categories of Abuse

Abuse and neglect are forms of maltreatments of a child. A child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse: the persistent emotional maltreatment such as degrading punishments, threats, denial of care, bullying of a child such as to cause severe and persistent adverse effects on the child's emotional development. It can include conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. Sexual abuse includes incest, rape and fondling.



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Neglect: the persistent failure to meet a child's basic physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. It can also include neglect of, or unresponsiveness to, a child's basic emotional needs. Some examples are when basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a child from exposure to any kind of danger, resulting in serious impairment of a child's or young person's health or development

This is not an exhaustive list and it must be recognised that **it is not the role of staff/ volunteers to perform an assessment of whether children or young people have suffered harm.**

Safeguarding & Promoting Welfare & Child Protection

Safeguarding and promoting the welfare of children are defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect specific children suffering, or are likely to suffer, significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However, all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Children in need

Children who are defined as 'in need', under Section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability. Local authorities have a duty to safeguard and promote the welfare of children in need.

Significant harm

Some children are in need because they are suffering, or are likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or are likely to suffer, significant harm.

Recognition of harm

The harm or possible harm of a child may come to your attention in a number of possible ways:

1. Information given by the child, his/ her friends, a family member or close associate.



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2. The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be strange or unusual or may involve 'acting out' a harmful situation in play.
3. An injury which arouses suspicion, because:
 - a. It does not make sense when compared with the explanation given.
 - b. The explanations differ depending on who is giving them.
 - c. The child appears anxious and evasive when asked about the injury.
4. Bullying – deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The three main types are physical, verbal and emotional.

How is Child Protection reported?

A child protection issue may come to the notice of a staff member in several ways:

- A child may make a direct allegation.
- A child may make a comment which seems to suggest abuse.
- A child displays obvious signs of physical abuse.
- A child's behaviour suggests there are clear indications of abuse.
- Something about the behaviour of a staff member suggests that he/ she is not a suitable person to work with or care for children.

Staff will receive training on how to respond to each of these situations. The DCPC will be trained to recognise the obvious behavioural or physical signs of abuse. Following discussion with the DCPC, all child protection concerns will be either reported to the relevant authority without delay or discussed with the child's guardian (depending on the local context) to ascertain the reason for the apparent harm. The DCPC will ensure all written reporting.

What to do in a Child Protection Concern

The Role of the Designated Child Protection Coordinator (DCPC)/ Safeguarding Lead

Human Appeal will have a designated person to deal with child protection concerns in the organisation in all its country offices, known as the 'Designated Child Protection Coordinator' (DCPC). The Country Directors/ Head of Missions will have a nominated person to take lead/ responsibility of nominating someone with this role in their offices.

The DCPC for Human Appeal's UK office is **Faryal Minhas**. The final responsibility for Child Protection in the organisation lies with the head of the organisation. Within UK level, it would be the Chief Executive Officer (CEO), and within Country Offices it will be the Country Director/ Head of Mission.



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The DCPC is responsible for:

- Ensuring Human Appeals Child Protection Policy is updated and addresses changes in the working environment.
- Ensures Country Offices have updated child protection policies that incorporate the principles and main procedures of the organisation's policy document.
- Ensuring the Child Protection Policy is being implemented and each office has a nominated DCPC. The DCPC in the Country offices will ensure that local policies are in cooperated with the main policy.
- Arranging training for Staff/ Volunteers.
- Monitoring and recording concerns about the well-being of a child or young person.
- Making referrals to the Local Authority Children's Services.
- Liaising with other agencies.

Process of Reporting

After receiving a referral, the DCPC will act on behalf of Human Appeal in referring concerns or allegations of harm to the relevant agency.

The DCPC may share limited information on a need-to-know basis amongst the Staff/ Management, but respecting the need for confidentiality.

Reporting Concerns or Allegations of Abuse

Child protection is not just about responding to specific allegations or incidents, it is also about the suitability of staff to work with children. Human Appeal will respond immediately to any concern that a staff member may not be a suitable for such work. A member of staff/ volunteer must report any concerns or allegation of harm immediately to the DCPC. In the event of absence of the individual being available, the matter should be reported through the line management.

Allegations against other Staff/ Volunteers

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child or
- Behaved towards a child or children in a way that indicated he/ she is unsuitable to work with children the nature of the allegation or concern should be reported to the DCPC for dealing with allegations against staff/ volunteers, etc. immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

Managing Disclosures of Abuse

Code of Practice

Staff/ Volunteers/ Children should always:



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- Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitude and behaviours that may discriminate others.
- Risk-assess all situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff/ Volunteers/ Children should not:

- Permit or accept abusive or discriminatory behaviour
- Engage in inappropriate behaviour or contact
- Use inappropriate or insulting language
- Show favouritism to anyone
- Undermine or criticise others

If a child discloses abuse it is important that, as far as possible, the following basic principles are adhered to:

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said.
- Do not ask children to write a statement.
- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- Inform the DCPC immediately.
- Maintain confidentiality and dignity of the child.

Selection and Employment of Staff

HR will work to ensure:

- Clear roles and responsibilities.
- Recruitment and selection according to Policy.
- Criminal convictions disclosure is handled properly following the relevant Policy.
- Staff names are checked against lists of unsuitable people held by relevant agencies.

Staff Behaviour – Protection from Sexual Exploitation and Abuse

In relation to sexual exploitation, Human Appeal adheres to the core principles of the United Nations' Task Force on Preventing Sexual Exploitation and Abuse in Humanitarian Crises 2002. These apply to implementing projects for children, families and communities and apply irrespective of whether there is an emergency situation or not.



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- Sexual exploitation and abuse by project workers constitute acts of gross misconduct and are therefore grounds for the termination of employment.
- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. A mistaken belief about a child's age is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour are prohibited.
- Sexual relationships between project workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships would undermine the integrity of work to help vulnerable and excluded children.
- Where a project worker develops concerns or suspicions regarding sexual abuse or exploitation by a colleague, whether in the same organisation or not, he/ she must report such concerns in accordance with the system and procedures in place. In addition the following code of behaviour should be observed:
 - Staff must treat children with respect, recognising their right to personal privacy.
 - Do not spend time alone with children – plan activities so that more than one person is present or, at least, other people are within sight and hearing.
 - Do not trivialise or exaggerate child abuse issues.
 - Avoid inappropriate physical contact with children, especially that forbidden or advised against in Islamic teaching.
 - Plan and organise project activities so that risks are minimised.
 - Staff must not make racist, suggestive or sexist remarks, particularly in front of children.
 - Staff must take care to avoid showing favouritism towards particular children.
 - Do not rely on just your good name to protect you.
 - Remember that someone else may misinterpret your actions, no matter how well intentioned.
 - All disciplinary measures/ sanctions must be non-violent and must not humiliate children.
 - Managers and senior staff promise a culture that ensures children are listened to and respected as individuals.

Abuse by other children

It is the responsibility of staff to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating initiation rituals and others. Condemnation of such behaviour should be made clear to children in our literature, and in disciplinary advice to agencies able to respond effectively. Advice about child protection training is available from your HR department.



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Admission Procedures

Where children are expected to attend sessions, it is necessary for Human Appeal to:

- Keep a register of names, addresses, next of kin and contact information for emergencies.
- Give parents/ guardians, a copy of a written statement, which specifies the action which the organisation will take in the event of a child becoming ill or being injured.

Policy Review

The Child Protection Policy will be reviewed on an annual basis to ensure continuing appropriateness.