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CHILD SAFE POLICY and PROCEEDURES

(adopted from the Tierres del hommes Foundation)

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Introduction

YKPA places high priority to promote the rights of children and provide safeguards against harm. This intention can only be achieved if a clear statement of commitment on the welfare of children in YKPA's care is communicated, both internally for training purposes, and externally, for public dissemination.

Protecting children's rights includes the formal protection methods of prevention in all forms including; neglect, physical, emotional and sexual abuse. YKPA wants to send a strong message to the public and to Yayasan officers, staff and volunteers that child protection is of the highest importance in its work.

Child abuse in all forms is unacceptable and YKPA recognizes it can occur in all societies, in all cultures and in many organizations, so it is logical any persons involved in YKPA activities with children are likely to face concerns of abuse at some point. One of the aims of the Child Safe Policy (CSP) is to provide guidance to staff and others and define expectations in dealing with issues of child protection.

1. Management responsibility

The **Founder** by mandate from and consultation with the organization Officers, has overall responsibility for the CSP.

Project Managers are responsible for the day to day operation of the CSP to ensure its carried out across the organization. Managers have direct responsibility for ensuring all individuals, whatever their status and role, who come into contact with children, receive full awareness training in this policy and procedures. Records of all trainings should document this.

Where concerns of child abuse arise, managers have the responsibility to ensure that mandatory internal reporting is done to protect the child. They must also decide on the correct course of action, based on this policy and its accompanying procedures on how best to deal with the case. In all cases the “best interest of the child” shall be considered above anything else.

Staff and others must be aware through this policy document, of their responsibilities and duty of care to ensure child abuse is prevented, their role in protecting children and their responsibility for mandatory reporting concerns where witnessing, allegations, disclosures or suspicion of child abuse occur.

The YKPA Code of Conduct lists the requirements for all persons, along with what is, and is not, considered acceptable behavior with children. If any person is considered to engage in high risk behavior in their professional and/or private lives, thus breaching the Code of Conduct, the code will be strictly enforced through disciplinary procedures to ensure the highest moral and ethical standards of the Yayasan are upheld.

Where concerns of child abuse arise, YKPA will consider its legal obligations to report those concerns to relevant, competent authorities and terminate employment if the abuse is certain or possible due to their actions.

Partners

The diversity of organizations working in partnership with YKPA is growing steadily. YKPA must ensure that its CSP will apply to its children whenever they are involved with other organizations. The importance of the CSP and that its principals will be considered in all YKPA project planning, development and agreements with other organizations.

Where concerns of child abuse arise, YKPA will consider its legal obligations to report those concerns to relevant, competent authorities and withdraw funding/support to partners if abuse is certain or possible due to the organizations actions.

Volunteers

Volunteers can provide many services to YKPA in a wide variety of setting, so volunteer training and supervision is essential if YKPA is to maintain an effective child protection policy.

Managers have a responsibility to identify those areas where CSP procedures will apply to volunteer settings. Volunteer should be subject to the same recruitment and selection process as any other employee according to the procedures set out in the ‘recruitment and selection’ section of this policy and its accompanying procedures.

Where concerns of child abuse arise, YKPA will consider its legal obligations to report those concerns to relevant, competent authorities and expel the individual if the abuse is certain or possible due to their actions.

Visitors

Managers must ensure awareness and understanding of the CSP is given to all visitors. Under this policy all visitors have a responsibility to report, as would staff and others, any concerns of child abuse and likewise they are obliged to adhere to the Code of Conduct. All

visits should be monitored and recorded by management and in no circumstances are visitors to be left unattended in the presence of children or projects.

Where concerns of child abuse arise, YKPA will consider its legal obligations to report those concerns to relevant, competent authorities and expel the individual if the abuse is certain or possible due to their actions.

2. Staff recruitment and selection

Individuals who abuse children, sexually, physically and/or emotionally are sometimes attracted to organizations working with children. In the recruitment and selection process for new staff and volunteers, procedures emphasizing the importance of child protection can reduce this risk by acting as a deterrent and by helping to detect those presenting a potential risk to children.

Managers recruiting and selecting employees and others for positions are responsible for implementing 'Child Protection Recruitment and Selection Procedures' below. They are responsible for undertaking a detailed analysis of job tasks and assessing the level of contact with children (therefore the level of risk) as part of the initial policy implementation process. Also, it is also important to keep in mind the fact that expatriates, whether in close contact to children or not, occupy a position of considerable power and trust in communities they serve.

Recruitment and selection procedures;

The following information is to be given to all job applicants:

- YKPA Code of Conduct
- Briefing paper 2 - Key Messages of Tdh Child Protection Policy
- Behaviors of concern in homes for children
- Declaration form

General

- child protection statement included in advertisement for the position
- child protection statement and specific responsibilities included in the job description

At interview

- passport (expat) plus one other form of identification
- resolution of employment gaps
- questions on convictions and disciplinary record
- questions on child protection issues relevant to the role
- criminal record check according to the procedure in the country of origin of the candidate (if indicated)
- two reference checks
- photocopies of relevant qualifications (education degrees, etc) claimed on application form
- job history check

Job specifications, volunteer assignments and terms of personal/job references.

Managers have a responsibility to ensure that all existing and new job descriptions, volunteer assignments and requests of job/personal reference contain a generic statement about the YKPA commitment to child protection and the expectations it places on all staff and others in adhering to the values and principles of the Child Protection Policy.

3. Developing management systems

It is essential for managers to develop an open and aware culture where staff and others can raise concerns about child abuse and be confident of a positive response from managers regarding the concern itself and support for their needs if necessary. An open and aware culture is vital in establishing a child protective environment and is demonstrated by;

- listening and responding to concerns raised by employees and others including children
- regular opportunities for informal discussions both in office and in the field
- observing and responding to signs of anxiety and stress in adults and children
- raising concerns on sensitive matters
- providing support to individuals in difficult circumstances
- giving and receiving critical feedback
- clear and open communication
- making decisions and taking actions when concerns are raised

For anyone raising and reporting concerns about possible abuse, is one of the most difficult steps to take, and is crucial to dealing with concerns of child abuse. Staff and others must feel that a positive and supportive environment exists.

Support and development of staff and others

Systems

During recruitment, new staff training, supervision, and meetings are examples of the systems whereby managers have a responsibility to ensure child protection issues are continually remembered. These responsibilities can be summarised as follows;

- a minimum requirement of awareness raising and information on the CSP and reporting procedures should be incorporated into training for new employees and existing employees changing roles internally
- for staff with direct contact with children, regular supervision and support meetings will be the forum to discuss practical questions of child protection
- employee appraisal/annual review processes are the opportunity to incorporate individual training and support needs on child protection matters
- regular opportunities to discuss concerns within teams or with colleagues will help develop an open and aware culture and raise issues at an early stage
- debriefings offer an opportunity to discuss child protection matters and concerns.

Management systems concerning volunteers and external partners may vary from those of regular staff, but the same minimum requirements apply when supporting, supervising and managing volunteers and others. They should be aware of the CSP and procedures, the

requirement to raise and report concerns on child abuse and how to do this as well as options for, and access to, support.

Nature of child abuse

The following agenda is intended to provide a basic minimum exchange between managers, employees and others on the implementation discussions with a focus on; definitions of child abuse, information contained in the policy, local understanding of what is child abuse and the impact and implications for the work of YKPA.

Questions:

- what is your understanding of child abuse?
- is there information contained in the policy which needs to be elaborated?
- what local forms of child abuse can you identify?
- how is child abuse perceived in the local context?
- are there issues related to how children are raised locally. Are they acceptable/unacceptable?

Support

Where concerns and sensitive child protection matters arise, YKPA has a duty to provide support to managers, staff, volunteers and others through training, professional support, counseling and through ensuring that;

- all employees and others working in partnership with YKPA are committed to the Child Protection Policy and local procedures
- staff and others have access and support in raising and reporting concerns on child abuse and challenging bad practice
- concerns are listened to and responded to in a positive manner
- actions taken are discussed (in compliance with the policy) and agreed with management
- reports and information are treated with confidentiality and passed on a 'need to know' basis
- training, support and development needs for individuals and teams are identified and provision made
- employees and others involved in child protection cases are provided access to counseling and support as appropriate

As part of the implementation process, existing systems for the support and development of employees and others should be assessed with a view to incorporating requirements of the Child Protection Policy.

4. Raising and reporting concerns

Any person working or coming into contact with children, supported or attending an event organized by YKPA, has a responsibility to raise and report concerns on the safety or welfare of the children. Staff and others should report concerns directly to their manager using the YKPA Suspected Abuse Form, or, if no form is available, in writing or verbally to a manager.

Managers have a responsibility to ensure a clear, detailed reporting system is in place (e.g. Raising Concerns Framework) so concerns can be raised quickly, effectively, visible, in English and Bahasa Indonesia.

YKPA will ensure the interests of anyone reporting such concerns are properly protected and all reports **made in good faith** will be viewed as evidence of the individual's concern for the best interest of the child and the organization. This will remain the case regardless of the outcome of any subsequent investigation.

YKPA Suspect Abuse Reporting Form

If you are concerned about the safety and welfare of a child you must follow this procedure:

What are the circumstances of your concern?

Did you witness child abuse?	Yes/No
Do you suspect someone of child abuse?	Yes/No
Has someone alleged abuse of a child?	Yes/No
Has someone disclosed abuse of a child to you?	Yes/No

Does your concern fit any of the following categories of abuse?

Do you think a child may have been neglected ?	Yes/No
Do you think a child may have been physically abused?	Yes/No
Do you think a child may have been emotionally abused?	Yes/No
Do you think a child may have been sexually abused?	Yes/No

Please explain your concerns here If you feel comfortable to do so:

Your concern is justified if you answered yes to any of the questions above, your duty is to report your concerns to one of the following persons, don't delay - a child may be at risk of serious harm if you do;

Contact person:

Name:
Telephone:
Email:

If you have concerns about informing the person above, please advise the person below:

Name:
Telephone:
E-mail:

This person will examine the information and make an investigation.

Behaviors Of Concern In Homes For Children

Below are some potential risk behaviors for abuse of children. Staff must be aware of the considerable power they may have over these children to whom abuse has been 'normal'. Extra care and understanding of adults personal behavior is required to keep these children safe and feeling safe.

Behaviors by adults	Concern
Talking to friends on the phone about children who are listening to your conversation	This normal activity could have a negative effect on some children. A child may have anxiety about who is hearing about them, or not like what is being said, such as the "poor sad children here". Better to discuss the children privately.
Transporting children on motorbikes	Potential for dangerous driving, or taking children to unauthorized locations.
Special attention to one child (such as taking individual children shopping, to events, or overnight trips, or frequently sitting separate from others and talking with the same one child).	Special attention to only one child may cause problems for them with the other children. Isolating children away from others can allow abuse not witnessed by others. Adults must help children get their needs met.
Officers, staff or volunteers (other than a staff mother) sleeping in the same area as children	There is the potential for secret sexual activity/abuse at night.
Adults touching, dressing or washing children of a different sex	This may be a form of sexual abuse; better for women to do most of these things besides simple touching
Children of different sex sleeping together	These children may have witnessed many deviant and sexual behaviors. We must not encourage them trying what may seem normal to them.
Sleeping with a child of any sex that is not your own child	If the adult is not sexually abusing the child, they may be 'using' the child for the adults own personal needs. Adults must help children get their needs met (such as arranging the child sleeping with there special same-sex child friend).