GOODPUSH

CHILD PROTECTION POLICY TEMPLATE

Please note that this is only a guideline document. All notes or text that needs to be changed appear in pink. Ensure that you read through and alter every section of this template to the needs of your organization and change any statements that don't fit to the mission and vision statement of your organization.

Having a child protection policy (CPP) is a great step towards making your organization safe for children, but it is not enough on its own. To become a champion in providing a safe place for children in your programs, the statements in this policy must be implemented and kept updated, and staff/volunteers but be trained on child protection.

This template is designed to cover the basic information usually included in a child protection policy, however there is no standard length for a CPP so the amount of information included can be adjusted depending on the local needs of your organization. In addition to this policy, your organization should have an employee's code of conduct, external press guidelines, communication guidelines with children and employees (including social media), visitor's guidelines and a visitor register.

CHILD PROTECTION POLICY
for
[Insert your organization's name]

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CHILD PROTECTION POLICY

I. Opening Statement

This should be a short statement from your organization's board of directors or management about your organization's commitment to child protection. An example is below:
"(Your organization's name) values young people and children as being the most important part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment."

(You can also put opening lines of your own and what is the vision of the organization when it comes to child safety).

Child Protection Committee
As part of (your organization's name)'s commitment to child safety, we have a Child Protection Committee composed of the following staff and board members:[1]

- (Name, position title)
- (Name, position title)

II. Purpose and Aims

Purpose
The purpose of (organization's name) activities for children and young people is to offer children a safe and welcoming environment with sport and fun activities where the children can grow and learn. This policy applies to our own organization's activities and any work we do in partnership with other organizations.

Aims
This is one of the most important components of the policy. The following are some example aims. Please change these to the needs of your organization and the work you do.

[1] The Child Protection Committee should have 2-3 members of management or the board of directors.

- To provide skateboarding activities for children and young people to help them develop from childhood into adulthood and to provide support for them. (You can add the community where you work, specific location)
- To enable the children to express themselves and feel empowered.
- To provide children ……
- To help children ……

III. Definitions

Child means a person below the age of 18 years, unless otherwise stated under the law in the countries where we operate. The United Nations Convention on the Rights of the Child[2] defines child as "a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier". This is ratified by 192 of 194 member countries.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse: According to the World Health Organisation, “Child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.’

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviors can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child’s inhibitions in preparation for sexual activity with the child.

IV. Registration and data protection

1. Each child and young person should be formally registered before taking part in the programs of the organization. The registration process includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely, with emergency contact information and health considerations easily accessible during each session. (see Annex B on page 12)

[2] https://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf

2. Attendance register: a register of present/absent participants should be kept for each session.

The registration data should be kept secured and out of reach of any person who is not authorized to view/use the data within or outside the organization.

V. Child Protection Good practices

Providing a safe skateboarding/learning environment

1. Make sure that the area you are using for activities is fit for the purpose, e.g. sweep debris from the skatepark, remove furniture or any sharp objects which could cause injury during sport or games.

2. Make sure that all skateboard instructors know:
    - Where the emergency phone is and how to operate it
    - Where the first aid kit is
    - Who is responsible for first aid and how to record accidents or injuries in the incident (Annex A on page 6)
    - What to do in the event of a fire or another emergency

3. Once a year there should be a fire drill for all volunteers/staff and students.

Guidelines to minimize risks of abuse

- A group of children or young people under 16 should not be left unattended at any time.

- Staff/volunteers should avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child (e.g. first aid or if he/she is distressed) make sure that another team member knows where you are and why.

- Skateboarding and classroom instructors should always be supervised (ie. open door policy) or should have two or more instructors present.

- At no time should a volunteer, staff member or organizational partner arrange to meet a young person outside of the organizational facility/activities without someone else being there.

- Any such meetings should be planned and have the approval of a member of the Child Protection Committee (this must be someone other than the organiser themselves), as well as permission from the young person's parent/guardian.

Safe travel to and from activities

- Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child leave with another adult unless the parent has informed you that this will happen.

- If private cars are used for an outing, the drivers must be approved by the Child Protection Committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts, and the seatbelts should always be used.

- Under normal circumstances, skateboard instructors should only give a lift home to a young person from group activities if a parent/guardian of the young person has specifically asked for them to do so or given prior permission.

  In the case of field trips, it should be made clear if any personal cars will be used and where the children or young people will be dropped off afterwards.

VI. Recruitment and Training

Recruitment:
It is important that all realistic steps are taken to avoid mismatched people from working at (your organization's name). This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children / young people the following steps should be taken when recruiting and selecting staff and volunteers.

- All employees and volunteers will be required to undertake an interview carried out to acceptable child protection protocol mentioned in this policy document.
- A police certificate has been submitted clarifying any criminal record.
- Their qualifications have been validated (via reference checks).
- Other recruitment and selection requirements and verifications including the right-to-work documentation should be undertaken as per the HR Recruitment Policy.
- The job requirements and responsibilities have been clarified.
- New hires/volunteers have signed the Child Protection Policy and the Code of Conduct.
- Child Protection Procedures are explained and training needs identified.

Training
In addition to pre-selection checks, the child protection and safety process includes training (within three to six months of joining insert your organization name) after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, which will help to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child / young person.
- Work safely and effectively with children / young people.
- All staff and volunteers to undertake relevant child protection training (depending on their involvement) or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- Child Protection Committee should ensure that the organisation and all of its staff (and volunteers where relevant) continue to increase knowledge and understanding of Child Protection matters, especially where changes or updates to relevant best practice recommendations, legislation or other amendments are recommended.

VII. Recording Information for an Incident / Accident.

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do in case of a disclosure (when a child reports abuse):

1. Listen to the child/young person.

2. Look at them directly and do not promise to keep any secrets before you know what they want to tell, but always let the child/young person know if, and why, you are going to tell anyone.

3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings.

4. Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or filling in the gaps with what you think happened.

5. Any disclosure by a child/young person must be reported to the person(s) responsible for child protection matters in your organization.

6. It is not the role of your staff or volunteers to investigate any allegations, as this could contaminate evidence if a situation went to court.

7. Speak immediately to the Local Authority for further advice and guidance

(you should prepare a local list of authorities and social work organizations in advance).

What you <u>should not do:</u>

1. Any staff member, volunteer, or skate trainer should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the necessary authorities and members of your Child Protection Committee.
3. Do not form your own opinions and decide to do nothing.

Things to say:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'

Things <u>not</u> to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief – be calm
- Do not make false promises

VIII. Signatures

This child protection policy was adopted by the (insert your organization's name) on (insert day/month/year).

Signed on behalf of the Child Protection Committee by:

Signature…….

Name in Capitals……

The policy has been reviewed by the board of directors on:

Date……..

Annex A:

Accident / Incident Report Form:

Name of the staff member present/responsible for session:

Place where Accident / Incident took place?

Date of the accident / Incident?

Address of child injured?

Nature of incident / accident? e.g. physical abuse, emotional abuse, neglect, sexual abuse.

Give details on how and where incident took place. What exactly the child told you? Don’t lead the conversation or interrupt the child.

Any action taken? What were these actions? Who gave first aid?

What were the follow up actions? If taken to the hospital who was accompanying the child? If taken home, who took them home?

Were the following stakeholders informed, contacted?

Parent / family / guardian Yes / No	If yes – when? Date:
Police Yes / No	If yes - When? Date:
Social service or child protection department (this will vary from country to country). Yes / No	If yes – when? Date:
Ambulance: Yes / No	If yes – when? Date:

All the information is exact and a true record of the accident / incident.

Signature: Dated:

Annex B:

Participant Registration and Waiver Form [Example]

To be completed by an adult staff member or volunteer. Please explain why are you collecting this information to parents/guardians and participants.

[Organization] ID No. Same # as ID Photo	Ex. AF1 0001

Registration Date	dd.mm.yyyy Use first date they ever participated in your programs
Program circle all that apply	Outreach | Skateboarding | Art Classes (replace above with your own program names)

Partner or Outreach location if applicable		Class Group Name	
Family Name		Given Name	
Gender	Male | Female | Non-Binary	Birth Date	dd/mm/yyyy
Emergency Contact Name		Emergency Contact Number	
Nationality	1.	Languages	1.
	2.		2.
Health Comments			
In School circle one	Yes | No	Highest Grade Achieved	
Disability circle one	❏ None ❏ Cognitive ❏ Physical ❏ Both	Internally Displaced or refugee?	Yes | No
Location of Work circle one	❏ Helping family business at home ❏ Working outside – business/shop ❏ Working outside – informally (selling, recycling) ❏ Work experience placement ❏ Not working	Family Income Level circle one	Low | Lower Middle | Middle | High
Job of father or guardian		Job of mother or 2nd guardian	
Media permission?	Yes | No | Unsure		
General comments	Ie. Number of siblings also attending programs, other comments		

PARENT / GUARDIAN INFORMATION

Emergency Contact Name		Relationship to child	
Emergency Phone #		Email address	
Partner organization (if applicable)		School Name/Contact	

FORM CHECK

All Information provided is confidential and will only be viewed by staff employed by (insert your organization name here). Information is kept in a secure database.

Remember to collect from parent / guardians:

- ❏ Media Permission (signed form)
- ❏ Risk / Waiver and Permission (signed form)

Parent/Guardian Permission Form

Risk

To lower the risk of injury, participants wear protective equipment. Anyone participating in skateboarding lessons is required to wear a helmet, knee pads, elbow pads and shoes, and follow strict rules in the skate park to ensure their safety.

Instructors monitor the participants in small groups at all times. Only trained instructors will administer First-Aid to injured participants. All full and part-time employees receive Child Protection Policy training to protect children from injury or maltreatment. As with any physical activity, there is some risk of injury with skateboarding.

By signing the release of liability and using the facility, the participant and the participant's parent or legal guardian (if under 18) fully release and discharge (insert your organization name here), its employees, Skate Instructors and volunteers from any and all claims, demands, damages, rights of action or causes of action present or future, resulting from or arising out of the participant's use or intended use of the skateboarding facilities and equipment.

Participant Information

Full name: _____

Media

During programming, (insert your organization name here) and outside media approved by (insert your organization name here) may interview, photograph or take videos of your child for use in our publications, website, newspapers and for the promotion of (insert your organization name here).

YES	Please circle YES if you understand and approve of this media policy
NO	Please circle NO if you do not wish for your child to be included in media coverage

Permission

I _____ (printed guardian's name) allow my child _____ (printed participant name) to join the skate sessions organized by (insert your organization name here) as described above.

I understand that the act of skateboarding necessarily involves risk of injury to the participant and other people and will not hold (insert your organization name here) legally or financially responsible for any accident that includes but is not limited to death, permanent or temporary paralysis, disability, physical or mental damage or other injury as well as damage to the participant's equipment and personal property during (insert your organization name here) classes.

Signature: _____ Date:_____

Witnessed by (staff member name and signature) _____