

Child Safeguarding Policy and Procedure

Day of General Discussion 2018: Protecting and Empowering Children as Human Rights Defenders

By Child Rights Connect

INTRODUCTION

Child Rights Connect is supporting the UN Committee on the Rights of the Child (the Committee) to organise a 2018 Day of General Discussion (DGD) on protecting and empowering children human rights defenders. The Committee is seeking to actively engage with children across the world in the DGD, to ensure that their voices are heard and taken into account in all matters and decisions that affect them. Child Rights Connect is organising several activities with its members and partners, to ensure that children are involved in all aspects of the DGD: the planning, implementation and follow-up. Such activities include conducting two rounds of global children's consultations, setting up a Children's Advisory Team, organising a DGD children's workshop in Geneva in March 2018, ensuring the participation of children in the DGD itself on 28th September 2018 and organising briefing and debriefing workshops on 27th and 29th September 2018. This child safeguarding policy applies to all DGD activities and is an updated version based on the first draft produced in February 2018.



This 2018 DGD child safeguarding policy and procedure was adapted from the child safeguarding documents provided by Save the Children Geneva Advocacy Office and benefited from the support and inputs of the members and partners of Child Rights Connect.

STATEMENT

Violence against children occurs in all countries and in all societies: It involves physical, sexual, emotional abuse and neglect and it almost always preventable. This Child Safeguarding Policy and Procedure aims at keeping children safe during their involvement in the 2018 DGD and related activities, and supporting their participation in line with the Committee's DGD working methods¹. As well, it outlines the procedure and guidelines for the swift and appropriate action to be taken by adults should an incident or concern arise.

All adults falling within the scope of this Policy should be fully aware of the following reporting and responding procedure and the necessary steps to respect and protect the freedom of all child participants from all forms of violence. All children should be informed that if they raise a concern, there is a procedure in place to protect this right and ensure their safety and protection.

SCOPE

This Policy and Procedure covers all activities associated with the 2018 DGD that are organised by Child Rights Connect, and is applicable to the professional and personal lives of all the persons in the scope of this document, including:

¹http://www.childrightsconnect.org/wp-content/uploads/2018/07/AUV_working-methods-for-child-participation-in-DGDs.pdf

1. Child Rights Connect Secretariat staff, interns and volunteers
2. Executive Committee members of Child Rights Connect
3. Members and representatives of Child Rights Connect
4. Supporting organisations of the Child Advisors on the Children’s Advisory Team
5. External partners and consultants collaborating on DGD activities
6. All adults accompanying children to DGD activities
7. All other adults taking part in DGD activities
8. The parents or guardians of the Child Advisors on the Children’s Advisory Team
9. CRC Committee members and Committee Secretariat staff

This is not an exclusive list. The principle is that all adults involved in the DGD activities should avoid actions, behaviors, or suspicions that are seen as poor practice or potentially abusive and to support children’s active and meaningful participation.

All activities associated with the 2018 DGD are built in accordance to the implementation of the Working Methods for the Participation of Children in the Days of General Discussion of the Committee, Article 12 of the Convention on the Rights of the Child (Convention)² and the nine basic requirements for children’s participation as outlined in the Committee’s General Comment No.12 On The Right of the Child to be Heard³.

This document is aligned with the Child Rights Connect Child Safeguarding Policy, which is followed in all work that the organisation takes forward.

BACKGROUND

A child is defined as anyone under the age of 18 years.

According to Article 19 of the Convention, children should be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. These may include:

- **Physical violence:** actual or potential physical harm perpetrated by another person, adult or child, including all forms of corporal punishment and bullying.
- **Sexual abuse:** the inducement of coercion of a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. Sexual abuse also consists of any sexual activity with a person under the age of 18: an underage child cannot legally give informed consent. It may also include involving children in looking at or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.
- **Sexual exploitation:** a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs.
- **Neglect or negligent treatment:** allowing for context, resources and circumstances, the failure to meet a child’s basic physical and /or psychological needs, protect them from danger, or obtain medical and other services, which is likely to result in serious impairment of a child’s healthy physical, spiritual, moral and mental development.

² <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

³

http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CRC%2fC%2fGC%2f12&Lang=en

- **Emotional abuse:** emotional maltreatment that impacts on a child's emotional development, such as: bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
- **Commercial exploitation:** exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development.

Abuse and violence against children and adolescents occurs globally and in all settings, including online. Accidents and incidents affecting children usually occurs suddenly and unexpectedly. These are events that cause disruption to the normal functions of work and bring significant danger or risk. They include, but are NOT limited to:

- Assault, including physical or sexual
- Severe verbal aggression, including threats
- Robbery or destruction of personal belongings
- Traffic accident
- Serious injury
- Natural disaster
- Fire
- Bomb or hostage threat
- Explosion, gas, or chemical hazard
- Exposure to pornographic materials in electronic or any other form
- Trafficking / kidnapping

According to Article 17e of the Convention on the Rights of the Child, all children have the right to be protected from any information they do not need to know and for which they may not have the understanding and maturity to cope. This is especially true if the information deals with sexual matters. All adults taking part in any of the DGD activities have a duty to ensure that no child is harmed as a result of information from presentations and discussions whether in spoken, written or visual form or any other kind of communication.

This means:

- No shocking/offensive stories or case studies
- No shocking images or audio
- No emotional personal testimony of abuse and exploitation
- No role play or drama depicting rape or other sexual or violent acts
- Sensitivity to other cultures
- No 'bad' (improper/offensive) language either at children or in the presence of children

All adults should be alert to such situations and are responsible for protecting all children attending the DGD activities. Facilitators in particular must be prepared to stop discussions or presentations that are inappropriate and remind participants that:

- Child protection is mandatory
- Activities must remain within professional limits
- Time out may be necessary

Anyone (child or adult) who feels uncomfortable or needs a break from a presentation or discussion can leave. There will be a quiet place for reflection available at the meeting venue (in/around the DGD exhibition space) and a counsellor will be on call to provide support if needed.

STEPS TO ENSURE CHILD PROTECTION

Awareness and alertness: All children involved in the DGD activities need to be briefed on the forms and nature of abuse, the importance of child protection, their respective role in the event and with whom and how to report any concerns, in a language and format easily understandable to them. All adults listed in the scope above bear the responsibility to be alert throughout children's involvement, undertake risk assessment and create safe environments (including to identify evacuation points at all venues and provide assistance needed).

Disclosing child abuse or harm: In case of any abusive incidents affecting their physical or mental well-being, children should approach their accompanying adult or the DGD Child Safeguarder (details below). The adult or focal person will organize and provide immediate assistance in accordance with the nature of the incident, while ensuring security of any sensitive issues enclosed and confidentiality unless children are at risk of harm.

Taking Action: The principle of the "best interest of the child" is to be applied throughout the DGD activities. The child safeguarding focal person or other appropriate adult, will take serious consideration of all concerns that are raised. An assessment (including medical if necessary) of the specific kind of support that is needed, and assistance to the child/children affected by the incident is offered without delay. Timely responses are essential. Parents/ guardians should be contacted and informed of the incident, where appropriate, and assistance provided. An incident report is compiled to document details of the incident and clinical support persons from appropriate services are contacted and consulted.

Follow-up and debriefing: Relevant services shall be approached in the aftermath of an incident to develop appropriate supports for children, adolescents and others directly affected by or involved in the incident. Depending on the circumstances this may involve:

- Supportive counseling
- Referrals for more in-depth counseling as required
- Support to relevant persons who respond to the incident
- Holding a review meeting for the purpose of reviewing the incident for lessons learned
- Medical referrals

THE CHILD SAFEGUARDING FOCAL PERSON (CSFP) AND THE DGD CHILD SAFEGUARDER

The Child Safeguarding Focal Person (CSFP) ensures the prevention of, and timely, appropriate responses to any situation raising child protection concerns, or of child abuse and incidents that might affect them. An additional, exclusively dedicated child safeguarding person (the **DGD Child Safeguarder**) will be available throughout the DGD activities for the reporting of any incidents or concerns. Accompanying adults will be responsible for the safety and protection of the children outside of the DGD activities.

The CSFP has the overall responsibility and management for the promotion, awareness and implementation of the Child Safeguarding Policy and Procedure throughout the DGD activities, to assure:

- Monitoring of the Policy and reporting on any developments to Child Rights Connect staff and other relevant adults (see below procedure)
- The development and coordination of child safeguarding trainings/briefings/resources as required
- Maintenance of good practices and statutory requirements
- A source of support and information on safeguarding issues for all adults under the scope of the Policy and Procedure

- When a concern or incident is raised, to be the main focal person to make decisions and liaise with the relevant stakeholders (see below procedure)

The CSFP for all DGD activities is **Beatrice Schulter, Director** (full details below).

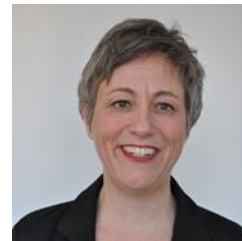
Throughout the DGD activities on 27th, 28th and 29th September 2018, there will also be the **DGD Child Safeguarder** whose role will be exclusively to be available at all times for the safety and well-being of children during all DGD activities, for the reporting of any incidents or concerns. Any concerns will be addressed in confidence keeping the best interest of the child in mind. They will be made clearly visible to all children and adults thanks to the use of a sign to wear, including being introduced at the beginning of each activity and child safeguarding briefing and will work in close cooperation with the CSFP. The DGD Child Safeguarding Team will decide and confirm who will be the DGD Child Safeguarder by September 1st and will ensure adequate preparation.

Child Safeguarding Focal Person (CSFP)

Beatrice Schulter, Director of Child Rights Connect

Email: schulter@childrightsconnect.org

Phone number: +41(0)22 552 41 32 Mobile number: +41 76 417 52 23



CODE OF CONDUCT

All adults under the scope of this Policy and children involved in the DGD activities are bound and must abide by the following Code of Conduct. It specifies actions which staff, when in contact with children:

- Should take to empower and safeguard children
- Should refrain from and
- Must avoid

Adhering to this Code of Conduct will protect children from abuse and adults from allegations of misconduct or even abuse.

Do not:

- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be seen as exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Sleep in the same room as a child (apart from exceptional circumstances and only if agreed by the child, their parent/guardian and the child protection focal person)
- Do things for children of a personal nature that they could do on their own
- Permit or participate in behavior of children that is illegal, unsafe, or abusive
- Act in ways meant to shame, humiliate, belittle, or degrade children and/or adolescents, or otherwise commit a form of emotional abuse
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others

- Expose children and adolescents to pornographic materials in electronic or any other form

Do:

- Observe and respect confidentiality of all children and adolescents and their personal information
- Ensure child-friendly language and communicate clearly
- Respect children's views and give equal opportunity to all for expression of their views without discrimination
- Ensure that all DGD activities are smoke, drug and alcohol-free zones
- Dress appropriately and respectfully

REPORTING AND RESPONDING GUIDELINES

The guidelines for reporting incidents and emergencies involving children have been developed specifically for use in the DGD activities where a child's safety and/or well-being is jeopardised. Any child protection concerns and/or complaints can be written or verbally reported to the CSFP or Accompanying Adult, who will handle them in the strictest confidence and ensure that they are properly dealt with and responded to.

In the event of an emergency and there is a conflict between local protocols and the Child Safeguarding Policy and Procedure, the latter will take priority.

SUSPECTING CHILD ABUSE & POSSIBLE INDICATORS

There are a number of circumstances under which adults under the scope of this document may suspect child abuse during or outside of the DGD activities. These include:

- A child 'disclosing' abuse – telling someone that s/he is being or has been abused
- A child having an injury for which there is no satisfactory explanation
- A child behaving or appearing in such a way as to give rise to concern
- A child that we are in contact with abusing another child
- An adult under the scope of this document abusing a child e.g. their own child or one they are in contact with through their work.
- Adults or children viewing child abuse on the internet.
- Being informed of or witnessing abuse by a stranger or someone known to you.

Some examples of possible indicators of abuse include:

- A child who is self-harming
- A child who has age inappropriate sexual knowledge or behaviour
- A child who is often very withdrawn
- A child who often presents poor personal hygiene
- A child who is often hungry, or under or over-dressed for the time of year
- A child who runs away
- A child who is often left in unsafe situations, or without medical attention when they need it
- A child who is constantly 'put down', insulted, sworn at or humiliated
- A child who seems very afraid of particular adults, and reluctant to be alone with them
- A child who has unexplained changeable emotions, such as depression, anxiety or severe aggression

The above lists are not exhaustive and the presence of one or more of these does not automatically indicate abuse. In some cases, these indicators may have an acceptable explanation, but all adults under the scope of this document should be aware of which kind of abuse might be the case, particularly if no other explanation is forthcoming.

RESPONDING TO A CONCERN

Recognising abuse can be a complex matter, for example:

- The child's anxiety around the consequences of 'disclosing'
- The child protecting the perpetrator of the abuse
- The child is unknown (e.g. attending the DGD activity without registering)
- There are potential indicators of abuse but there is no constitute definitive proof

There are also a number of factors relating to adults under the scope of this procedure that can act as barriers to their recognising abuse or acting upon their concerns. These include:

- Fear of being mistaken about the concern
- Concerns that reporting concerns might have an adverse effect upon themselves and/or the child
- Ignorance as to what might happen next
- A misguided sense of loyalty to a colleague
- Anxiety that the matter is trivial
- A belief that abuse does not take place through organisations or families they know
- Assumptions that someone else will deal with it or that concerns are already being dealt with

The effect of abuse on children depends on a number of factors and is not readily predictable. It is an extremely serious matter with multiple negative long-term consequences when there is a failure to respond, report and investigate.

In responding to concerns of abuse, adults under the scope of this procedure **should not:**

- Panic - this may scare and silence the child
- Inquire into the details of the abuse - it is the duty of the Child Protection Services and police to investigate abuse
- Push the child too hard to speak if s/he is reluctant to
- Promise to keep secrets
- Raise the child's expectations and hopes beyond what the adult is actually able to do
- Fail to report their concerns as per this procedure (see 'acting on a concern' below)

In responding to concerns of abuse, adults under the scope of this procedure **should:**

- Support and respect the child at a particularly difficult time, maintaining appropriate boundaries
- Inform the child of the nature of the DGD child safeguarding policy and procedure, its implications and the reasons why we have adopted this approach
- Act speedily and prioritise as a matter of urgency
- Ensure that the child is well informed of progress and outcomes within the procedure
- Adopt a child participatory approach, and explain to children that the action taken is in their best interests even if different to their desired course of action
- Seek/prepare longer – term support for the child

- Immediately refer verbally to your line manager/a DGD child safeguarding focal person for consideration of actions required

ACTING ON A CONCERN

Adults under the scope of this Policy and Procedure (see page 1 of the DGD Child Safeguarding Policy) must report any safeguarding concerns they have to the DGD Child Safeguarder, who will immediately notify the Child Safeguarding Focal Person (CSFP) Beatrice Schuller, Director, Child Rights Connect. The CSFP will then ensure full implementation of this Procedure. The only exception is if the CSFP is suspected of abuse. In this event, the DGD Child Safeguarder will instead notify the Save the Children Child Safeguarding Focal Point Davinia Ovet Bondi, Deputy Director, Geneva Advocacy Office (contacts below).

If an adult under the scope of this Procedure is unhappy with the proposed course of action, they can raise the concern with the President of Child Rights Connect, Delia Pop (contacts below). The concerns will be raised in good faith and will not attract reprisal, retaliation or other detriment to the person raising the concern.

In the event of concerns being raised through a complaint to the organisation (or other scenario), this Child Safeguarding Policy document assumes priority.

INCIDENT REPORTING FORMS & CONFIDENTIALITY

An initial written record must be made using the DGD child safeguarding incident reporting form (appendix II) and a copy of this record must be sent as soon as possible to the Child Safeguarding Focal Point via email or in writing.

Hard copies must be kept by the Child Safeguarding Focal Person in a locked filing cabinet, with a coding system in place of names. All envelopes must be marked with 'private and confidential' and 'for the attention of.' All circulation and storage of recordings must be secured with the utmost care and respect for confidentiality. Word Documents must only be accessible by password, with the password sent to those who require it in separate communication to the document itself (i.e. two emails).

All child safeguarding records are handled and held securely by Child Rights Connect.

Confidentiality is vitally important for both the child and the alleged perpetrator during and after any actions taken within this procedure. Indiscretion or carelessness can have damaging consequences for any potential legal action taken against an individual, for the child's dignity and self-respect, or for the alleged perpetrator if it is subsequently found there is no case to answer. It is everyone's responsibility to ensure the security of knowledge, information and records. Case details must only be provided on a 'need to know' basis.

RISK ASSESSMENTS

A risk assessment must be carried out in order to safeguard children, and to protect adults under the scope of this Procedure from malicious or mistaken allegations. Where this involves children taking part in any of the DGD activities, there are two areas to cover within the risk assessment – Health & Safety, and Child Safeguarding. It includes accidents, incidents or near-miss events.

Child Rights Connect has issued a draft DGD risk assessment framework for supporting organisations to further add to. An amended version must then be sent to the Child Rights Connect Secretariat for approval.

CONCERNS ABOUT STAFF OF CHILD RIGHTS CONNECT

Concerns about staff behaviour – whether Child Rights Connect, its members or partner agencies and other stakeholders of the DGD activities – must be treated with the same rigour as other concerns. If there is any concern of child abuse or an illegal act having been committed then this information must be passed on immediately, as per this Procedure, to the Child Safeguarding Focal Point or where there is immediate danger to a child, the police or other appropriate authority.

If the alleged abuser is a staff member, intern or volunteer of the Child Rights Connect Secretariat, the case will be reported by Ms. Beatrice Schuler centrally to the President of Child Rights Connect, Delia Pop. The President will assess, investigate and respond to the report appropriately, in line with this Procedure (and in some circumstances involving an internal investigation or referral to local authorities with support of the Executive Committee Bureau), based on the detail of each case, which could be child abuse or inappropriate behaviour.

The process may also vary depending on the exact nature of the report. Where the allegation concerns a potential illegal act, they will under normal circumstances refer the case to the national authorities. If this action endangers the life and wellbeing of the child, then alternative courses will be considered. Confidentiality will be maintained throughout the process, with information being shared purely on a 'need to know' basis.

Adults under the scope of this Procedure can raise concerns in good faith about anyone working or volunteering for Child Rights Connect and will not suffer adverse consequences whatever the outcome.

If there is a concern regarding inappropriate behaviour of Child Rights Connect staff, interns or volunteers, this will have a number of possible outcomes, including:

- Concern diminished - no further action
- Identification and implementation of a simple solution
- Evidence of professional misconduct and referral into a disciplinary procedure
- Concern arises that abuse has taken place and referral is made to the Child Protection Services or the police.

WORKING WITH MEMBERS AND PARTNERS

The DGD activities brings together a range of different stakeholders working together, including Child Rights Connect members, partners and the Committee and its Secretariat. A written agreement will be produced as part of the DGD consent forms, specifying a joint commitment to safeguarding children and the procedure to be followed in the event of concerns about child abuse. Both Child Rights Connect and the relevant partner organisation reserve the right to independently refer child abuse concerns to the appropriate authority where there is disagreement on actions to take in order to safeguard children.

The purpose of the written agreement is to ensure clarity as to which organisation is responsible for taking action in specific circumstances of the DGD activities so that:

- Action is taken in respect of children at risk
- Work is not duplicated unnecessarily
- The child is not subject to unnecessary questioning
- Events or activities organised individually by or jointly with partners are clearly identified in terms of child protection jurisdiction and responsibility

All events or activities arranged by Child Rights Connect will automatically fall under this procedure. For example, the DGD workshops on 27th and 29th September 2018 and the DGD exhibition and related side-event on 28th September 2018.

The written agreements will be between Child Rights Connect and the supporting organisations for the Child Advisors of the Children’s Advisory Team. The agreement should reflect the principles and standards specified in the DGD Child Safeguarding Policy and Procedure.

Concerns regarding abuse perpetrated by staff in partner supporting organisations should be treated as a child safeguarding matter and dealt with as specified in this procedure.

LOCAL EMERGENCY CONTACTS

Fire Department (Pompiers) – 118

Police – 117

Tourist assistance centre - +41 22 546 14 00

Ambulances – 144

Toxicology Centre (Centre toxicologique) – 145

Medical – +41 22 372 81 20 (adult urgency); +41 22 372 45 55 (child urgency)

ACCIDENT AND EMERGENCY:

Hôpitaux Universitaires de Genève (HUG):

- *Service d'accueil et d'urgences pédiatriques*

Address: Avenue de la Roseraie 47, 1211 Genève 14

Tel: 022 372 45 55 Website: <http://dea.hug-ge.ch/urgences.html>

- *Urgences gynécologiques de la maternité*

Address: 30 Boulevard de la Cluse, 1211 Genève 14,

Tel: 022/382 68 16 /17, Website: <http://gyneco-obstetrique.hug-ge.ch/URGENCES.html>

VICTIM SUPPORT SERVICES:

Consultations LAVI (loi fédérale sur l’aide aux victimes d’infractions) Genève

Mandate: Support (information, advice, financial assistance for treatment and legal support) to victims of physical and sexual violence. The law covers all victims of abuse that has taken place in Switzerland.

Address: Centre LAVI Genève, 72 Boulevard Saint-Georges, 1205 Genève

Open: Monday, Wednesday, Thursday and Fridays (by appointment only)

8:30-12:30, 13:30-17:00

Tuesday: 13:30-17:00

Tel: 022 320 01 02

Email: info@centrelavi-ge.ch

Website: www.centrelavi-ge.ch

PSYCHO-SOCIAL SUPPORT:

Centre de consultations pour victimes d’abus sexuels durant l’enfance et l’adolescence (CTAS)

Mandate: NGO that provides psycho-social support to children victims of abuse, families and professionals. They can provide support to children in French, English and Portuguese.

Address: 36, Boulevard St. George, 1205 Genève

Tel: 022 800 08 50

Website: <http://www.ctas.ch/>

SERVICE SOCIAL

Rue Dancet 22, Genève

Tél.+41 22 418 47 00

SPMI - SERVICE DE PROTECTION DES MINEURS (CHILD PROTECTION SERVICES)

Boulevard de St-Georges 16

1211 Genève

022 546 10 00

SOS ENFANTS

Tel: 022 312 11 12

Website: www.sos-enfants.ch

If you are concerned about the immediate safety of a child, please call the Geneva police on 117.

RELEVANT CONTACT PERSONS FOR PROCEDURE

Beatrice Schulter, DGD Child Safeguarding Focal Person, Director, Child Rights Connect - +41(0)22 552 41 32 (telephone), +41 76 417 52 23 (mobile), schulter@childrightsconnect.org

DGD Child Safeguarder – To Be Confirmed

If the CSFP is suspected of abuse: Davinia Ovetto Bondi, Deputy Director Save the Children, Geneva Advocacy Office, Child Safeguarding Focal Person – +41 (0) 22 919 62 18 (telephone), +41 (0) 79 774 56 35 (mobile), davinia.ovettbondi@savethechildren.org

If a staff member, intern or volunteer of the Child Rights Connect Secretariat is suspected of abuse: Delia Pop, President, Child Rights Connect - + 44(0) 1722 792927 (telephone), + 44 (0)7917133304 (mobile), delia.pop@hopeandhomes.org

APPENDICES

APPENDIX I

DGD Child Safeguarding Reporting Guidelines

RECORD OF CONCERN/INCIDENT

Recording and Reporting Suspected Child Abuse and Sexual Exploitation

*Gathering information at the point of referral (when a concern first arises) is a crucial part the process. The report should be accurate and objective, focusing on facts and relevant information that will help in deciding what actions to take. The Referral Form below is designed to help with this and **must** be used for recording and reporting any allegations or concerns of abuse received, whether from a child or an adult.*

When told of abuse by a child ask only questions needed to establish a clear understanding of the narrative provided by the child and to ascertain the safety and welfare of that child.

The following questions need to be covered (and recorded succinctly and clearly):

Who is involved in the abuse?

What happened?

When and where did the fact occur?

When being told by an adult it should be possible to gain additional helpful information without straying into a mini investigation.

*All concerns or allegations, must be recorded on the following form and sent to your line manager and the DGD Child Safeguarder **as soon as possible and within 24 hours.***

The report should not be delayed because the referrer does not have all of the following information.

- 1. Referral details-** time, date and place referral received
- 2. Referrer's details** - name, address, any identity no., any contact telephone number, occupation and, if not the child, relationship with the child
- 3. Child's details-** name (home and school names), age and date of birth, gender, address (and previous if mobile), household structure (if child separated, name of carers), school, class, teacher, ethnicity/tribe, language spoken, religion, any disability/special needs. Any identity no. Status of child i.e. whose legal responsibility? **(Note that the child's age is particularly important in establishing whether a crime has been committed)**
 - Any recent changes in child's behaviour or presentation? What are they, and when behaviour changed if known?
 - Any other information What else can referrer tell you about the child?
 - Information about other children in household/family
- 4. Details of concern** -incident, people involved, place, time, (what, who, where, when) Use child's own words, where possible:
 - Physical and emotional state of child (describe any cuts, bruises, behaviour and mood)
 - If the referrer is not the child, whether the referrer spoke directly to the child? If not, who did the referrer obtain this information from?
 - Did the child report or disclose abuse?

- If so, what were the exact words of the child?
- If not, what made the referrer suspicious?

5. Alleged perpetrator's details, where identified

- What can referrer tell you about the alleged perpetrator/s including name, address, age, employment details, **including whether an employee, intern or volunteer of Child Rights Connect, or member or partner of the organisation**, position held and current location
- Previous address and employment if known
- Relationship, if any to child e.g. same household or compound
- Information on activities/behaviour etc. alleged abuser/subject of concern
- Source of information

6. Whether the child is currently safe and current location (Ask early in the interview if the child is not present to establish whether urgent action is required)

7. Whether emergency medical treatment has been necessary- if so, what was provided, when and by whom?

8. Does the referral or presentation of the child, if present, suggest that emergency medical treatment is needed now?

9. Who else knows of the allegation and referral? Knowledge of other agency's involvement

10. Whether child/family aware of referral and parent/carers response to concern if aware

11. Actions taken to date: Details of:

- action taken to make child safe by person taking referral/others
- referrals to police, social welfare, other agency and their response

12. Other relevant information

13. Name, position and location of person receiving the referral.

14. Signature and date.

Taking a referral of sexual exploitation

Where an allegation of sexual exploitation or "sex for favours" is made, it is particularly important to establish and record the actual words used by the alleged victim or person informing the referrer. This is to avoid any subsequent misinterpretation of the nature of the alleged abuse.

Establishing the age of the alleged victim of sexual abuse or exploitation, where possible, will assist in the determination of whether a sexual crime has been committed and whether a criminal investigation should be instigated.

Where an allegation of sexual exploitation is made, it is particularly important to also obtain from the referrer their knowledge of whether other children are involved in exploitation and, if so, that they (and the perpetrator/s of their exploitation) are also identified.

APPENDIX 2

DGD CHILD SAFEGUARDING FORM

This report form may be filled out by any person to whom a child discloses the incident, or by the child safeguarding focal person. This should be determined on a case by case basis. By the 27th of September, this reporting form will be available online (further communication will be sent via email soon). The author will be offered the possibility to deliver an anonymous report.

PLEASE TYPE YOUR REPORT

CONFIDENTIAL

Child Safeguarding Incident Report Form

DGD activity:

Child's name:

Case no:

Referral details:

Time:

Date:

Place:

Referrer's details:

Name:

Address:

Contact telephone no:

Occupation:

Relationship to child:

Child's details:

Name:

Age:

Date of birth:

Gender:

Address:

Household structure:

School:

Class:

Teacher:

Ethnicity/Tribe:	Language spoken:
Religion:	Any Disability:
Identity no:	Status/whose legal responsibility:

Relevant points/recent changes regarding the child's behaviour?

Any other information:

Details of concern: what, who, where, when (including child's words if possible):

Alleged Perpetrator's details (if known):

Name:

Address:

Age: Date of birth:

Employment details: Nature of job:

Identify if Child Rights Connect, member or partner agency is the employer:

Relationship, if any, to child:

Current location of alleged perpetrator:

Current safety of child including location:

Has emergency medical attention been required?

Provided by:

Any other relevant information or comments?

Who else knows? Include contact details.

Agencies:

Family members or other individuals:

Actions taken to date e.g. Referral to police, children's services, social welfare, other. Give contact details and date and time of action.

Referral taken by (where possible, DGD Child Safeguarder):

Name:

Position and Location:

Date:

Signature (on hard copy):

This section is to be completed by DGD Child Safeguarding Focal Person (CSFP) following receipt of referral:

Action to be taken

Name:

Position:

Location:

Date and time referral received:

Identity of the alleged perpetrator, if known:

Any connection with Child Rights Connect, member or partner:

a) Is this a case to be dealt with under External Procedures i.e. No connection with Child Rights Connect, member or partner?
Yes/No

b) Is this a case to be dealt with under Internal Procedures? Yes/No

If yes, immediately contact Delia Pop, President of Child Rights Connect, for guidance.

Date contact made:

Decision made by CSFP for immediate action as agreed in the DGD Child Safeguarding Procedure? (Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?) Yes/No

Referral to Child Protection Services Yes/No

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs Yes/No

Name of referrer to DGD child safeguarding focal person (CSFP) and date referral passed on:

Signature of CSFP arranging any above action (Beatrice Schulter, Director, Child Rights Connect):

APPENDIX 3

DGD CHILD SAFEGUARDING PROCEDURE

REPORTING CHILD PROTECTION CONCERNS

