



A **KIK** start in life  
Kids learning to serve

# Kids in Kailahun

## Child Protection Policy and Practices

Charity Number: 1129242

### 1.0 **Child protection policy statement.**

We at Kids in Kailahun aim to promote the participation of children in education and in the organization by creating a culture of safety and fun.

*“Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them” (Article 19; UN Convention on the Rights of the child).*

### 2.0 **Standards.**

- Standards set by “Kids in Kailahun” will be achieved through ensuring: Development of awareness of the issues that lead to children being harmed.
- Safe recruiting procedures for volunteers and staff.
- Application of a code of behaviour and expectations for children and young people on the scheme.
- Applications of code of conduct and cooperation for parents.
- Identification and maintenance of parental responsibility.
- Availability of information.
- Regular review and monitoring of child protection procedures by the management committee.
- That all children are treated equally.

This policy applies to all those involved in “Kids in Kailahun”, trustees, staff, volunteers, parents/guardians and young people.

### 3.0 **Vulnerability.**

“Kids in Kailahun” recognizes the additional vulnerability of some children/young people and the extra difficulties they may face when seeking help.

### 4.0 **Confidentiality Statement.**

We at “Kids in Kailahun” will never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know” basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

## 5.0 **Awareness of the issues.**

Background knowledge in relation to child abuse, the general principles of child protection and the ability to recognize and respond to abuse are important issues. Our primary concern is the issue of child protection of our young members within the operation of the programme. However, being cognizant of the member caused by others outside the organizations is of an equal importance for the safety and well being of that child.

### **The Children (NI) Order 1995 formally recognizes four types of abuse:**

#### 5.1 **Physical:-**

Physical abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

#### 5.2 **Neglect:-**

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or guardian failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### 5.3 **Sexual:-**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non- penetrative acts.

#### 5.4 **Emotional:-**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to that they are worthless or uninvolved, inadequate, or valued children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

In addition to these "Kids in Kailahun" recognize that we have a responsibility to:

**"Protect children from bullying and to have policies and procedures in places to do so"** (Co-operating to safeguard children DHSS&PS, 2003).

## 6.0 **Indicators of Abuse.**

The following is a list of some indicators of abuse, but it is not exhaustive:

### 6.1 **Physical Indicators:-**

- Unexplained bruising in soft tissue areas.
- Repeated injuries.
- Black eyes.
- Injuries to the mouth.
- Torn or bloodstained clothing.
- Burns or scalds.
- Bites.
- Fractures.
- Marks from implements.

### 6.2 **Behavioural Indicators:-**

- Inconsistent stories/excuses relating to injuries.
- Unexplained changes in behaviour- becoming withdrawn or aggressive.
- Difficulty in making friends.
- Distrustful of adults or excessive attachment to adults.
- Sudden drop in performance.
- Changes attendance pattern.
- Inappropriate sexual awareness, behaviour or language.
- Reluctance to remove clothing.

## 7.0 **Guidelines for Responding to a Disclosure.**

### **Do's:-**

- Stay calm.
- Listen and hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible.
- Report to someone else in the organization- "the designated person".
- Record your report.

### **Don'ts:-**

- Panic.
- Promise to keep secrets.
- Enquire into the details of the abuse.
- Make a child repeat the story unnecessarily.

## 8.0 **Bullying**

### **The individual:-**

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect for every individual's feelings and views.
- Recognize that everyone is important and that our differences make each of us special.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained and displayed for all to see,

### **Bullying:-**

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:-
  1. Physical pushing, kicking, hitting, pinching etc.
  2. Name calling, sarcasm, spreading rumors, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals.
  3. Sectarian/ racial taunts, graffiti, gestures.
  4. Sexual comments and/or suggestions.
  5. Unwanted physical contact.
  6. Children from ethnic minorities, disabled children, young people who are gay and lesbian, or those with learning difficulties are more vulnerable to this form of abuse may well be targeted.
- Everybody has the responsibility to work together to stop bullying- the child, the parent, KIK Management team/ volunteers.
- Appropriate forums will be established within the organization, including children, parents, KIK Management team/ volunteers and other agencies (Social and welfare department and headmaster of local schools), to address, monitor and stop bullying.
- Commitment to the early identification of bullying and prompt, collective action to deal with it.
- Policy and practices should be agreed through consultation with the charity, parents/ guardians and children.
- Children should be encouraged to take a role in stopping bullying in the programme and to start being more community aware.
- Policy and practices should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. Kailahun Primary and Secondary Methodist Schools).

## 9.0 **Support to the Child.**

- Children should know who will listen to and support them.
- Any advice and assistance should be given by an experienced person.
- Children should have access to helpline numbers.
- Children should be told what is being recorded, in what context and why.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions involving long period of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided.

## 10.0 **Support to the Parents.**

- Parents/ guardians should be advised on the charity policy and practices about bullying.
- Any incident of bullying will be discussed with the child's Parent(s) and guardian(s).
- Parental/guardian advice on action will be sought and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be given. Support should be offered to the parent(s) and guardians including on other agencies or support lines (e.g. by Sarah at the KIK office in Kailahun).

## 11.0 **Safe recruitment procedures for volunteers.**

- Volunteers will be carefully selected, trained where appropriate and supervised. The official bearers of the club committee must vouch for their potential involvement and their participation must be ratified by the unanimous approval of other volunteers.
- All new volunteers working with children or young people must complete the enclosed application form.
- Declaration of past convictions or cases pending and agreement to have a pre-employment consultancy check completed, is of course a prerequisite to approval of volunteers.
- **ALL** volunteers must agree to able to abide by the programme's child protection policy and all are required to sign a pro- forma stating this.
- Any concerns or objectives with regards to suitability of volunteers must be submitted to the "designated person". These matters will be raised with the management team with appropriate action taken including a formal response in writing to the concerned party if required.

## 12.0 **Guidelines for reporting accidents.**

- Fill in two copies of the accident form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to designated person for record keeping/ action required.
- Record in detail all facts surrounding the accident, witness's etc.

## 13.0 **Guidelines for Reporting Allegations/ incidents.**

- Record all incidents reported or observed on an incident form.
- One copy to designated person.
- Ensure confidentiality- only "need to know basis" (reference confidentiality clause).
- The designated person will be responsible for storing any report in a safe and secure environment.

## 14.0 **Availability of information.**

It is important that there is a free flow of information between the KIK management team, volunteers, children and parents, in terms of promotion of the charity and what we aim to achieve in relation to the children on the programme.

Parents and guardians know what we do and how we do it, and the KIK management team and/ or volunteer will always be on hand to give consultation or advice about the children.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of club policies will take place through meetings with programme officials/ volunteers and feedback from children and parents.

## **Appendix 1**

### **Recruitment Procedures for “Kids in Kaliahun”.**

#### **Guidance for these recruitment procedures has been taken from:**

- Our duty of care.
- Co-operating to safe guard children, 2003.

“Kids in Kaliahun” relies heavily on the times and commitment freely given by volunteers.

- **Define the role the individual is applying for (job specification).**
- **Person applying for any post of responsibility within the programme to complete the relevant form (see sample application form).**
- **Obtain two references in writing.**
- **Within the individual’s signed permission request a pre- employment consultancy service check (proof of identity should be provided).**
- **Set a probationary signed period (6 mouths, dependent on frequency of involvement).**
- **Interview the individual either formally or informally by the KIK Trustees:-**
  1. Assess the individual’s experience of working with children or young people and knowledge of child protection issues.
  2. Assess their commitment to promoting good practices.
  3. Assess their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask question to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

## Kids in Kaliahun volunteer application form

Full name:

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Maiden name (if applicable):

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Current Address:

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How many years have you lived at this address:

\_\_\_\_\_ Years

Previous Address (es), (if you lived at current address less than 5 years):

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Telephone number:

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Mobile Number:

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Date of Birth:

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Place of Birth:

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National Insurance No:

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Previous experience/ involvement in this or any other charity/ organization:

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**Do you agree to abide by the guidelines contained in the Kids in Kaliahun Child Protection statement?**

Yes No

**Do you agree to abide by the rules of the KIK Trustees?**

Yes No

**Have you completed Child Protection Awareness Training?**

Yes No

If Yes, who was it organized by when approximately.

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**Do you agree to undergo specific training on the role of the (position being appointed if available)?**

Yes No

**Have you ever been asked to leave a youth related organization in the past?**

(if you have answered yes we will contact you in confidence)

Yes No

**Referee:**

Please supply the names of two responsible people whom we can contact and who from personal knowledge and willing to endorse your application. If you have had a previous involvement in a youth club one of these names should be that of an administrator/ leader in your last charity/organization/ place of involvement.

**Referees- Name/ Addresses/ Telephone No/ Designation.**

1.	2.
_____	_____
_____	_____
_____	_____
_____	_____

For the purpose of your application for the post of \_\_\_\_\_ it is our policy to ask for a check to be carried out by the Department of Health, Social Services and Personal safety pre- employment consultancy service. The purpose of the check is to make sure that people are not appointed who might be at risk to vulnerable people.

The check will tell us whether you have a criminal record, or whether the DHSS@PS holds any other information about you that might have a bearing on your suitability. Any information that we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration/ appointment unless Kids in Kaliahun considers that the conviction renders you unsuitable. In making this decision Kids in Kaliahun will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Please complete below to give us this information and return it with your application.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a bound over order; or are you at present the subject of criminal investigations?**

Yes

No

If so, please state below the nature and date(s) of the offence(s)

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Please note you are advised that under the provisions of the rehabilitation of offenders (exceptions) order (N.I.) 1979 as amended by the rehabilitation of offenders (exceptions) (amendment) order (NI) 1987 you should declare all convictions including 'spent' convictions.

I understand that a pre employment consultancy service check be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent conviction may be disclosed. I declare that the information I have given is accurate I consent to the check being made.

Please sign the declaration below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## For Official Use Only:

Date application received: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_

2. \_\_\_\_\_

Date of interview: \_\_\_\_\_

Recommendation: **Approved**

Reasons: \_\_\_\_\_

**Not Approved**

Reasons: \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Confidential Reference

The following person: \_\_\_\_\_

Has expressed an interest in undertaking voluntary work for Kids in Kaliahun.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

**1. How long have you know this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

**3. What attributes does this person have that would make them suited to this work?**

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**4. Please rate this person the following- please tick one box for each statement:**

	Poor	Average	Good	Very Good
This post involves substantial access to vulnerable	<b>Responsibility</b>			
	<b>Maturity</b>			
	<b>Self motivation</b>			
	<b>Can motivate</b>			
	<b>Energy</b>			
	<b>Trustworthiness</b>			
	<b>Reliability</b>			

ble children and young people. As an organization committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes

No

If you have answered Yes we will contact you in confidence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

## Appendix 2

### **Guidelines for Good Practice and Code of Conduct.**

#### **1.0 Codes of Conduct for KIK Management team/ Trustees/ and volunteers.**

##### **Charity Officials and volunteers are expected to:**

- Ensure the safety of all children by careful supervision, proper pre planning of programme activities, using safe methods at all time.
- Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the programme at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the charities incident/ accident book. Parents/ Guardians will be informed.
- Reports accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the programme “first aider”.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibility of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined/ committed/ time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during programme activities or coaching sessions.
- Not spending excessive amounts of time alone with children away from others.
- Not administering first aid involving the removing of children’s clothing unless in the presence of others.

##### **2.0 Club officials/Volunteers have a right to:**

- Access training and information on all aspects of leading/ managing activities for youths, particularly on child protection.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable by the management committee.
- Be protected from abuse by children/ youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanors and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club.