



# Child Safeguarding Policy

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## Policy Statement

Hope for Children's Child Safeguarding policy is part of our commitment to preventing and protecting children from abuse and promoting environments where children can grow up safely with their rights upheld.

Hope for Children's contact with children is primarily through the services and projects of our own Country Office in Uganda and by supporting the delivery of services and projects of other organisations (project partners) in other countries. Contact with children can also occur through fundraising activities, mainly in the UK.

This policy outlines how Hope for Children seeks to fulfil its duty to not put children we come into contact with at risk of harm (from our people or actions) and how we respond to concerns about abuse of specific children or children at risk of significant harm.

This policy applies to:-

- Anyone acting on behalf of, or representing, Hope for Children (paid or unpaid) including all staff, volunteers, interns, trustees, consultants, patrons or ambassadors, supporters or visitors to projects.
- All Hope for Children offices and countries of operation now and in the future.
- All children regardless of gender, ethnicity, disability, sexuality, religion or where they live.

Hope for Children will endeavour to prevent and protect children from harm by:-

- Implementing a safe recruitment policy and procedures for everyone working with or for us
- Having a clear Code of Conduct for working with children that is known to all our staff and partner organisations.
- Ensuring all our staff, volunteers, trustees, consultants, representatives, supporters or visitors to our projects are aware of our child safeguarding policy and responsibilities under it.
- Risk assessing our work in relation to child-safeguarding and putting in place measures to reduce and prevent harm and promote the best outcomes for children in all we do.
- Having a designated Child Safeguarding Officer (CSO) in each Hope for Children office.
- Putting in place procedures for reporting and then responding to specific child protection concerns and breaches of the Code of Conduct / Safeguarding policy.

## Definitions

**Child:** Anyone under 18 years old. This is regardless of the legal age of adulthood in countries where Hope for Children operates.

**Vulnerable Young Person:** A person between 18-25 years who is vulnerable on account of their health, disability, isolation or lack of family or circumstances of poverty. Whilst legalities of some issues will differ for those over 18, the code of conduct and all other aspects of this policy apply to young people.

**Child abuse:** Any action, by an adult or another child, that harms or ill-treats children, either deliberately or as a result of omission or failure to protect. It includes:-

- Physical abuse, actions that cause pain or physical harm in any way to a child, including giving drugs or alcohol.
- Sexual abuse includes all sexual acts or relationships with a child (under 18 years regardless of the age of consent in a particular country). It includes asking children to engage in sexual acts in exchange for money, gifts or favour, that can sometimes be misinterpreted as "consent" but no child can consent to such relationships and it is a form of sexual exploitation. It includes making, viewing or distributing sexual images of children or exposing a child to sexually explicit materials or behaviours.
- Emotional abuse is persistent over time and includes verbal abuse, bullying, rejecting or humiliating a child,

threatening behaviour or witnessing the abuse of others (e.g. domestic violence).

- Neglect is the persistent failure to care for a child, including their physical well-being as well as providing warmth and love to a child and failing to protect them from danger.
- Forced early marriage, female genital mutilation (FGM) are forms of child abuse as is engaging children in hazardous or exploitative labour.

Children can experience abuse within the family, in the community, in institutions but it is important to recognise that children can be at risk of harm and abuse from the actions, or the people, in any organisation that comes into contact with them, including charities. Hope for Children recognises a duty of care for children and young people the charity comes into contact with and hence the need for a safeguarding policy.

**Child safeguarding:** Refers to actions or arrangements proactively put in place to prevent or reduce the likelihood of harm to children and promote their well-being.

**Child protection:** Refers to actions individuals or organisations take in response and to protect a specific child who is, or at high risk of, suffering significant harm. It is one part of child safeguarding.

**Staff, volunteers & representatives:** Used as collective term to refer to **anyone working with or for** Hope for Children to cover all members of staff, consultants engaged to work with or for us, volunteers, trustees and any other person who can be said to be representing Hope for Children in some capacity e.g. patrons, ambassadors, advisors.

**Partner organisations:** Another independent organisation or informal group that works with or is supported by Hope for Children. Partner organisations include:

- Project Partner: An organisation or group that Hope for Children supports and often (but not necessarily) provides funding to in order to deliver services or run projects with children and communities in the countries where we work.
- Fundraising Partner: A group (formal or informal) that raises money on behalf of Hope for Children.
- Corporate Partner: A company that provides pro-bono services or funding for our work.

**Direct & partnership work:** Direct work is directly managed and delivered by Hope for Children staff, usually in the context of a Country Office (an established Hope for Children organisation in another country). Partnership work is supported (financially, technical advice) by Hope for Children but directly delivered by another independent (partner) organisation.

**Contact with children:** This will mean both direct or indirect contact with children unless otherwise stated.

- Direct contact: Being in the physical presence or having online or digital contact with a child/ren whether that contact is occasional or regular, short or long term. This contact may include being part of providing services or activities involving children and families in projects, delivering talks to schools, churches or youth groups, visits to projects, online/digital forums involving children.
- Indirect contact: Having access to information on children, including their personal data, home or school locations, photographs, life stories such as children's names, home locations or schools. Albeit indirectly, this nonetheless can have an impact on children, and therefore a responsibility arises for child safeguarding and protection.

**Subject of complaint:** Refers to anyone about whom a complaint, allegation, suspicion or concern has been raised.

## CREATING A SAFE ORGANISATION

*This part of the policy primarily focused on policies, procedures and practices aimed at preventing or reducing risk of harm to children by our people or actions.*

### 1. Risk Assessment

An organisational risk assessment relating to child safeguarding will be carried out and reviewed every six months using the **Child Safeguarding Risk Register** (Annex 1). The Risk Assessment will be the responsibility of each department head and be reviewed and submitted to the Board meeting.

### 2. Human Resources

#### 2.1 Recruitment

- a) In recruitment and selection all reasonable steps will be taken to deter and detect anyone unsuitable from having contact with children, and identify those with the qualifications, skills and competencies to promote the best outcomes for children in their roles. These steps will include the following and apply to all paid and unpaid staff, consultants, interns, volunteers, board members and anyone else representing Hope for Children on a consistent basis (e.g. patron). The **Recruitment Checklist** (Annex 2) should be completed.
  - Any advertisements shall include the wording *“Hope for Children’s recruitment and selection policies and procedures reflect our commitment to the safety of children. Any appointment is subject to commitment to our Child Safeguarding Policy, satisfactory references and, for some roles enhanced criminal record disclosure.”*
  - Candidates will be asked to declare unspent convictions at application stage.
  - Candidates will be asked to provide the names and contact details for at least two and for some roles three character references (not family members) who have known them for at least two years. See Annex 2b for details on fundraising recruitment of interns, volunteers and ambassadors.
  - References requests should include specific child-safeguarding questions (**Reference Requests** Annex 3).
  - All interviews will include questions on previous work with children and candidate’s understanding of child safeguarding (**Interview Questions** Annex 4).
- b) A conditional offer of employment (or other form of contract/engagement) will be made only after
  - Three references have been received, and verified over the telephone.
  - At least two members of staff/trustees have agreed the selection.
  - The selected candidate has signed their understanding and commitment to the Safeguarding Policy, sent with offer letter.

At this point a criminal record check (see Criminal Record Check) will be initiated.
- c) Contracts of employment will include compliance with the Child Safeguarding policy as an obligation of employment and include a probationary period.
- d) Confirmation in post will be made after a satisfactory criminal record check has been received, except where a criminal record check is not possible for the specific reasons in set out in the section on Criminal Record Checks. Only the CEO (and if required Chair of the Board) will know the content of a criminal record check and only relevant convictions will be taken into account. Whilst waiting to receive a criminal record check the person concerned should not visit any projects, Country Offices or lead community fundraising events where children are present (but can be present where supervised by another member of staff).
- e) Hope for Children will not introduce or support the paid or voluntary work with project partners of anyone not vetted through our recruitment processes.

## 2.2 Contractors

- a) Where Hope for Children engages another company or organisation (rather than an individual freelance consultant for whom the steps above apply) to provide a service and where as a result of this, their staff will have direct contact with children (e.g. a firm carrying out an evaluation or research in project communities or community fundraising in the UK) Hope for Children's contracting process will require the contractor to confirm in writing what recruitment checks they have in place specifically for suitability to work with children and vulnerable groups. The decision on whether these are satisfactory for the service they will provide will be made by the CEO and CSO and any additional requirements included in the contract.
- b) The requirement for induction into Hope for Children's code of conduct, reporting procedure and signing the statement of commitment will still apply for individuals from a contracting agency before any direct contact with children or vulnerable groups.
- c) Contractors who will not have direct contact but may have indirect contact (children's data) the contract should stipulate how this is to be used or shared.

## 2.3 Criminal Record Checks

- a) Hope for children will not employ or engage the services of anyone where, during or after recruitment it comes to light that the person has a conviction for child abuse, has been formally charged with offences relating to child abuse or is barred from working with children (under local country legislation) or has other convictions that are viewed as having direct relevance of risk to children and vulnerable young people.
- b) Criminal record checks will be carried out to the highest level of disclosure available and eligible for the role and in the country of engagement for anyone working with or for Hope for Children. Please see guidance on **Criminal Record Checks** and **Checklist** (Annex 4 & 5).
- c) A criminal record check should be undertaken if an existing staff member/volunteer moves from one role (that may not have required a criminal record check) to a role that does.
- d) Checks will be renewed at least every 3 years, and every two years for those on enhanced DBS checks (UK).
- e) In a case where a candidate for employment/consultancy is a non-UK citizen or has been living outside the UK and *for this reason* is unable to obtain a Disclosure of Barring Service record check in the UK, Hope for Children can obtain additional references of character and suitability to work with children, and consider relevant police checks or certificates of good conduct from their home/resident country. A decision to appoint can be made on basis of these checks but requirement to obtain a UK criminal record check still applies as soon as length of time resident in UK for such checks has been reached.
- f) For staff in countries where criminal record checks are not available at all, or where the check is considered of limited scope, Hope for Children will require additional character references verified through phone calls as well as contact with previous employers.
- g) Copies of references and criminal record checks will be kept on individual staff HR files accessible by the CEO (or person responsible for HR).

## 2.4 Training & Supervision/Appraisal

- a) An induction covering the Child Safeguarding Policy and procedures must be done for everyone working with or for Hope for Children (paid and unpaid staff, volunteers, interns, trustees, consultants or contractors) within 6 weeks of appointment.

- b) Child safeguarding training will be provided for all staff, volunteers, interns and trustees within 6 months of joining and will be compulsory.
- c) Refresher training will be provided to all staff, and higher level or more specific training offered where relevant to the person's role and responsibilities, especially those working directly with children in UK or overseas. Training needs will be part of annual appraisal discussions.
- d) The appraisal process (See Employee Handbook) will include review of how the post-holder has followed the child safeguarding policy and ways in which they have sought to reduce risk and improve outcomes for children in their role.

## 2.4 Retention of Employee Records

In respect to retention of records where concerns are raised about an employee's behaviour towards children the policy is as follows:

- a) If any concerns have been raised about an adult's behaviour around children, these records should be kept in the person's personnel file either until they reach the age of 65 or for 10 years, whichever is longer. This should apply both to volunteers and paid staff. For example, if someone is 60 when the investigation into the allegation is concluded, records retained until their 70th birthday. If someone is 30, records retained until they are aged 65. Records should be kept for the same amount of time regardless of whether the allegations were unfounded. However, if we find that allegations are malicious the record should be destroyed immediately. Information should be kept for this length of time even if the person stops working or volunteering for the organization.
- b) Certain exceptions may apply where the information in the records is relevant to legal action that has been started but not finished or the records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation). Where there are legal proceedings legal advice should be sought on a case by case basis about how long to retain the relevant records.
- c) Adult records should be kept on the confidential personnel file, not a central log. The personnel file should be kept confidential. Adults should also be given a copy of the report.

## 3. Child Safeguarding Officer (CSO), Child Safeguarding Representative (CSR) and the Child Safeguarding Committee (CSC)

- a) There will be a designated Child Safeguarding Officer (CSO) in the UK and in each Hope for Children Country Office. This role may be part of a wider job function i.e. responsibilities within a wider job description.
- b) CSOs names and contact details will be prominently displayed in each office and given to all partner organisations (Annex 6).
- c) The responsibilities of a Child Safeguarding Officer are to:-
  - Be the focal point for receiving reports of allegations or concerns about child well-being and implement the child protection response procedure. (see section on Reporting & Responding).
  - Promote awareness and implementation of the child safeguarding policy within the organisation.
  - Monitoring implementation of the policy and reporting to Chief Executive Officer (CEO) and Board.
  - To provide advice and support to staff and trustees on child safeguarding related issues.
  - To support development and delivery of training (to staff and/or organisational partners) on child safeguarding issues. This may be by providing training directly or through others.

The Child Safeguarding Officer does not take sole responsibility for decisions and actions following a reported concern, rather their role is to ensure reports are handled according to this policy and procedures, enabling Hope for Children to fulfil its organisational responsibility.

- d) CSOs will receive training to fulfil their roles and this should be included as part of performance appraisal processes.
- e) There will be a nominated Trustee as Child Safeguarding Representative (CSR) to lead on safeguarding at the Board level. Their role/responsibilities are the following:-
- In conjunction with the CEO and CSO to promote awareness, implementation and development of child safeguarding policy and procedures at Board level, and to ensure review of the policy at least every 3 years.
  - As a member of the Child Safeguarding Committee (see below) take decisions on actions following reports or allegations relating to staff, volunteers or representatives of Hope for Children.
  - To receive and respond (on behalf of the Board) to reports of allegations or concerns about the CEO or Child Safeguarding Officers.
  - In conjunction with the CEO, to ensure the Board is informed of any child safeguarding reports involving the charity, its work or representatives (incident reporting, not details of specific cases).
  - On behalf of the Board to report any serious incidents relating to child safeguarding as required to The Charity Commission.
- f) The Child Safeguarding Committee consists of the Child Safeguarding Officer (UK), CEO and the Child Safeguarding Representative and where relevant also the Child Safeguarding Officer from a Country Office (if the allegation or concern relates to that country). The role of the CSC is:-
- To receive and respond to reports (see Reporting and Responding)
  - To monitor compliance and development of child safeguarding policy and practice
- The Child Safeguarding Committee shall meet quarterly (aside from receiving reports).

#### 4. Code of Conduct

- a) Hope for Children's Code of Conduct gives clear rules for behaviour around and when working with children. It is given in full in Annex 8 and it applies to everyone working for or with Hope for Children (all staff, volunteers, trustees, representatives) as well as any visitors to our projects.
- b) Hope for Children expects those working with or for us, or representing us to exemplify high standards in their personal (out of work) contact as well as professional (in work) contact with children. Actions or behaviours that cause or put a child at risk of harm outside of work hours will also be considered a violation of this policy and treated accordingly.
- c) Staff, volunteers or other representatives or visitors MUST report any breaches of the Code of Conduct that they see or become aware of, or their concerns about adult behaviour around children, by any person connected to Hope for Children or an organisational partner (see section on Reporting)
- d) Staff reporting concerns will be protected by Hope for Children's Whistleblowing Policy.
- e) Breaches of the Code of Conduct by staff or anyone working for Hope for Children will result in disciplinary action under the Misconduct or Gross Misconduct policy (outlined in Hope for Children's Employee Handbook). Volunteers, trustees, other representatives (including supporters) will be made aware that breaches of the Code of Conduct could result in ending associations.
- f) The Code of Conduct will be displayed in all Hope for Children offices and relevant managers are responsible for sharing with our partnership organisations (both project and fundraising partners) so that all are aware of the standards of behaviour to expect from those representing Hope for Children alongside how to report any concerns to Hope for Children.

- g) Child-friendly version of the key points of the Code of Conduct will be available and provided to partner organisations.
- h) A fundraiser/support group friendly version of the key points of the Code of Conduct will be shared with those whose fundraising could involve children in the UK or other countries. As these events represent Hope for Children, guidance on behaviour around children, based on the Code of Conduct, will be provided.

## 5. Programmatic work

- a) For all countries where Hope for Children operates, a local mapping of child protection legislation and relevant authorities and agencies must be undertaken and reviewed annually, involving project partners or Hope for Children Country Offices using the **Local Mapping Tool** (Annex 9).
- b) Child safeguarding will be incorporated into all points of Hope for Children's Project Cycle Management processes for both Hope for Children Offices and direct work and when working in partnership with others. Child safeguarding considerations will be part of:-
  - Partner organisation profiling
  - Project design and risk assessment
  - Partnership & grant agreements.
  - Project reporting
  - Capacity building assessments / Learning or Training Needs Assessments
  - Project monitoring and evaluation, that enables beneficiary feedback especially from children
  - Child safeguarding policy and practice monitoring of partner organisations

### 5.1 Working with project partners

- a) Hope for Children's Child Safeguarding policy does not apply to partner organisations, who are independent entities with their own governance and management structures. However, Hope for Children recognises that by partnering with other organisations we are enabling them (through providing funds, training and other forms of organisational support) to work with children. For this reason, this policy has requirements of our programmatic work and who and how we partner with other organisations.
- b) Hope for Children's Safeguarding Policy must be shared with all project partners, providing them with knowledge about what to expect from us and our staff (including codes of conduct and how to report concerns) as well as our requirements of them. A briefing about our Child Safeguarding Policy should take place with all partners (senior staff and relevant project team) as part of planned project management and monitoring visits.
- c) All project partners to read and sign agreement to the "**Commitment to Child Safeguarding & Protection for Partner Organisations**" (Annex 10) and this will be part of Partnership/ Grant Agreements before funds are disbursed.
- d) Project partners should have (or commit to having, see below) a written child safeguarding policy and procedures that include
  - Recruitment for staff, volunteers and Board members.
  - A code of conduct of behaviour for working with children.
  - A reporting process for acting on concerns about a specific child.
  - To have a named person as the focal point for child protection reports.
- e) If a partner organisation does not have a written policy, or we believe that it does not fully cover these areas, this has to be done, ideally within 6 months of a partnership but timescales will take into account the partner's need for time and potential need for Hope for Children support into this process so that it is meaningful and not a "paper exercise". A written policy would be expected to be in place after one year. If there are reasons why a partnership should continue without this after one year, a risk assessment should

be shared and agreed with the International Programmes Committee.

- f) Project partners to inform Hope for Children of any incidents involving their staff or representatives causing or putting children at risk of, harm (child protection cases involving their staff or representatives or disciplinary actions taken for these reasons) and share how these are being dealt with by the organisation.
- g) Following Capacity Building Assessments/Training Needs Assessments, Hope for Children programmes will work with partners to identify suitable training, local resource people or other learning opportunities – whether delivered by Hope for Children or others.
- h) We will not pass on or facilitate visits to partner organisations by third parties not vetted by Hope for Children.

## 5.2 Country Offices

- a) To ensure the Child Safeguarding Policy is appropriate for both the country context and operational needs, especially for our direct projects, each Country Office will develop Staff Codes of Conduct for direct projects and may produce local versions of the Annexes so that language is accessible or specific country/cultural/religious issues are included.
- b) Country Offices will have Reporting Procedures that take account of country context and the child protection systems in place (based on the Mapping Exercise).
- c) Hope for Children will resource Country Offices with the training and any specialist services/advice (legal, child protection or counselling) required to achieve high standards of child safeguarding and responses to child protection disclosures and cases.

## 6. Visits to Projects and Partner Organisations

- a) Anyone visiting a project or project partner for or on behalf of Hope for Children (staff, volunteers, trustees, photographers, patrons, contractors, consultants) or where Hope for Children is responsible for introducing a third party (e.g. individual supporter, donor, journalist) to our projects before a visit must:
  - Read and sign agreement to follow Hope for Children's Safeguarding Policy (unless already done so as part of recruitment). User friendly versions may be produced as suitable for different types of visitors but must all include the code of conduct, how to respond and report concerns, taking & using children's images. See Annex 11 for examples.
  - Attend a child safeguarding pre-visit briefing (in person or over the phone) to cover project and partner specific requirements, in addition to going through Hope for Children's Safeguarding Policy and procedures.
- b) Staff, volunteers, trustee or consultants/contractors must have completed recruitment checks (references, criminal record checks) before visiting projects or partner organisations (see recruitment) and if the nature of the visit is outside the normal scope of the person's job description (i.e. a patron going to do volunteer teaching) then the requirement for higher level criminal record checks should be reviewed and completed before any visit. See section 2.3 on criminal record checks.
- c) The manager responsible for leading a visit is responsible for seeking advice from the CSO and for risk assessing the type of visit and visitor. Based on this assessments, additional referencing and criminal record checks may be required prior to travel. In general, fully supervised supporter project visits (e.g. student project visits) will not require a criminal record checks but where the third party will have direct contact to children or access to their information beyond a one-off supervised occasion, or where we are facilitating a third party (journalist or researcher) with partner organisation, character references and criminal record

checks should be carried out in line with section 2.1(e).

- d) Visitors must always be accompanied by Hope for Children staff or member of staff from the partner organisation and never have unsupervised contact with children or families.
- e) Visitors will be made aware (through the briefing) that images of children should not be posted to personal social media accounts. See section on Communications and Children's Images & Information. A designated visit photographer may be one way of enabling visitors to have images for this purpose if required.
- f) A **Project Visitors Register** will be kept in each Hope for Children office to record the names and dates of all visitors to projects and partner organisations (including staff visits). Managers for the staff or visitors are responsible for updating the register (see Annex 12)
- g) We will not pass on or facilitate visits to partner organisations by third parties not vetted by Hope for Children.

## 7. Communications and Children's Images and Information

The safety, dignity and rights of children is central to what and how we portray children in our work. Hope for Children's "Communications Policy & Guidelines" addresses this at its fullest. Specific to child safeguarding images, stories and communications of or about children in marketing, fundraising and public communications in any form (print, digital or broadcast) must comply with the following by anyone working with or for Hope for Children (i.e. includes any contractors/third parties).

- a) Informed consent from child (and parent/guardian or partner organisation) for taking and using of images and stories (see below).
- b) Children should be appropriately clothed (not semi-naked) and not depicted in any poses that could be interpreted as sexually provocative.
- c) Images and written materials must not include identifying information such as full legal/known names, their home or school locations.
- d) Where risk of harm or stigma is higher (e.g. HIV status, sexual exploitation, political or community conflict) further steps to protect children will be taken to anonymise – including concealing faces, using pseudonyms, vague geographic locations, etc. It is the responsibility of the Head of Communications & Fundraising to assess risks that may arise from the use of images or stories in relation to children (as children may not always be aware of these risks for themselves) and mitigate these risks in taking and using such images or stories.
- e) Portrayal of children and their circumstances should be accurate and balanced, not showing them as passive victims or hiding realities of their circumstances. Where children are indeed 'victims' the preservation of the child's dignity must nevertheless be preserved.
- f) Interviews with children will follow the two-adult rule (meaning two staff members or staff member of partner organisation). Wherever possible prior information about the purpose and use of the interview and the questions will be given to children, giving them time to think about their participation. Locations and questions will be carefully selected to ensure a safe, relaxed environment for a child.

### 7.1 Consent

- a) Informed and written consent must be in place before any images or stories of children are used in any format (print or digital) by Hope for Children. See Annex 13 for consent forms.
- b) Informed consent means that a child or other person is made aware of how their image or information

(e.g. as part of a case study) could be used by Hope for Children, that they are not obliged to agree and that if they decline there will be no negative repercussions for them.

- c) Written consent means that there is written evidence of the consent. This can be on the basis of a verbal consent where the person is not literate, but there must still be written evidence that informed consent has been given.
- d) General large group images (e.g. children in a football match, a women's saving group) require the partner organisation to be asked in advance and all people in the group made aware that photographs will be taken and how these will be used (allowing anyone to withdraw it they choose). One consent form required from the partner organisation. Where the group is exclusively children the partner organisation should make families aware that an event/activity will be photographed allowing them to withdraw children if they wish.
- e) Group or individual images, where individuals can be identified in the image require consent from the individuals shown on the image. Where the group includes children, then consent from parent/guardian is also required.
- f) The process will normally be that:-
  - Permission to take photographs and information for case studies is explained and children and parent/guardian give verbal consent for photos to be taken or to give their information and stories and aware they can say what images or information they do not want made public.
  - Ideally at the same time written consent should be obtained to avoid problems later on in tracking and seeking consent for use of any selected images/stories. Written consent means that the child and child's parent/guardian (or where a parent/guardian consent if not possible then the partner organisation working with that child) agree Hope for Children can use of their images or information (e.g. case studies). Where getting written consent has not been possible at the time these were taken then this can be obtained later (in liaison with the partner organisation) for any images/stories Hope for Children selects to use.
  - Hope for Children pro-forma consent forms should be used. If a partner organisation has its own consent form which for language or other reasons they prefer to use this can be done only if it clearly states images and information will be used by Hope for Children (so that the consent is equivalent to that on the Hope for Children proforma).
  - Hope for Children will endeavour to share final copy of images or stories with those children and families prior to publication but be made aware that this may not always be possible.

## 7.2 Use and storage of children's images and information

- a) Online publication of images and stories should remove any GPS tags that could identify a specific location, and where possible technical steps taken to prevent downloading and unauthorised sharing (image theft).
- b) Hope for Children will only share images and stories with third parties where there has been consent for this (i.e. it is included in the consent) and there is a written agreement with the third party on how the images or stories can be used. Third parties (e.g. corporate donors or other charities) that break the agreement will be told this will mean termination of permission to use the materials and the immediate return of all materials (including any copies made), and could lead to legal action.
- c) Images and information about children should not be shared in personal social media accounts by Hope for Children staff, volunteers or any other representatives or visitors unless there is a specific agreement (and case) for this. This is because consent is given to Hope for Children as an organisation and not to an individual, and to reduce risk of images and details about children circulating outside of Hope for

Children's control, potentially putting children at risk.

- d) A photo/video and case studies library will be maintained for the organisation and the responsibility of the Communications and Fundraising Department. Only current images and stories with consent will be kept. Images and stories will be kept for 4 years and after this placed in a clearly marked archive.
- e) Any web/digital/social media forum established or linked to Hope for Children should be monitored closely to ensure that children do not place identifying information about themselves on it. Any such information will be removed by Hope for Children staff as soon as they are aware of it. This will be a responsibility of the Communications and Fundraising Department.
- f) Personal data and information about children and families (full names, contact details, locations and individual histories or circumstances) must be kept secure and shared with those who need to know this information. This means information kept in password protected electronic files/folders or with access restricted to the people who need to know this information for work purposes e.g. information about children/families should not be left on open display and not shared outside of the staff team without agreement of CEO/CSO.
- g) Reports and information relating to a child protection concern or disclosure must be kept secure in a locked cabinet and password protected files/folders by the CSO and marked as confidential. Email communication in particular must be marked confidential with controls to prevent forwarding of sensitive documents.

### 7.3 Communications Response Plan

- a) A communications response plan will be in place guiding what and how information is communicated externally in the event of a child safeguarding incident involving someone working with or for Hope for Children (currently or in the past) or our partner organisations.

### Responding

*This part of the policy primarily focuses on policies and procedures when there is a concern or allegation that a child or children may be at risk as a result of our work and contact with children.*

## 8. Reporting and Responding to Concerns & Allegations

Hope for Children will always act upon reports about children at risk of harm and allegations of with the best interests of the child as the paramount concern and guiding principle in actions taken.

### 8.1 Becoming aware or concerned about abuse of a child

Those working with or for or representing Hope for Children may become aware or concerned about a child at risk in our work (either our own or partner organisations) or a person of concern in a number of ways; direct disclosure by a child, being told of something by another person (child or adult), through their own observations of a child or adult behaviour (e.g. breaking the code of conduct). **"Awareness of Abuse and Responding"** (Annex 14) gives guidance on recognising signs of abuse and this will be part of safeguarding training.

### 8.2 Duty to Report

- a) Reporting allegations or concerns is not easy, especially if these involve colleagues within Hope for Children or partner organisations but it is important everyone working with or for Hope for Children understands the need and their **obligation** to report as soon as they become aware.
- b) It is **mandatory to report what has been alleged, suspected or observed** about possible child abuse or breach of the Code of Conduct - regardless of whether harm to a child appears to have resulted or not.
- c) It is not the responsibility of the person with the concern to investigate further but simply to report. **It is**

**important that this is observed so that child or alleged perpetrator is not put at risk, that evidence is not compromised** (in event of a criminal investigation).

- d) Staff and representatives should be aware that a failure to report something they knew and later comes to light could result in disciplinary action e.g. knowing a staff member has made unsupervised home visits or invited children to stay at their home/hotel and not reporting this.
- e) All reports will be treated confidentially involving only those who need to know and handled according to the procedures in this policy with the best interests of the child paramount and taking due care to the needs of any subjects of concern (people about whom allegations are made) and any witnesses and person making the report.
- f) To ensure that responses to reports are appropriate to the country context and best interests of the child a local mapping of child protection laws, agencies and systems will be carried out for countries where Hope for Children works. See section 5 (a).

### 8.3 How to report

- a) Any immediate safety and well-being needs of a child/ren (e.g. finding a place of safety or medical treatment) can and should be acted on immediately even whilst making a report. The local mapping should provide assistance with this, as can the Child Safeguarding Officer.
- b) Reports should be made to the relevant country Child Safeguarding Officer (see annex 7) within 24 hours using the **Reporting Form** shown in annex 15 and sent to [csouk@hope4c.org](mailto:csouk@hope4c.org). If uncertain staff and representatives can speak to the CSO prior to making the report.
- c) If the matter concerns the CSO then the report should go to the Chief Executive Officer, and in the case of it concerning the CEO then the report should be sent to the Board level Child Safeguarding Representative.

### 8.4 Procedures following reports

- a) Reports made to any Child Safeguarding Officer outside the UK should be forwarded to the Child Safeguarding Officer in the UK. The country CSO will be involved in the subsequent steps below.
- b) The Child Safeguarding Officer will convene the Child Safeguarding Committee, which will decide and manage actions in response to reports. The first questions to be addressed by the CSC will be:
  - What immediate responses may be required for child safety and well-being?
  - Is there an identified victim/child?
  - Is there an identified subject of concern?
  - Who is the subject of concern in relation to Hope for Children? A staff member or representative? A partner organisation staff or representative? A person outside both Hope for Children and partner organisation?
  - If true, do the allegations mean a criminal offence been committed? Or a person poses a serious risk to a child/ren?
  - Does the allegation or concern relate to breach of child safeguarding policy, code of conduct, poor practice?
  - Is further information required to determine any of the above?
- c) The Child Safeguarding Committee will then follow guidance from Keeping Children Safe on "*Management of Child Safeguarding Allegations*" and conduct an **initial assessment** without (at this stage) notifying the subject of concern or making other potential witnesses aware a specific allegation has been made and who it involves (this is to prevent jeopardise any subsequent and potentially criminal investigation). The purpose and outcome of the initial assessment will be to decide what the next actions will be as outlined below:-

1. **No further action** – where no identified children or persons of concern or way of investigating the allegations, or it is outside the scope of this policy. A record should be kept of the report and decision for 3 years in case any subsequent or more specific reports are received.
2. **Internal audit investigation** - where allegations or concerns if true are not considered criminal or child abuse but a breach of policy and code of conduct and would be handled through disciplinary processes. In this case early notification to the subject of concern about the internal investigation and possible suspension on full pay or alteration of duties whilst the audit is carried out.
3. **Reporting to authorities** - where if true the allegations could be a criminal offence, harm has been caused or there are serious concerns about risk to children posed by the person. Reporting to authorities (police, social services or other as identified from local mapping) will be the default. For persons from or living in the UK this means reporting to the Local Authority Designated Officer (see Annex 16 for Hertfordshire specific contacts). In other countries the authorities to report to will be identified from the local mapping.

The only reason for not reporting to authorities is when local assessment is that the competence or integrity of child protection authorities are such that reporting would not be in the best interests of the child e.g. could result in reprisals or in further violate the right of the child. The decision to not to report is serious and will be taken by the CEO and Board, normally in consultation with local partners and may lead to an internal child-safeguarding investigation.

4. **Safeguarding investigation** – where if true the allegations would not be illegal in that country but constitute child abuse or would be criminal but reporting to authorities considered unsafe (for reasons above) to child or others involved. In this situation Hope for Children’s will engage external experts (consultants or agencies) to conduct the investigation.
  5. **External or Internal Audit/Review** – where the allegations or concerns a range of general behaviours, poor practice but not specific enough to investigate specific individuals or people.
- d) Keeping Children Safe’s *“Management of Child Safeguarding Allegations”* contains detailed guidance and will be the main guidance used by the CSC for how any internal audit or safeguarding investigation will be conducted. Alongside that guidance the steps taken will be informed by who the subject of concern is in relation to Hope for Children. The broad approaches to each category is detailed below.
- e) **Anyone working with or for (staff, consultant, volunteer etc) Hope for Children in the UK or overseas.** The steps in section 8.5 apply, with early decision on whether the staff or representative should be “suspended without prejudice” on full pay or have their duties changed whilst the allegation is addressed. The staff member or representative should be given information on how the matter will be handled and timescales involved.
- f) **Anyone working with or representing a partner organisation.**
- The Child Safeguarding Committee will report the concern to the partner organisation’s Child Safeguarding Officer/Focal Point or (where this does not exist) Director. In the first instance Hope for Children will expect partner organisations to the implement the procedures outlined in section 8.5 to address the allegation or concern.
  - The partner organisation will be asked what immediate steps they will take to safe guard any children and what steps they will take to address the allegation or concern. The CSO will report back to the CSC and if the CSC considers the partner requires support in any aspect of the process this will be agreed and offered. In any case the CSO will follow-up and report back to the CSC until the matter is concluded.
  - If the CSC believes that the partner organisation is not and is unwilling to address the concern, or there is a pattern of failing to respond to concerns and allegations this could be cause for ending a partnership. This step would only be taken if dialogue with the partner organisation fails to reach an

agreement. In this situation Hope for Children may take the step to report partner organisation staff to local authorities directly.

- g) **A person outside of both Hope for Children and the partner organisation.** These cases are outside the scope of this policy. Investigating cases of abuse taking place within families or communities etc is the role of state authorities. This does not mean that Hope for Children ignores such cases and our actions will be focused on:
- Making children and families aware of what abuse is and how to report it.
  - Providing emotional and practical support (medical attention, place of safety) for children who have experienced abuse.
  - Supporting children and families reporting abuse to authorities and where necessary following-up with authorities to advocate with them for duty bearers to fulfil their duties to protect a child.
  - Cooperating with investigations by legal or welfare authorities and providing information to assist the best response to the child's needs by these agencies.
  - Identifying and referring to specialist legal or protection services in the area concerned who can support a child
- h) All records relating to child abuse disclosures or concerns must be treated as confidential. The transfer of this information (verbally or in writing) should be done securely and shared on a "need to know basis". Records (electronic and paper) should be kept in locked files accessible to CSO and those who "need to know" and then securely archived. All reports should be signed and dated so that the origin and date of the information is clear.

#### 8.5 Board level reporting

- a) The Child Safeguarding Representative will inform the Board of reports made concerning anyone working with or for Hope for Children or with or for our partner organisations. This will be in the form of incident reporting and not disclosing case details, in order to preserve confidentiality and enabling trustees to be hear appeals subsequently (if one is made in response to disciplinary actions). The Chair of Trustees will be fully informed and therefore would not be able to hear an appeal as a result of any disciplinary action.
- b) The Child Safeguarding Representative will keep the Chair of Trustees informed of progress in any investigation. Disciplinary actions that may result from an internal audit or investigation will be decided by the CEO and Child Safeguarding Representative and Chair of Trustees.

### 9. Monitoring implementation of the policy

- a) Annex 17 summarises what, who and how implementation of the policy will be monitored.
- b) A self-audit of this will take place annually (led by the Child Safeguarding Committee) and reported by the CEO to the Board with an accompanying action plan to address any identified weaknesses.



## Annex 2: Recruitment Checklist

Job / Volunteer Title:

Date of recruitment:

Team & Recruiting manager:

Stage in recruitment & appointment	Child Safeguarding specific procedure to apply	Completed?	Date & Person	Notes
<b>Job Design &amp; Risk Assessment</b>	<p>Identify what contact with children the role will involve. Questions to provide answers to in Notes section are:</p> <ul style="list-style-type: none"> <li>• What contact with children will (or could) the job involve?</li> <li>• Will (or could) the role involve supervised or unsupervised contact?</li> <li>• What other sort of indirect contact may the person have with children (eg. via email, telephone, letter, internet, data, images/stories)?</li> <li>• Will the person be responsible for others with direct or indirect contact with children?</li> </ul>			
<b>Criminal Record Checks</b>	<ul style="list-style-type: none"> <li>• Based on assessment of the role what is the highest level of criminal record check available (enter in Notes)?</li> <li>• Has this been confirmed with the CEO?</li> </ul> <p>Guidance available: <i>Criminal Record Checks</i></p>			
<b>Job Description &amp; Person Specification</b>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Clearly states the level of responsibilities for child safeguarding (in addition to the standard for all roles)</li> <li>• States the type of criminal record check for the role</li> </ul> <p><u>Standard wording for all Job Descriptions</u></p> <p><i>To read and personally comply with all aspects of the Child Safeguarding Policy and to attend group or individual trainings, inductions on the same.</i></p> <p><i>To report promptly any child safeguarding issue in line with Child Safeguarding Policy.</i></p> <p><b>Person Specification</b></p> <p>Includes experience, qualities &amp; qualifications relevant for the role and safeguarding</p>			
<b>Advertising</b>	<ul style="list-style-type: none"> <li>• Child Safeguarding wording included in advert</li> </ul> <p><i>"Hope for Children's recruitment and selection policies and procedures reflect our commitment to the safety of children. Any appointment is subject to commitment to</i></p>			

	<i>our Child Safeguarding Policy and satisfactory references and, for some roles Enhanced criminal record disclosure.</i>			
<b>Application Pack</b>	<ul style="list-style-type: none"> <li>• Application form includes standard wording for disclosure of unspent criminal convictions.</li> <li>• Application form includes request for three references that includes the child safeguarding character reference questions.</li> </ul>			
<b>Interview</b>	<p>Interview includes questions on</p> <ul style="list-style-type: none"> <li>• Reasons for wanting to work in a children’s charity</li> <li>• Candidate understanding of child-safeguarding</li> <li>• Previous work with children (if relevant to role) and other questions relevant to role.</li> </ul> <p>Guidance available: <i>Sample child safeguarding questions for interviews</i></p>			
<b>Selection Conditional offer</b>	<ul style="list-style-type: none"> <li>• Three references received and verified by phone</li> <li>• Two people agree the selection (names in Notes section)</li> <li>• Statement of commitment to child safeguarding sent with offer letter</li> </ul>			
<b>Criminal Record Check</b>	Criminal record check (if relevant) applied for?			
<b>Contract of employment</b>	Includes compliance with child safeguarding as a condition of employment			
<b>Outcomes of Criminal Record Checks</b>	<p>Satisfactory criminal record check obtained?</p> <p>If not obtained or reveals convictions has action been discussed and agreed with CEO?</p>			
<b>Confirmation of appointment</b>				
<b>Child Safeguarding Staff/Volunteer Induction carried out?</b>				

## Annex 2(b): Recruitment Checklist for Fundraising Interns, Ambassadors & Volunteers

**Job / Volunteer Title:** Paid Interns (regardless of contact with children) or unpaid interns with contact with children

→ Same checks as a staff member – follow usual checklist

**Job / Volunteer Title:** Unpaid Interns, Fundraising Ambassadors or Volunteers ‘on behalf of’

→ Follow modified checklist below

A volunteer ‘On behalf of’ would include (but not limited to)

- Hope for Children Ambassadors
- Anyone who has a Hope for Children email address (eg. Ball Committee)
- Anyone with access to Hope for Children files
- In general, anyone who claims to represent the charity

See the FR website for more info on ‘in aid of’ vs. ‘on behalf of’. Only volunteers ‘on behalf of’ require vetting. See below for a separate checklist for volunteers ‘in aid of’

<https://www.fundraisingregulator.org.uk/2-0-working-with-volunteers/>

### Modified Checklist for Interns & Ambassadors ‘on behalf of’ Hope for Children

Stage in recruitment & appointment	Child Safeguarding specific procedure to apply	Notes
<b>Job Design &amp; Risk Assessment</b>	<p>Identify what contact with children the role will involve. Questions to provide answers to in Notes section are:</p> <ul style="list-style-type: none"> <li>• What contact with children will (or could) the job involve?</li> <li>• Will (or could) the role involve supervised or unsupervised contact?</li> <li>• What other sort of indirect contact may the person have with children (eg. via email, telephone, letter, internet, data, images/stories)?</li> <li>• Will the person be responsible for others with direct or indirect contact with children?</li> </ul>	The below notes are made assuming that the answers to all of these questions are <b>no</b> – if the answer is <b>yes</b> then the usual procedure will be followed as with staff
<b>Criminal Record Checks</b>	<ul style="list-style-type: none"> <li>• Based on assessment of the role what is the highest level of criminal record check available (enter in Notes)?</li> <li>• Has this been confirmed with the CEO?</li> </ul> <p>Guidance available: <i>Criminal Record Checks</i></p>	Final decision on what (if any) check is needed for each role rests with CEO
<b>Job Description &amp; Person Specification</b>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Clearly states the level of responsibilities for child safeguarding (in addition to the standard for all roles)</li> <li>• States the type of criminal record check for the role</li> </ul> <p><u>Standard wording for all Job Descriptions</u></p> <p><i>To read and personally comply with all aspects of the Child Safeguarding Policy and (if required) to attend group or individual trainings, inductions on the same.</i></p> <p><i>To report promptly any child safeguarding issue in line with Child Safeguarding Policy.</i></p> <p><b>Person Specification</b></p>	

	Includes experience, qualities & qualifications relevant for the role and safeguarding	
<b>Advertising</b>	<ul style="list-style-type: none"> <li>Child Safeguarding wording included in advert</li> </ul> <p><i>"Hope for Children's recruitment and selection policies and procedures reflect our commitment to the safety of children. Any appointment is subject to commitment to our Child Safeguarding Policy and satisfactory references and, for some roles Enhanced criminal record disclosure.</i></p>	
<b>Application Pack</b>	<ul style="list-style-type: none"> <li>Application form includes standard wording for disclosure of unspent criminal convictions.</li> <li>Application form includes request for character reference contact details.</li> </ul>	<p>* for interns – one reference per month of internship (max. 3)</p> <p>* for ambassadors – no references required unless role involves <b>unsupervised</b> contact with children</p>
<b>Interview</b>	<p>Interview includes questions on</p> <ul style="list-style-type: none"> <li>Reasons for wanting to work in a children's charity</li> <li>Candidate understanding of child-safeguarding</li> <li>Previous work with children (if relevant to role) and other questions relevant to role.</li> </ul> <p>Guidance available: <i>Sample child safeguarding questions for interviews</i></p>	<p>Interns/challenge Ambassadors – included in interview questions</p> <p>Non-challenge Ambassadors – questions included in written application</p>
<b>Selection Conditional offer</b>	<p>Offer <i>subject</i></p> <ul style="list-style-type: none"> <li>Character references received and verified by phone</li> <li>Two people agree the selection (names in Notes section)</li> <li>Statement of commitment to child safeguarding sent with offer letter</li> </ul>	see above for number of references required
<b>Criminal Record Check</b>	Criminal record check (if relevant) applied for	See above
<b>Contract of employment</b>	Includes compliance with child safeguarding as a condition of employment	
<b>Outcomes of Criminal Record Checks</b>	<p>Satisfactory criminal record check obtained?</p> <p>If not obtained or reveals convictions has action been discussed and agreed with CEO?</p>	
<b>Confirmation of appointment</b>		
<b>Child Safeguarding Staff/Volunteer Induction carried out?</b>		
<b>Data protection</b>	<p>In order to have access to data as a member of the Hope for Children team, volunteers/interns need to</p> <ol style="list-style-type: none"> <li>Receive training on how to store &amp; use that data</li> <li>Sign an agreement or have this as part of an existing contract/agreement</li> </ol>	
<b>Health &amp; Safety</b>	The organisation has certain obligations under law regarding risk assessments etc. when working with 'on behalf of'	

	volunteers <a href="https://www.fundraisingregulator.org.uk/2-0-working-with-volunteers/">https://www.fundraisingregulator.org.uk/2-0-working-with-volunteers/</a>	
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### Checklist for Volunteer 'in aid of' Hope for Children

Stage in recruitment & appointment	Child Safeguarding specific procedure to apply	Notes for "in aid of"
<b>Job Design &amp; Risk Assessment</b>		N/A – as a volunteer 'in aid of' we do not have responsibility for their actions
<b>Criminal Record Checks</b>		N/A
<b>Job Description &amp; Person Specification</b>		N/A
<b>Advertising</b>	State that all fundraisers / volunteers <b>in aid of</b> the charity are asked to comply with our safeguarding policy	
<b>Application Pack</b>		N/A
<b>Interview</b>		N/A
<b>Selection Conditional offer</b>	Statement of commitment to child safeguarding sent with offer letter	Statement to be included in letter of agreement (as no offer letter)
<b>Criminal Record Check</b>	Criminal record check (if relevant) applied for?	N/A
<b>Contract of employment</b>	Includes compliance with child safeguarding as a condition of employment	N/A
<b>Outcomes of Criminal Record Checks</b>		N/A
<b>Confirmation of appointment</b>		N/A
<b>Child Safeguarding Staff/Volunteer Induction carried out?</b>		N/A
<b>Data protection</b>	Sign an agreement as to what data we will store/use	Included in letter of agreement
<b>Health &amp; Safety</b>	Make it clear that their fundraising is undertaken independently of the organisation is 'in aid of' and that the organisation will not accept any responsibility or liability for these events.	Include this in letter of agreement

### Annex 3: Questions for reference requests (child safeguarding)

1. How do you know the applicant?
2. For how long have you known the applicant?

*Working in a children's charity staff will have direct or indirect contact with children, either vulnerable children in our projects overseas or taking part in fundraising events in the UK. As representatives of a children's charity we expect all our staff to act professionally and respectfully around children and young people.*

3. To your knowledge has there ever been concerns raised about the applicant's behaviour or attitudes towards children and young people?
4. From your personal knowledge of the applicant would there be anything about their character that could potentially trigger difficulties for them to work positively, sympathetically and professionally with children and young people?
5. From your personal knowledge of the applicant's character what positive traits would they bring to working with children and young people?

Your name:

Contact telephone number:

## Annex 4: Child Safeguarding Questions for Interviews

At least one question on child safeguarding should be included in an interview but the nature of the role may require more and different types of questions to be asked. Before any interview the panel should agree what questions to ask with the purpose of gathering information on

- motivation for working in a children's charity,
- understanding of child safeguarding,
- personal qualities and skills for the specific role and any direct contact with children.

These are just a few **suggestions** and sample questions designed to assist the interview panel.

- What are your reasons for wanting to work for a children's charity?
- Have you worked directly with children or young people in previous roles? If yes, what aspects of this did you like? What aspects did you find challenging?
- We are a children's charity and we seek to be a safe organisation for children. What do you think makes an organisation safe for children?
- What do you think working for a children's charity would mean for your conduct outside of work?
- What is your understanding of child safeguarding or protection? Has your understanding changed over time and if so how?
- Can you give us examples of both good practice and inappropriate behaviour around children?
- What do you think are important qualities and principles when interacting with children?
- What do you think we should consider before publishing a story or picture of a child on our website?
- What experience do you have in improving safeguarding (reducing risk of harm) for children in your previous roles/organisations?
- Have you ever felt uncomfortable about a colleague's behaviour or attitudes towards children in a previous job? How did you deal with this? Or if not how do you think you would deal with it?
- How would you deal with someone asking you to do something you totally disagree with? Describe a situation where this has happened? (supplementary question) How did you deal with it and, on reflection, what did you learn from it?
- How would you describe your professional values in relation to working with children or for a children's organisation? To what extent do these carry over into the contact you have with children in a personal capacity? Give me an example of this?

## Annex 5: Criminal Record Checks

Our Child Safeguarding Policy is to carry out criminal record checks *“to the highest level of disclosure available and eligible in the country of engagement...”*. This guidance is provided to support that policy by helping to identify what criminal record checks Hope for Children is eligible to carry out as part of recruitment for staff.

### 1. Criminal record checks in England & Wales

**Basic Disclosure** shows any unspent convictions and can be obtained for any employee or volunteer.

Under the Rehabilitation of Offenders Act 1974 some convictions are considered ‘spent’ after a period of time and hence will not appear on the basic disclosure. Access to information about a person’s *spent* convictions and other cautions or reprimands or if they are barred from working with children or vulnerable adults is restricted by law. For England & Wales these higher level **Standard, Enhanced or Enhanced plus barred list checks** are done by the Disclosure & Barring Service. Eligibility criteria apply as the law defines who an employer can or can’t obtain these criminal record checks for.

**Standard check** shows unspent and spent convictions, cautions, reprimands and final warnings held on police records. The role must be listed in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. Checks are for specific named professions or roles. The list includes Solicitor/Barrister, Accountant, Veterinary surgeon, Financial Conduct Authority ‘Approved Persons’ roles, Football stewards, Traffic warden, Member of the Master Locksmiths Association, RSPCA, HMRC, CPS employment.

**Enhanced check** shows the same as the Standard plus any other information considered relevant on police records. To be eligible the role must be covered by ROA and The Police Act 1997 and is carried out for those regularly working with children or vulnerable adults. Two types

- **Enhanced with barred list** will check the list of people barred from working with children and/or vulnerable adults. It is a legal requirement for employers to carry out this check for anyone in a **regulated activity**<sup>1</sup>.
- **Enhanced check without barred list** same as above but without barred list check. In Sept 2012 the law on what constituted a regulated activity changed, as a result, employers are eligible (not required) to obtain this for anyone who previously would have been considered to be in a regulated activity.<sup>2</sup>

A regulated activity is defined by a combination of the **type** of work, the **frequency**, or the type of place/**establishment** and level of **supervision** (see links in footnotes). Briefly it seems that post 2012 the position is that where a role is supervised the requirement to check is now less than before.

Filtering. DBS checks will still “filter” some cautions and convictions. These will remain on police records but will not appear on a DBS check but this would not filter serious offences against children, involving violence, supply of drugs etc. More information available on **DBS on filtering**

### 2. Criminal Record Checks outside UK or for overseas candidates

Where ever available a criminal record check for anyone working with or for Hope for Children in another country should be obtained, using the same principle of the highest level of check available. A certificate

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<sup>1</sup> See also <http://hub.unlock.org.uk/knowledgebase/regulated-activity>

<sup>2</sup> <https://www.ddc.uk.net/help-advice/what-is-regulated-activity/>

of good conduct (or similar title) can be obtained in Uganda and Sri Lanka and guidance on availability on other countries is updated and available on Home Office website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

In the case of a candidate for employment in England & Wales from overseas (or who has lived overseas) and for this reason cannot obtain a DBS check then obtaining a criminal record check from their home country/previous country of residence is the alternative. Guidance available from the above Home Office website and DBS <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#overseas-applicants>

In these circumstances ADDITIONAL character references should be sought and contact with previous employers (even if not provided as a reference) made in order to provide as full a picture as possible.

### **3. Criminal Record Checks for positions in Hope for Children**

To establish what level of check is the highest available each role should use guidance on eligibility for DBS checks in England & Wales and record this using the **Checklist of Roles & Criminal Record Checks** form, which should be kept updated with HR. If a member of staff changes role OR takes on duties (e.g. an overseas visit to partners that involves working with children) then their role should be re-evaluated for level of criminal record check.

### **4. Requesting voluntary disclosure of convictions**

Only positions that are exempt from the ROA will be asked to disclose spent convictions, cautions or reprimands and this will be via the Disclosure & Barring Service for the UK.

## Annex 6: Checklist of Roles & Criminal Record Checks at Hope for Children

Using guidance available online from DBS and others (especially the flowchart overleaf) this form records what “the highest available and eligible” level of check is and therefore will be obtained according to our Child Safeguarding Policy. Each time a post is created or where a role changes it should be added and assessed. For representational and volunteer roles it is expected that these will have to be assessed individually each time, reflecting that each role may differ in its contact with children.

Copy available from CEO

### SUMMARY

Type of Check	What roles at Hope for Children
<b>Basic check</b>	<ol style="list-style-type: none"> <li>1. All paid roles that aren't required or eligible for higher level checks</li> <li>2. All unpaid roles (e.g. volunteer &amp; interns) that aren't required or eligible for higher level checks.</li> <li>3. Any representative of the charity (e.g. patron or ambassador) that will represent the charity to wider public and may or may not as part of this have some supervised contact with children or indirect supervised contact with children (access to children's information/data)</li> </ol>
<b>Standard check</b>	Specific professions (finance, law, health sector) unlikely to arise but to be checked when new roles created.
<b>Enhanced check without barred list</b>	<ol style="list-style-type: none"> <li>1. Trustees <sup>3</sup></li> <li>2. Student Fundraising Officer (potentially)</li> <li>3. Fundraising &amp; Events Assistant (potentially)</li> <li>4. Fundraising Intern (potentially)</li> <li>5. Consultants (potentially, dependent on nature of role and contact with children)</li> </ol>
<b>Enhanced with barred list check</b>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. Head of Fundraising &amp; Communications</li> <li>3. Finance Manager</li> <li>4. Programme &amp; Partnership Managers</li> <li>5. Volunteer photographer</li> <li>6. Consultants (potentially depending on role)</li> </ol>

<sup>3</sup> *'The position of trustee of a children or vulnerable adult's charity is no longer a regulated activity in itself. It is only if trustees have close and unsupervised contact with beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS and barred list check. However, because everybody within the pre-September definition of regulated activity will remain eligible for enhanced DBS checks, a trustee of a charity who no longer falls within the new definition would still be eligible to obtain an enhanced DBS check, (but without a barred list check). We recommend that trustees always obtain a DBS check when they can as it an important tool in ensuring that the person is suitable to act.'* [Guidance from Charity Commission](#)

## Annex 7: Child Safeguarding Officers

### CHILD SAFEGUARDING OFFICERS

#### United Kingdom

Arpita De, Programme & Partnerships Manager

6 Progression Centre, Mark Road, Hemel Hempstead, UK, HP1

Tel: + 44 (0)1442 234561

E-mail: [csouk@hope4c.org](mailto:csouk@hope4c.org)

#### Uganda

Immaculate Kiiza Wanendeya, Country Director

Plot 3425 Block 244, Kisugu-Muyenga, Kampala

PO Box 25824

Tel: +256 774784319

E-mail: [immaculatekiiza@hope4c.org](mailto:immaculatekiiza@hope4c.org)

#### Board of Trustees Child Safeguarding Representative

Georgina Irvine Robertson

E-mail: [csouk@hope4c.org](mailto:csouk@hope4c.org)

#### Chief Executive Officer

Murielle Maupoint

6 Progression Centre, Mark Road, Hemel Hempstead, UK, HP1

Tel: + 44 (0)1442 234561

E-mail: [mm@hope4c.org](mailto:mm@hope4c.org)

## Annex 8: Code of Conduct

Hope for Children's Code of Conduct outlines the standards of behaviour expected towards children and vulnerable young people. The purpose of the Code of Conduct is to

- Provide guidance on what is appropriate and inappropriate actions and behaviour.
- Reduce the risk of harm and abuse of children by adults working with or representing Hope for Children.
- Help children and families feel safe when in contact with Hope for Children staff or representatives.
- Reduce the risk of misplaced allegations about individual conduct.

### Personal conduct outside work

Hope for Children expects those working with or for us exemplify high personal standards in their personal (out of work) contact as well as professional (in work) contact with children. Actions or behaviours that cause or put a child at risk of harm outside of work hours or duties will also be considered a violation of this policy.

### Do

- ALWAYS report any child safeguarding concern swiftly to your manager or Child Safeguarding Officer.
- ALWAYS report any concerns or breaches of the Code of Conduct, regardless of who it is.
- Treat all children with kindness and equal respect, without discrimination, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability.
- Obtain informed consent and ensure proper handling, use and storage of children's images and data that you handle in the course of your role.
- Use the "two-adult" rule, whereby your contact with children is always known, supervised and accompanied by (or at least within sight of) another member of staff.
- Wait for appropriate physical contact to be initiated by a child e.g. holding hands.
- Look out for and report potential for child-to-child bullying, or harmful behaviour by a child towards another child.
- Seek advice from your CSO if in any doubt about appropriate behaviour and interactions with children

### Don't

- Hit or in any other way cause physical pain or discomfort to a child; never physically punish a child (e.g. smacking or use of cane).
- Don't shout, use language or behave in ways that may threaten, frighten or humiliate a child. Don't use derogatory language on grounds of race, culture, age, gender, disability, religion, sexuality, or political persuasion.
- Be alone, or out of sight of others, with a child where your actions cannot be accounted for, this includes being alone in a car no matter how short the journey. *If you end up in this situation (e.g. taking a child for emergency treatment) you must inform your manager or contact person at Hope for Children immediately.*
- Share personal contact details (email, phone or social media) with a child, or have private social media or phone contact with a child in Hope for Children's projects. *If a child requests or contacts you must*

*inform your manager or Hope for Children contact person. Where children's contact details are kept for necessary work reasons this should be known and approved by a line manager.*

- Share images of children in Hope for Children projects or activities (e.g. fundraising event) on personal social media accounts (e.g. facebook).
- Invite a child to come to your home or hotel, or allow a child to visit and stay. *If a child or family does visit uninvited this must be reported to your manager or Hope for Children contact person.*
- Visit a child's home unaccompanied, even if their parents/guardians are at home. *If your role includes home visits then follow the guidelines for this strictly.*
- Show favouritism, spend excessive time or encourage close attachments with individual children or families.
- Do things of a personal nature that a child could do themselves e.g. dressing, bathing. *If your job includes providing care to children follow the guidelines for this strictly.*
- Give gifts or money to children or families without seeking prior agreement with your manager. This is to reduce the risk of adults grooming children or families for through such gifts.
- Hug, kiss or touch a child in an inappropriate or culturally insensitive way.
- Don't make, share or download sexually explicit images of children or view or share pornography with or around children.
- Drink alcohol, smoke or use drugs in front of children and don't give alcohol, drugs, or cigarettes to children.
- Engage a child in work (paid or unpaid) that poses a risk to their physical, mental or social well-being or interferes with their education. This includes forms of domestic "home helps" sometimes provided by family relatives.

### **Sexual Activity & Relationships**

Sexual relationships or any form of sexual activity (includes touching outside of clothes) with a child is always prohibited, regardless of the age of consent in the country concerned. No money, gifts or anything else should be offered in exchange for sex. In most cases such acts will also be illegal and as such will be reported by Hope for Children to relevant police/law enforcers. In the case of British nationals Hope for Children will report such incidents to the UK social services and/or police.

Given the inherent power imbalance and potential for exploitation between staff/representatives of Hope for Children and beneficiaries in our projects, Hope for Children prohibits sexual relationships between staff and young people (18-21 years) who are beneficiaries in our projects.

### **Giving and Receiving of Gifts**

Gifts can be used as part of grooming, leading into the abuse of vulnerable children and young people. For this reason Hope for Children requires all staff, representative or visitors to seek prior approval from their manager or contact person before offering a gift to any child or family in our projects. Staff may consult the CEO or CSO if in doubt about the appropriateness of the gift.

## Annex 9: Child Safeguarding Country Mapping

A country mapping tool is available in full in Programme Management Tools. This mapping should be completed between programme manager and partner organisation so that both know and share knowledge on what the local systems are for protecting children in the event of a case of suspected abuse. It should be reviewed annually for any changes. The summary results included on the template below.

Based on information gathered above you may list here a summary of the key contacts for each type of Child Protection (CP) Issue.

	Agency/Office Name	CP Function	Senior Officer/ Staff	Title	Contact details
External reporting of abuse					
Responding					
Emergency medical treatment of abuse					
Ongoing protection and support of child, during and after the CP reporting and/or investigation.					
Ongoing medical input with regard to injury, pregnancy, STD and HIV Issues					

## Annex 10: Partner Organisations and Child Safeguarding

Hope for Children is committed to all children having a childhood where they are protected, nurtured and free from all forms of violence, abuse, neglect, maltreatment and exploitation.

Children can experience abuse and neglect within the family, in the community, in institutions but it is important to recognise that children can also be at risk of harm and abuse from the actions, or the people, in any organisation who has contact with children, such as Development NGOs or Charities.

Hope for Children's Child Safeguarding Policy is about how, as an organisation, we ensure that:

- ❖ *Our people and our projects do not put children at risk of harm but promote their best interests.*
- ❖ *We respond and report concerns about specific children to authorities to protect them.*

Ensuring our people and our projects put the safety, protection and best interests of children first means that we have requirements for our own staff but also requirements for the organisations we work with as partners.

The purpose of this Safeguarding Statement is to help partner organisations:

- Understand what we mean by safeguarding and protection.
- Explain what requirements Hope for Children has of you as a partner organisation.
- Explain what partner organisations can expect from Hope for Children.

You will be asked to sign to show your organisation's agreement to these requirements at the end of this document.

### Key Terms

**Child Safeguarding:** Actions or arrangements organisations *proactively* put in place to *prevent or reduce* the likelihood of harm to children they come into contact with e.g. codes of conduct for staff, safe recruitment procedures, risk assessing projects.

**Child protection:** Actions individuals or organisations take *in response* to concerns about a specific child who is, or at high risk of, suffering significant harm e.g. reporting specific cases of abuse, misconduct. It is a part of safeguarding.

**Child:** Anyone aged under 18 years regardless of the legal age of majority in a specific country. *Hope for Children works with young people to the age of 21. Our behaviour and reporting policies also apply to young people aged 18-21years as well.*

### What does Hope for Children consider as child abuse?

Abuse is the harm or maltreatment of a child that includes:

- Physical abuse, that causes pain, physical harm in any way to a child, including giving drugs or alcohol.
- Sexual abuse, that includes sexual relationships or acts with anyone under 18 years (regardless of the age of consent in a particular country). It includes asking children to engage in sexual acts in exchange for money, gifts or favour which can sometimes be misinterpreted as "consent" but no child under 18 can consent to such relationships and it is a form of sexual exploitation. It includes making or viewing sexual images of children or exposing a child to sexually explicit materials (pornography)
- Emotional abuse is persistent over time and includes verbal abuse, bullying, rejecting or humiliating a child, threatening behaviour or witnessing the abuse of others (e.g. domestic violence).
- Neglect is the persistent failure to care for a child, including their physical well-being as well as providing warmth and love to a child and failing to protect them from danger.
- Forced early marriage and female genital mutilation (FGM) are also specific forms of child abuse as is engaging children in hazardous or exploitative labour.

### What Hope for Children requires of partner organisations

1. To have a written child safeguarding and protection policy that is implemented and acted on, that covers as a minimum
  - Safe recruitment practices such as taking verified references and (where available) criminal record checks for staff, volunteers and Board members.
  - A code of conduct of behaviour.
  - A reporting process for acting on concerns about a specific child and involving the relevant authorities to protect them.

- o To have a named person as the focal point for child protection reports.

*If a partner organisation does not have a written policy, or we believe that it does not fully cover these areas, we will ask for this to be addressed in 6 months of a partnership.*

2. To inform Hope for Children of any breaches of your policy or reports of child abuse involving your organisation or its people and share how these are being dealt with.

*We do not ask you to share the specific and confidential aspects of such cases but we do want you to inform us if you have such a case, and how you are dealing with it. In doing so partner organisations should be reassured that simply having an incident will NOT be grounds for Hope for Children to end any support or partnership. In fact, disclosure will be viewed positively. It is only if we have serious concerns that a partner organisation is unwilling to act in serious cases that we would review our partnership.*

3. To work positively with Hope for Children in seeking ways to improve child safeguarding for the organisation or in specific projects.

### **What partner organisations can expect from Hope for Children**

1. To share and follow our own policy.
2. For our staff and all representatives to follow our Code of Conduct.
3. To act on concerns you (or children or communities) raise about our staff or anyone representing us, including visitors, either through internal disciplinary measures or in cases of potential criminal actions by reporting to legal authorities in the UK or elsewhere.
4. To equally report our concerns about partner organisation staff or representatives in the same way as above.
5. To act and report any specific concerns about a child to relevant authorities.
6. To work positively and supportively with you to develop your Child Safeguarding & Protection policy and procedures.

### **For Organisation's Representative to Complete:**

"I have read and understood Hope for Children's Child Safeguarding & Protection Statement of Commitment for Partner Organisations and accept the importance of implementing Child Safeguarding Policies and Practice in our work. I understand and will comply with the requirements for partner organisations."

Please tick to indicate you have read and accept this statement

Organisation:

Print Name:

Your role:

Signature:

Date:

Please indicate if you are

Submitting a copy of your policy for Hope for Children to review  OR Agree to develop a written policy within 3 months

Please provide the name of the designated contact person for communications with Hope for Children on child safeguarding issues

Name:

Role:

E-mail and Telephone (including country code):

## Annex 11: Child safeguarding information for visitors

### Introduction

Thank you for supporting Hope for Children. On your visit you will see how you are helping transform the lives of the children and giving them the childhood that every child deserves. We hope that you enjoy your trip and are inspired by our work. We put the safety and needs of the children at the heart of everything we do, which is why we have a Child Safeguarding policy and why we are sharing information about this with in this leaflet.

### Before your visit

We ask all visitors to our projects to read this leaflet and after doing so sign our "Statement of Commitment". This shows that you have understood and agreed to follow our code of conduct and understand how to report any concerns that you have about a child or children arising from your visit with us.

Depending on the nature of your visit you *may* also be asked to attend a child safeguarding pre-visit briefing, provide evidence of your identity, provide personal references or potentially undergo a criminal record check. Your contact person at Hope for Children will let you know if any of these requirements apply to your visit.

### During your visit

A member of staff will be appointed as Visit Leader and they will introduce themselves to you as such. During your visit we expect visitors to follow our **Code of Conduct** which sets out what is and is not appropriate behaviour around children. These are designed to protect children but are also intended to protect you as a visitor from false accusations of inappropriate behaviour. Some key points to remember are:

- Our code of conduct applies to behavior around all children and young people under 21.
- Adults are in a position of trust and should behave appropriately, treating children with respect and keeping them safe from harm.

#### DON'T

- Share your personal contact details (phone, email or personal social media details) with a child.
- Be alone with a child or out of sight of your visit leader with children at any time. *If you end up in any of these situation for any reason you must let your visit leader know.*
- Kiss, hug or touch a child in an inappropriate or culturally insensitive way
- Hit, slap, kick or in other ways cause physical pain or discomfort to a child.
- Do things of a personal nature that a child could do themselves (e.g. dressing, bathing, or personal grooming).
- Engage in any sexual activity with a child (regardless of the age of consent in the country you are visiting)
- Use sexually suggestive language or show sexually explicit images (magazines, videos etc) to or around children.
- Use language or behave in ways that may frighten, embarrass, shame or humiliate a child or use derogatory language on grounds of race, culture, age, gender, disability, religion, sexuality, or political persuasion.
- Give alcohol, drugs or cigarettes to children; drink, smoke or use drugs in front of children.
- Show favouritism or make promises e.g. "I will pay for you to go school" "I will send you a football kit when I get home"

#### DO

- Wait for appropriate physical contact, to be initiated by the child e.g. holding hands.
- Always stay with your Visit Leader or within your visit group.
- Ask your visit leader before making any gifts to people you may meet.
- Be aware of the potential child to child bullying or harmful behaviour by a child towards another child.
- Seek advice from your visit leader if in any doubt on appropriate behaviour and interactions with children.

## What is Abuse?

This information is given to help you be aware of what abuse is and how you can report any concerns about the welfare or safety of children you meet as part of your visit.

- **Physical abuse:** Hurting or injuring a child. Physical abuse also includes giving a child harmful substances, such as drugs, alcohol, cigarettes.
- **Sexual abuse:** Engaging a child in sexual activities. It does not always involve violence and the child may or may not be aware of what is happening. Sexual abuse includes grooming a child with the intention of sexually abusing them; making, looking at and distributing indecent images of a child. The manipulation or enticement of children to engage in sexual activities in return for gifts, money, food, affection or favour is also abuse.
- **Emotional abuse:** Is persistent over time and can include verbally abusing a child, rejecting a child, humiliating them, making them feel worthless, inadequate or frightened. It also includes seeing or hearing abuse of others.
- **Neglect:** The persistent lack of appropriate care of children, including safety, nourishment, warmth, education, and/or medical attention, love and care. It is failing to ensure a child is protected from physical or emotional harm and danger.

## When might you become aware of abuse?

Sometimes a child will directly tell an adult they are experiencing some form of abuse. However, in many cases it is that you observe something about the child or are told something by someone else that raises your concerns.

## How to Report Concerns to Hope for Children

We want visitors to tell us of any concerns they have about the welfare or safety of a child at the projects you visit. We also want visitors to report any concerns about the behaviour of our own staff or the staff in local organisations you visit - especially if this behavior goes against the Code of Conduct.

If you have any concerns, please tell your Visit Leader. If the concern is about Visit Leader or they are not available you can contact Arpita De at the Hope for Children UK by calling 01442 234561 or emailing her at [csoUK@hope4c.org](mailto:csoUK@hope4c.org)

Visitors should not attempt to investigate issues themselves but tell us as soon as you have a concern so that we can follow it up appropriately.

## Photographs

Your Visit Leader will give you any specific advice on taking photographs on your visit. In general we are happy that visitors take photographs provided that this follows guidance from your Visit Leader and the children and people you photograph are happy to take part. If you intend to use photographs for any publicity materials or social media (e.g. your support group website or facebook) and reference this to Hope for Children please speak to your Visit Leader as this may require additional consent from children and families you visit and use before publication.

### STATEMENT OF COMMITMENT

I have read and understood HOPE's "*Child Safeguarding Information for Visitors to Projects*" and I agree to comply fully with its requirements.

Your name:

Your signature:

Date:



## Annex 13: Photo, video and case study consent forms

1. I understand that Hope for Children wants to help improve the lives of children and families around the world. To raise awareness and money for their work I agree Hope for Children can take and use my photo, film me and share my story.
2. I understand that Hope for Children will use my photo and story in the media, advertising, publications, and other printed or digital publicity materials and that people around the world will be able to see this.

- Website
- Social Media: *Facebook, Twitter, Instagram*
- Digital Display Advertising
- Email



3. In giving my consent, I understand that,
  - a) My name may be changed and my home or school location will not be identified.
  - b) I can tell Hope for Children if there is anything about my story I don't want them to share with others.
  - c) My photo may be used to portray general subjects or a particular issue.
  - d) I will not receive any payment for use of my photo, film or story.
  - e) Hope for Children may give my photo, film or information to another person or organization BUT only to help Hope for Children's fundraising, marketing and communication purposes and not for commercial gain.
  - f) Hope for Children will keep and use my information for a maximum of 4 years.
  - g) I can change my mind and tell Hope for Children to stop using my photo or story at any time.

My name: \_\_\_\_\_

Age: \_\_\_\_\_ Location/Project: \_\_\_\_\_

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

Parent/Guardian Name (if under 18 years): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Hope for Children representative or partner organisation to complete

I confirm that on \_\_\_\_\_ (date) in \_\_\_\_\_ (place/project)

I verbally gave the information on the content of this form to the child and parent/guardian for permission to take photographs, video/tape or interview.

Staff Name & Organisation: \_\_\_\_\_

## Annex 14: Awareness and responding to concerns about abuse

There are various ways in which you may become aware of, or have concerns about actual or potential abuse of a child/ren.

- A child may tell you or someone else may tell you.
- A child shows signs of physical injury for which there appears to be no satisfactory explanation or injuries happen repeatedly. Regular unkempt appearance, loss of weight for no apparent reason.
- A child's behaviour may indicate something is wrong e.g. nervous, mistrustful or fearful of others perhaps reluctant to be with certain people or places; sudden behaviour changes; noticeable aggressive; withdrawn from social group or inability to make friends; lack of confidence; hinting at secrets.
- Use of sexual explicit language or sexualised behaviour/games towards others.
- Something in the way that another person relates to a child/ren concerns you. This would include behaviour and actions contradicting the Code of Conduct

### Responding to a child

If a child tells you that s/he is uncomfortable or concerned with a specific person's (adult's or child's) behaviour towards them or another child, the following steps should be taken:

- Reassure the child that s/he right to report the behaviour
- Do not promise secrecy to the child. Tell them you will have to tell others so that you can help them and reassure them this will be done sensitively.
- Take it seriously and listen carefully and calmly.
- Don't suggest disbelief ("I can't believe it!") or that they must be mistaken ("Are you sure?) or disgust ("That is disgusting!")
- Ask open and non-leading questions to clarify the information they are telling you (but do not seek to investigate more deeply) so that you can report this correctly, but avoid lots of questions.
- If it is necessary to ask questions to clarify the information don't over repeat the same questions, as this may either confuse them or give the impression you don't believe them.
- Let the child know what you are going to do next and that you will let them know what happens.

If the child appears to need medical attention or be at immediate risk of harm (e.g. back to location where abuser is present) then arrange either immediate medical attention (local hospital/clinic) or place of safety (this may mean an immediate call to local social services or police). For staff, line managers should be told and involved in this. Visitors in this situation should speak to the closest Hope for Children member of staff.

### Responding to as adult who reports concern to you

- Reassure them that they are right to have raised their concerns
- Tell them that you will have to let others know what they have said in order to protect the child/re but information is treated confidentially to those who need to know to reduce change of reprisals by any alleged perpetrator on them.
- As above record the details, asking questions to clarify details such as names and places and dates, and anything they observed or were told that has raised their concerns

**In both cases Do not try to investigate the case, approach or confront alleged perpetrators, or disclose details to others in an attempt to "find out what has happened" as this could put the child or the person of concern at real risk.**

Make an immediate, verbatim note of the conversation and store this somewhere safe where the contents will remain confidential. Make certain you distinguish between what the child has actually said and the inferences you may have made.

Report to the Child Safeguarding Officer using the "Child Protection Reporting Form" as soon as possible but at least within 24 hours. If you don't have access to the form this should not stop you sending the report in whatever format to the CSO.

## Annex 15: Child Protection Reporting Form

Use this form to report concern about a child at risk of harm, or direct allegations of abuse, or breaches of the Code of Conduct. It should be sent to the Child Safeguarding Officer within 24hours. You may wish to talk to the CSO before making your report, which is fine, but this written report should also be made. *Remember, reporting is not investigating, and you are not required to verify allegations or seek more information before using this form. This form will help others make decisions about what should be done. Just complete what information you have available.*

Please use a sealed envelope marked confidential or write confidential in the message subject of the email and send only to the Child Safeguarding Officer (or if it is about them to the Chief Executive)

### YOUR DETAILS

Name: \_\_\_\_\_ Job title or "Visitor": \_\_\_\_\_

Contact details (if not a member of Hope for Children staff): \_\_\_\_\_

How you came to have contact with the child or receive the concern: \_\_\_\_\_

### CHILD/REN'S DETAILS

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Address or location: \_\_\_\_\_

Child's parent/guardian name: \_\_\_\_\_

### DETAILS OF CONCERN

*Please tick if the concern arises from*

Your own observation      Told to you by someone else      Told to you by a child

If told by someone else or a child (other than the child concerned) please give their name and connection they have to the child.

What is the name of the person/s of concern? (i.e. about whom allegations have been made or behaviour is cause for concern)

Please write clearly what you have seen or been told (and by whom) that has given you cause for concern. If this information came from the child please use their words where possible (including any notes you took). Please include names and dates where you have these.

### IMMEDIATE SITUATION

Does the child appear to need medical attention?

Does the child appear to need a place of safety?

### ACTIONS ALREADY TAKEN AND OTHERS AWARE

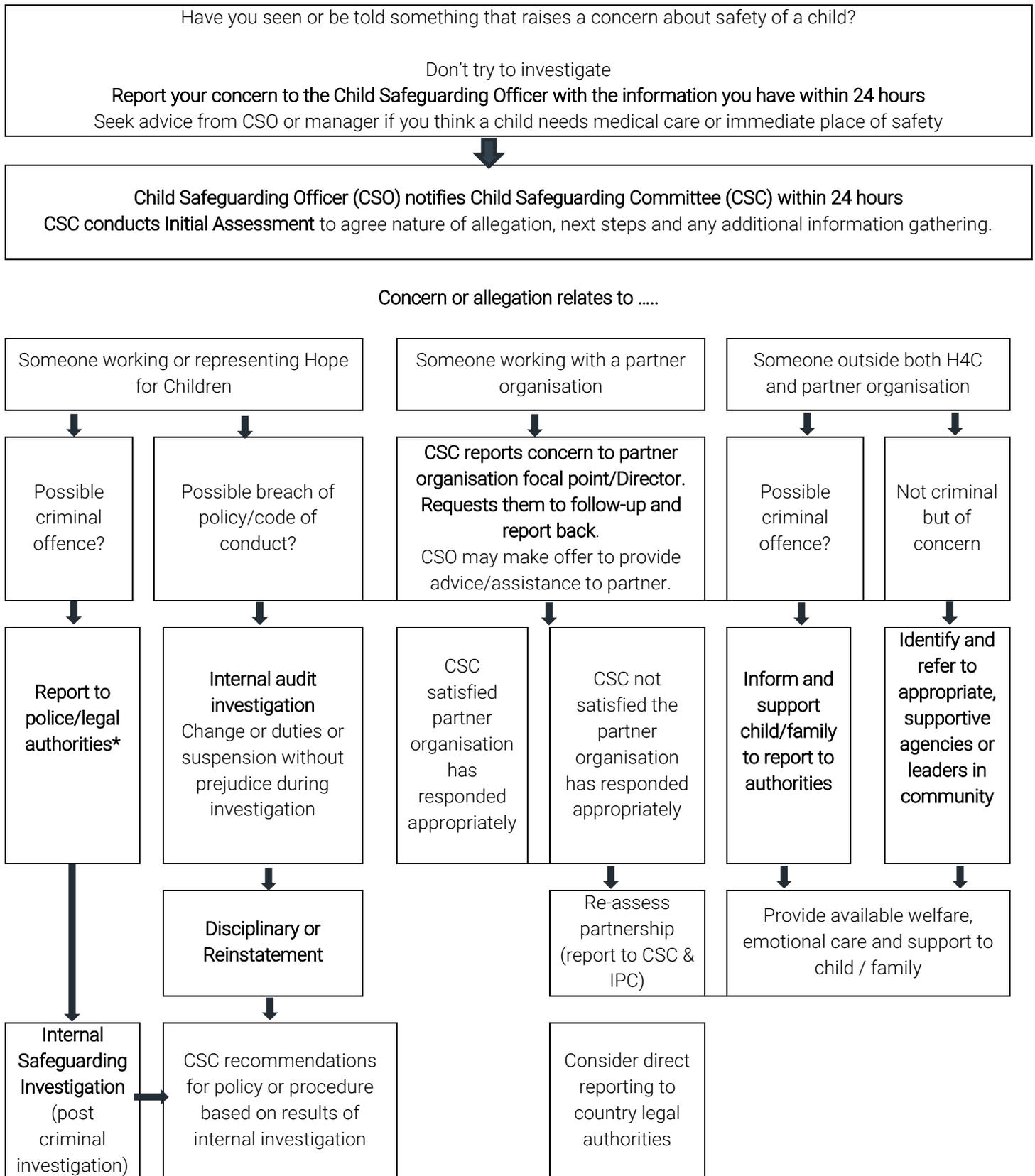
What other people are aware (to your knowledge) or have you reported this case to? E.g. local authorities, school management, police etc

What actions have been taken by you or others already?

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

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

## Annex 16: Reporting & Actions Following Reporting (summarised flowchart)



\* A decision to not report to authorities would be based on a risk assessment that to do so would endanger the child, put them at high risk. In these circumstances Hope for Children would instigate its own investigation using independent experts.

## Annex 17: UK Reporting Authorities

**Hertfordshire Child Safeguarding Board.** Call 0300 123 4043

To report a concern about an adult working with children from Hope for Children (paid or unpaid capacity) who has:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved in a way which indicates they may pose a risk of harm to children

**Police.** Call 101

### Charity Commission

The Charity Commission requires charities to report to them any serious incidents and included within their guidance on main categories of reportable incidents is “*suspicions, allegations or incidents of abuse involving beneficiaries*” and as such Hope for Children’s trustees must report cases (proven or not) involving staff, volunteers, trustees or other representatives. It does apply to such incidents in our partner organisations although review of Hope for Children’s level of involvement or knowledge of such cases in partner organisations and any way in which this could relate back to Hope for Children could still warrant making a report to the Charity Commission.

In the situation of such a serious incident arising the Trustee nominated as the Child Safeguarding Representative will make the serious incident report.

## Annex 18: Monitoring Implementation of the Child Safeguarding Policy Framework

Element of policy	Objective	Indicator	Who is responsible	Source of evidence
<i>Overall</i>				
<i>Governance</i>				
<i>Risk Assessment</i>				
<i>Recruitment</i>				
<i>Contractors</i>				
<i>Criminal Record Checks</i>				
<i>Training &amp; Supervision</i>				
<i>Focal points</i>				
<i>Code of Conduct</i>				
<i>Project cycle management</i>				
<i>Partner organisations</i>				
<i>Country Offices</i>				
<i>Visitors</i>				
<i>Communications</i>				
<i>Reporting &amp; Responding Procedures</i>				
<i>Self-Audit</i>				