

Stichting PURE! for kids Child Protection Policy Bali & Cambodia

Policy Statement and Introduction

PURE! believes the welfare of the child is paramount and that all children without exception have the right to protection from harm or abuse. Many of the children involved in PURE! programmes come from poor, impoverished communities with inadequate food, sanitation and/or shelter. Their socio-economic conditions often result in emotional, health and physical pressures, making the young and thus already vulnerable, exceptionally so. We place the highest importance on ensuring the safety, protection and welfare of the vulnerable children with whom we work.

PURE! is committed to taking all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. There are a number of safe guards which PURE! takes, including: rigorous recruitment and selection processes for trustees, staff and volunteers who work directly with children, and clear reporting procedures for incidents and suspicions. PURE! firmly upholds a 'zero tolerance' approach to any forms of abuse, exploitation or other misconduct which poses potential risk to any child. All suspicions and allegations of abuse will be taken with the highest degree of seriousness, investigated to the fullest extent, and responded to swiftly and appropriately.

This policy applies:

- PURE!-appointed trustees and staff
- Consultants and volunteers
- Visitors, such as donors, corporate sponsors, journalists and supporters, to PURE! projects

Code of Conduct

1. Responsibilities of all acting (volunteers) on behalf of PURE!

- Work towards promoting and ensuring child protection in all work activities and contacts.
- Promote a positive, supportive and secure environment where all children are treated with dignity and respect.
- Be conscious of how activities, actions and situations may be perceived and are intended and thus avoid situations where abuse might be alleged, without impacting work duties.
- Promote and encourage a safe, confidential and accessible environment where opportunities are created for children to communicate openly, taking into account language barriers where appropriate.
- Constantly assess and evaluate situations and activities involving children for the risk of potential abuse or harm and make the child's environment as safe as possible.
- Avoid being alone with a child.
- Meet children in open environments.
- Minimise physical contact with children except for reasons of health and safety or under supervision.
- Minimise contact with children outside working hours and avoid travelling with children except for reasons of health and safety.
- Avoid any situation which will put a child at risk of any form of harm, abuse or exploitation.
- Report any suspected cases of abuse, harm or exploitation as per charity procedures.
- Uphold sanctions never to be practised, including sexual, emotional and/or physical harm, abuse, exploitation or misconduct in any form, as documented and signed by all staff, volunteers and others acting on behalf of PURE! in the Code of Conduct and Declaration Form. This includes misconduct relating to the use of the internet and photography.

2. Responsibilities of PURE!

- Ensure all Cambodia & Bali-based staff, contracted teachers / administrators and volunteers understand their responsibilities for being alert to signs of abuse and for referring concerns to PURE! as per the reporting procedures below.
- Ensure parents, leaders and elders in the PURE!-supported community have an understanding of the responsibility placed on PURE! staff, contracted teachers / administrators and volunteers for Child Protection and its policy and procedures.
- Ensure safe recruitment practices are always followed for Cambodia-based staff.
- Monitor and evaluate activities and staff practices on a regular basis.
- Follow procedures for reporting and dealing with incidents when any allegation, concern or suspicion is raised
- Undertake annual reviews of the Child Protection Policy & its procedures.
- Ensure all PURE! staff and volunteers understand their responsibilities in relation to child protection.
- Ensure safe recruitment practices are always followed for PURE! staff, managers and volunteers recruited, screened and appointed through The Netherlands.

Definitions and Signs of Abuse

Child abuse can be physical, emotional and/or sexual and can also include neglect. The table below summarises each form of abuse and the possible signs that a child may show if he/she has been abused. Should a child exhibit these indicators, it should not automatically be assumed that abuse is occurring; however, any concerning behaviours and/or signs should be reported to PURE! as per PURE! reporting procedures (below).

<p>Physical Abuse occurs when a person purposely injures or threatens to injure a child.</p> <p>Possible signs of physical abuse:</p> <ul style="list-style-type: none"> • Bruises, burns, sprains, dislocations, bites, cuts • Improbable excuses given to explain injuries • Refusal to discuss injuries • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Aggression towards others • Being very passive and compliant • Chronic running away 	<p>Sexual Abuse occurs when a child is used by an older person for his/her own sexual stimulation or gratification. Sexual abuse may be contact or non-contact.</p> <p>Possible signs of sexual abuse:</p> <p><u>Physical indicators</u></p> <ul style="list-style-type: none"> • Bruises, scratches or other injuries to breasts, buttocks, lower abdomen or genital areas • Painful or frequent urination • Difficulty walking or sitting • Unexplained pain, itching, discharge or bleeding in genital or anal areas <p><u>Behavioural indicators</u></p> <ul style="list-style-type: none"> • Over attention to adults of a particular sex • Open displays of sexuality and unusual interest in the genitals of others • Precocious knowledge of sexual matters • Sudden changes in mood or behaviour • Difficulty sleeping and nightmares • Regressed behaviour, such as bed wetting, separation anxiety, insecurity • Change in eating patterns • Lack of trust in familiar adults, fear of strangers, fear of men • Acting-out behaviour (aggression, lying, running away, suicide attempts) • Withdrawn behaviour • Learning problems at school, loss of concentration • Excessive bathing
<p>Emotional Abuse involves chronic attacks on a child's self-esteem and may involve name-calling, threatening, ridiculing, intimidating or isolating the child.</p> <p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> • Physical, mental and emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to painful situations • Extremes of passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing 	<p>Neglect is the failure to provide a child with basic necessities, such as food, clothing, shelter and supervision, to the extent that the child's health and development are placed at risk. Children participating in SCC programmes may demonstrate physical signs of neglect due to their families' socio-economic conditions.</p> <p>Possible signs of neglect:</p> <ul style="list-style-type: none"> • Frequent hunger • Poor personal hygiene • Constant tiredness • Inappropriate clothing • Frequent lateness or non-attendance at school • Untreated medical problems • Low self-esteem • Poor social relationships • Compulsive stealing • Drug or alcohol abuse

Procedures

1. Managing Disclosures

In the event of a child disclosing information containing evidence of harm, abuse or exploitation, PURE! staff or volunteers acting on behalf of the charity are to:

- Listen carefully and not make judgements or false promises about keeping secrets
- Not reject anything as untrue and reassure the child that they believe him/her
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said
- Tell the child that it is not his/her fault and he/she is not responsible for the abuse
- Let the child know that a report will be made so that the authorities can help to stop the abuse. Reassure the child that his/her safety and needs are of primary importance.
- Tell the child they are pleased he/she told them

2. Reporting Suspicions, Concerns or Incidents

In the case of suspicion, concern or witness to incidence of misconduct, PURE! staff members and others acting on behalf of the PURE! projects are required to follow the following procedures:

- Immediately report the incident to the head of the PURE! project in Cambodia or Bali and to PURE! staff in The Netherlands. The PURE! project coordinator may assist with translation.
- The person who received the disclosure must fully document the allegation, including time and place of the alleged incident, who was present and what allegedly occurred. You must hand this to the PURE! project coordinator.
- The General Manager of the PURE! project shall report any allegation of physical or sexual abuse to local authorities through Cambodia's or Bali's National Police Hotline for child abuse and trafficking as well as the local Police Unit. Other allegations will be reported to the local authorities at the discretion of the General Manager in consultation with the Board of Trustees. The General Manager will document his/her actions.
- The General Manager shall report the incident to the Board of Trustees of PURE!.

Following the report of suspected or witnessed child abuse, harm or exploitation:

- The General Manager of the PURE! project is responsible for informing the child's family of the allegation and any action proposed and for ensuring that every effort is made to remove or reduce immediate or future danger or risk of harm to the child.
- In the event of a serious allegation made by a foreigner the overseas police forces will be informed according to legal requirements and obligations.
- For reports relating to PURE! appointed staff members, volunteers, trustees or others acting on behalf of the charity, all contact and activities with or near children will be suspended whilst an investigation is conducted.
- Any PURE! staff member, volunteer, trustee, or other person acting on behalf of the charity found guilty of misconduct will be immediately terminated from duties and will not be allowed contact with the children
- Any non-PURE! appointed staff found guilty of misconduct will be reported to Cambodia's Ministry of Education, Youth & Sport, or their respective organisation with request for Termination. Same for Bali, all misconduct will be reported to the ministry.

PURE! will aim to conduct all investigations both internally and in conjunction with relevant external government agencies, with the highest degree of professionalism, confidentiality, respect, sensitivity and fairness to protect all those involved. Every effort will be made to obtain independent, confidential interpreters when needed.

Children who have been abused or are suspected of being abused will be supported and closely monitored with the highest degree of care and sensitivity wherever possible. Through supported education it would be PURE!'s aim to help restore a stable, secure and predictable element in the child's life.

3. Recruitment and Selection of Staff

Charity personnel are recruited and selected to ensure their suitability to work with vulnerable children. PURE! staff members, consultants, volunteers and trustees are representatives of the charity and the values it upholds, thus are widely recognised as trusted and safe to children. They work with and are thus given access to contact with vulnerable children, which therefore requires rigorous screening and checks prior to assignment placing. The following are some of the measures which PURE! takes to ensure safe placement of suitable and trustworthy staff:

- It is made clear to all staff, consultants, volunteers, trustees and PURE! applicants that PURE! deems child protection matters of utmost importance, from the initial stages of recruitment onwards, and that it permeates every level and aspect of working for PURE!
- Job and volunteer advertisements contain job descriptions and key selection criteria to ensure that suitable candidates are attracted to the relevant position
- All staff, consultants, volunteers and trustees are required to read Stichting PURE! for kids Child Protection Policy and procedures. Each staff member, volunteer and trustee must sign a declaration form indicating that he/she agrees to uphold safe practices and has not, nor intends to, commit any form of child abuse
- All staff, consultant, volunteer applicants are required to provide a photo, CV with past job information and contact persons, fill in the application forms honestly, apply with a police paper check and a medical check from the doctor. At least 2 references will be checked to make sure the safety of the children.
- Staff, consultant, volunteer applicants must document their criminal history and consent to a criminal records check his/her application. You must show a police check reference. If necessary PURE! will screen this check.
- Every effort is made to interview volunteer applicants in person prior to acceptance into PURE!'s volunteer programme. When a meeting in person is not feasible, a telephone interview will be conducted
- All volunteers are meeting the volunteer project coordinator on arrival in Cambodia or Bali prior to commencing work. If there are any concerns about the suitability of a volunteer, the PURE! staff in The Netherlands are informed and the volunteer is withheld from commencing work until the Volunteer Coordinator has fully investigated any areas of concern and completed extra background checks. If there are any irresolvable, reasonable doubts relating to a volunteer's history or suitability to work with vulnerable children, the position will be revoked without prior warning or notice.

4. Monitoring and Evaluation

PURE! pledges to regularly and routinely monitor all staff conduct and activities to ensure the ongoing protection of children is maintained to the highest level possible. This is achieved through:

- All staff being aware that their conduct will be monitored and reviewed regularly according to the Child Protection policy and procedures. This will be conducted as unobtrusively as possible with minimal impact on personal integrity and duties
- The General Manager of PURE! in The Netherlands meeting regularly with field staff and volunteers in Cambodia and Bali, to monitor and evaluate conduct, duties and behaviour
- Daily supervision of staff and volunteers by PURE! project coordinator in Bali and Cambodia and general manager of the PURE! project
- Maintaining open lines of communication between school teachers / administrators and field staff as well as between field staff and PURE! staff in The Netherlands, to encourage timely and effective reporting of any concerns or incidents or misconduct involving child protection

5. Confidentiality

All staff shall ensure personal and identifying material, particularly that which would place a child at risk of harm, remains private and confidential. All written reports of a confidential nature shall be circulated to the Board of Trustees only, unless permission of the person/s involved is obtained, or if for legal purposes documents are required by external agencies and departments. All records, documents and correspondence involving material of a confidential matter should be kept securely, away from children or public access. Any breaches of confidentiality will be taken seriously and dealt with accordingly by PURE!

6. Record Keeping

Every effort will be made to ensure the maintenance of accurate records of concerns, risks, incidents and accidents, even when there is no need to refer the matter immediately. These records will aim to be objective and without personal bias wherever possible, and include any information from relevant witnesses. They shall be dated and signed and kept always in the possession of the PURE! general Manager in The Netherlands.

7. Training and Education

PURE! is committed to the creation, implementation and ongoing input of training and education strategies which will assist in creating a safer environment for its vulnerable children. Although still in its early stages of development, future plans will aim to include:

- Collaborating with field staff in Cambodia and Bali of PURE! projects and other Cambodian/ Bali -based NGOs to develop culturally appropriate additions to the PURE! projects curriculum relating to child protection issues, safety and human rights
- Working towards programs which will promote and encourage children to develop the skills they need to recognise and stay safe from abuse
- Developing culturally sensitive programs involving the community, to raise awareness amongst local staff on child protection issues, signs and indicators of abuse, and procedures for dealing with suspected misconduct
- Providing children with access to information and education material on acceptable conduct and self-protection from abuse