



Child Safeguarding Policy

30 March 2023

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This policy will be reviewed every five years.

Start Date _ 30 March 2023

2nd Version – 30 March 2028

1. Introduction

Phoenix Academy for Learning and Motivation (PALM) is implementing the policy for the children who are of poverty and have very little access to education to obtain the proper education opportunities and good job prospects with expectations in developing their awareness, abilities, mindset, society, social economy and life conditions without consideration to race, religion, gender and disability. We are also implementing this policy for the children who get involved in the project of the organization to be educated in a safe and mutually respectful environment and to have access to protection from abuse.

2. Definition

Child = everyone who is under 18 (regardless of race, nationality, ethnic group or society, gender, religion, politics and other status)

Child Abuse = All forms of physical or emotional ill-treatment, sexual abuse, neglect or exploitation, resulting in risk or pain or injuries to the child in the context of a relationship of responsibility, trust or power.

Violence = any potential pain or harm to the children by threats or force or authority.

Child labor = any children who have to do work that can negatively affect their physical, mental and moral development in the lack of prosperity and dignity.

3. Purpose

This policy and code of conduct is to contribute to releasing practical guidance and risk management strategies to protect the children who get involved in the PALM project activities against any risk or danger.

4. Scope

This child safeguarding policy applies to everyone who gets involved in the PALM project, partnering agencies and their affiliates. The above-mentioned everyone includes all staff employed by the organizations, the staff of their affiliates and volunteers.

5. Roles and Responsibilities

- (a) The Executive Committee leads the staff and all stakeholders to adhere this policy. Furthermore, the committee will make all the staff and volunteers sign a declaration of agreement to adhere this policy.
- (b) The PALM organization will appoint **2 SMT members** as focal contacts for child safeguarding. The organization will assist him/her to implement the safeguarding measures.

6. Responsibilities of the Focal person

- (a) He /she is responsible for receiving and gathering information concerning child safeguarding and child welfare.
- (b) He/ she has to arrange the safeguarding trainings and participate in the training.
- (c) He/ she has to contribute to resolving the issues and concerns about the policy and ethical guidelines (code of conduct).
- (d) He/ she has to lead the policy revision and review process.

7. Risk Assessment

- (a) **Senior Officers** will carry out regular risk assessments of the programs and operations that are in touch with the children two times a year.
- (b) Potential high risk programs have to be recorded. Potential risk reduction programs, responsible persons, implementation period and program completion have to be recorded as well.
(Risk assessment analysis format is mentioned in Appendix (1).)

8. Code of Conduct

- (a) Every staff has to sign the agreement in which he/ she is well aware of the child safeguarding policy and adhere child safeguarding guidelines.
- (b) Declarations of agreement all the staff sign have to be recorded in files.

9. Awareness

- (a) PALM will conduct the awareness trainings on the child safeguarding policy and code of conduct.
- (b) All the staff and participants who work directly in touch with the children have to be provided the policy and code of conduct refresher trainings every year and other staff have to attend the refresher trainings and sign the agreement on the policy and code of conduct every three years.
- (c) The community people will be introduced with the reporting mechanism for child abuse issue/case which the staff or volunteers committed in working the project.
- (d) Training programs, training documents and the list of the trainees have to be kept recorded.
- (e) Child safeguarding motto has to be set up in visible spaces.

10. Child-safe Recruitment

- (a) In order to create safe environments for children with the appointment of reliable and qualified staff, PALM-S4SK will get the signs of two referees who can recommend the applicants' background.
- (b) PALM-S4SK reserves the right to refuse participation of those who can possibly put children at risk.
- (c) Rules and regulations in which the staff of moral violation has to be transferred to another program area or dismissed have to be submitted in the recruitment contract.

11. Principles all the staff and participants who work with children have to follow

- (a) Legal clearance documents (concerning children) of the applicants or participants involving in the PALM program are checked before recruitment process or employment.
- (b) Applicant or participant committing to the program has to sign self-declaration of agreement, submitting relevant criminal background checks and adhering to child protection policy.
- (c) At least two oral witnesses or referees are asked the questions that need to be recorded. It's important to ask them, checking the applicant's

suitability for the post in the context of working and having regularly in touch with children in the program without supervisors.

- (d) Criminal background checks and self-declaration of the applicants need to be retained on the personal files. (Self-declaration and questionnaire format for the referees are stated in Appendix (2) and (3).)
- (e) The interview should highlight the questions concerning child safeguarding code of conduct in the recruitment procedures.
- (f) Interview questions to address suitable personal behaviors

Child protection questionnaire includes the followings:

- _ Have you ever worked as a staff or volunteer in such child safeguarding programs? What do you enjoy at work? What are the difficulties?
- _ How do you deal with the situation if the children do not involve in your program?
- _ Can you give two examples of working with children without any risk?
- _ How do you create a safe and friendly learning environment?

12.Reporting

- (a) Everyone is obligatorily responsible to submit all reports and concerns about child safeguarding and child welfare.
- (b) You have to follow the following steps in reporting a child protection and welfare concern.
- (c) Who can report?

Child, young people, parents, staff and volunteers can report the concerns.

- (d) What to report?

You have to report any witnessed or suspected cases of the staff and participants committing the breaches of child safeguarding and welfare policy and code of conduct.

- (e) When should I make report?

You have to make report or complaint within 24 hours or as soon as possible.

- (f) How to make a report?

You can make report verbally, in-person, in a letter or through email.

- (g) Who should I report to?

You have to make report to child safeguarding focal person or other senior officer of the organization.

(h) What will happen next?

The PALM organization has to respond or handle reports. First, the organization needs to inform the report promptly to the organization that provides fund for the program as per the terms and conditions of the contract. The organization also has to inform the police and other local authorities. If an allegation is made about a staff of the organization, he/ she may be contacted for warning, suspended from employment or contract by the organization without prejudice. The organization will contact local aid organizations to support and protect the child who is the subject of concerns regarding possible abuse and his/ her parents.

- (i) If any staff who commits the breaches of the policy and code of conduct, the individual will be monitored and warned subject to disciplinary actions which may include temporary dismissal or termination of the agreement contract. If the breaches of the policy and code of conduct are on misunderstanding basis, the organization will explain to the individual more about the child safeguarding policy and code of conduct.

13.All reports or complaints need to cover the followings:

- (a) Justice
- (b) Safe storage of all confidential materials except reporting to the police and other legal authorities.
- (c) If someone files false report or complaint, he/ she will be taken action to educate.
- (d) Reports or complaints need to be handled promptly in accordance with the procedures and the report on entire resolution process needs to be kept safe.

Appendix (1)

Risk Assessment Form

Child Safeguarding Policy

Risk Factors and Symptoms	Risk Level	Risk Reduction Strategies	Risk Monitoring In-charge and Time
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		

Appendix (2)

Child Safeguarding Policy and Code of Conduct Agreement

I, have read and understood the child safeguarding policy and code of conduct and agree to uphold them.

- (1) I will treat children with respect, regardless of their race, nationality, ethnic or social origin, language, religious belief, political point of view, wealth, disability, gender identity or other status.
- (2) I will never use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- (3) I will never engage children under the age of 18 in the following actions: any form of sexual relations, sexual compensation for sexual entertainment or activities.
- (4) If possible, I will make sure that another adult is always present while working in touch with children.
- (5) I will never invite unaccompanied children into my private residence or room except the time of emergency at risk.
- (6) I will never sleep near children whose supervisor is not present in the same room except in-need conditions. If I have to do so in case, I will ask my senior officer for permission and if possible, have another adult being present.
- (7) I will use computer, handset, video camera, camera and other communication tools reasonably. I will never use them to exploit children or access child exploitation material through any medium.
- (8) I will never use physical punishment on children.
- (9) I will never force children to do any domestic work that jeopardises their education and leisure activities and any inappropriate work at risk based on their age and developmental level.
- (10) I will follow and uphold child labour laws and local legislation.
- (11) I will report any form of child exploitation, abuse and violation of the safeguarding policy as soon as possible in accordance with the procedures.
- (12) I will never contribute to child exploitation or abuse. I will make self-confession promptly if I had any disciplinary action taken against me that may be related to work with children.
- (13) When children are photographed or filmed subject to work program, I will adhere the following:

- (a) I will obtain informed consent from the child and the parents or caregivers before taking a photograph, video and ensure that an explanation as to how the photo or film will be used is provided.
- (b) I will ensure that children are presented in a dignified and respectful manner in photographs and film. I will ensure that no pictures of children are at risk, degrading their dignity. I will also make sure that children have full-cover clothes in a safe way while being taken photographs and ensure no pictures of children may be interpreted as sexualized.
- (c) I am mainly responsible to avoid activities or behaviors that may be assumed as child abuse

Sign

Name

NRC No

Date

Appendix (3)

Checking the applicant through referees

References should be obtained from other people who are not working for the same organization you applied for the position. References of current or most recent employer, religious or civil leaders are appropriate. References should not be accepted from family members, relatives or friends.

- The applicant has to work in touch with children in the program he/ she applied for.

Is there any concern about the applicant in working with children? If so, express in details.

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Referee (1)

Name



Child Safeguarding Policy

Relationship

Date

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Referee (2)

Name

Relationship

Date

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