

Child protection policy

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Contents

Introduction.....	2
Why do we need a child protection policy?.....	2
Who is this document for?.....	3
Policy statement.....	3
National and local guidance.....	5
Safeguarding and promoting welfare and child protection.....	6
Child protection.....	6
Children in need.....	6
Significant harm.....	6
How is child protection reported?.....	7
What to do in a child protection concern?.....	7
The role of the designated child protection coordinator/safeguarding lead.....	7
Dealing with a child protection complaint.....	8
Managing disclosures of abuse.....	10
Code of practice.....	10
Selection and employment of staff.....	12
Principles of child safeguarding.....	12
Staff behaviour — protection from sexual exploitation and abuse.....	12
Abuse by other children.....	13
Admission procedures.....	14
Policy review and development.....	14
Annex I: Categories of abuse.....	15
Annex II: Recognition of harm.....	16
Annex 1 - Reporting hotlines and DCPC contact numbers.....	17
Annex 2 - Reporting flowchart.....	18
Annex 3 – HA CHILD PROTECTION INCIDENT REPORT FORM (SAMPLE).....	19
Annex 4 - Sample questions for screening of staff and partners.....	22

Introduction

Human Appeal is an incorporated UK charity working across the globe to strengthen humanity's fight against poverty, social injustice and natural disaster through the provision of immediate relief and establishment of self-sustaining development programmes. Our vision is to contribute to a just, caring and sustainable world free of poverty. Human Appeal does this by raising money to fund immediate and long-term sustainable solutions and empower local communities.

Why do we need a child protection policy?

Human Appeal works in a large number of countries delivering diverse programmes to poor communities that include children. Human Appeal upholds strong values and is strongly committed to:

- Excellence, professionalism and commitment to its work
- Trust and respect for all
- Integrity and transparency in all it does
- Empowerment and equality in dealing with others

Human Appeal's vision, mission and value statements set out the commitment to dealing respectfully with each individual, including all children who come in any form of contact with the organisation. This document has been developed to meet Human's Appeal's commitment of safeguarding and protecting all children, especially those that it works with, but also those who the organisation or its staff comes into contact with either directly or through its partner organisations in any of its interventions whether development, emergency response or orphan child sponsorship.

Most people, especially faith-based organisations, believe that the children they work with are protected due to their faith and religious beliefs. It is widely believed that the people we recruit are from the same communities and therefore will not harm children. This assumption is not correct. Child abuse happens, and may happen anywhere in different forms and degrees. Therefore, we cannot base our work only on beliefs and intentions. Human Appeal has zero tolerance towards violence against children and we take duty of care towards children we work with very seriously. Human Appeal has a child protection policy in place for the following reasons:

- To protect all children and young people especially those that we work with worldwide by having policies and procedures to prevent violence and exploitation.
- To be in conformance with the CRC or the applicable local legal requirements wherever we work. Adhere to whichever standard is higher as far as possible
- To capacitate and mandate staff, partners and volunteers to uphold and further the aims, objectives and spirit of the policy.
- To specifically educate staff, partners and volunteers on how to respond to child protection concerns (Annexes)
- To protect the organisation and staff from non-compliance with applicable laws, rules and regulations aimed at child protection.
- To align ourselves with standards and ideals of our donors, partners and fellow humanitarians. To spread awareness to the beneficiaries and all other stakeholders involved which may contribute to the public good in humanitarian contexts

Children as the most vulnerable people in society are often the victims of exploitation, particularly from those who are close to them. Children are particularly at risk from cheap labour, hazardous working conditions, neglect, physical and sexual abuse.

Human Appeal believes that all children that come under any form of interaction through the organisation's work have the right to be protected.

Who is this document for?

This document sets out Human Appeal's Child Protection policy and procedures for all staff, partners (including sub grantees) any individuals engaged as agents and volunteers working with Human Appeal and particularly those who are directly involved with children in any capacity programming or implementation including those children who are not directly our beneficiaries. Therefore, this policy applies to all staff, volunteers, donors, fundraisers, visitors and partners working under the name or with the support of Human Appeal's funds.

We understand the laws of each country where Human Appeal is working might vary, but this document provides a base for any policy formation. Country offices who have the capacity or need to adjust may map their local laws and adapt this policy accordingly.

Policy statement

Human Appeal is committed to protecting and safeguarding children and young people and recognises that child protection is everybody's responsibility and regardless of individual role, everyone will have the responsibility of protecting children. The ultimate responsibility for the implementation of the policy will lie with the Country Director. Individual children and young people are at greatest risk to violence and harm and different actors need to work together to prevent and respond to violence against children, social exclusion and refer children who need help (for instance in the case of a child safeguarding commitment) to relevant service providers such as providers of education, health and children's social care services.

Human Appeal has a responsibility to protect and safeguard the welfare of children and young people with whom they come into contact. We will promote child safe environment and practices to prevent and respond to incidents of child protection/safeguarding concerns in confidential and child sensitive way that respects the rights and dignity and best interest of the child and his/her family. Human Appeal will aim to protect and safeguard children and young people by:

- Having a Child Protection Policy and ensuring that this is regularly updated in line with national and local policy developments.
- Human Appeal will develop and implement mechanisms to monitor and improve compliance of this policy by HA staff and will take measures to encourage compliance by partner organisations that work with HA in pursuance of its mandate.
- Ensuring that all employees/ volunteers are familiar and with the Child Protection Policy and have signed an acknowledgement which is held in the respective staff files. Human Appeal will require all visitors/ fundraisers/ donors going to the field, both nationally and internationally, to sign the Child Protection statement for staff stating that they have understood the responsibilities under the policy and code of practice.

- Ensuring safe recruitment processes are in place so that all employees/ volunteers are carefully selected, trained and supervised. Staff working with children will have to undergo a reference check based on the country's policy and procedures. Outside the UK, all staff working with have written reference checks in their files with direct questions on the perspective staff member's position/ ability of working with children.

- Human Appeal will take written consent from the parent/ guardian of children to use their name/ photos for marketing purposes. Photographs should only be taken for promoting the work of Human Appeal or reporting about a sponsored orphan child. Staff/ volunteers/ partners/ donors cannot use photos taken on a field visit related to Human Appeal on their own social media pages. Please refer to Human Appeal's social media policy for further details About HA's commitment to ethical collection, storage and responsible use of children data and media in a manner to not put children at risk.

- Human Appeal will put in place child protection (CP) roles in each location to function in conjunction with or within the safeguarding team structure. These teams will be responsible for the effective functioning, implementation and compliance of the CP policy in all locations. Ensuring that the organisation has a Designated Child Protection Coordinator (DCPC) and that all staff and volunteers are aware of the named person and process of reporting concerns to them. Assessing the risks that children and young people may encounter and taking steps to minimise and manage this.

- Each DCPC will be required to submit a quarterly report counter signed by the HA UK covering:
 - o any CP reports for the respective period,
 - o and also a summary of measures undertaken in support of the global CP
 - o Confirming that the CP compliance mechanism is functioning properly.

- Human Appeal keeps in place a central/global hotline and email contact (global: speakout@humanappeal.org.uk or country office specific i.e. Pakistan office <mailto:speakout@humanappeal.org.pk>) to assist reporting of noncompliance of CP policy. Local measures are put in place in individual countries if any will feed into the centrally recorded reports.

- Giving children, young people, parents and carers information about what the organisation does in CP and what you can expect.

- Raising any concerns about the safety of children and/or the behaviour of adults. This also involves making sure contact with children is consistent with these policy guidelines.

- Human Appeal will have assessment criteria for selecting local implementing partners to work with children. These local partners either should have their own Child Protection policy or agree to abide by Human Appeal's Child Protection policy. This will apply to all new and existing partners, who will have to demonstrate compliance with the policy at all times.

- In the event of disclosure or suspicion of abuse outside the UK on partner's premises, the partner's procedures should be followed. These should comply with national legislation and Human Appeal's guidelines.
- In line with government legislation, screening checks, including criminal record checks, will be carried out on all staff from Human Appeal who are employed to work with young people under the age of 18 or vulnerable adults and for those who regularly come into contact with people from this age group in connection with their work in the UK according to the legislation. The policy will be reviewed in line with any new legislation. Human Appeal will conduct regular visits to implementing offices/ partners to monitor and assess standards and execution of policies.
- Human Appeal will introduce certain/separate working procedures for staff working with children in order to protect children and families and will ensure that role profiles/job descriptions and advertisements clearly mention what level of interaction with children the role will require the incumbent to have in the course of routine duty.
- Human Appeal will ensure that all concerns/allegations of any form of abuse are taken seriously and dealt with accordingly.

National and local guidance

This child protection policy should be read in conjunction with the Local Safeguarding Children Board (LSCB) guidelines and procedures. In accordance with the Children Act 2004, it is a statutory responsibility for key agencies coming into contact with children and young people to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004).

The following national guidance should also be referred to:

- The Children Act (1989)
- The Children Act (2004)
- Every Child Matters
- Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (HM Government, 2010)
- Human Rights Act (1998)
- Criminal Justice and Court Services Act (2000)
- The Protection of Children Act (1999)
- The Sexual Offences Act (2003)

- What to Do If You're Worried a Child is Being Abused (Department of Health, Home Office, Department for Education and Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister and the Department for Culture, Media and Sport 2006)
- Safeguarding Vulnerable Groups Act (2006)

For country offices, local legislation, policy and procedure will be respected/ followed.

Safeguarding and promoting welfare and child protection

Safeguarding and promoting the welfare of children are defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children suffering, or are likely to suffer, significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However, all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Children in need

Children who are defined as 'in need', under Section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development or their health or development will be significantly impaired without the provision of services. This includes those children with a disability. Local authorities have a duty to safeguard and promote the welfare of children in need.

Significant harm

Some children are in need because they are suffering, or are likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or are likely to suffer, significant harm.

See Annex II: Recognition of harm

How is child protection reported?

Child protection reporting is mandatory and failure to report child protection incident may result in disciplinary procedures. A child protection issue may come to the notice of a staff member in several ways:

- A child may make a direct allegation.
- A child may make a comment which seems to suggest abuse.
- A child displays obvious signs of physical abuse.
- A child's behaviour suggests there are clear indications of abuse.
- Suspect abuse i.e. something about the behaviour of a staff member which suggests that he/she is not a suitable person to work with or care for children.
- Staff may witness abuse.
- Staff may hear rumours of child abuse.

Staff will receive training on how to respond to each of these situations. The DCPC will be trained to recognise the obvious behavioural or physical signs of abuse. Following discussion with the DCPC, all child protection concerns will be either reported to the relevant authority without delay or discussed with the child's guardian (depending on the local context) to ascertain the reason for the apparent harm. The DCPC will ensure all written reporting.

What to do in a Child Protection Concern?

The role of the designated child protection coordinator/safeguarding lead

While HA believes that child protection is a shared responsibility of all HA staff, across hierarchy and functions, Human Appeal will designate a person to deal with child protection concerns in the organisation in all its country offices known as the 'Designated Child Protection Coordinator' (DCPC). The country directors/head of missions will have a nominated person to take lead/ responsibility of nominating someone with this role in their offices.

The DCPC for Human Appeal's UK office is Pulvisha Raja. The final responsibility for child protection in the organisation lies with the head of the organisation. Within UK level, it would be the Chief Executive Officer (CEO) and within country offices it will be the country director/head of mission.

The DCPC is responsible for:

- Ensuring Human Appeals child protection policy is updated and addresses changes in the working environment.
- Ensures country offices have updated child protection policies that incorporate the principles and main procedures of the organisation's policy document duly translated into local languages.
- Ensure that CP policy and reporting procedures are widely disseminated and prominently displayed with a reporting tree.
- Ensuring the child protection policy is being implemented and each office has a nominated DCPC. The DCPC in the country offices will ensure that local policies are in cooperated with the main policy.

- Arranging training for staff/volunteers.
- Monitoring and recording concerns about the well-being of a child or young person.
- Making referrals to the local authority children's services.
- Liaising with other agencies.
- Putting in place proactive measures and policies that serve to prevent child abuse. For instance:

Two adult rule

- HA staff must visit a child in the presence of the child's guardian or adult family member and wherever possible, always ensure that two adults are present when a child is alone in a room or confined space. Staff who work with beneficiary children must not visit a child's home alone or invite unaccompanied children into their accommodation or office space unless the child is at immediate risk of suffering serious harm.

Periodic review of policies

- The DCPC will ensure that HA policies and conduct with respect to child protection are always up to date and in line with any changes to the applicable laws and regulations.

Dealing with a child protection complaint

After receiving a complaint, the DCPC will act on behalf of Human Appeal securing consent of the child's guardian and referring concerns or allegations of harm to the relevant agency or service provider.

The DCPC may share limited information on a need-to-know basis amongst the staff/management while respecting the need for confidentiality, but will generally take the steps outlined below:

Limiting harm/injury

Ensuring that all reasonable steps that can be taken in the situation have been taken in order to limit harm to the child and that the at risk child is removed from risk of continued or further harm.

Seeking professional help if necessary

The DCPC will conduct a risk assessment of the child and provide medical help, psycho-social support and counselling and will utilise the available resources as required by the situation in a sensitive and culturally appropriate manner.

Reporting concerns or allegations of abuse

Child protection is not just about responding to specific allegations or incidents; it is also about the suitability of staff to work with children. Human Appeal will respond immediately to any concern that a staff member may not be a suitable for such work. A member of staff/volunteer must report any concerns or allegation of harm immediately to the DCPC. In the event of absence of the individual being available, the matter should be reported through the line management. The following information must be included in the report (see annex reporting form)

Information to include in formal/informal report

When reporting, it would be helpful to provide as much information as possible if the information is available:

Contextual information

- Description of injuries, abuse and neglect
- Location of abuse
- When and how did you find out about the abuse
- Child(ren)'s name, age and address
- Name of the alleged person causing harm, age and relationship to the child(ren)
- Your name and contact details
- Details of the incident
- What happened?
- When did it happen?
- Where did it happen?
- Who did it?
- What steps did you take?
- What steps did you want to take but could not?

Allegations against other staff/volunteers

If any member of staff or volunteer has concerns about the behaviour or conduct of another individual working within the group or organisation including:

- Behaving in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicated he/she is unsuitable to work with children; the nature of the allegation or concern should be reported to the DCPC for dealing with allegations against staff/ volunteer etc immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.
- Staff against whom a complaint has been made must immediately inform his/her line manager and cooperate with any directions/advice given by the DCPC aimed at ceasing the alleged behaviour that has promoted the complaint.

Sanctions

- Failure to abide by the policy will be investigated in accordance with disciplinary procedures and contractual agreements including reporting to statutory authorities for criminal investigation under the law of the country in which they work. Human Appeal can also take appropriate steps

such as disciplinary action leading to possible dismissal, termination of contractual and partnership agreements and where relevant, appropriate legal or other such actions.

- However, if a concern is unfounded, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

Managing Disclosures of Abuse

Code of Practice

Obligation to report and duty of care

Aside from HA policies, the legislative framework for the child protection system in England is provided largely by the Children Act 1989 (the 1989 Act) and the Children Act 2004 (the 2004 Act) as amended by the Children and Social Work Act 2017, three safeguarding partners – the local authority, NHS Clinical Commissioning Groups (CCGs) and police forces – are responsible for determining how safeguarding arrangements should work in their area for them and relevant agencies. Relevant agencies may vary in different countries, for instance in England, sometimes complaints can also be made to the district council.

In most countries the law makes it obligatory to report actual incidence of abuse as well as pre-emptive reporting i.e. reporting where a reasonable level of suspicion can be established that abuse has taken place or is likely to take place.

In a case where staff make a report to law enforcement, it must be reported to the DCPC as soon as is possible. Where the report involves the child's family, the family must be informed also as they should be aware what is being reported about them. This will potentially also stall any abuse that is happening or is imminent. It is important for the DCPC in each location to seek guidance from the local council to inform policy implementation as it may vary in each jurisdiction. Failure to do so can potentially lead to exposure for wilful neglect.

Protection for reporting

Often times, especially upon verification, the reports of actual or potential abuse turn out to be unfounded when looked into the DCPC or by LEAs. In such cases, if it can be established that the report was made in good faith and in the best interest of the child, legal protection is also available for reporting similar to other protected disclosures and whistle blowing. It is therefore imperative that the initial report be documented using the prescribed HA form and communicated to the DCPC and if needed the country director in the first instance.

Reporting anonymously

Child protection reports can be made anonymously also. In the HA form, and also if reporting outside HA, you can choose not to share your details. However, making the report automatically makes you eligible for protection from retaliation and backlash for making the report.

If you're worried that a child or young person is at risk or is being abused, it is advisable to make note of necessary details (as in sections below) and report. If you are in the UK, call 999 if the child is at immediate risk and then proceed to report all information to the DCPC. For other geographies and locations, the report may be made at the local numbers and email advised by the DCPC

Reporting suspicions or suspicious behaviour

If you have reasonable belief that the child is at risk of serious harm, you are encouraged to make a report. Both harm and children in need are defined above in the policy and “Harm”, in this context, generally means assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare or sexual abuse or exploitation.

You don’t need to be sure that abuse has in fact taken place and don’t need to have concrete evidence. In cases of suspicion staff are encouraged to report the suspicion and not undertake evidence gathering. Staff must never collect any data, images or information other than that required by the job role and in line with the requirements of the HA communication/social media/safeguarding policy.

Staff/volunteers/children should always:

- Take all allegations, suspicions or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitude and behaviours that may discriminate others.
- Risk-assess all situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff/volunteers/children should not:

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.

If a child discloses abuse it is important that, as far as possible, the following basic principles are adhered to:

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.

- Never stop a child who is freely recalling significant events.
- Make a note of the discussion taking care to record the timing, setting and people present as well as what was said.
- Do not ask children to write a statement.
- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- Inform the DCPC immediately.
- Maintain confidentiality regarding the identity and dignity of the child as well as the child's family and suspect named in the report.

Selection and employment of staff

P&C will:

- Build in specific questions in the selection process for staff as well as when screening for partners (see annex for sample questions)
- Work to educate and train interview and selection panels on key aspects of screening candidates for the purpose of child protection and safeguarding.
- Ensure criminal convictions disclosure is handled properly following the relevant policy.
- Ensure that staff names are checked against lists of unsuitable people held by relevant agencies.

Principles of child safeguarding

The six principles of safeguarding as defined by the Care Act 2014 are:

- **Accountability**
- **Empowerment**
- **Partnership**
- **Prevention**
- **Proportionality**
- **Protection**

Staff behaviour — protection from sexual exploitation and abuse

Any violation of this policy will be treated with utmost seriousness and can result in termination and possible legal action against the perpetrator. Human Appeal adheres to the core principles of the Inter-Agency Standing Committee (IASC) core principles of Protection from Sexual Exploitation and Abuse (PSEA) of 2002 which were adopted by the UN Secretary General's Bulletin on Special Measures for

Protection from Sexual Exploitation and Abuse (PSEA) of 2003. These apply to projects for children, families and communities and apply irrespective of whether there is an emergency situation or not.

- Sexual exploitation and abuse by anyone associated with our project is **unacceptable**. In the case of project workers specifically, it constitutes acts of gross misconduct and are therefore grounds for the termination of employment. Note that this is an offence for which Human Appeal has a Zero-Tolerance Policy hence there is no room for managerial discretion or mitigation. If a credible claim is put forward, an investigation is to follow. If proven, there is immediate termination.
- Sexual activity with children (anyone under the age of 18) is prohibited regardless of the age of majority or age of consent locally. A mistaken belief about a child's age is not a valid defence.
- Some children may come from troubled and difficult backgrounds and may even exhibit inappropriate behaviour to win the attention or love of an adult. Even if a child behaves inappropriately, it is critical to remember that the responsibility for behaving appropriately rests with the adult.
- Exchange of money, employment, goods or services for sex including sexual favours or other forms of humiliating, degrading or exploitative behaviour are prohibited.
- Sexual relationships between project workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships would undermine the integrity of work to help vulnerable and excluded children.
- Where a project worker develops concerns or suspicions regarding sexual abuse or exploitation by a colleague, whether in the same organisation or not, he/she must report such concerns in accordance with the system and procedures in place. In addition, the following code of behaviour should be observed:
 - Staff must treat children with respect, recognising their right to personal privacy.
 - Do not spend time alone with children — plan activities so that more than one person is present or, at least, other people are within sight and hearing.
 - Do not trivialise or exaggerate child abuse issues.
 - Avoid inappropriate physical contact with children especially that are forbidden or advised against in Islamic teaching.
 - Plan and organise project activities so that risks are minimised.
 - Staff must not make racist, suggestive or sexist remarks particularly in front of children.
 - Staff must take care to avoid showing favouritism towards particular children.
 - Do not rely on just your good name to protect you.
 - Remember that someone else may misinterpret your actions no matter how well intentioned.
 - All disciplinary measures/sanctions must be non-violent and must not humiliate children.
 - Managers and senior staff promise a culture that ensures children are listened to and respected as individuals.

Abuse by other children

It is the responsibility of staff to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating initiation rituals and others. Condemnation of such behaviour should be made clear to children in our literature and in disciplinary advice to agencies able to respond effectively. Advice about child protection training is available from your P&C department.

Admission procedures

Where children are expected to attend sessions, it is necessary for Human Appeal to:

- Prior to children participating in events/sessions out of their communities, to discuss risk assessment and mitigation forms with parents. These forms may also specify the action which the organisation will take in the event of a child becoming ill or being injured.
- Keep a register of names, addresses, next of kin and contact information for emergencies.
- Give parents/guardians, a copy of a written consent.

Policy review and development

The child protection policy will be reviewed every two years to ensure that it is robust and relevant to the emerging risks to children and young people.

In addition, HA will build a culture which recognises and values gender champions across HA offices and draws upon the expertise and experience available in house to further develop and refine this policy as and when needed.

Annex I: Categories of abuse

Abuse and neglect are forms of maltreatment of a child. A child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse: the persistent emotional maltreatment such as degrading punishments, threats, denial of care and bullying of a child such as to cause severe and persistent adverse effects on the child's emotional development. It can include conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. Sexual abuse includes incest, rape and fondling.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development. It can also include neglect of, or unresponsiveness to, a child's basic emotional needs. Some examples are when basic needs such as food, warmth and medical care are not met or when there is a failure to protect a child from exposure to any kind of danger resulting in serious impairment of a child's or young person's health or development

This is not an exhaustive list and it must be recognised that it is not the role of staff/volunteers to perform an assessment of whether children or young people have suffered harm.

Annex II: Recognition of harm

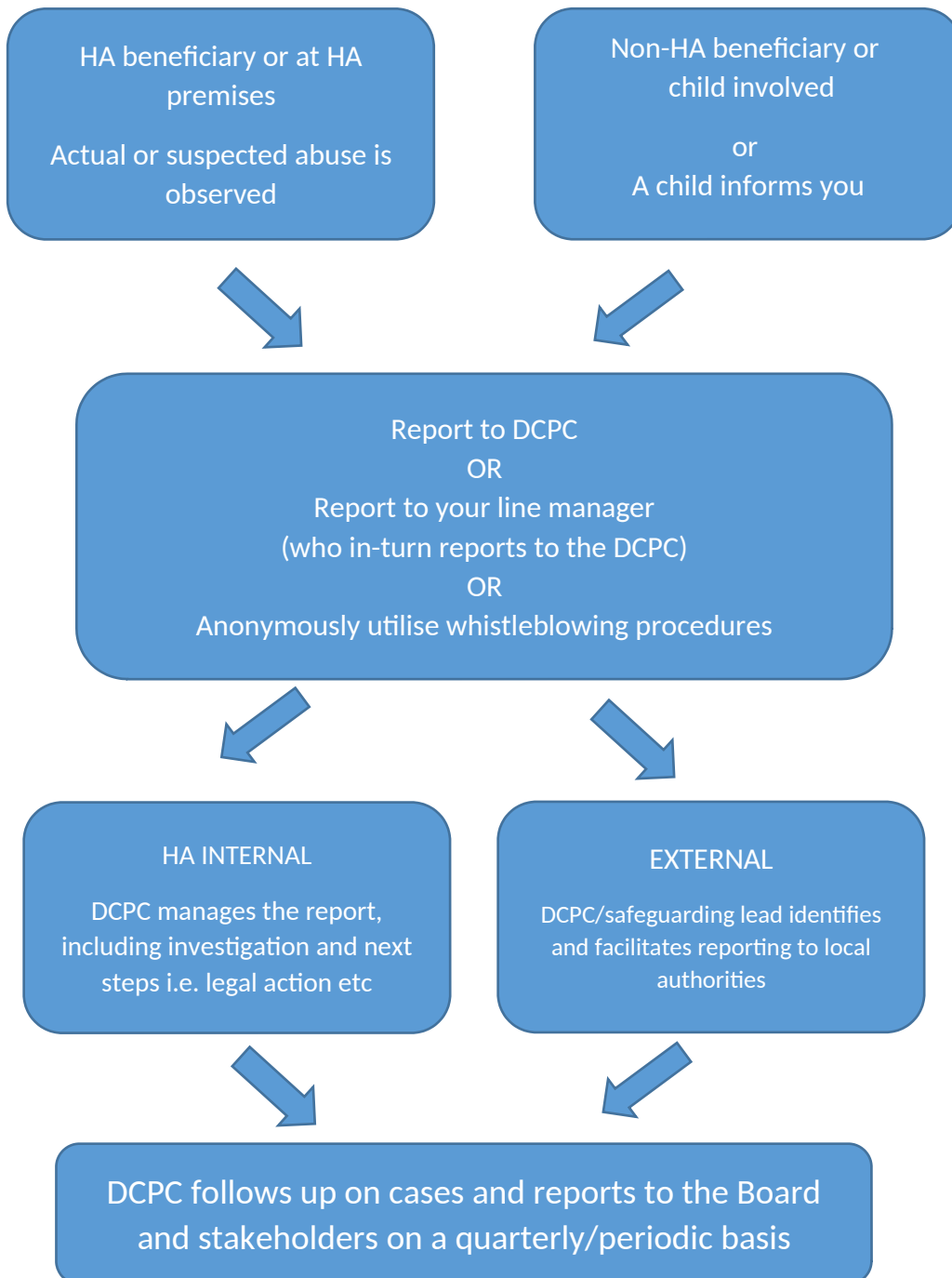
The harm or possible harm of a child may come to your attention in a number of possible ways:

- Information given by the child, his/ her friends, a family member or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be strange or unusual or may involve 'acting out' a harmful situation in play.
- An injury which arouses suspicion, because:
 - o It does not make sense when compared with the explanation given.
 - o The explanations differ depending on who is giving them.
 - o The child appears anxious and evasive when asked about the injury.
 - o Bullying — deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The three main types are physical, verbal and emotional.



Annex 1 – reporting hotlines and DCPC contact numbers

Annex 2 – reporting flowchart (turnaround times for each step to be allocated by HA based on resources available)



Annex 3 – HA CHILD PROTECTION INCIDENT REPORT FORM (SAMPLE)

PART 1: REPORTING PARTY INFORMATION		
Name of Individual:		
Contact details:	Date:	
PART 2: INCIDENT REPORT		
Location of incident:	Date of incident:	
Name of survivor: (OPTIONAL)	Age:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Name of offender: (OPTIONAL)	Age:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Details of incident:	Child protection case: <input type="checkbox"/> Sexual abuse	

	<p><input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Neglect</p> <p><input type="checkbox"/> Others.</p> <p>Please specify:</p>
<p>Action taken:</p>	<p>Reported/referred to:</p> <p><input type="checkbox"/> DCPC</p> <p><input type="checkbox"/> LINE MANAGER</p> <p><input type="checkbox"/> Country Director</p> <p><input type="checkbox"/> Police</p> <p><input type="checkbox"/> NGO, please specify: _____</p> <p><input type="checkbox"/> Others, please specify: _____</p> <hr/> <p>Date of report/referral:</p>



Child Protection Policy

Assistance requested: (OPTIONAL)

Follow up/updates on the case:

Please return form by email or fax to:

DCPC contact details



Annex 4 - sample questions for screening of staff and partners

- What are some of the main rights of children and what do you think about them?
- What sort of things might render a child's photograph to be considered inappropriate for publication purposes?
- If you saw a person severely hit a child, what would you do?
- What are some of the different forms child abuse can take?
- If you had concerns about the conduct actions or behaviour of a fellow worker with respect to dealing with children, what steps would you take?



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